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| **City of Seattle****Department of Information Technology****Request for Proposals #DIT 130132****Independent IT Project Quality Assurance (IIPQA) Services for** **Next Generation Data Center Project Phase Two** **Detail Design through Relocation Implementation** |

**1.0 Schedule.** The following is the estimated schedule of events. The City of Seattle (“City”) reserves the right to modify this schedule at its discretion. Notification of changes will be posted on the City’s website at <http://www.seattle.gov/doit/vendor.htm>

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| RFP Release | October 29, 2013 |
| Pre-Proposal Conference | There will be no pre-proposal conference. |
| Deadline for Proposer Questions  | November 4, 2013 12:00 p.m. |
| Deadline for City Answers | November 5, 2013 12:00 p.m. |
| Written Proposals Due to the City | November 12, 2013 2:00 p.m. |
| Announcement of Finalist Proposers | November 15, 2015 |
| Reference Information Due from Finalists | November 15, 2013 |
| Reference Checks conducted by City | November 18 – November 21, 2013 |
| Interviews of Finalist Proposers | November 21, 2013 |
| Announcement of Successful Proposer | November 22, 2013 |
| Negotiation Agreement  | November 25 – December 2, 2013 |
| Contract Execution by Consultant | December 3, 2013 |
| Contract Execution by City | December 4, 2013 |
| Commence Services | December 9, 2013 |

**2.0 City Contact.**

 Ann Kelson, IT Contracting Manager

 ann.kelson@seattle.gov
 206-684-0539

Unless authorized by the IT Contracting Manager, no other City official or employee may speak for the City regarding this solicitation until the award decisions are complete. Any Proposer seeking information, clarification or interpretations from any other City official or City employee uses such information at the Proposer’s own risk. The City is not bound by such information. Following the Proposal submittal deadline, Proposers shall continue to direct communications only to the IT Contracting Manager.

**3.0 Purpose and Objective.** The purpose of this RFP is to enter into a firm fixed price agreement with a Consultant to provide independent Quality Assurance services for the City’s Next Generation Data Center Project Phase Two: Detail Design through Implementation.

The City is conducting this RFP process pursuant to the City’s Consultant Roster Program. Only those consultants who are approved as a Consultant for Category 82 – IT Project Oversight prior to the proposal due date may be considered for contract award.

The City’s estimated budget for this engagement is $275,000.00.

The City’s objective is to enter into an agreement with an Independent IT Project Quality Assurance (IIPQA) consultant (Consultant) to work closely with the project's Sponsor and Steering Committee to evaluate the project governance and management practices of the project. The Consultant shall review all project lifecycle processes and deliverables, evaluate the quality of the project work, and make recommendations to improve project governance and management practices that are likely to reduce risks and improve the likelihood of project success.

The Consultant shall provide an assessment of all project management and implementation processes that are relevant to the current stage of the project at the time each IIPQA assessment is conducted. The Consultant shall produce twenty-five regular written reports documenting the Consultant's observations, potential risks and recommendations, and a lessons learned report.

**4.0 Period of Performance.** It is estimated that services will commence by December 15, 2013 and be completed by January 29, 2016.

**5.0** **Background.**

5.1 NGDC Project Overview: The City of Seattle’s Next Generation Data Center Project is a multi-phase, multi-year project to consolidate and replace the City’s data centers. The Department of Information Technology (DoIT), one of the City’s 36 departments and offices, is leading the Project.

The Next Generation Data Center Project Charter includes:

Project Vision: To provide a data center environment for at least the next ten years that meets the City’s needs for:

* Reliable and Resilient Service
* Citywide data center operational and environmental efficiency
* Disaster recovery and business continuity of information technology systems
* Fulfillment of City and departmental technology, business, regulatory and security requirements
* Agility to adapt to changing needs

Project Mission: To replace the City’s aging data centers and server rooms (owned and/or operated by various City departments and currently located in at least three facilities) with more efficient environments providing increased resiliency, maintainability, disaster recovery and business continuity for the City’s information technology systems.

