



**CITY OF GREELEY
Purchasing**

**Request for Proposal
RFP #F24-03-031**

**Real Time Information Center
Software Platform**

for

Greeley Police Department

REQUEST FOR PROPOSAL (RFP)
RFP #F24-03-031

Procurement Contact: Alec Keiser
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-336-4246

Proposals must be received no later than the date indicated in the Schedule of Events below.

Proposals received after this date and time will not be considered for award.

ONLY ELECTRONIC RFP RESPONSES WILL BE ACCEPTED.

Email your RFP Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. **DO NOT** submit your RFP Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB. The Proposal must not exceed 30 total pages, excluding cover letter, index or table of contents, front and back covers, title pages/separation tabs, and all required Exhibits. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the proposal and appendices. Resumes included as an appendix are not considered part of the 30 pages.

The RFP number and Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFP Issued	April 1 st , 2024
Optional Pre-Proposal Conference via Microsoft Teams (Link Below)	April 8 th , 2024 @10am MDT
Inquiry Deadline	April 12 th , 2024 by 3pm
Final Addendum Issued (Formal Answer)	April 18 th , 2024
Proposal Due Date	April 22 nd , 2024
Interviews (tentative)	Week of May 6 th , 2024
Notice of Award (tentative)	May 17 th , 2024

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6	Vendor Supply Chain Risk Management Questionnaire
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“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employees over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

B. Overview

The Greeley Police Department's Real Time Information Center's (RTIC) Mission is to leverage cutting-edge technology, data analytics, and the collective expertise of our highly skilled professionals to enhance public safety, solve and prevent crimes.

In early 2023 the Greeley Police Department (GPD) embarked on the creation of a Real Time Information Center. A project group was created and traveled to various Real Time Centers to obtain information, best practices, and standard operating procedures. The common advice was we must purchase a software program which will ingest live video feeds, license plate reader information, body worn camera information, patrol vehicle location, computer aided dispatch information to provide real time updates to patrol units responding to in progress calls. We must leverage all our technology into one platform. The purpose of this Request for Proposal (RFP) is for a software platform which will integrate our technological tools into one viewing pane.

C. Goals

- To reduce Part I Crimes in the City of Greeley.
- Become a Northern Colorado leader in fighting crime with technology.
- Support internal public safety partners including Greeley Fire, Emergency Management and Traffic Departments.
- Strengthen community partnerships.
- Advance Greeley City Council's strategic priority for a Safe and Secure City.
- Desired Go Live: September 2024

SECTION II. STATEMENT OF WORK

A. Scope of Services

Proposers are expected to provide a response to the items outlined in the Scope of Services per the Scope provided in this below Please provide your *Fulfillment of the Scope of Services* in Section V– B of your proposal.

1. Please describe how your solution will meet all the requirements as set-forth in the Scope of Services.
2. Tell us why you believe this solution(s) is the best fit for accomplishing the goals of this procurement. What features or capabilities are unique to your solution, etc.
3. Please respond to the following preferred software features and functionality and indicate if these capabilities are included with your solution and briefly provide any additional information to describe these features:

- a. Real-time and post-monitoring of criminal activities, community events and other public safety incidents.
- b. Seamless integration with external data sources such as CCTV, drones, live news feeds, social media, and other public safety databases.
- c. Automated alerts and notifications for gunshot detection alerts which automatically activate nearby cameras and LPR's real time on the RTCC video wall solution.
 - i. Please describe both your mobile and Stationary Solutions
 - ii. List video wall displays and processors which are compatible with your software.
- d. Predictive analytics to identify potential criminal activities
- e. Crime and incident heat mapping capabilities to provide location/day/week/time frequency analytics over specified search periods for data-driven decision making and resource needs/assignments.
 - i. Custom Mapping and visualization of criminal activities (Hot Spots/DDACT zone) and police districts.
- f. Ability to pull in locations for various RTIC assets such as LPR locations, camera locations, patrol car AVL and field assets.
 - i. Overview city mapping system with: all camera and LPR locations.
- g. List all supporting analytic programs your software supports.
- h. Role-based access/permission control for different user types
- i. Full integration with Axon body worn and dash camera live video and location data, and ALPR data.
- j. List compatible ALPR systems which can be integrated to your system.
- k. CJIS complaint cloud-based management and storage system.
- l. Real time integration with our department's computer aided dispatch software (CAD) for automatic display of calls, patrol car AVL, body worn camera, cellular phone, Motorola radio geo location, for service in relation to live and recorded video-based priority and type.
- m. Cellular interoperability (Apple iOS, and Verizon, T-Mobile, AT&T) for live view sharing of incident video and secure chat of digital media by sworn law enforcement officers.
- n. Artificial Intelligence (AI) search and alert capabilities for city and community owned camera sources. AI should be deployed and process data at-the-edge as well as in the cloud.
- o. Real time video access to Milestone Camera system, Axis Cameras (min. 1,000 cameras with the availability to include more cameras to accommodate any needed expansion), and software solution manufacturers including UAV, robot, drone (Drone Sense), Axon body and dash cameras, LPR system, Gun Shot Detection system, live news feeds, current and future social media platforms, open-source data platform, Social Media and other public safety video assets that may already be in use. Currently, the city has 70 traffic cameras and 40 Mobile Axis 360 Cameras.
 - i. Is your proposed solution incompatible with:

