

AMENDMENT OF SOLICITATION



1. AMENDMENT

**A004**

2. EFFECTIVE DATE

**May 11, 2016**

3. REQUISITION NO./

P.O. NO. N/A

4. ISSUED BY

Purchasing & Strategic Sourcing Division  
 City of El Paso  
 City 1  
 300 N. Campbell, 1<sup>st</sup> Floor  
 El Paso, Texas 79901-1153

5A. AMENDMENT OF SOLICITATION NO. **2016-833R**

**POLICY AND PROCUREMENT MANUAL**

5B. BID DUE DATE:

**MAY 18, 2016**

6. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 7. The hour and date specified for receipt of offers  NOT EXTENDED

**All amendments must be acknowledged on the "SOLICITATION OF OFFERS". Failure to do so may be cause for rejection of offer.**

7. DESCRIPTION OF AMENDMENT

- A. Responses to Bidders questions are on the following page(s).
- B. Delete (remove and discard) **page 13; replace with the attached revised page 13-R<sup>1</sup>.**
- C. Delete (remove and discard) **pages 16-23; replace with the attached revised pages 16-R<sup>1</sup>-22-R<sup>1</sup>.**

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENTS, AS HERETOFORE CHANGED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

**CITY OF EL PASO  
 BRUCE D. COLLINS, CPPO  
 PURCHASING DIRECTOR**

BY \_\_\_\_\_/s/\_\_\_\_\_  
 Deniese Baisley  
 Asst. Purchasing Director

Approved by \_\_\_\_\_/s/\_\_\_\_\_  
 Bruce D. Collins, CPPO  
 Purchasing Director



**Responses to Questions  
Solicitation No. 2016-833R  
Title: Policy and Procurement Manual**

Q #	QUESTION/COMMENT	RESPONSE
1.	As a sole proprietorship, how would I best satisfy the responsibility determination listed in Attachment 1? It seems particularly geared towards organizational structures like limited liability companies and corporations.	The requirements for the responsibility determination is for all types of organizations (i.e. sole proprietorship, partnership, limited liability company (LLC) and corporation)
2.	Can you confirm that the implementation of the revised policy and manual are out of scope for this RFP?	The scope of work delineated in the solicitation is to deliver a policy and procurement manual. The implementation processes stated on page 13 alludes to the consultant preparing a swim lane or process flow chart. (see attached sample of flow chart)
3.	Can you clarify the templates, forms and checklists you referring to on page 17 of the RFP?	The optional services have been deleted. See attached revised pages.
4.	Can you provide a copy of the current Procurement Manual and Policy	Please click on the below link to access the current purchasing manual.  <a href="http://172.20.50.64/baku/financial_services/documents/department_head_reference_materials/PurchasingManual.pdf?1420049335">http://172.20.50.64/baku/financial_services/documents/department_head_reference_materials/PurchasingManual.pdf?1420049335</a>
5.	On page 20, section 5.2, the Evaluation Factor B seems to be written for a compensation study RFP and not a Procurement manual revision RFP. Please advise if this should be updated.	See attached revised page 18-R <sup>1</sup> .
6.	Which departments (if any) outside of the Purchasing & Strategic Sourcing department will be available to provide input during the redrafting of the procurement manual	The point of contact for this requirement is Purchasing & Strategic Sourcing Department supported by Legal and other departments on an as needed basis.
7.	Is it required to submit pricing in the format outlined on page 16 of the RFP or are we free to provide the pricing in a different manner?	Please submit pricing on the attached revised Proposal Cost Form.