Project Objective: Assess the City’s requirements for future data centers, agree on a strategy to replace the data centers, and complete a design and implementation by December 31, 2015.

 5.2 Phase One – Strategy, Options and High-level Implementation Plan: Phase One identified a NGDC Ten-Year Strategy and a high-level implementation plan timeline. The Ten-Year Strategy was broken out into four strategy dimensions.

*Topology*

* Physically consolidate the City’s computing resources into two resilient geographically diverse data centers
* One in Puget Sound Area (primary)
* One with a geographically diverse risk profile (secondary)
* Use secondary data center for dev/test environments and critical systems for disaster recovery. Dev/test will be used for recovery as needed in an emergency.

*Sourcing*

* Leverage a co-location model for the sourcing of the data centers
* This will minimize the implementation timeline, including procurement, setup and migration, to meet the 12/2015 target migration completion date.

*Sizing*

* Accelerate virtualization and modernization efforts to reduce footprint and minimize migration costs
* Primary – 3,000 – 6,000 square feet
* Secondary – 2,000 – 4,000 square feet

*Services*

* Consolidate the physical infrastructure to reduce capital expenditure
* Provide service tiering based on application criticality and performance requirements
* Establish a city-wide technology governance model and leverage technology skills across the city
* Leverage the data center migration to absorb the effort of relocating on shared services environment

5.3 Phase Two – Detail Design through Relocation Implementation: A consultant has been selected to perform Phase Two services. See Attachment A, NGDC2Consultant Statement of Work.

**6.0 Scope of Work:** The Consultant will perform Independent IT Project Quality Assurance (IIPQA) services during the NGDC detail design and relocation implementation that covers activities of performing monthly assessments, attendance at key project meetings, and conducting interviews to produce twenty five monthly reports and a final lessons learned report.

## Activities

### Monthly Assessments

The Consultant shall review all project lifecycle processes and deliverables, evaluate the quality of the project work, and make recommendations to improve project management practices that are likely to reduce risks and improve the likelihood of project success.

Assessments will be conducted monthly through the life of the project.

The assessments will be adapted to conform to the project lifecycle phases adopted by the project team. This assumes the team is using structured and proven methodologies during each phase of the project. The Consultant will provide an assessment of all project management and product delivery/implementation processes that are relevant to the current stage of the project at the time each IIPQA assessment is conducted. A consultative assessment approach is desired.

### Attend Key Project Meetings

In the course of performing IIPQA, the Consultant shall attend key project meetings.

### Interviews

The Consultant shall conduct regular interviews with key stakeholders and project team members to assess their perspective of the progress the project is making and what risks may challenge the project, and to drill-down in any area of the project where additional information is needed.

### Assessment Criteria

The Consultant shall use the following criteria during assessments

1. Executive Sponsor involvement and support, and awareness of project issues, business impact, risks, and complexity
2. Clarity of business objectives
3. Adequacy of scope definition and control
4. Adequacy of the project organization structure and governance
5. Adequacy of user involvement and buy-in
6. Adequacy of project manager skills and experience [to match project complexity]
7. Fit and adequacy of project management methodology to include each project management process relevant to the project and the resulting PM artifacts
8. Fit and adequacy of the product delivery/development standards, processes, methodologies and deliverables
9. Adequacy of the project deliverables that were produced during the reporting period. This is not an Independent Validation and Verification (IV&V) of deliverables, rather, it is a high-level review to ensure the PM and product lifecycle processes produced a quality deliverable
10. Adequacy of project controls which includes assessment of key performance indicators for plan-to-date vs. actuals, and project-at-completion plan vs. actuals for cost, schedule, scope, and quality
11. Business and technical readiness for implementation and deployment.

## Deliverables

### Monthly Written Reports

The Consultant shall produce monthly written reports documenting the Consultant’s observations, potential risks and recommendations. The report will provide: an Executive Summary presenting key risks and specific, actionable, recommendations; and, a supporting Details Section that delineates which processes were reviewed along with additional information on the observations and risks documented in the Executive Summary. The report will also provide an assessment of progress made on recommendations noted in any previous assessment. This report will be distributed to the Executive Sponsor, the Steering Committee, and the Project Manager, and copied to the City’s Chief Technology Officer and the Project Management Center of Excellence (PMCoE). The report will be provided in WORD format, include a table of contents, and use the project’s standard deliverable template. The report is due on the last day of every month throughout the duration of the implementation project and term of this agreement, or as agreed to according to the steering committee meeting schedule.

