

City of Redmond, Washington
Purchasing Division, M/S: 3SFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Request for Proposal

The City of Redmond is interested in procuring selected on-call consulting services to support the Information Services Division of the Finance Department.

RFP 10183-09/CHA

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

Scope of Work

The purpose of this request is to solicit proposals from qualified, partner-certified consultants experienced in providing services within multiple technical disciplines. The scope of work for these services is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Due Date/Time

4:00 PM (local time) on Thursday, November 5th, 2009. The City of Redmond – Purchasing Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, fax: 425-556-2185.

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

Response Requirements:

- 1) **Executive Summary & Overall Project Approach** - Summarize your proposal and include your firm's qualifications and contact information. Provide narrative which describes your current service offerings and outlines your firm's ability to provide Information Technology services or temporary staffing services as demonstrated by a minimum of five (5) years of successfully providing these services. Outline your technical competence as evidenced by the degree and nature of the resources that your firm can dedicate to the satisfactory performance of services as identified in the City's scope of work, along with the professional qualifications and experience of staff potentially available for assignment to City projects. Describe your firm's methodology for developing and maintaining strong client relationships and ensuring that client customer service is a top priority. And, outline the quality assurance process used to screen individuals who would potentially be

assigned to work on specific City projects or provide temporary staff services to ensure a "good fit" within the City's Information Services Division can be achieved on a consistent basis.

- 2) Consultant Experience - Describe your experience in providing externally contracted support in a variety of areas and summarize staff experience/expertise in the areas identified in the City's scope of work, including a list of currently provided services, a list of any partner certifications with the Suppliers identified as being used by the City in its Scope of Work. Additionally, include a description of the process used to keep your employee certification/education current.
- 3) Pricing Methodology – Consultant shall complete the City's "Selected I.S. Consultant Services, Submittal Sheet, attached as Attachment B, providing hourly rates for each of the identified services. All rates and fees must be fully loaded (inclusive of any expenses anticipated for providing the service).
- 4) A list of references (including contact name and telephone number) of at least three (3) completed or current project placements within the last three years. Local government references are preferred. The City reserves the right to contact references without prior notification.
- 5) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 6) The City requires two (2) printed response copies, unbound, 20lb. bond paper and not exceeding five (5) pages (double sided) in length and one electronic copy on CD. Company sales literature and project staff resumes may be attached to the response and do not apply against page count.
- 7) A statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at:
<http://www.redmond.gov/insidecityhall/finance/buslicense/applt.asp>
- 8) A statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60).

Cooperative Purchase Language:

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order/contract from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders/contracts issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 30 days post award (for one time purchases).

Selection & Award

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment C, and shall be incorporated into this RFP by this reference.

The City reserves the right to enter into multiple agreements for the purchase of these services as specified in the City's Scope of Work. Multiple Contracts may be awarded based on pricing, specialty of tasks to be performed and the availability of qualified personnel.

The successful bidder must be prepared to demonstrate adequate insurance coverage and will be required to provide a Certificate of Insurance showing that the bidder carries at least the minimum insurance coverage per paragraph 9, of the City standard Consulting Services Agreement (Attachment C) and will need to provide a separate endorsement naming the City of Redmond as an additional insured party at the time of contract execution.

Further, Consultant understands that it will be their responsibility to conduct background checks (criminal history background and driving checks) on any personnel they intend to place on contracted assignment at the City, PRIOR, to such placement. Additionally, Consultant understands and agrees that any personnel assigned to perform services at the City shall be required to review and sign a current version of the City of Redmond's Technology Usage Policy, a copy of which is attached, as Attachment D, and shall be incorporated into this RFP by this reference.

Evaluation Criteria	Weight
Proposed Fees (for purposes of comparison, average hourly fee will be calculated using the mid-point of the low and high range provided in Attachment B for each service classification)	40pts
Consultant Philosophy, Experience & Staff Qualifications (preference given to firms that have partnership certifications with the Suppliers that provide the City's technology as defined in the Scope of Work)	50pts
References (reference satisfaction will be rated on services provided by staff, their experience and qualifications, preference given for local government experience)	10pts
Total	100pts

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries

Please direct any questions concerning this Request for Proposal, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Connie Allen, CPPO, C.P.M.
Purchasing Manager
Office: (425) 556-2159
Fax: (425) 556-2185
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