



MAINTENANCE OF DIGITAL TAX MAPPING AND HOSTING

PUBLICATION DATE: March 22, 2010

SUBMITTALS DUE: April 16, 2010, 5:00 p.m.

Submit to:
Pamela Beach, City Clerk
Attn: Tax Mapping RFP
City of Peekskill
840 Main Street
Peekskill, NY 10566

Contact/Questions:
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This Request for Proposal document is prepared in Microsoft Word format. Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to the City of Peekskill.

SECTION 1 – BACKGROUND INFORMATION

1 Background Information

1.1 Purpose:

- 1.1.1 The purpose of this Request for Proposal (RFP) is to retain professional services for digital tax mapping maintenance for the City of Peekskill.

1.2 Scope

- 1.2.1 The intention of this RFP is to select a single provider for consulting services to the City of Peekskill. The project shall entail such tasks as maintaining the existing digital tax map vector information, maintaining an existing digital tax map database and making the information accessible online. The Departments of Planning, Public Works and, most importantly, the Tax Assessor's Office will utilize this information.

1.3 Length of Contract

- 1.3.1 The contract shall be for the period of one year - June 1, 2010 and ending on May 31, 2011. At the option of the City the contract may be extended under the same terms and conditions for an additional period not to exceed TWO ADDITIONAL ONE YEAR OPTION TERMS.

1.4 Key Events/Dates

RFP Release Date:	March 22, 2010
Proposal Due Date and Time:	April 16, 2010, 5:00 pm
Evaluation & Selection:	TBD
Notification of Award	TBD
Contract Term:	June 1, 2010 through May 31, 2011

1.7 Definitions

- 1.7.1 Brand Name or Equal Specification. A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet City requirements, and which provides for the submission of equivalent products.
- 1.7.2 Brand Name Specification. A specification limited to one or more items by manufacturers' names or catalogue numbers.
- 1.7.3 Business. Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- 1.7.4 Change Order. A written order signed and issued by a City Department Head, directing the contractor to make changes in relation to a specific purchase order or county contract.
- 1.7.5 Contract Modification (bilateral change). Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
- 1.7.6 Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the City and is not a matter of public knowledge or available to the public on request.
- 1.7.7 Contract. All types of City agreements, regardless of what they may be called, for the procurement of supplies, services or construction.

- 1.7.8 Contractor. Any person having a contract with the county or a using agency thereof.
- 1.7.9 Cost Analysis. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- 1.7.10 Cost Data. Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.
- 1.7.11 Employee. An individual drawing a salary of wages from the City, whether elected or not; any non-compensated individual performing personal services for the City or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the City; and any non-compensated individual serving as an elected official of the City.
- 1.7.12 Financial Interest. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive more than \$100.00 per year, or its equivalent; Ownership of 25% of any property or business; or Holding a position in a business such as officer, director, trustee, partner, employee, or the like or holding any position of management.
- 1.7.13 Gratuity. A payment, loan, subscription, advance, deposit of money, service, or anything else with a nominal value of \$25.00 or more.
- 1.7.14 Immediate Family. A spouse, children, parents, brothers, and sisters.
- 1.7.15 Price Analysis. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- 1.7.16 Pricing Data. Factual information concerning prices for items substantially similar to those being procured. Pricing in this definition refers to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and subcontract prices.
- 1.7.17 Procurement. The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.
- 1.7.18 Public Agency. A public entity subject to or created by the City.
- 1.7.19 Request for Proposals. All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
- 1.7.20 Responsible Bidder, Contractor or Offeror. A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
- 1.7.21 Services. The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.
- 1.7.22 Specification. Any description of the physical or functional characteristics or of the nature of a supply, service, equipment or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, equipment or construction item for delivery.
- 1.7.23 Supplies. All property, including but not limited to equipment, materials, and printing, excluding land or a permanent interest in land.
- 1.7.24 Using Agency. Any department, commission, board, or public agency requiring supplies, services, equipment, or construction procured pursuant to this Policy.

SECTION 2 - TECHNICAL REQUIREMENTS

2 Technical Requirements

2.1 Statement of Objectives

- 2.1.1 **Required Meetings:** The successful respondent may be required to meet with City of Peekskill staff prior to the beginning of the maintenance process to discuss the details and expectations of the project. Also, the respondent shall be prepared to meet with City staff to demonstrate the product of the first monthly maintenance deliverable. Additional meetings may be required throughout the course of this project should any problems arise. All meetings will be conducted at Peekskill City Hall, 840 Main Street, Peekskill, NY 10566.