The report must provide the minimum content:

1. Assessment of project management methodology
2. Assessment of product delivery methodology
3. Assessment of the quality of the “phase-relevant” project deliverables reviewed during the reporting period.
4. Assessment of project controls and vital signs for the reporting period and the outlook for project-at-completion variances for cost, schedule, quality, and scope.
5. Identification of issues/problems of concern and recommendations for resolution
6. Assessment of progress made on prior report recommendations
7. Assessment of business and technical readiness
8. Recommendations for changes in project management, structure, or operations that will reduce risk, improve quality and improve the likelihood of project success
9. Color-coded ratings for each category assessed (e.g., Red/Yellow/Green) that are based on a set of qualified criteria
10. An overall project health rating that accounts for different weighting, likelihood, impact of all assessed categories

### Monthly Report Reviews

For each reporting period, the Consultant shall meet at least once with the Project Sponsor, Steering Committee, Project Management Center of Excellence (PMCoE) representative, Project Director and Project Manager to review findings and recommendations. These meetings shall be organized and time expedient with concise information for the recipients.

### Lessons Learned Report

At the end of the engagement, the Consultant shall provide a Lessons Learned Report reflecting the Consultant’s observations as to: the project’s strengths and weaknesses; opportunities missed; how well the project met key performance metrics for quality, scope, schedule, and costs; and recommendations for improving future project performance. The focus here is on the project management methodology and processes; however, the report may also include observations relevant to the product methodology and processes. This report will be distributed to the Project Sponsor, Steering Committee, Project Manager, and copied to the City’s Chief Technology Officer, and the PMCoE.

**7.0 Statement of Joint Accountability**

A Statement of Joint Accountability must be included in the contract for IIPQA services. The Consultant shall be jointly accountable to the Office of the CTO and the Executive Sponsor.

**8.0 Minimum Qualification.** A qualified consultant is, prior to the Proposal Due date, approved as a Consultant for Consultant Roster Category 82 – IT Project Oversight.

To apply for the Consultant Roster Category 82, see:

 <http://www.seattle.gov/contracting/consultantroster.htm>

Allow five business days for the City’s review and approval of an application.

**9.0 Contract Modifications.** The City has attached its contract terms with this solicitation. With its proposal, a Proposer may suggest modifications to the Contract.

The City cannot modify provisions mandated by Federal, State or City law. These include, but are not limited to: Social Equity Requirements, Equal Benefits, Federal Debarment, Audit, Confidentiality, and City Debarment. Exceptions to those provisions will be summarily disregarded. The City cannot agree to any form of mutual indemnification.

Although the City may open discussions with the apparent successful Proposer to align the proposal or contract to best meet City needs, this does not ensure consideration or negotiation of modifications proposed by the Proposer.

**10.0 Solicitation Instructions, Procedures and Requirements.**

10.1 Registration into City Registration System. The City requests that all firms interested in doing business with the City register on the City’s Registration System at <http://www.seattle.gov/html/business/contracting.htm> .

10.3 Questions. Proposers may submit written questions to the IT Contracting Manager until the deadline stated in Section 1.0. The City prefers questions submitted be through e-mail. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under in any subsequent contract. It is the responsibility of the interested Proposer to assure it receives responses to Questions if any are issued.

10.4 Changes to the RFP and Issuance of Addenda. A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City’s objectives in this acquisition. A change to this RFP will be made by formal written addendum issued by the City’s IT Contracting Manager Addenda will be posted on the City’s website at <http://www.seattle.gov/doit/vendor.htm>. Addenda and shall become part of this RFP and included as part of the Contract.