Q #	QUESTION/COMMENT	RESPONSE
8.	<p>Page 21 of the RFP lists the following as mandatory submittals:  <b>MANDATORY SUBMITTALS</b>  Attachment 1 – Responsibility Determination  Attachment 2 – Business Information Certification  Attachment 3 – Non-Collusion and Business Disclosure Affidavit  Attachment 4 – Indebtedness Affidavit  Attachment 5 – Direct Deposit Sign-up Form  Attachment 6 – Contract Clauses</p> <p>Are we required to submit the CIQ, 1295, Vendor Information, and W-9 with our response?</p>	<p>All the forms are required with the submittal (i.e. Conflict of Interest (CIQ), W-9, and Vendor Information Form.</p> <p>The 1295 Certificate of Interested Parties Form will be required by awarded vendor upon award of contract. The awardee must submit the form according to the State of Texas Ethics Commission instructions, <a href="http://www.ethics.state.tx.us">www.ethics.state.tx.us</a>.</p>
9.	<p>Contract Clauses – Section 4 Indemnification. We would like to request a limit on indemnification by adding language where we would not be responsible for consequential damages. Is the City be willing consider this language</p>	<p>As a standard practice the City does not accept modifications to the indemnification clauses.</p>
10.	<p>Can the City please provide additional guidance on the definition, level of information, and audience for the Desktop User Guide?</p>	<p>Policy – A written statement that clearly indicates the position and values of the Department on a given subject. It contains rules and tells one what to do.</p> <p>Procedures – A written set of instructions that describe the approval and recommended steps for a particular act or sequence of acts. It tells one how to perform a set of tasks in relationship to the department’s policies on conducting business.</p> <p>The audience is the Purchasing Professionals that facilitate procurements on the behalf of the City of El Paso.</p> <p>Therefore, the desktop guide is an extrapolation of the procurement process.</p>
11.	<p>Does the City have a current Policy/Procedures Manual that should be used as a starting point? Or, are the work deliverables to be created from scratch?</p>	<p>Yes. As identified in the scope, the City is looking to update procedures so they incorporate best practices that are applicable to the Federal, State and local government policies, resolutions and ordinances.</p>

Q #	QUESTION/COMMENT	RESPONSE
12.	Can the City provide additional guidance on the requirement for Guidelines, taking into consideration that the Procurement Manual should address policies and high-level procedures?	See response to Question #10.
13.	On the supplemental Price Sheet should the Templates and Forms be priced as a single unit (1 each), if so, what is the average number of pages per Template and Form? Or, does the City have an estimate of the number of Templates and Forms (estimated number of pages) to be included?	The optional services have been deleted. See attached revised pages.
14.	Will this be one comprehensive purchasing & sourcing manual for all of the departments listed in Part 1.1 background information of the City of El Paso?	Yes, the City of El Paso has a centralized procurement function. Consequently, the policy and procurement manual will incorporate sourcing requirements for the entire City.
15.	In Part 1.2-in addition to “incorporating existing policies, procurement notices, and procedures”-will Uniform Grant Guidance also be required to be considered? If so, does the City already have policies and procedures for Uniform Grant guidance as required?	The City of El Paso is a recipient of several grants including but not limited to Federal Transit Administration (FTA), Federal Aviation Administration (FAA), Texas Department of Transportation (TxDOT), U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG) and others. In addition, the City has procedures in place for the Uniform Grant Management Standards (UGMS).
16.	In Part 3.1 scope of work- deliverable “desktop user guide.” Is this intended to be a condensed version of the comprehensive manual?	Yes, see response to Question #10.
17.	In Part 3.1 scope of work -describes “incorporate city’s comments and findings”-can these please be provided?	This deliverable has been deleted. See revised pages 13 and 16.
18.	In Part 3.1 scope of work -deliverable “issue guidelines”-please clarify this.	The City’s interpretation is issue policy guidelines.
19.	What is the expected due date for having all of the items in Part 3.1 scope of work completed by?	90 days from issuance of Notice to Proceed (NTP) as delineated on Page 9.

Q #	QUESTION/COMMENT	RESPONSE
20.	In Part 4.1—Format, #9: Offeror’s Proposal is to include “all pages from this Request for Proposals in addition to any other materials submitted by the Offeror.” Do we need to include <u>all</u> pages of the RFP, in addition to our proposal? If so, does this count as part of the 100 pages in section 4.1 #1?	The Offeror shall include pages that require signatures and all information requested in Proposal Format Structure shown in 4.1 on pages 14 and 15. Please note a full copy of this RFP is not required to be submitted.
21.	In Part 5.2 Evaluation Factor B-refers to comparable compensation studies and compensation development and analysis for governmental organizations. Please clarify why this is relevant?	See attached revised page 18-R <sup>1</sup> .
22.	Is it possible to obtain a copy of the current Policy and Procedure Manual? It is hard to estimate the amount of revision work versus new work that will be required without seeing what shape the existing purchasing manual is in.	See response to Question #4.
23.	Will there be an opportunity to ask additional questions for clarification beyond the initial deadline of April 27?	No.
24.	What is the anticipated budget for this project?	The range is from \$50,000 to \$80,000.
25.	Can we obtain a list of the companies who attended the pre-proposal conference meeting, either in person or telephonically?	Catalyst Advisors was the only company that called in to the conference meeting. There were no attendees in person.
26.	There must have been some information provided at the meeting, even if only in response to questions from interested companies. Is it possible to obtain a recording, or transcript, or summary of information and/or questions and answers from that meeting?	The City of El Paso does not record or transcribe its Pre-proposal meetings. All questions from the meeting are incorporated in this Amendment.
27.	Section 1.2 Solicitation Purpose and Section 3.1 Expected Deliverables Is the desktop user guide supposed to be for use by staff within the Purchasing and Strategic Sourcing Department or for staff outside of that department?	See response to Question #10.