2.2 Project Organization and Project Description

- 2.2.1 The City of Peekskill issues this request for proposal (RFP) so that the City's tax maps and parcel GIS, under the direction of the Department of Planning, may be updated with current information and provided to the City on a periodic basis as described below.
- 2.2.2 Consultants are invited to offer commentary and alternatives not suggested in this RFP. Should any alternatives be suggested, their advantages and disadvantages must be outlined and included in the written proposal.
- 2.2.3 The project will be described as the following tasks likely to be on a concurrent basis:

2.2.3.1 Task 1 – Tax Maps

The consultant shall provide complete updating service for both ownership records and the digital tax maps. The consultant shall preserve the previous versions of tax maps digitally and revise on a regular basis, at a minimum of a monthly basis. The consultant shall identify and include all condominiums on present and future tax maps. The City can supply existing condo source information to identify these locations. Also, rights-of-way should be made available as a separate polygon layer.

All deeds and surveys shall be reviewed against the existing tax maps to see if any map changes are required. All map changes shall be added to the digital tax map using ArcGIS tools.

The revisions become necessary through, but not limited to, the following:

- New subdivisions filed with the County Clerk.
- New road rights-of-way established.
- New data becomes available such as, but not necessarily limited to:
 - New surveys.
 - Revised deed.
- Property splits.
- Re-compute acreages on new parcels that do not give specific deed acreage.
- Assign new property index numbers as per New York State accepted standards.
- Using the contractor in-house equipment, assign new center coordinate of the original parcel.
- Prior to the release of monthly updates, the vendor shall confirm there are no duplicate property identification numbers for the parcels.

2.2.3.2 Task 2 – Database

All ownership changes shall be entered into a map maintenance database, based upon an extract from the City's and Westchester County's assessment database. All database records shall have a field to denote any required map changes. The database shall also record ownership history and subdivision references and shall have a "notes" field to reference communications from property owners and the assessor. A report of all record changes shall be made monthly for delivery to the City. The database shall be linked to the parcels in the digital tax map for GIS applications. Deeds shall be handled as scanned documents. If deeds are not available in a timely manner from the County Clerk's office, the City may request the consultant to provide a scanner (up to legal size paper) to reside in the Tax Assessor's office, so that deeds may be scanned and transferred to the consultant via FTP as the deeds are received. At the option of the City, the consultant shall scan paper deeds that are mailed periodically by the City, although this method has some inherent delays. Subdivision plans will still need to be mailed, but these shall be scanned in the consultant's office and then saved

to the Geodatabase, where the digital copies will be available to the City. This deed process shall only be necessary until the consultant is able to access scanned deeds directly from the Westchester County Clerk.

2.2.3.3 Task 3 – Hosting Online

The Geodatabase tax maps shall be hosted on an Internet Map Server (IMS) for maximum multi-user performance. The service shall have built-in redundancy. The consultant will also host the digital orthophotography and planimetric layers, such as building footprints, provided by Westchester County GIS for this project. Data storage will be provided for at least 5 GB of data, with additional storage optionally available. The data shall be password protected with an interactive viewer, allowing access by all authorized users with Internet access. Users shall require no additional GIS software.

The IMS software shall allow normal zoom, pan and query functions, along with the ability to search by Owner, SBL or Address. It shall also include a tool for identifying parcel abutters. The viewer shall allow an assessor or City staff to sketch (as a point, line or polygon), write notes on the map or upload explanatory documents, which will immediately be visible to the maintenance staff. The deeds shall be reviewed and the digital map files updated weekly or as received from the County, with the updates available as soon as they are saved back to the Geodatabase. A report will be generated monthly and posted on line. An on-line message board will be available for communication between City staff and the maintenance staff.

The most current tax map shall be available over the Internet 24 hours a day for viewing by the general public. This map will not include property owner names or any other vital private information. The public shall not have the ability to make alterations to nor write notes on these maps.

2.2.3.4 Task 4 – Inquiries

2.2.3.4.1 The contractor shall, for the duration of this Contract, answer any and all inquiries regarding the Westchester County Tax Maps presented by Assessors or the City Staff. The public will not be referred directly to the maintenance office except by prior arrangement.

2.2.3.5 Task 5 – Compliance with Tax Parcel Standard for New York State

The contractor shall convert/edit digital data to comply with the latest Proposed Tax Parcel Standard for New York State.