10.5 Receiving Addenda and/or Question and Answers. It is the obligation and responsibility of the Proposer to learn of addendums, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

 All submittals sent to the City may be considered compliant to all Addendums, with or without specific confirmation from the Consultant that the Addendum was received and incorporated. At the sole discretion of the IT Contracting Manager, the submittal may reject the submittal if it does not fully incorporate an Addendum.

10.6 License and Business Tax Requirements. The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Firms must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if required by the law. The Consultant should carefully consider those costs prior to submitting an offer, as the City will not separately pay or reimburse such costs.

10.6.1 Seattle Business Licensing and associated taxes.

* If you have “physical nexus” in the city, it must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
* A “physical nexus” means you have a physical presence, such as: a building/facility in Seattle, sales trips into Seattle, on-site product deliveries, and/or service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
* All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
* The apparent successful Consultant must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
* Self-Filing : License and taxes may be paid on-line using a credit card <https://dea.seattle.gov/self/>
* The Revenue and Consumer Affairs (RCA) office can answer questions and provide assistance. The general e-mail is rca@seattle.gov. The main phone is 206-684-8484
* The licensing website is <http://www.seattle.gov/rca/taxes/taxmain.htm>.
* The City of Seattle’s website allows on-line application and payment with a credit card.
* If a business has extraordinary balances due on its account that would cause undue hardship to the business, the business can contact the RCA office to request additional assistance. A cover-sheet providing further explanation, with the application and instructions for a Seattle Business License is provided below.
* Firms holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting its Proposal. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

 

10.6.2 State Business Licensing. Before the contract is signed, the Consultant must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted the firm from State licensing (some foreign companies are exempt and sometimes the State waives licensing because the firm no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://www.dol.wa.gov/business/file.html> and the State of Washington Department of Revenue is available at 1-800-647-7706.

10.6.3 Federal Excise Tax. The City is exempt from Federal Excise Tax (Certificate of Registry #9173 0099K exempts the City).

10.7 Proposer Responsibility to Provide Full Response. It is the Proposer’s responsibility to submit a response that does not require interpretation or clarification by the City. The Proposer is to provide all requested materials, forms and information. The Proposer is to ensure the materials submitted properly and accurately reflects the Proposer’s offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Proposer after the RFP deadline; this does not limit the City right to consider additional information (such as references that are not provided by the Proposer but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

10.9 Right to Award to next ranked Consultant: If a contract is executed as a result of this solicitation process and is terminated within 90 days, the City, at its option, may return to the solicitation process to award the contract to the next highest ranked responsive Consultant. The City may exercise this option with the next award.

10.10 Negotiations. The City may open discussions with the apparent successful Proposer, to negotiate costs and modifications to the proposal or the contract, to align the proposal or contract to meet City needs within the scope sought by the solicitation.

10.11 Effective Dates of Offer. Solicitation responses are valid until the City completes award. Should any Proposer object to this condition, the Proposer must object prior to the Question deadline listed in Section 1.

10.12 Cost of Preparing Proposals. The City will not be liable for any costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

10.13 Readability. Proposers are advised that the City’s ability to evaluate proposals depends on the Proposer’s submittal document, including organization, level of detail, comprehensive material and readable.

10.14 Changes or Corrections to Proposal Submittal. Prior to the submittal closing date and time, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

10.15 Errors in Proposals. Proposers are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Proposer’s obligations to the City.

10.16 Withdrawal of Proposal. A submittal may be withdrawn by written request of the submitter, prior to the closing date and time. After the closing date and time, the submittal may be withdrawn only with permission by the City.

10.17 Rejection of Proposals. The City reserves the right to reject any or all proposals with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal.

10.18 Incorporation of RFP/RFQ and Proposal in Contract. This RFP and the Proposer’s response, including all promises, warranties, commitments, and representations made in the successful proposal as accepted by the City, shall be binding and incorporated by reference in the City’s contract with the Proposer.

10.19 Independent Contractor. The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the Consultant. Consultant workers are prohibited from supervising City employees and from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for in the Contract, and in no case shall such space be provided for over 36 months without specific authorization from the IT Contracting Manager.