1. Third party camera feeds such as Ring, School District, Apartments, Business (number unknown)
 2. CCTV security camera footage
 3. Robot camera feeds used by special operations
 4. Drone camera footage
 5. Body worn camera and dash cams
 6. Other public safety video assets
 7. License plate readers (LPRs)
 8. Cell phone camera streams
- ii. If a single camera has 4 video views, does that count as 4 streams? Please describe how you count your camera's live view
 - iii. Please list any cameras or other systems which are incompatible with your system.
- p. An operational and customizable dashboard the manager and administer the platform software for quick access to all streaming resources.
 - q. Ability for dispatchers to initiate a direct video-link with 911 callers without an app.
 - r. Mass notification capabilities for community alerts and lockdowns. As well as agency group configurable alerts for Traffic, SWAT, and other agency defined groups.
 - s. Crime and incident heat mapping capabilities to provide location/day/week/time frequency analytics over specified search periods for data-driven decision making and resource needs/assignments.
 - t. Health monitoring and alerts for existing camera, LPR's, and community cameras tied into the center.
 - u. Plug and play setup for host camera locations within the community to allow for live view, playback, save/store, and export investigative ability.
 - v. The ability to connect community cameras with the RTIC to include but not limited to commercial businesses, small businesses, residences, apartment complex, School Districts, Hospital, and partner agency camera systems.
 - w. Live link technology and Live 911 monitoring
 - x. Integration with Lexis/Nexis and other open-source platforms.
 - y. Ability to listen to 911 calls live or with minimal delay limited to Greeley PD jurisdiction calls.
 - z. Is your proposed solution a Web-based system?
 - aa. Does your solution have Cloud based storage/retention solution for 35 days.
 - bb. Can your system share information to another offsite location? If so, please describe process.
 - cc. List any and all hardware solutions your company sells for example:

- i. Automated License Plate readers
- ii. Point, Tilt, Zoom Cameras
- iii. Gunshot Detection
- iv. Storage Solutions

B. Project Plan

Vendors are expected to provide a Project Plan that addresses all the Items outlined Section II, Subsection C. Please provide your Project Plan in Section V, Subsection C of your proposal.

1. Describe in detail your company’s method of approach for performing and executing the scope of work and deploying the proposed solution. This should be a detailed step by step approach to meeting the objectives outlined herein.
2. Provide a timeline along with milestone achievements for accomplishing the complete implementation of the solution based on a tentative award date of May 17th, 2024.
3. Discuss any risks to this project that could negatively impact its success and explain what steps the Company will take to avoid any potential negative outcomes.
4. Describe the Company’s project management approach to ensure the successful completion of the project and ongoing contract. Include a discussion on how you will firm will periodically report out progress on the ongoing implementation, etc.
5. Provide an estimate of the City of Greeley’s resources required to implement the proposed solution. Include the types of City resources and their duties and responsibilities (e.g. Project Manager, Business Analyst, DBAs, System Administrators, or other technical resources (please be specific), etc.) and the estimated hours.
6. Provide a sample of a project implementation plan that would be like a plan that would be used for this proposed solution.
7. Do you offer “Project Management” professional services and if so, what methodology do you practice or specialize in?

C. Period of Award

The completion date of providing the required product and services shall be a successful implantation by September 1st, 2024 (subject to change). The term of this project shall be for one-year with four one-year optional extensions.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City’s Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated

or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

D. Minimum Mandatory Qualifications of Offeror

Vendors who fail to meet the Minimum Mandatory Qualifications may have their proposals be deemed as noncomplying.

- Proposed solution is a fully tested production product, and the proposed solution is not in alpha or beta development stages.
- The proposed system utilizes SAML, OAuth or applicable protocol for managing system security access and authentication.
- The solution must be compliant with applicable industry regulatory compliance frameworks for the information that it accesses, processes, renders, and stores.
- The proposing Firm shall disclose if their solution meets Colorado state law for Accessibility Standards for Individuals with a Disability and is compliant with Level AA of most current version of the Web Content Accessibility Guidelines (WCAG). See Colorado law here.
- The proposing Firm shall disclose if the solution utilizes any element of AI as part of your solution or modules. If so, the vendor must disclose the product or tool used.
- The Awarded Proposer must be registered (or have pending registration) with Sam.gov.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, proposal document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by e-mail before the written inquiry deadline concerning this RFP to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-proposal conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFP (be sure to reference RFP number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFP #F24-03-031

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFP.

Should any interested offeror, sales representative, or manufacturer find any part of the listed specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this Agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

Awarded offeror must present the City with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

E. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible vendors. The City reserves the right to assess offeror responsibility at any time in this RFP process and may not make a responsibility determination for every offeror.

H. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions as set forth herein.

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for proposals.

Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after proposal opening. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFP.

K. Acceptance of Proposal Content

The contents of the proposal (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFP Cancellation

The City reserves the right to cancel this RFP at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive proposal is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the proposal in lieu of accepting the proposal as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFP is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time.