2.2.4 Delivery

- Monthly deliverables of the digital files shall be provided either on a compact disk (CD) or FTP site, available for download, in the required ESRI Geodatabase and shape file formats, with the maintenance database records linked to the corresponding tax parcels in the GIS file. Westchester County GIS will also have access to this digital data.
- Annual deliverables include four complete sets of individual tax map sheets shall be published on bond paper, in any combination of full or reduced size sets as determined by the Tax Assessor's Office. These shall be delivered to reflect map changes through the taxable status date. In addition, a PDF version of each individual tax map sheet shall be delivered to the City AND Westchester County GIS Department. All digital Geodatabase deliveries will include the sheet

layouts, so that the City may plot individual sheets current to the most recent delivery. The MXD project files shall be delivered annually as well.

- The consultant shall also link an export file from the RPS database to the parcel polygons, if provided, on an annual basis to coincide with taxable status. This shall include a reconciliation of differences between the digital tax map and the RPS database each year.

2.2.4.1 During the course of this project, data shall be developed according to the standards and criteria set forth in this proposal. The resultant data is required to match the pre-existing organizational structure found in the current tax mapping system and the GIS system maintained by the City of Peekskill – including file names, file types, layers, etc. The following instructions illustrate the desired structure for all digital output.

2.2.4.1.1 File Types

2.2.4.1.1.1 Digital Files

Digital files created for vector data development shall be delivered in both ESRI Geodatabase and shape file formats, and in an agreed upon version.

2.2.4.1.1.2 Tiling Structure

The tax maps shall conform to the current tiling structure used by the City's tax mapping system.

2.2.4.1.1.3 Georeferencing

Tax maps shall be georeferenced in the State Plane Coordinate System.

2.2.4.1.1.4 Metadata

The contractor shall assist the Department of Public Works in developing metadata for the digital information. The Metadata will need to meet guidelines specified in the FGDC "Content Standards for Digital Geospatial Metadata".

2.2.4.1.1.5 File Name Conventions

File naming standards shall be consistent with the existing file names.

2.2.5 Ownership

- 2.2.5.1 All vector data and databases shall become the property of the City of Peekskill upon completion of the project. Consultant cannot sell data and any other information to any private, commercial, public or governmental agencies.
- 2.2.5.2 The City of Peekskill will be the owner of any website designed under this contract and will hold the copyright to the design and all its parts. This extends to all programming design, computer code and databases created or updated, including graphics and logo's, as a result of this contract. The designer's services will be Work(s) for Hire.

2.2.6 Quality Assurance/Quality Control (QA/QC)

2.2.6.1 Quality control shall be an integral part of the digital production process. Each Consultant, as a part of the tax map development, will employ quality assurance and control procedures throughout all tasks of the project to comply with all standards specified in this document.

2.2.7 Project Assumptions

2.2.7.1 As of December 2009, there are approximately 6,400 parcels in the City of Peekskill.

2.2.7.2 In the past, an average of +/- 25 tax parcels have been revised each month.

2.2.7.3 The individual City database is revised each quarter to reflect any revisions in parcel information (i.e., subdivision, change in ownership, etc.).

2.2.8 Acceptance and rejection of products

2.2.8.1 Representatives of the City of Peekskill and Westchester County GIS will be conducting in-house reviews of all products received. These include preliminary as well as final products, hard copies, and digital products. These representatives will perform all checks in a timely and orderly manner. The City of Peekskill may retain other consultant(s) to support this review process for all or part of this project. The consultant(s) shall be responsible for correcting errors or other inconsistencies that represent noncompliance with the specifications.

2.3 Additional Information

2.3.1 Alternative Procedures:

2.3.1.1 The City is interested in alternative procedures, which will improve the cost, quality or accuracy of this project. Respondents shall elaborate on proposed exceptions or alternatives. If exceptions are taken, state the general conditions involved, the exceptions taken, and alternative language. Please note that the Consultant must complete the Proposal information as required. Alternate procedures can only be proposed provided the proposal as issued is completed.

2.3.2 Schedule

2.3.2.1 The maintenance is likely to be completed on a monthly basis during a twelve (12) month period of June 1, 2010 to May 31, 2010

2.3.3 FEE/Payment:

2.3.3.1 This is a fixed fee contract with the maximum compensation amount set forth in the respondent's proposal. This project will be accomplished on a monthly basis. Payment shall be made after the successful completion of each month of maintenance is completed and provided to the City.

2.3.3.2 The fee is to include all reasonable expenses including transportation. Reimbursable expenses will not be allowed unless they are clearly defined within the contract.