Some project work requires the Consultant to be on-site at City offices. This benefits the City to assure access, communications, efficiency, and coordination. Any Consultant on-site remains a Consultant and not a City employee. No Consultant shall be on-site at a City office for over 36 months, without specific authorization from the City. The Consultant shall notify the City if any worker is within 90 days of a 36 month on-site placement.

The City will not charge rent. The Consultant is not asked to itemize this cost. Instead, the Consultant should absorb and incorporate the expectation of such office space within the Consultant plan for the work and costs. City workspace is exclusively for the project and not for any other Consultant purpose. The City will decide if a City computer, software and/or telephone are needed, and the worker can use basic office equipment such as copy machines. If the Consultant worker does not occupy City workspace as expected, this does not change the contract costs.

10.20 Equal Benefits. Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes materials to designate equal benefits status.

10.21 Insurance Requirements. Insurance requirements are provided as an attachment to the contract. The apparent successful Proposer must provide proof of insurance to the City before Contract execution.

The Proposer is encouraged to contact its Broker immediately to begin preparation of the required insurance documents in the event the Consultant is selected as a finalist.

10.22 Background Checks. The City may require background/criminal checks of the Proposer’s employees and subcontractors assigned to performing the services. The City will collect the pertinent information directly from the individual. The entity conducting the background check will be selected by the City.

10.23 Proprietary and Confidential Material.

10.23.1 Requesting Disclosure of Public Records. The City asks interested parties to not request public disclosure of proposal records until a contract is executed. This measure should shelter the solicitation process, particularly during the evaluation and selection process or if a cancellation occurs or re-solicitation. With this preference stated, the City will continue to respond to all requests for disclosure of public records as required by State Law.

10.23.2 Marking and Disclosing Material. Under Washington State Law (reference RCW Ch. 42.56, the Public Records Act) all materials received or created by the City of Seattle are public records. These records include but are not limited to proposal submittals, agreement documents, contract work product, or other material.

Washington’s Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules that RCW or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature’s website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If the Proposer believes any records it is submitting to the City as part of its submittal or contract work product are exempt from disclosure, it can request that the City not release the records until the City notifies it about the pending disclosure. To make that request, the appropriate portion of the Consultant Questionnaire (Non-Disclosure Request Section) must be completed and identify each record and the exemption(s) that may apply. If Proposer is awarded a City contract, the same exemption designation will carry forward to the contract records.

The City will not withhold materials from disclosure because the Proposer marks them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Identify no entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on in the Consultant Questionnaire. Only the specific records or portions of records properly listed on the Consultant Questionnaire will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records properly and listed on the Consultant Questionnaire, the City will notify the Consultant in writing of the request and postpone disclosure, providing sufficient time for the Consultant to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If the Consultant fails to obtain a Court order within the ten days, the City may release the documents.

By submitting for this solicitation, the Consultant acknowledges the obligation to identify such records within the Consultant Questionnaire, and that the City has no obligation or liability to the proposer if the records are disclosed.

10.24 Ethics Code. The Proposer should familiarize itself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Specific questions should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, wayne.barnett@seattle.gov or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).

10.24.1 No Gifts and Gratuities. Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving a City employee sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than $25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

10.24.2 Involvement of Current and Former City Employees. The Consultant Questionnaire requires disclose any current or former City employee, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract.

10.24.3 Contract Workers with over 1,000 Hours. The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code accordingly.

10.24.4 No Conflict of Interest. The Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

**11.0 Proposal Submittal**

11.1 Binding and Number of Copies: The Proposer must submit six hardcopy sets of all proposal documents; one set clearly marked original and six sets clearly marked copy. The original and copies shall be in 3-ring binders.

11.2 Format and Organization: The Proposer shall complete and submit following documents in its proposal The City provided documents are Attachments to the RFP and are incorporated by reference.

