

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 consulting services to develop an information technology strategic plan for the City.

RFP 10126-08/CHA

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

Scope of Work

The purpose of this request is to solicit proposals from information system Consultants experienced with the need and operations of local government, who can guide the City's development of a Strategic Plan related to the accomplishment of its mission. The scope of work for this project is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Proposed Timeline

The City anticipates selection of a Consultant and plans to obtain City Council approval such that work may commence by September 2008.

Due Date/Time

4:00 PM (local time) on Thursday, July 24, 2008. 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

The City of Redmond is an active member of the State of Washington, Office of State Procurement governmental cooperative; the King County Director's Association and several other joint purchasing entities and would be eligible to seek access to any and all price considerations, terms and conditions outlined in master agreements formed by one of these agencies. If a proposal is based on any of these pricing agreements/arrangements it shall be the responsibility of the contractor to identify such. It is requested that the City is contacted prior to proposal submission if beneficial program offerings and pricing may be achieved by the City via access to an existing contract with one of these agencies.

General Requirements:

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 Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent.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 - Summarize your proposal and include your firm's qualifications and contact information.
- 2) Consultant Experience - Describe your experience leading strategic information technology efforts in a government setting, preferably in cities comparable in size to the City of Redmond. Experiences should demonstrate how you have helped identify your client's vision regarding the application of information technologies and developed strategies directing your clients toward that vision.
- 3) Methodology - Explain your approach to assisting an organization like the City of Redmond in developing a strategic technology plan.
- 4) Timeline - Include in your proposal a timeline (incorporating a September 2008 start date) for the development of a strategic plan for the City.
- 5) Project Manager & Team - Identify the individual you propose to assign as a project manager and all members of the project team, include a statement of qualifications and/or resume for each member.
- 6) Pricing Methodology - Provide price estimate including number of hours, hourly rate of all named team members and total cost. Any expenses that are to be included as part of your proposal must be listed as a separate line item and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 7) 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.
- 8) The City requires two printed response copies, unbound, and not exceeding 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.
- 9) A list of references (including contact name and telephone number) of at least three (3) completed or current projects within the last three years of this size and nature. Municipal references are preferred. The City reserves the right to contact references without prior notification.
- 10) 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>
- 11) 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 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 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 B, and shall be incorporated into this RFP by this reference.

Evaluation Criteria	Weight
Proposed Fees/Costs	40pts
Qualifications (ability to perform work as outlined in the City's scope of work)	20pts
Experience (past experience on projects of similar size and nature)	20pts
References (preference for municipal experience of similar size and nature, project management and on time delivery of services feedback)	10pts
Overall quality content and responsiveness to RFP requirements	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
callen@redmond.gov