2.3.4 Utilization of the Geographic Information Systems (GIS) Technology:

2.3.4.1 The City of Peekskill has a parcel based GIS utilizing ArcGIS 9.3. The consultant shall utilize GIS technology consistent with the City's.

2.4 Qualification of Bidders/Proposers

2.4.1 Relevant and Past Experience: General – Each Offeror shall submit a past and present performance section with its proposal. This information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners. Offerors are cautioned that the City will use data provided by each Offeror in this Section and data obtained from other sources in the evaluation of past and present performance.

2.4.2 For each contract submitted as a past performance reference, the Offeror shall submit a client authorization letter, authorizing their client to release to the City information requested on the Offeror's past and present performance.

2.4.3 Relevant Contracts – Submit Past Performance information with your proposal, documentation of your firm's experience with three similar digital tax mapping projects using GIS/CAD technology and experience/knowledge in dealing with the New York State Office of Real Property (ORPS) tax map standards /preferences. The project manager shall be a New York State licensed land surveyor.

2.4.4 All teaming partners and/or subcontractors, if any, need to be listed in the proposal. If no subcontractors are to be used state that fact. For all subcontractors included relevant experience, financial information and include a section on how your firm manages subcontractors. Also include a signed statement from the subcontractor acknowledging their role in the overall project. Clearly indicate the role and level of involvement in all tasks for all subcontractors.

2.4.5 Financial Statement of the Corporation: Each Offeror shall submit the most recent financial statement for the company. The City reserves the right to use third-party companies to verify financial information provided in each proposal.

2.4.6 Staffing & Personnel Biographies: Personnel qualifications and experience should be detailed as part of the Technical Proposal. Include resumes for all personnel and subcontractors to be assigned to this project.

2.4.7 Certification/License Requirements

2.4.7.1 Include any technical certifications or licenses required for this project, if necessary.

- 2.4.8 **RESPONSIBLE CONTRACTOR/CONSULTANT:** The City of Peekskill retains the right to accept any and all offers and to determine what constitutes a “responsible Contractor/Consultant”.

Specific items, but not limited to, that may be considered in determining responsibility are:

- Financial information relative to the Contractor/Consultant
- Past performance of the Contractor/Consultant as it related to proposal
- Information relative to experience, reliability and competence as related to proposal
- A Contractor/Consultant’s past or present criminal involvement or “corrupt conduct”, including whether there are pending criminal investigations of or indictments against the Contractor/Consultant
- Willful violations of the prevailing wage provisions of the Labor Law as it related to proposal.
- Contractor may be required to provide additional information, after the proposal opening, to elicit relevant information as part of the evaluation process to determine responsible Contractor/Consultant.

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SECTION 3 - COST PROPOSAL REQUIREMENTS

Proposals shall include a total per year cost for the project. The lump sum price listed in each proposal shall include all reasonable expenses including transportation. Reimbursable expenses will not be allowed unless they are clearly defined within the proposal submission.

The consultant will provide prices (in U.S. dollars) for the items/services listed. It is important that consultants outline features of their proposal, such as value-added product(s) and/or service(s) that would not normally be addressed in a pricing evaluation.

Bidder shall include any relevant services or products that will be provided to the City which are not priced in this proposal, but which enhance the acquisition process.

First -Year Term	
Monthly Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Month
Annual Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Year
Annual Cost for Digital Tax Mapping Maintenance Services written out:	
First Optional –Year Term	
Monthly Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Month
Annual Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Year
Annual Cost for Digital Tax Mapping Maintenance Services written out:	
Second Optional –Year Term	
Monthly Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Month
Annual Cost for Digital Tax Mapping Maintenance Services:	\$ _____/Year
Annual Cost for Digital Tax Mapping Maintenance Services written out:	Signature:
Firm Name:	
E-mail address:	Federal ID Number:

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WEB HOSTING, SERVER MAINTENANCE AND BACK UP	
HOSTING: (Indicate pricing structure)	\$ _____ / _____
OTHER:	\$ _____ / _____
OTHER:	\$ _____ / _____
OTHER:	\$ _____ / _____
OTHER:	\$ _____ / _____
SERVER MAINTENANCE:	\$ _____ / _____
BACKUP	\$ _____ / _____
COSTS / FEES LISTED ABOVE SHALL INCLUDE ALL OVERHEAD AND PROFIT. NO BILLING WILL BE ACCEPTED THAT SHOWS ANY OTHER COSTS THAN THOSE LISTED ABOVE.	
YOU MAY SUBMIT A MORE DETAILED PRICING SCHEDULE FOR THE WEB HOSTING AND MAINTENANCE, BUT MUST INCLUDE ALL OF THE ABOVE, AS AN ATTACHMENT TO THIS PAGE.	