Q #	QUESTION/COMMENT	RESPONSE
28.	<p>Section 2.4 Schedule of Events How soon after the contract award date do you anticipate work will need to start?</p>	<p>The Notice to Proceed (NTP) will be issued upon award of the contract.</p>
29.	<p>Section 2.6 (3) Required Number of Copies Just to clarify, the City is requiring one original hard copy, five additional hard copies, and one electronic copy via flash drive or CD-ROM?</p>	<p>Yes, that is correct as delineated on page 10.</p>
30.	<p>Section 3.1 Expected Deliverables What exactly is the “step by step implementation process” mentioned in the opening paragraph for the Scope of Work?</p>	<p>See response to Question #2.</p>
31.	<p>Section 4.3 Proposal Cost Our normal fee structure is usually either a flat hourly rate coupled with a not-to-exceed amount OR a flat rate for the entire project. Will submissions using either of these fee structures be accepted, or is a breakdown of the cost for each task required?</p>	<p>See response to Question #7.</p>
32.	<p>Section 4.3 Proposal Cost and Section 5.1 Evaluation Factors Will the costing of the optional services be included in the point allocation of the evaluation factors, or will the point allocation be based only on Tasks 1-7 in the proposal cost?</p>	<p>The optional services have been deleted. See attached revised pages.</p>
33.	<p>Section 5.2 Evaluation Factor Description, Evaluation Factor B This section mentions “comparable compensation studies” and “compensation development and analysis for governmental organizations”. This doesn’t seem relevant to the scope of work detailed elsewhere in the RFP. Is this a typo or carry-over from another RFP? If it is, what is the actual requirement?</p>	<p>See attached revised page 18-R<sup>1</sup>.</p>

Q #	QUESTION/COMMENT	RESPONSE
34.	<p>Section 5.2 Evaluation Factor Description, Evaluation Factor B</p> <p>This section mentions "each member of the proposed project" shall have experience completing a minimum of five studies and five years of experience. My team is comprised of several individuals expert in procurement, business analysis, policy drafting, etc. but each individual will not necessarily have extensive experience in all aspects. For example, my business analyst person has years of experience developing business process maps but these have not always been related specifically to procurement processes. Is it correct to say that so long as each team member meets the experience threshold for their specific tasks within the project, and in combination the team as a whole meets all solicitation requirements, this will be sufficient to meet the requirements of the RFP?</p>	See attached revised page 18-R <sup>1</sup> .
35.	<p>Section 5.2 Evaluation Factor Description, Evaluation Factor C</p> <p>Will experience with government organizations that are larger than the City of El Paso satisfy this requirement (i.e. federal agencies)?</p>	Yes.
36.	<p>Ref pg 15, para 16: "The Offeror shall provide references from at least three contracts, within the last three years that are similar in size, scope and complexity to Part 1 – Policy and Procurement Manual," however on pg 19, Evaluation Factors Table states, Project Qualifications and Experience (5 years). Are project qualifications and references for within the last three or five years?</p>	The qualifications and references must be for a minimum of 5 years.
37.	<p>Ref pg 19, para 5.2, Evaluation Factor B – Project Team Qualifications and Experience states:"Each member of the proposed project shall have demonstrated experience completing a minimum of 5 comparable compensation studies and have a minimum of 5 years of experience in compensation development and analysis for governmental organizations." Is this correct since the requirement is not for a compensation study?</p>	See attached revised page 18-R <sup>1</sup> .

Q #	QUESTION/COMMENT	RESPONSE
38.	Ref pg 14, para 4.1, Proposal Format and Structure, items 11 and 16. How are these two requirements different?	There is no difference between the client list and references.
39.	Ref pg 19, para 5.2, Evaluation Factor D – Organizational Experience states: "The respondent shall have a minimum of 5-10 years of experience completing the tasks delineated within this solicitation. This requirement can be met through the experience of the principles and/or owners of the responding firm or through the firm's history. The respondent shall provide a listing of references." Please clarify how this requirement and the requirement identified in question 1 are to be met.	See attached revised page 19-R <sup>1</sup> , Evaluation Factor D.
40.	Ref pg 13, para 3.1 Scope of Work and Minimum Requirements – Expected Deliverables. There are 8 deliverables listed however on pg 16, Proposal Costs table there are 7 tasks to be priced. Issue Guidelines appears to be missing from the Proposal Costs table as a separate cost. Where should an offeror include the costs associated with this deliverable?	The City's interpretation is issue policy guidelines. See attached revised Proposal Cost.
41.	Is this a new requirement? Is there an existing consultant/contractor supporting the City of El Paso with procurement policy initiatives?	No. The City is looking for a consultant/contractor to provide the services delineated within this RFP.

