



Colorado Springs Utilities

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**INFORMAL
REQUEST FOR PROPOSAL (RFP)
For
RFP-SG-76960 Intranet Redesign**

SCHEDULE OF EVENTS

<u>Event</u>	<u>Date</u>
Solicitation Released	11/10/2009
Questions from Respondents	11/18/2009
Due Date & Time for Proposals	12/07/2009 at 3:00 p.m., (MT)

SECTION 1: INTRODUCTION AND BACKGROUND

This RFP provides sufficient information to enable qualified Respondents to submit written proposals. The RFP is not a contractual offer or commitment to purchase products or services.

Project Description:

Colorado Springs Utilities ("UTILITIES") is requesting proposals for a redesign of our intranet.

This solicitation provides the UTILITIES' Procurement and Contract Services Manager with the option of extending the opportunity to include any Colorado governmental agencies, departments, units or sections in any awarded agreement without modifying the terms and conditions herein. All such requests by Colorado governmental agencies shall be coordinated by UTILITIES' Procurement and Contract Services Manager.

2.01 SUBMISSION OF PROPOSAL

Shelly Gennerman, Sr. Procurement Specialist (719-668-3852) is the designated liaison between UTILITIES and Respondent. Any unauthorized contact regarding this RFP between any Respondent, or others on the Respondent's behalf and UTILITIES' staff, other than Procurement and Contract Services personnel may result in rejection of the Respondent's proposal.

All questions/clarifications must be sent via email to Shelly Gennerman at sgennerman@csu.org no later than **11/18/2009**.

All proposals must be received no later than 3:00 p.m., (MT), 12/07/2009.

Proposals may be either mailed or hand-delivered. The Respondent shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposals received after the deadline may be returned unopened.

Respondents are required to submit one (1) original and eight (8) bound copies of the technical proposal, one (1) original and one(1) copies of the cost proposal, one (1) CD or Disk copy of the technical, and one (1) CD or Disk copy of cost proposal (in Microsoft Office format). Cost and technical proposals must be in separate envelopes clearly marked "Cost" or "Technical".

Proposals shall be addressed as follows:

<u>Hand or Overnight Delivery</u>	<u>US Mail</u>
Proposal for RFP-SG-76960 Intranet Redesign	Proposal for RFP-SG-76960 Intranet Redesign
Colorado Springs Utilities Procurement and Contract Services Office	Colorado Springs Utilities Procurement and Contract Services Office
121 S. Tejon St., Suite 200	PO Box 1103, Mail Code 0920
Colorado Springs, CO 80903	Colorado Springs, CO 80947-0920

All proposals become the property of UTILITIES upon receipt. The content of all proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

2.01 AGREEMENT TERMS AND CONDITIONS

Exhibit C documents shall govern any contract(s) ensuing from this RFP. By submitting a proposal in response to this RFP, the Respondent accepts the terms and conditions set forth in this RFP, including Exhibits thereto. Failure to accept these terms and conditions may result in the proposal being deemed unresponsive.

Respondents are advised that proposals shall be binding upon the Respondent for one hundred twenty (120) calendar days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

2.02 RESPONDENT'S CONFIRMATION OF AUTHENTICATION

By responding to this RFP, Respondent certifies (a) that Respondent's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that Respondent has not directly or indirectly induced or solicited any other Respondents to put in a false or sham proposal; (c) that Respondent has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a proposal; and (d) that Respondent has not sought by collusion to obtain for

themselves any advantage over any other Respondents or over UTILITIES; and (e) Respondent shall not violate or cause any person to violate, the Colorado Code of Ethics (C.R.S. 24-18-101 et. seq.).

2.03 ADDENDA TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of this RFP, an addendum will be posted onto the Rocky Mountain E-Purchasing website. It is the Respondent's responsibility to monitor and download any Exhibits and Addendums that may be posted on this website. **UTILITIES will not be held responsible for additional notifications to Respondents.**

2.04 RESPONDENT RESPONSIBILITY FOR PROPOSAL COSTS

UTILITIES' is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of a contract for services prior to the issuing of the contract.

Selected Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to UTILITIES' representatives in Colorado Springs or at another location agreeable to both parties. The Respondents shall bear all costs for such presentations.

2.05 DISCLOSURE OF PROPOSAL CONTENT

If a proposal contains confidential or proprietary information, all such information must be clearly and concisely identified. Respondent acknowledges that Colorado Springs Utilities is subject to the Colorado Open Records Act (C.R.S. 24-72-201 et seq.) and any information submitted may be disclosed to the public in accordance with the Act.

2.06 RIGHT TO REJECT PROPOSALS AND NEGOTIATION

UTILITIES reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award the contract in whole or in part, if it is deemed in UTILITIES best interest.

UTILITIES reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of UTILITIES.

2.07 TAXES

Colorado Springs Utilities as an enterprise of the City of Colorado Springs, a Colorado home rule city and municipal corporation is tax exempt.

Our Registration Numbers are as follows:

City of Colorado Springs
Federal I.D.: 84-6000574
Federal Excise: A-138557
State Sales Tax: 98-03479

2.08 SELECTION PROCESS

No proposal will be accepted from, nor will a contract be awarded to, any Respondent who is in arrears to UTILITIES and/or the City of Colorado Springs, Colorado, upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to UTILITIES or is deemed to be irresponsible or unreliable by UTILITIES.

UTILITIES hereby notifies all Respondents that in regard to any contract entered into pursuant to this RFP, small and disadvantaged business enterprises will be afforded full opportunity to this RFP and will not be discriminated against on the grounds of race, religion, color, sex, age or national origin in consideration for an award.

UTILITIES, at its sole discretion, may elect to request clarification of the proposal. The selection committee will use all facts, information, and data available to recommend the most advantageous solution to UTILITIES considering the following factors in the evaluation process:

- A.** Previous background and experience relevant to this RFP.
- B.** Schedule of pricing and rates for services proposed, including discounts
- C.** Technical content of the proposal
- D.** Adequacy and completeness of the proposal.

2.09 PROPOSAL CONTENT AND MINIMUM SUBMITTAL REQUIREMENTS

To be considered responsive, all proposals **MUST** include the following information. Proposals not addressing the following items may be considered non-responsive.

- A.** Compliance with all of the requirements as identified in Exhibit A. Any non-compliance shall be explained in detail.
- B.** The responses to each section of Exhibit B, "Supplier Response Form" following the format of Exhibit B.
- C.** Completion and submission of all required exhibits and/or attachments as described in the RFP.

The following Exhibits apply and are attached and incorporated by reference:

- EXHIBIT A STATEMENT OF WORK
- EXHIBIT B SUPPLIER RESPONSE FORMS
- EXHIBIT C CONTRACT FORM AND TERMS
Professional Services Agreement