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SECTION 4 - PROPOSAL FORMAT AND CONTENT

6 General Instructions

This section of the RFP provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested by the RFP and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Technical Requirements specified in the RFP. **Non-conformance with the instructions provided in the RFP may result in an unfavorable proposal evaluation.**

The proposal shall be clear, concise and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the City's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the City has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired. Similarly, for oral presentations, elaborate productions are unnecessary and not desired.

The offeror's proposal shall be good for a period of **120 days** from the opening date. The Offeror shall make a clear statement in Section I of their proposal that the proposal is valid until this date.

6.1 Organization/Number of Copies

6.1.1 The Offeror shall prepare the proposal as set forth below. The titles and contents of the sections shall be as defined in this section.

Section I:	Executive Summary
Section II:	Technical Response
Section III:	Cost/Price Proposal
Section IV:	Contract Documentation
Section V:	Relevant Past and Present Performance

- 6.1.2 Cost or Pricing Information – All cost or pricing information shall be addressed ONLY in the Cost/Price Proposal Section. Cost trade-off information, work-hour estimates and material kinds and quantities may be used in other sections only as appropriate for presenting rationale for alternatives or design and trade-off decisions.
- 6.1.3 Trade Secret Information - Where "Trade Secret" information is required in your response, it shall be provided as a classified supplement bound in a single classified addendum to Section II of the proposal. Each entry in the classified addendum shall be referenced to the proposal section, page number, and paragraph number to which it applies. Similarly, a reference shall be placed in the unclassified section where the classified insert applies, giving the page and paragraph numbers within the addendum where it can be found. Binding shall conform to the same directions as those given in this RFP for unclassified portions. Pages in the classified section will be included in the page count for the applicable section.
- 6.1.4 Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the proposal. Information required for proposal evaluation, which is not found in its designated section, will be assumed to have been omitted from the proposal.
- 6.1.5 Indexing - Each section shall contain a more detailed table of contents to delineate the subparagraphs within that section. Tab indexing shall be used to identify sections.
- 6.1.6 Glossary of Abbreviations and Acronyms - Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective sections. If no abbreviations and/or acronyms are used, then a Glossary is not required.
- 6.1.7 Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be no less than 12 point. Use at least 1-inch margins on the top and bottom and 3/4 inch side margins. Pages will be numbered sequentially by section.
- 6.1.8 Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.
- 6.1.9 Binding and Labeling - All Sections of the proposal should be bound in a single three-ring loose leaf binder, with section tabs, which shall permit the proposal to lie flat when opened. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to RFP title, solicitation number, copy number, and the offeror's name. The same identifying information should be placed on the spine of each binder. All "Trade Secret" or Classified binders shall be similarly marked with the addition of "Trade Secret Information" contained on the cover sheet.
- 6.1.10 Electronic Offerors – In addition to the hard-copy submittals, please submit one electronic copy on a compact-disc.
- 6.1.11 Distribution - The "original" proposal shall be identified. Proposals shall be addressed to the City Clerk and mailed to:

Pamela Beach, City Clerk
Re: Tax Mapping RFP
City of Peekskill
840 Main Street
Peekskill, NY 10566

6.3 Section I - Executive Summary

In the executive summary, the offeror shall provide the following information:

- 6.3.1 Narrative Summary - A concise narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding cost/price. The salient features should tie in with Section I evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other sections of the proposal.
- 6.3.2 Table of Contents - A master table of contents of the entire proposal.

6.4 Section II - Technical Response Section

The Project Capability/Technical Response Section should be specific and complete. Legibility, clarity and coherence are very important. Your responses will be evaluated against the criteria defined in Section- I, Evaluation Factors for award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying the requirements stated in the Technical Requirements. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable to tell us that in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