Q #	QUESTION/COMMENT	RESPONSE
42.	<p><b>SECTION 2.3.2 WAGE THEFT</b></p> <p>This section may need to be removed in its entirety since these clauses would only apply to non-- professional service contracts not consulting services which is the intent of RFP No. 2016-833R . As an example, these clauses would apply to contractors' employees providing (i) custodial, (ii) security guard, (iii) construction, or (iv) work paid by an hourly-wage.</p>	<p>The language on the Wage Theft will remain as is.</p>
43.	<p><b>SECTION 2.3.3</b></p> <p>This section may need to be modified since the third sentence reads as, "All proposals or requests for clarification should be sent to the following:" and the section lists an email address. This may be in conflict with Section 4 Offer Submission Instructions an item that reads in part, "OFFER MUST BE SEALED ..."  Recommend the following text for Section 2.3.3. "All requests for clarification should be sent to the following:" This change will remove any ambiguity that a potential Offeror might have in assuming (incorrectly) it is acceptable to submit an emailed proposal/offer.</p>	<p>Section 2.3.3 is requesting for all clarifications to RFP be provided through email or in writing (mail or hand delivery).</p>

Q #	QUESTION/COMMENT	RESPONSE
44.	<p>SECTION 2.5</p> <p>This section may need to be modified since the first paragraph reads in its entirety, "The successful Respondent(s) shall complete all work hereunder within the terms of the contract. The initial contract period shall be for ninety (90) days from the Effective Date of the Contract, e.g., the date on which the original Contract is executed by the City of El Paso (the "Initial Term")." This may be in conflict with CONTRACT CLAUSES, 1. TYPE AND TERM OF CONTRACT a clause that reads in part, "The term of this agreement shall be for THIRTY-SIX (36) MONTHS commencing on the date the Contractor receives a written NOTICE OF AWARD ." Recommend the following text for Section 2.5. "Contractor must complete all work within 90 calendar days. Start of work for Contractor shall begin as agreed upon between the City of Paso Purchasing Director, or designee and Contractor, but in no event later than the date the Contractor receives a written Notice of Award and shall continue until the work has been completed and accepted by the City of El Paso, all in accordance with the Contract." This change should remove any ambiguity that a potential Offeror might have in assuming that the Initial Term is 36 months and that there may be Additional Terms .</p>	<p>The term of the contract is ninety (90) days.</p>

Q #	QUESTION/COMMENT	RESPONSE
45.	<p>Section 5.2</p> <p>This section may need to be modified, specifically Evaluation Factor B reads in part, "...have demonstrated experience completing a minimum of 5 comparable compensation studies and have a minimum of 5 years of experience in compensation development and analysis ..." Typically, compensation studies assess salary and benefits and are conducted to determine pay levels for specific job categories; they are also known as salary surveys .</p> <p>The intent of the solicitation was a procurement policy and purchasing manual review. NIGP: The Institute for Public Procurement (NIGP) refers to these procurement reviews as either Procurement Management Reviews (PMR). Recommend the following text for Evaluation Factor B "...have demonstrated experience completing a minimum of 2 to 5 comparable procurement management reviews and have a minimum of 5 years of experience in procurement management development and analysis..." This change will remove any ambiguity that a potential Offeror might have in assuming that the Offerors will be evaluated on salary survey experience instead of the solicitation's intent of a procurement management review.</p> <p>Additionally, Evaluation Factor A identifies the Offeror as Respondent. The preferred term for a negotiated procurement and which is stated in the Solicitation of Offerors cover sheet is Offeror (or Vendor).</p>	<p>See attached revised page 18-R<sup>1</sup>.</p> <p>The Evaluation Factor A will remain as is.</p>
46.	<p>TITLE VI REQUIREMENT [PAGE 38 THROUGH PAGE 51]</p> <p>This section may need to be removed in its entirety since these clauses only apply to federally funded construction contracts.</p>	<p>The clauses will remain as is.</p>
47.	<p>How much was spent on purchasing personnel on training for calendar years 2015, 2014, and 2013 (per individual).</p>	<p>This is not applicable to the requirements of this RFP.</p>

Q #	QUESTION/COMMENT	RESPONSE
48.	The first paragraph of CONTRACT CLAUSES, 1. TYPE AND TERM OF CONTRACT which reads in part, "This is a Best Value Contract under which the City shall order all of its supplies and/or services described in Section A ..." does not agree with the four corners of the RFP document since there is no Section A or other sections.	Correct. Please disregard all reference to Section A.

