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 securing proposals from qualified industry professionals well versed in digital interactive touchscreen systems who can assist City staff with the creation of a set of specifications that the City can use to purchase such a system to meets its needs.

RFP 10415-13/CHA

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

Scope of Work

The City of Redmond is seeking a consultant with expertise in digital interactive touch screen systems and multimedia messaging. The Consultant shall review existing technology in this field and prepare a set of specifications balancing the City's goals for the interactive touch screen system technology against accessibility, ease of modifying and maintaining, ability to expand the system with acquisition cost and on-going costs to support its operation.

Project Deliverables:

- Meet with key City staff and user groups within City Hall including Planning, Communications and Information Services to identify and refine needs.
- Provide an overview product options and strategies that could possibly meet identified needs
- Development of a set of product/system specifications that the City can use which in meet its identified needs with products available in the marketplace that can be used to solicit competitive bids for purchase, installation, maintenance and training in system use.

Additional background and resource information is available in Attachment A, incorporated into this RFP by this reference, and is provided to establish a framework for this need as well as to outline the City's sourcing work to date.

Due Date/Time

3:00 PM (local time) on Tuesday, November 12, 2013. 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 mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710.

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the Proposer 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 Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent.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) Qualifications - Summarize your firm's qualifications, experience and special expertise with this form of technology. Identify experience with governmental agencies, if any.
2) Expertise - Provide an interactive portfolio, demonstration of similar work/projects, list of accessible websites and any other information that demonstrates your expertise in these products/service offerings.
3) Pricing Methodology - Provide price estimate including number of billable hours, hourly rate and estimated expenses (if any). Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
4) References - Include a list of references (including contact name and telephone number) of at least three (3) completed or current projects within the last four years of this size, type and nature. 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 four (4) printed response copies, unbound, and not exceeding a total of four (4) double sided pages, for a total of eight pages in length/content. Company sales literature and project staff resumes may be attached to the response as an Appendix and do not apply against page count. In keeping with the City's environmental sustainability efforts, do not bind your proposal, nor include binders, report covers or unrequested indexing/divider pages. Use of recycled content paper is preferred.
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.ci.redmond.wa.us/BusinessDevelopment/BusinessLicenses/
8) A statement indicating the number of calendar days the proposal shall be valid. (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 Consultant 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 Consultant 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 Consultant 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).

Public Disclosure Notice

All materials provided by the Consultant are subject to State of Washington public disclosure laws. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

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 a 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 Cost *(fees & expenses)*	30pts
Qualifications *(demonstration of adequate product knowledge and experience with this type of technology)*	30pts
Experience & Team Expertise *(demonstration of company and team member experience and capabilities to translate city needs into industry available products and specifications)*	30pts
References (*relevant examples of recent work product of similar size and nature)*	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 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. Questions received after November 1, 2013 may not be answered.

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