- 6.4.1 Format and Specific Content - Technical Capability and Proposal Risk Response - Project/Technical Capability and Proposal Risk shall be addressed in detail. In this section address your proposed approach to meeting the requirements listed in the Statement of Objectives, as well as risks in your proposal in terms of project capability/performance, cost and/or schedule.
- 6.4.2 Address Proposal Risk by identifying those aspects of the proposal you consider involving cost and/or project capability risk. Provide rationale for each risk, including quantitative estimates of the impact on cost, schedule and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of the project goals and Statement of Objectives. Suggest a realistic "work-around" or risk mitigation for identified risks that will eliminate or reduce risk to an acceptable level. Identify any new risks introduced by such risk mitigation.
- 6.4.3 Personnel Qualifications and Experience should be detailed as part of the Project Capability/Technical proposal. Include resumes for all personnel and subcontractors to be assigned to this project.
- 6.4.4 Address your firms' motivation for being involved in this project and the priority this project will be assigned relevant to other commitments.
- 6.4.5 Statement of Work (SOW) – A Statement of Objectives (SOO) is provided in Section-2 of this RFP. This Statement of Objectives represents the City's minimum objectives for this project. The Offeror shall use the Statement of Objectives to propose a Statement of Work, which expands upon these minimum objectives to the extent necessary to conduct this acquisition. The proposed Statement of Work shall define the tasks required for the successful completion of the County's goals and objectives ensuring all minimum requirements are met as detailed in the City's SOO.

The proposed SOW shall consist of tasking statements. Each tasking statement shall reference the deliverables, which will be provided by that task. The proposed SOW shall not contain informational notes, as the Technical Response subsection provides ample opportunity for discussion and description of the offeror's approach. The tasking statements in the SOW shall use a common numbering system. The proposed SOW, when accepted by the City, will be included in the final contract.

Work Breakdown Structure (WBS) – The Offeror shall develop a Work Breakdown Structure, which reflects their view of the proposed contract effort. The WBS shall serve as a framework for organizing the proposed effort to include in-house, inter-divisional, subcontractor, and associate contractor activities. The WBS shall be developed to a depth (level) and breadth sufficient to accurately describe each participant's role and responsibilities in the project. The Offeror's proposed WBS shall be included with their Statement of Work and will be incorporated as part of the final contract.

- 6.4.6 Master Schedule (MS) – The intent of this section is to obtain a functionally integrated understanding of the proposal in a way that provides the City confidence that the proposal is structured to be executable for the resources indicated. The Master Schedule is a detailed task and timing of the work effort in the SOW and is used as the primary tracking tool for technical and schedule status. The MS identifies all SOW events, accomplishments, criteria and the expected dates of each. These dates are based on a calendar date of **June 1, 2010** as the starting point and the logical flow of dates provided by calculating the duration of all tasks using typical schedule networking tools. The MS tasks will be directly traceable to the SOW and the WBS.

The Offeror shall provide a top level Master Schedule as part of the proposal submittal. The more detailed levels of the MS, as well as updates, will be submitted after contract award. The MS is intended as a tool for day-to-day tracking of the program/project. All tasks/activities in the MS should be logically linked together showing predecessor/successor relationships. The activities and tasks will be sufficient to account for the total proposed solution.

- 6.4.7 The Project Capability/Technical Proposal Section shall be organized to the following general outline:

Table of Contents
List of Tables and Drawings (if required)
Glossary (if required)
Cross Reference Matrix (if required)
Project Capability/Technical Response to Statement of Objectives
Statement of Work
Work Breakdown Structure
Master Schedule
Potential Risks

6.5 Section III - Cost/Price Section

Cost/Price proposals shall be submitted as detailed in Section 3 - Cost Proposal Requirements of this RFP. Only one copy of the Cost/Price proposal shall be submitted in the "Original Copy". Additional copies of the proposals shall not contain copies of the Cost/Price proposal.

6.6 Section V - Relevant and Past Performance

6.6.1 General – Each Offeror shall submit a past and present performance section with its proposal, containing past performance information in accordance with the format contained in **The Past and Present Performance Information Form** (See Section 8 - Attachments) This information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners. Offerors are cautioned that the City will use data provided by each Offeror in this Section and data obtained from other sources in the evaluation of past and present performance.

For each contract submitted as a past performance reference, the Offeror shall submit a client authorization letter, authorizing their client to release to the City information requested on the Offeror's past and present performance.

6.7.2 Relevant Contracts – Submit Past Performance Information on 5 recent contracts that you consider most relevant in demonstrating your ability to perform the proposed effort. Also include information on 5 recent contracts performed by

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each of your teaming partners and significant subcontractors that you consider most relevant in demonstrating their ability to perform the proposed effort. Include rationale supporting your assertion of relevance. Note that the City generally will not consider performance on a newly awarded contract without a performance history or on an effort that concluded more than 3 years prior to this source selection.

6.7.3 Specific Content – Offerors are required to explain what aspects of the reference contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage risk. Merely having problems does not automatically equate to a little or no confidence rating, since problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a higher confidence candidate.