## 21. Protest

Failure to follow the requirements of the Protest procedures established by the City of El Paso, Texas, shall constitute a waiver of all protest rights. Protest must be made after the Council agenda has been posted and by 5 p.m. the day before the Council meeting in which the award will be made. The Offeror must write a letter to Bruce D. Collins, Purchasing Director, using the phrase "Proposal Protest" to the address listed above. Protest must be sent by certified or registered mail or delivered in person. Note: the recommendation for award is posted on the City's website at least 72 hours before each Tuesdays Council meeting.

The written protest should include 1) the Request for Proposal number and should clearly state, with particularity, the relevant facts believed to constitute an error in the award recommendation, or desired remedy; 2) a specific identification of the statutory or regulatory provision that the Protesting Offeror alleges has been violated and the provisions entitling the Protesting Offeror to relief; 3) a specific factual description, with particularity, of each action by the City that the Protesting Offeror alleges to be a violation of the statutory or regulatory provision that the Protesting Offeror has identified pursuant to item (2) of this paragraph (mere disagreement with the decisions of City employees does not constitute grounds for protest). If there is no disputed issue of the material fact, the Protest must indicate this as well.

Only the information provided within the protest period will be considered for response.

## PART 3 - SCOPE OF WORK

### 3.1 Scope of Work and Minimum Requirements

#### SCOPE OF WORK

The consultant would initiate the project by reviewing the current City's policies and procedures, memos, to ensure they are applicable to the Federal, State, Local Ordinances, and resolutions, as applicable. The consultant will conduct analysis of existing policy manual and re-write the step by step implementation process.

#### **Expected deliverables**

Review, amend, revise, re-design and develop the City of El Paso's Policy and Procedure Manual

The key deliverables from the project are:

- Provide a policy statement
- Submit Draft Manual
- Incorporate best practices into a redefined procurement manual
- Provide business process maps for each procurement method
- Provide a hardcopy of the completed manual
- Issue Policy Guidelines
- Create a desktop user guide

## Proposal Cost

TASK	COST
<b>TASK 1</b>	
Provide a policy statement	\$ _____
<b>TASK 2</b>	
Submit Draft Manual	\$ _____
<b>TASK 3</b>	
Incorporate best practices into a redefined procurement manual	\$ _____
<b>TASK 4</b>	
Provide business process maps for each procurement method	\$ _____
<b>TASK 5</b>	
Issue Policy Guidelines	\$ _____
<b>TASK 6</b>	
Provide a hardcopy of the completed manual	\$ _____
<b>TASK 7</b>	
Create a desktop user guide	\$ _____
<b>TOTAL COST (TASKS 1-7)</b>	<b>\$ _____</b>

**PAYMENT TERMS & CONDITIONS**

**NOTE:** All vendors must accept an ACH payment effective immediately. Vendors must fill-out the attached Accounts Payable Direct Deposit Sign-Up Form located in Part 6 of this document to facilitate the Automated Clearing House (ACH) payment process.

**Contract Payments**

All contract payments shall be made in accordance with the Contract’s invoice payment terms. The City of El Paso will make no advance payments for the goods and/or services that are subject of this RFP, unless otherwise noted in the Form of Contract. Invoices may be submitted on no more than a monthly basis. Invoices submitted for services rendered shall be forwarded to:

Accounts Payable  
City of El Paso  
Office of the Comptroller  
300 N. Campbell, 1<sup>st</sup> Floor  
El Paso, TX 79901

Prompt Payment:

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices are to be submitted in single copy to the appropriate Department. Invoices are to be submitted in single copy to the appropriate Department.

Payment Terms:                      Please mark appropriate block.

- \_\_\_\_\_ % - 10 Days
- \_\_\_\_\_ % - 20 Days
- \_\_\_\_\_ % - 30 Days
- Net - 30 Days

**Late Payment fees will incur at the State of Texas statutory rate.**

**FEDERAL MINIMUM WAGE**

The current Federal minimum wage shall be required by the City of El Paso for any contracts requiring an hourly wage rate as part of the bid. In such cases, the awarded vendor’s employees shall be paid, at a minimum, the federally mandated minimum wage and the vendor shall be required to submit certified payrolls, when requested, to verify the wage rate requirement.