O. RFP Response/Material Ownership

All material submitted regarding this RFP becomes the property of the City of Greeley, unless otherwise noted in the RFP.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFP prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the Public Information Office.

T. Certification of Independent Price Determination

1. By submission of this proposal each offeror certifies, and in the case of a joint proposal each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 - b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the Request for Proposal form of this proposal certifies that:
 - a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A proposal will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, contractor will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of Contractor or Consultant working in City facilities shall present a clean and neat appearance. Prior to performing any work for the City, the Contractor or Consultant shall require each of their employees to wear ID badges or uniforms identifying: the Contractor or Consultant by name, the first name of their employee and a photograph of their employee if using an ID badge. Their employee shall wear or attach the ID badge to the outer garments at all times.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
2. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. PROPOSAL SUBMISSION

Following are the response requirements for this RFP. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the proposal non-responsive.

RFP responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for proposals. **DO NOT** submit your RFP Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB. The Proposal must not exceed 30 total pages, excluding cover letter, index or table of contents, front and back covers, title pages/separation

tabs, and all required Exhibits. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the proposal and appendices. Resumes included as an appendix are not considered part of the 30 pages.

The RFP number and Project name must be noted in the subject line, otherwise the proposal may be considered as non-responsive to the RFP.

Electronic submittals will be held, un-opened, until the time and date noted in the RFP documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Proposals that are determined to be at a variance with this requirement may not be accepted.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received at the City of Greeley's Purchasing Division on or before the proposal due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your proposal, in the order listed. **Deviation from this format may render your proposal non-responsive.**

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications, and detailing any exceptions to this RFP (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFP, including address, telephone number, fax number, e-mail, and website (if applicable). If you are proposing a solution that is in Alpha or Beta development stages, you must clearly outline that in your cover letter. Please include all relevant information about the current and future development stages

B. Fulfilment of the Scope of Services

Please include a document that addresses all items and questions present in Section II, Subsection A- Scope of Services. Please see Section VI, Subsection A to see how this section will be scored.

C. Project Plan

Please include a document that addresses all items and questions present in Section II, Subsection B- Project Plan. Please see Section VI, Subsection A to see how this section will be scored.

D. Proposal Acknowledgement

Include this form as provided in Exhibit 1.

E. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

F. Debarment Form

Include this form as provided in Exhibit 4.

G. Questionnaire

Include this form as provided in Exhibit 5. Please include the entirety of Exhibit 5 in your response. To satisfy Evaluation Criteria 1-5, please make sure to complete Exhibit 5 with in-depth answers.

H. Vendor Supply Chain Risk Management Questionnaire

Include this form as provided in Exhibit 6. Please include the entirety of Exhibit 6 in your response.

I. Pricing Sheet

Include this form as provided in Exhibit 7.

SECTION VI. EVALUATION AND AWARD

A. Proposal Evaluation

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. **Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFP.** If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the City in selecting the most qualified offeror for this contract. Following is the evaluation criteria that will be used. Criteria will be assigned a points value.

Evaluation Criteria:

	Award Criteria	Weight
1.	Experience, Expertise, and Qualifications <ul style="list-style-type: none">• Firms Qualifications and General Information• Firm’s Employees Experience and Qualifications• Client References	200 Points
2.	Proposed Solution and Methodology/ Approach <ul style="list-style-type: none">• Proposed Solution and Ability to Support Mandatory and Preferred Software Features and Functionality• Project Implementation, Management, Methodology• Training and User Documentation• Warranty, Maintenance, and Support Services• Data, Dashboards, Analytics and Reporting	300 Points
3.	Non-Functional Specifications <ul style="list-style-type: none">• General IT Information• Security• Disaster Recovery• Solution Data• Integrations and Application Programmable Interface (API)• Reporting• Releases and Quality Control	150 Points
4.	Project Plan (Project Implementation, Management, Methodology)	150 Points
5.	Overall Value or Cost to the City (Pricing)	200 Points

Total	1,000 Points
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A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

B. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible vendors only. The City reserves the right to make its offeror responsibility determination at any time in this RFP process and may not make a responsibility determination for every offeror.

The City of Greeley’s Municipal Code defines a “Responsible Offeror” as one 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.” The City reserves the right to request information as it deems necessary to determine an offeror’s responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
PROPOSAL ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your proposal nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFP.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Website Address

City, State, Zip

Proposal Valid Until (at least for 90 days)

E-Mail Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Email Address

City, State, Zip

EXHIBIT 2
SAMPLE CONTRACT

[\(Incorporated by Reference\)](#)

The City will be open to using the Awarded Vendor's Terms and Conditions.

This document is for reference and should not be included in your proposal.

EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

**EXHIBIT 5
QUESTIONNAIRE**

(Incorporated by Reference)

**EXHIBIT 6
VENDOR SUPPLY CHAIN
RISK MANAGEMENT QUESTIONNAIRE**

[\(Incorporated by Reference\)](#)

**EXHIBIT 7
PRICING SHEET**

[\(Incorporated by Reference\)](#)