6.7.4 Organizational Structure Change History – Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal section a “roadmap” describing all such changes in the organization of your company. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation. Since the City intends to consider present and past performance information provided by other sources as well as that provided by the Offeror(s), your roadmap should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the City receives information from other sources.

CITY OF PEEKSKILL

SECTION 7 - PROPOSAL EVALUATION CRITERIA

7.0 GENERAL

Proposals will be evaluated in accordance with applicable City of Peekskill procurement policies and procedures. Evaluation will be performed to determine the offeror's understanding of work to be performed, technical approach, potential for completing the work as specified in the Statement of Objectives, cost reasonableness, the probable cost to the City, and ranking with competing offerors.

Award will be made to that responsible offeror(s), whose offer(s), conforming to this RFP, is (are) considered most advantageous to the City, considering the Evaluation Criteria in this Section.

7.1 OVERALL RELATIVE IMPORTANCE OF EVALUATION CRITERIA

The Technical Proposal is of greater importance than the Cost Proposal. However, if, after evaluation of the Technical and Cost Proposals, two or more competing overall proposals are within the competitive range, the evaluated probable cost to the City may be the deciding factor for selection, depending on whether the most acceptable overall proposal (excluding cost consideration) is determined to be worth the cost differential, if any. The Offer and Proposal will be evaluated for adequacy and compliance with the solicitation.

7.2 EVALUATION CRITERIA

7.2.1 Technical Criteria -35% - Project Capability/Technical aspects of proposals will be evaluated in accordance with the following criteria, which are listed in descending order of importance.

Proposals will be evaluated considering the extent of the offeror's understanding of the need(s) or problem(s) their proposed solution will address and the soundness and likelihood of success of the proposed effort in meeting the objectives stated in the RFP.

Proposals will be evaluated considering the extend of the offeror's of the offeror's documentation as it relates to 2.4 Qualifications and Experience specifically in response to 2.4.3.

Proposals will be evaluated on the offeror's knowledge of potential technical, regulatory, economic, environmental, or other issues that will be addressed by the technical approach.

Proposals will be evaluated on the soundness and completeness of the Statement of Work (SOW) and technical approach.

Proposals will be evaluated on the reasonableness of the schedule and the milestones for proposed work,

Proposals will be evaluated on the reasonableness of proposed labor hours, labor categories, travel, consultants, and subcontractors.

7.2.2 Personnel Qualifications, Project Organization, Experience and Commitment Criteria – 25%

Proposals will be evaluated considering the offeror's technical and managerial experience, qualifications, and the availability of personnel who are proposed to work on the project; project organization and management structure; and prior experience in managing projects similar in type, technology, size and complexity.

Proposals will be evaluated considering the offeror's commitment to the implementation of their proposed solution.

Proposals will be evaluated considering the motivation of the offeror for being involved in the proposed effort and the priority of the proposed effort relevant to other commitments.

7.2.3 Relevant Past & Present Performance Criteria – 20%

Assessment of the offeror's past & present performance will be one means of evaluating the credibility of the offeror's proposal and the relative capability to meet performance requirements.

QUALITY OF SERVICE - Proposals will be evaluated considering the compliance with contract requirements, accuracy of reports, and technical excellence.

TIMELINESS - Proposals will be evaluated considering interim milestones met; responsiveness to technical direction; and deliverables completed on time.

COST CONTROL - Proposals will be evaluated considering whether costs are within budget and current; billings are accurate and complete; and the relationship of negotiated costs to actual.

BUSINESS RELATIONS - Proposals will be evaluated to consider effective management; reasonable/cooperative behavior; flexibility; effective Contractor recommended solutions; and business-like concern for the City's interests.

CUSTOMER SATISFACTION - Proposals will be evaluated considering satisfaction of end users with the Contractors service.

**Information utilized will be obtained from references listed in the proposal, other customers known to the City; database services; and others who may have useful and relevant information. Information will also be considered regarding any significant subcontractors or key personnel.*

Evaluations of past performance will often be quite subjective based on consideration of all available relevant facts and circumstances. It will include a determination of the offerors commitment to customer satisfaction and will include conclusions of informed judgement.

If an Offeror, or proposed Key Personnel for the offeror do not have a past performance history relating to the type of work in the scope of this solicitation, the offeror will not be evaluated favorably or unfavorably on this factor.