If the federally mandated minimum wage is increased during the term of this contract, Contractor may submit a written request for a price adjustment. The City will consider an adjustment only to the extent shown by the Contractor to be necessary to meet increased federal requirements for minimum wage employees included in the bid.

## PART 5 - PROPOSAL EVALUATION

### 5.1 Evaluation Factors

The proposal evaluation process is designed to award the contract, not necessarily to the Respondent of least cost, but rather to the Respondent with the best combination of attributes (i.e., qualifications and experience, cost) based upon the evaluation factors specifically established for this RFP.

Respondents must provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the Respondent's information to the Evaluation Factors which will demonstrate the Respondent's understanding of the Evaluation Factors and capacity to perform the required services of this Request for Proposals.

Proposals will be evaluated based on the following Evaluation Factors:

Evaluation Factors	Maximum Points
A. Project Methodology and Approach	20
B. Project Qualifications and Experience (5 years)	20
C. Experience with Comparable Size Governmental or Corporate	15
D. Organizational Experience	20
E. Fee Proposal	25
<b>TOTAL</b>	<b>100</b>

**The establishment, application and interpretation of the above Evaluation Factors shall be solely within the discretion of The City of El Paso ("the City").** The City reserves the right to determine the suitability of proposals on the basis of all these factors.

### 5.2 Evaluation Factor Description

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

#### **Evaluation Factor A – Project Methodology and Approach .....20 Points**

The respondent should provide a detailed methodology and approach addressing all aspects the Respondent deems critical to the engagement's success. The Respondent should also include the overall management of the project, including but not limited to data gathering, submission of drafts, including time-lines, milestones and budgets.

#### **Evaluation Factor B – Project Team Qualifications and Experience .....20 Points**

Each member of the proposed project shall have demonstrated a minimum of 5 years of experience completing a policy and procurement manual for private and governmental organizations. The respondent shall provide a detail work history for each member of the project team delineating how said team member's experiences meet the threshold requirements and are relevant to the task for which they are being assigned in this engagement.

**Evaluation Factor C- Experience with Comparable Sized Governmental Organization ....15 Points**

The City of El Paso is the 19<sup>th</sup> largest City in the United States. The City of El Paso has an employee base of consisting of roughly 6,200 employees. For purposes of this solicitation comparable governmental organization are those within the range of 5,000 to 7,400 employees. A detail narrative including a listing of client's or previous employers shall be provided.

**Evaluation Factor D – Organizational Experience .....20 Points**

The respondent shall have a minimum of 5 years of experience completing the tasks delineated within this solicitation. This requirement can be met through the experience of the principles and/or owners of the responding firm or through the firms' history. The respondent shall provide a listing of references.

**Evaluation Factor E – Fee Proposal (See Part 4.3).....25 Points**

**5.3 Evaluation and Award Process-General Information**

- A. All offers are subject to the terms and conditions of this solicitation. Material exceptions to the terms and conditions, or failure to meet the City's minimum specifications, shall render the offer non-responsive to the solicitation.
- B. Any award made under this solicitation shall be made to the Offeror who provides goods or services, other than professional services as defined by Section 2254.002 of the Government Code, that are determined to be the most advantageous to the City. Factors to be considered in determining the proposal most advantageous to the City are included below.
- C. Prompt payment discounts will be considered when determining the apparent lowest Offeror, providing the City is allowed at least ten (10) days in which to take advantage of the discount.

**5.3.1 Evaluation and Award Process**

As part of the requirement to establish the responsibility of the Offeror, the City of El Paso may perform a price analysis to determine the reasonableness of the price(s) at which the supplies and/or services are offered. Prices that are significantly lower than the mean of all offers and that appear to be unreasonably low may be determined to be evidence of non-responsibility, and cause the Offer to be rejected.

- A. The Evaluation Committee shall be established to evaluate proposals based solely on the Evaluation Factors set forth below. Factors not specified in the RFP will not be considered. The City reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals will be evaluated on an individual basis against the requirements stated in the RFP.
- B. Minor problems of completeness or compliance may be called to the attention of Offerors for clarification. Substantial deviations from specifications or other requirements of this RFP will result in disqualification of the proposal.
- C. Cost will not be the only consideration in the selection of short listed proposals. Detailed evaluation of proposals will involve a determination of the most favorable combination of various elements contained in this RFP. The selection of the ultimate winning proposal will be based upon what the evaluators believe to be most advantageous to the City.
- D. During the evaluation process, the City reserves the right, where it may serve in the City's best interest, to request additional information or clarifications from Offerors, or to allow corrections of errors or omissions.

