



North Central Texas Council of Governments

Request for Proposal for Project Planning and Management Services

RFP #NCT- 2009-13

Issued August 21, 2009

Proposal Deadline: Tuesday, 5:00 p.m. September 8, 2009

NCTCOG Offices

616 Six Flags Drive (Centerpoint Two)

Arlington, TX 76005-5888

Request for Proposals for Project Planning and Management Services

Background

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

NCTCOG serves a 16-county region of North Central Texas, which is centered around the two urban centers of Dallas and Fort Worth. NCTCOG has over 230 member governments including 16 counties, numerous cities, school districts, and special districts.

Project Description

The focus of this effort will be to assist NCTCOG staff with the planning and management of several projects, primarily Information Technology related, of varying scope and scale. Project work will be assigned at NCTCOG discretion as budget allows. NCTCOG also desires assistance in building a project management framework that is specific to the needs and structure of NCTCOG.

Specific objectives to be fulfilled in this effort:

1. Create a project management framework based on the needs and capability of NCTCOG that can be applied to future projects at NCTCOG. This framework should include but not be limited too:
 - a. Envisioning/Requirements Gathering
 - b. Plan development and resource allocation
 - c. Task management, communications and budget tracking
 - d. Testing/user evaluation
 - e. Change Management
 - f. Closure
 - g. Post Implementation Project Review

All elements identified above should include document templates to be used to facilitate the process.

2. Lead and/or assist specific project efforts for NCTCOG as identified by NCTCOG staff. In some cases this may involve tracking multiple projects simultaneously and providing feedback to various NCTCOG staff.

The proposer will develop a budget based on the providing project management expertise over a 12 month period starting in September 2009. To assist the consultant selection committee in their evaluations, the proposal must identify total costs and person hours for providing services. NCTCOG expectation is this effort will require daily interaction in which work is defined and scheduled.

Proposal Deliverables

1. Developed project budget as identified above that includes a sample fee schedule.
2. Proposer's experience with similar projects (please include reference and contact information)
3. Proposed approach and methods
4. Other services that can be provided by the proposer
5. Proposer's fee structure

NCTCOG reserves the right to reject any or all proposals submitted if such is deemed to be in the best interest of NCTCOG. NCTCOG assumes no obligation, no responsibility, and no liability for costs incurred by those responding to this request.

NCTCOG may also choose to at their sole discretion enter into contract negotiations with multiple proposals should it be deemed to be to the benefit of NCTCOG.

Criteria for Selection

In evaluating proposals submitted pursuant to this request, NCTCOG places high value on the following factors, not necessarily in order of importance:

- Project Approach/Methodology – Proposer should demonstrate through provided sample of experience comprehension and ability related to project management services.
- Quality of work and client satisfaction
- Experience with Information Technology Projects
- Projected costs of services

Schedule

RFP Issued – 8/21/2009

Information Request Deadline – 8/31/2009

Question and Answers– Submit via e-mail and responses will be sent to all vendors

Deadline for Submission of Proposal – 9/8/2009

Oral Presentations (if required)

Contract Negotiations

Contractor Selection and Approval

Submission Instructions

Proposal responses must be received in the NCTCOG offices *no later than September 8, 2009*.

Submit one original (clearly marked original) hardcopy, a digital copy of the proposal in Adobe PDF format on a CD-ROM, and three printed copies of the proposal in a sealed package to:

Physical Address	Mailing Address
Merrily Carey	Merrily Carey
RIS Admin	RIS Admin
NCTCOG	NCTCOG
616 Six Flags Drive	P.O. Box 5888
Arlington, TX 76011	Arlington, TX 76005-5888

Emailed, late, or faxed proposals will not be considered.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the RFP, unless proposer indicates a portion of the proposal is proprietary, will be subject to public inspection in accordance with the Open Records Act. If the proposer indicated a portion of the proposal is proprietary and the information is requested through an Open Records Request, NCTCOG will seek an opinion of the Attorney General of

Texas and follow the mandates of that ruling. All information obtained during the course of this RFP process will become the property of NCTCOG.

A person authorized to sign contracts on behalf of the proposing company must sign proposals.

Modification or Withdrawal

A proposal that is in the possession of NCTCOG may be altered by letter or fax transmission bearing the signature or name of the person authorized for bidding, provided it is received prior to the time and date of opening. A facsimile should not reveal the proposal price but should indicate the addition, subtraction, or other change in the proposal.

A proposal that is in the possession of NCTCOG may be withdrawn by the offeror in person or by written request up to the time of the proposal opening.

GENERAL TERMS AND CONDITIONS

- A. A response to this Request for Proposal (RFP) does not commit NCTCOG to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.
- B. Unless the proposer specifies in its proposal, the NCTCOG may award the contract for any items/services or group of items/services in the RFP and may increase or decrease the quantity specified.
- C. NCTCOG reserves the right to hold and accept any proposal for a period of ninety (90) days after the response deadline.
- D. NCTCOG reserves the right to negotiate the final terms of any and all purchase agreements with bidders selected and such agreements negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet the agency needs.
- E. NCTCOG reserve the right to contact any individual, agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- F. NCTCOG reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to, or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposals may result in cancellation of the purchase agreement award.

G. NCTCOG reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.

H. Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of NCTCOG for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.

FOR HISTORICALLY UNDERUTILIZED BUSINESSES ONLY

Historically Underutilized Businesses (HUBs) are encouraged to participate in the RFP process. Representatives from HUB companies should identify themselves and submit a copy of their Certification.

NCTCOG recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning HUB certification are urged to contact.

State of Texas HUB Program

General Services Commission

PO Box 13047

Austin, TX 78711-3047

(512) 463-5872

OR

North Central Texas

Regional Certification Agency

624 Six Flags Drive, #216

Arlington, TX 76011

(817) 640-0606

Proposer must include a copy of its HUB certification documentation as part of this RFP.