7.2.4 Cost Criteria – 20%

The Costs proposed (including any options) will be evaluated in accordance with the following criteria, both of which are of equal weight:

Cost Proposals will be evaluated with respect to adequacy, realism and reasonableness. This evaluation will include consideration of the probable cost to the City of doing business with each offeror; the possible growth in proposed costs during the course of the contract; the features of each offeror's work plan that could cause the estimate cost to vary; and cost-sharing if proposed. If after the evaluation of technical proposals, two or more competing overall proposals are considered in the competitive range, the

evaluated probable cost to the City may be a deciding factor for selection. That is, the highest technical proposal may not necessarily be selected when cost considerations are taken into account.

The cost proposal will be evaluated for the realism and reasonableness of the overall cost and the individual cost element estimates. The evaluation will determine if the offeror provided adequate evidence to support the various estimates of cost. Evaluation will consider evidence that the offeror can successfully perform the Statement of Work at the proposed cost including the reasonableness and appropriateness of the compensation proposed for professional employees. If unique or innovative approaches are the basis for an abnormally low proposed cost, the nature of these approaches and their impact on cost must be explained. A cost risk assessment will be made based upon technical uncertainties and other uncertainties in the offeror's proposed cost.

CITY OF PEEKSKILL

SECTION 8 - ATTACHMENTS

The following forms are contained in this section for use in submitting a proposal:

- Disclosure of Supplier Responsibility Statement
- Past & Present Performance Information Form
- Security Statement
- Supplier Information Page

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CITY OF PEEKSKILL

DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

3. List any convictions or civil judgements under state or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any government agency.

6. List any contracts not completed on time.

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

I, _____, as _____
Name of Individual Title & Authority

Of _____, declare under oath that the above
Company Name
Statements, including any supplemental responses attached hereto, are true.

Signature

State of _____ County of _____

Subscribed and sworn to before me on this _____ day of _____ 20__ by _____

Representing him/herself to be _____ of the Company

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CITY OF PEEKSKILL

PAST & PRESENT PERFORMANCE INFORMATION FORM

Provide the information requested in this form for each contract/program being described as a reference. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of past efforts submitted and the length of each submission to the limitations, if any, set forth in specifications.

THE CITY OF PEEKSKILL SHALL NOT BE USED AS A REFERENCE.

A. Offeror Name (Company/Division): _____

B. Contract Name/Title: _____

C. Contract Specifics:

1. Customer: _____

2. Period of Performance: _____

3. Original Contract Value: _____

4. Current or Final Contract Value: _____

D. Brief Description of your Effort. Identify whether you were a Prime or Subcontractor.

E. Completion Date:

1. Original Date: _____

2. Current or Final Date: _____

3. How Many Times Changed: _____

4. Primary Causes or Reasons of Change: _____

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F. Primary Customer Points of Contact: (For Government Contracts, provide current information on both individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

(FAX NUMBERS ARE MANDATORY)

NOTE: CONFIRM CONTACT INFORMATION PROVIDED IS CURRENT PRIOR TO SUBMISSION.

1. Reference Program/Project Manager:

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

2. Reference Contracting Officer

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

G. Address any technical (or other) area about this contract/program considered unique.

H. Specify, by name, any key individual(s) who participated in this contract and are proposed to support acquisition detailed in the RFP.

I. Identify whether subcontractors were utilized on the referenced contract/program. If subcontractors were used, identify the names of the subcontractors and the percentage of the contract the subcontractor was responsible for.

CITY OF PEEKSKILL

SECURITY STATEMENT

USE OF CONFIDENTIAL INFORMATION

Our company will respect and maintain strict confidentiality in the use of all data that our company employees main gain access to for the purpose of preparing a response to this Request for Proposal indicated below and for the performance of any subsequent contract. Information obtained from the City or Westchester County will be used only by authorized company employees and for only those purposes for which the City/County provides the information. Those employees who handle the information will be notified of its strictly confidential nature. Our company will also take responsibility for returning to the City/County promptly after use, all documents supplied along with all records of information derived therefrom.

Signature of Company Representative

Date

Name

Title

Company Name

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SUPPLIER INFORMATION PAGE

INCLUDE THE FOLLOWING:

Brief (one or two Paragraphs) description of the supplier's business, its history and future plans.

CONTRACTOR NAME: _____

ADDRESS: _____

TELEPHONE: _____ **TELEFAX:** _____

FEDERAL IDENTIFICATION NUMBER: _____

VENDOR SIZE: _____

VENDOR STABILITY: _____

NUMBER OF YEARS IN BUSINESS: _____

CONTRACTOR'S SIGNATURE: _____

DATE:_____