- E. After evaluations, the Evaluation Committee will determine a short list also known as competitive range. The short list/competitive range include the proposals that have a reasonable chance of being selected for award considering all aspects of the RFP. The City may request Best and Final Offers (BAFO) and negotiate with the Respondent(s) who fall within the short list/competitive range. If required, only those Respondents within the short list/competitive range may be selected for an oral presentation and/or interview.
- F. The presentation/interview process will be arranged by the Evaluation Committee for purposes of discussion and/or clarification. Points may be deducted or added to the Respondent's preliminary score as deemed necessary by the Evaluation Committee.
- G. The City reserves the right to negotiate the final scope of services, price, schedule, and any and all aspects of this solicitation with all Respondents in the competitive range. Once negotiations are complete, the City shall establish a common date and time for the submission of Best and Final Offers. If a Respondent does not submit a notice of withdrawal of its offer, or a Best and Final Offer, the Respondent's immediate previous offer shall be construed as its best and final offer.
- H. The best and final offers shall be evaluated in essentially the same manner as the initial offers. The contract shall be awarded to the responsible Respondent whose qualifications, price and other factors considered, are the most advantageous to the City.
- I. The City reserves the right to award this contract to one Respondent, to make multiple awards and to award without discussions. The city may reject any or all offers if such action is in the City's interest, award contract other than to the lowest respondent, waive informalities and minor irregularities in offers received, and award all or part of the requirements stated.
- J. Proposals that are considered non-responsive will not receive consideration. The City reserves the right at any time during the evaluation process to reconsider any proposal submitted. It also reserves the right to meet with any Respondent at any time to gather additional information. Furthermore, the City reserves the right to delete, add or modify any aspect of this procurement through competitive negotiations up until the final contract signing.
- K. The successful Offeror's proposal will be incorporated into the final contract. Any false or misleading statements found in the proposal will be grounds for disqualification or contract termination. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in this RFP, unless clearly and specifically noted in the proposal and confirmed in the contract between the City and the Offeror selected.

## PART 6 – MANDATORY SUBMITTALS

The following Mandatory Submittals that must be included as a part of the proposal and received by the due date and time are:

MANDATORY SUBMITTALS
Attachment 1 – Responsibility Determination
Attachment 2 – Business Information Certification
Attachment 3 – Non-Collusion and Business Disclosure Affidavit
Attachment 4 – Indebtedness Affidavit
Attachment 5 – Direct Deposit Sign-up Form
Attachment 6 – Contract Clauses

### Responsibility Determination

The responsibility determination includes consideration of a Respondent's integrity, compliance with public policy, past performance with the City (if any), financial capacity and eligibility to perform government work (e.g., debarments/suspension from any Federal, State, or local government). The City reserves the right to perform whatever research it deems appropriate in order to access the merits of any Respondent's proposal.

#### A. Financial Capacity Determination

##### FINANCIAL INFORMATION

**Financial Statements.** Please provide financial statements for your organization for at least the last two (2) fiscal years as follows:

If a **publicly** held organization:

- (1) Consolidated financial statements as submitted to the Securities and Exchange Commission (SEC) on Form 10K.
- (2) The most recent Forms 100 since the last Form 10K was submitted.
- (3) Any Form 8K's in your last fiscal year.

If a **privately** held organization:

- (1) Balance sheet for your last two fiscal years certified by an independent Certified Public Accountant.
- (2) Statement of income of your last two fiscal years certified by an independent Certified Public Accountant.

Management discussion and analysis of your organization's financial condition for the last two years indicating any changes in your financial position since the certified statements were prepared.

If not considered proprietary, any recent Management Letters.

##### **Evidence of Financial Responsibility.**

Submit evidence of financial responsibility. This may be a credit rating from a qualified firm preparing credit rating or a bank reference.

The City reserves the right to confirm and request clarification of all financial information provided (including requesting audited financial statements certified by an independent Certified Public Accountant), or to request documentation of the Offeror's ability to comply with all of the requirements in the Proposal Documents.

Incomplete disclosures may result in a proposal being deemed non-responsive.

Note: Dun & Bradstreet has the capability to obtain information on past performance on specific contractors. Accordingly, the City may require Offerors to provide a copy of a recent past performance report prepared by Dun & Bradstreet. The Past Performance Evaluation Report provided to the Offeror by Dun & Bradstreet shall be submitted, not later than 14 calendar days after request by the City. The Offeror shall be responsible for the cost of Dun & Bradstreet's preparation of the report.