1. Cover Letter: Submit a Cover Letter on the Proposer’s letterhead, signed by an individual authorized to legally commit the Proposer. The Cover Letter must designate the officer, employee, or agent who will be the Proposer’s contact for all communications regarding its proposal. The following information for this individual shall be provided:
\*Name
\*Title
\*Firm’s Name
\*Mailing Address
\*Office Telephone Number
\*Mobile Telephone Number
\*Email Address
2. Legal Name. Submit a certificate, copy of web-page, or other documentation from the Secretary of State in which the firm is incorporated that shows the firm’s legal name. Many firms use a “Doing Business As” name or a nickname in their daily business. However, the City requires the legal name of the firm as it is legally registered. When preparing all forms, use the firm’s legal name.
3. Form 1: Consultant Questionnaire.
4. Form 2: Minimum Qualifications Response Form.
5. Form 3: Written Proposal Form.
6. Form 4: Financial Proposal Form.
7. Contract Modifications, if any proposed.

11.3 Delivery of Proposals: Sealed proposals must be received at the Department of Information Technology no later than the date and time listed in Section 1.0.

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| **Fed Ex & Hand Delivery - Physical Address** | **US Post Office - Mailing Address** |
| Ann Kelson, IT Contracting ManagerDepartment of Information Technology700 Fifth Avenue #2700Seattle, Washington, 98104 | Ann Kelson, IT Contracting ManagerDepartment of Information TechnologySeattle Municipal TowerP.O. Box 94709Seattle, Washington, 98124-4709 |

The City shall not consider proposals submitted by facsimile (fax) or email.

 Proposers are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline for receipt of proposals. At the City’s sole discretion, a proposal received after the deadline may be returned to the Proposer, may be declared non-responsive and may not subject to evaluation.

**12.0 Selection and Award**

12.1 Selection Process

Step 1 Initial Screening: The City will review submittals for initial decisions on responsiveness and responsibility. Those found responsive and responsible based on this initial review shall proceed to Step 2.

Step 2 Written Proposal Evaluation: The Evaluation Team will review responses to the Minimum Qualifications. Those proposals found to meet the minimum qualifications will be evaluated using the criteria specified below. Responses will be evaluated and ranked or scored.

 Evaluation Criteria:

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| Response to Written Proposal Questions | 70 points |
| Response to Financial Proposal | 30 points |

Step 3 Interviews: The City may interview top ranked or scored firms that are most competitive. Interview questions will be provided to the Finalist Proposers only on the date provided in Section 1. At the City’s option, the interviews may be in person or on-line. Finalist Proposers invited to interview are to bring the assigned Project Manager named by the Proposer in its Proposal and may be invited to bring other key personnel named in the Proposal. The Consultant shall not bring other project team members or individuals who do not work for the Consultant without advance authorization by the IT Contracting Manager.

Step 4 Professional References: The City may contact one or more professional references that have been provided by the Proposer or other sources that may not have been named by the Proposer but can assist the City in determining performance. The City will request reference information from the Finalist Proposers only. The Finalist Proposers will provide the information to the City on the date provided in Section 1.

 Step 5 Selection: The City may select the highest ranked Proposer for award as a result of the interview, if any are conducted.

 Step 6 Contract Negotiations. The City may negotiate elements of the proposal to best meet the needs of the City with the apparent successful Proposer. The City may negotiate any aspect of the proposal or the solicitation.

 Repeat of Evaluation: If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

12.2 Award and Contract Execution.

12.2.1 Notice to all Proposers: The IT Contracting Manager will provide timely notice of evaluation results to Proposers responding to the Solicitation.

13.2.2 Protests: The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this process. Please see the City website at <http://www.seattle.gov/contracting>. Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City. Note there are time limits on protests, and submitters have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

13.2.3 Instructions to the Apparent Successful Proposer: The Apparent Successful Proposer will receive an Intent to Award Letter after award decisions are made by the City.

After the City has finalized and transmitted the contract to the Consultant for signature, the Consultant must execute the contract and provide all requested documents within ten business days. If the Consultant fails to execute the contract and submit all documents within the ten days, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue the solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

The apparent successful Proposer should anticipate submitting the following information:
Seattle Business License Number

State of Washington Business License Number (UBI Number)

Certificate of Insurance

IRS W-9 Form

Also in advance of the provision of services, the City may, as appropriate, have Background Checks conducted.