



REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

DATE: March 9, 2010 **NO. OF PAGES:** 1
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SUBJECT: RFQ 10041-OS – WEBSITE DESIGN AND PROGRAMMING

1. **Request for Proposal (RFP):** You are requested to submit a proposal in response to this document, its attached Scope of Work and sample Professional Services Agreement by the due date specified and in accordance with all of the instructions of this RFP.
2. **Quotation Submittal:** NCTD would prefer to receive your proposal by email if size will allow and will accept zip files. If you chose to submit via courier, email or fax, please submit one original and three copies of your proposal to the NCTD offices at 810 Mission Avenue, Oceanside, CA 92054 and addressed to the sender no later than the due date of item 3.
3. **Quotation Due Date:** Submit your quotation no later than 5:00 p.m. Friday March 19, 2010.
4. **Desired Project Completion:** Based upon an award by March 31, 2010, all work is to be completed by July 1, 2010. The Period of Performance for the contract resulting from this RFP shall be for 1 year with two 1 year options in the event additional work is necessary or desired to be added by the District.. If the July 1, 2010 date cannot be met, propose the best possible schedule for completion of work.
5. **Desired Pricing Methodology:** Offerors shall submit a project budget for each of the 8 items of the scope of work to include the estimated hours by labor classification and a price per hour for each classification, subtotaed as the estimated cost per task. Offerors shall also submit fully burdened hourly rates in the event that the project budget needs to be revised or additional work is added, after contract award. Hourly rates shall be fixed for the first year and will remain unchanged for years two and three unless there is a negotiated scope and cost change confirmed in writing prior to the anniversary date of the Agreement.
6. **Method of Contracting:** The District will utilize its Professional Services Agreement as the method of contracting.
7. **Exceptions:** Your proposal must clearly list any exceptions to any items of this RFP.
8. **Explanation of Evaluation Process:**
 - A. Quotations are binding and are subject to acceptance at any time within 30 days after submittal.
 - B. The District will make an award that is the most advantageous to, and in the best interest of, the District. Such award will be made to the most responsive and responsible firm. The District reserves the right to reject any or all quotations and to accept or reject any items therein or waive any informality in the quotation
 - C. The District will evaluate price alongside the technical merit of a proposal in a subjective decision making tradeoff process using good business judgment to choose the proposal that represents the best value to the agency.
 - D. Submission of a proposal implies knowledge and acceptance of all terms and conditions unless otherwise specified.
 - E. The District will evaluate proposals on the basis of the firms experience and qualifications of its project team, the quality and applicability of the samples required per the scope of work and the proposed schedule.
9. **Payment Terms:** Payment is Net 30 after receipt of invoice submitted upon completion and acceptance of the work. No advance or progress payments will be made.