## **B. Technical Capacity Determination**

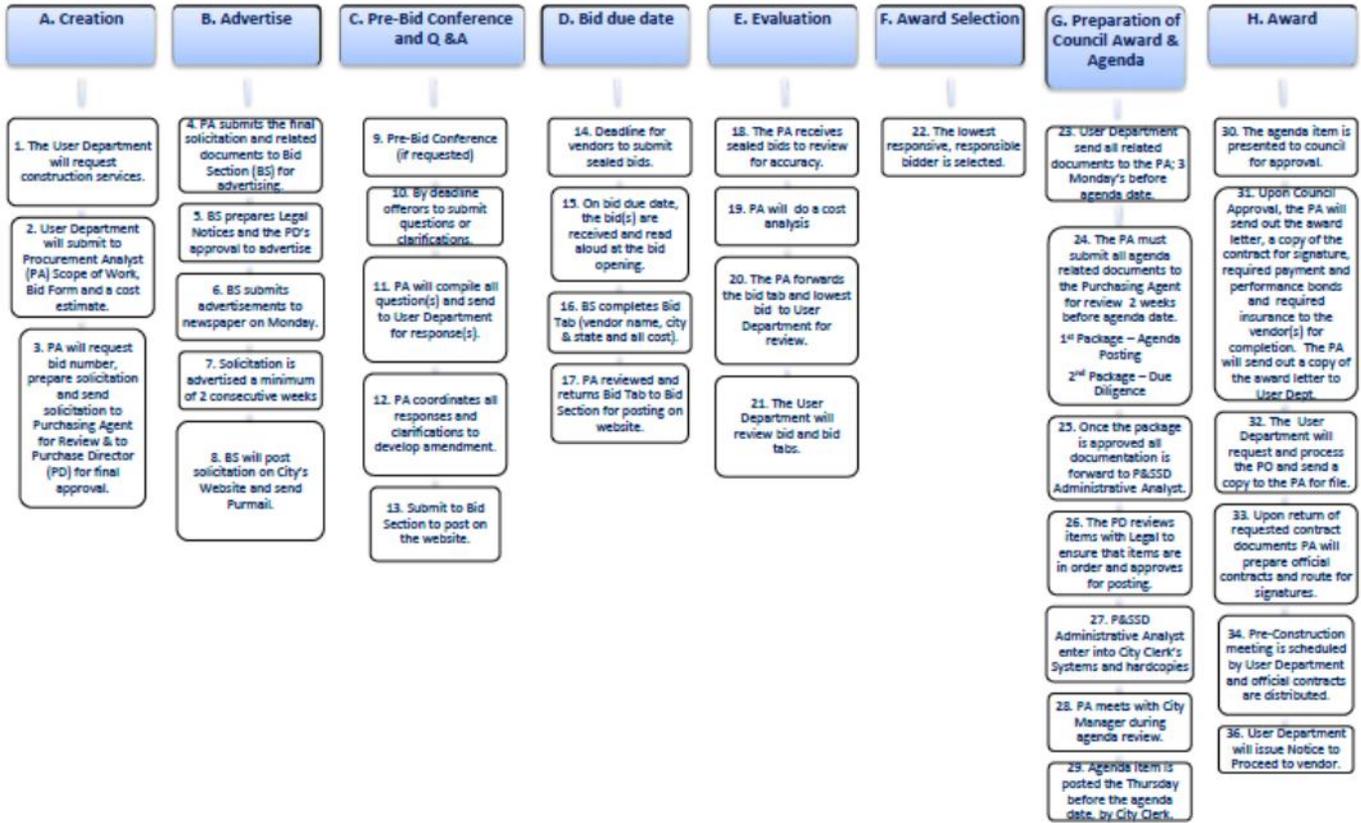
The City may conduct a survey relating to the Respondent's record of performance on past and present projects that are similar to the scope of work identified in this RFP, which may include services/projects not identified by the Respondent. The City reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's proposal. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients and analysis of industry reports. The City will make a finding of the Respondent's Technical Resources/Ability to perform the RFP scope of work based upon the results of the survey.

A Respondent will be determined responsible if the City determines that the results of the Technical Resources/Ability survey reflect that the Respondent is capable of undertaking and completing the RFP scope of work in a satisfactory manner.

## FLOW CHART DIAGRAM

# Competitive Low Bid

## Milestones for Competitive Low Bid



# SWIM LANE DIAGRAM

