Request for Proposal (RFP) 15152

Vendor Service Contract (VSC) for
Open Data Management Information System

All Proposals shall be addressed and delivered to:

Karen Jeffries, CPPB, Procurement Specialist
City of Milwaukee
Department of Administration - Purchasing Division
200 E Wells Street, Room 601
Milwaukee, WI 53202

February 21, 2017

Proposals Must Be Received No Later Than:

2:00 p.m. CST on April 27, 2017
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BACKGROUND/OVERVIEW
On June 14th, 2016, Mayor Barrett and the City of Milwaukee Common Council signed a policy that committed to proactively publishing data in a structured standardized machine readable format to improve provision of services, increase transparency and access to public information, and enhance coordination and efficiencies among departments, partner organizations and citizens.

The City began by creating a website (www.milwaukee.gov/opendata) that provides a list of currently available and inventoried data to the public. The City currently utilizes a Content Management System (Titan, Northwoods Software) to increase transparency with the public. There are datasets available, however they are provided in raw data set format without visualization tools. Milwaukee is seeking to reduce strain on government resources by directing people to a self-service website. Additionally, the goal is to increase operational efficiency by sharing data within City departments and other agencies by providing functionality to create and develop in a web-based data collection storage and reporting system.

ANTICIPATED CONTRACT TERM
Date of Contract Award through Mutually Agreed Upon Project Completion Date

GOALS:
The City has two major goals for a new Open data management information system. One is to deliver large amounts of data to the public and the second is to provide visualization for selected open data sets, including City service performance dashboards, graphs, charts and maps.

Requirements:
1) Provide a stable environment that includes quarterly uptime at least 99.9%, excluding published maintenance windows and backups every 20 minutes
2) Support to data users including the ability to filter and sort data
3) Provide tools to create visualizations beyond tabular views
4) Ability to view data in a browser
5) Allow bulk download and upload
6) Delivered Application Programming Interface (API)
7) Ability to host spatial and non-spatial data
8) Publicly accessible via the internet
9) Create, view and print reports or data sets
10) Various different File formats (including but not limited too)
a) XLSS – Excel
b) SHP - Shapefile
c) DGN – Bentley Microstation
d) KML - Google KML
e) GDB - Esri File Geodatabase
f) CSV - Comma-Separates-Values
f) XML - Extensible Markup Language – for Metadata presentation
g) PNG - Portable Network Graphics an extensible file format for the lossless, portable, well compressed storage of raster images.
h) JP2 - JPEG 2000 (JP2) is an image compression standard and coding system.
i) PDF - Portable Document Format
j) MrSID - Multiresolution seamless image database
k) TIFF - Tag Image File Format
11) Ability to merge datasets online
12) Dataset key word search
13) Metadata repository and integration
14) Restrict publication down to the data set
15) Restrict publication down to the data set column
16) Ability to search by category or keyword
17) Ability for City staff to build custom pages to tell the data story
18) Import and Export formats
19) Must comply with branding standards – look and feel exactly like the Milwaukee’s Milwaukee.gov website
20) Track and report usage statistics
21) Allow for users to provide comments
22) Address and present archive strategy
23) Access tutorial or “how to” via the portal
24) End user technical guide and manual

**STATEMENT OF WORK:**
The awarded vendor will provide services to include, but not limited to:

• Requirements Gathering
• Use Cases: Key performance measures for various audiences, both internal and external facing
  o Budget / AIM (Accountability in Management)
  o Common Council Legislative Assistants
  o Public
• Security model
• Fit/Gap Analysis
• Design
• Build Portal
• Build 2-3 key Dashboards based on Use Cases
• Implementation Core Configuration
• Data set migration of the current open data catalog datasets on [www.Milwaukee.gov/opendata](http://www.Milwaukee.gov/opendata)
• Application Development
• Testing Strategy and Execution
• Training of Technology Services and Agency Personnel to create and maintain additional dashboards

**KEY PROJECT OBJECTIVES**

• To replace the existing supported Open Data webpages with a SaaS solution
• Implement a solution that delivers industry best practices and process solutions
• Increase government transparency
• Reduce strain on government resources through decreased level of effort on elected officials and City departments to respond to individual information requests by providing an easy to use self-service portal
• Increase government efficiency through improved internal data sharing between City departments, as well as improved external data sharing with other agencies
• Increase civic participation by allowing contributions from private and non-profit entities without spending City funds, such as creative alternatives the development of free mobile applications useful to City citizens
• Provide citizens and City agencies with a user friendly interface and robust reporting and analytics including dashboards, reports, and user defined views
• Provide standard performance reports on key City service deliveries

**FIT GAP**

The awarded vendor will conduct a fit/gap analysis to compare the stated requirements against their delivered application functionality. Based on this analysis, vendor will provide recommendations for closing the gaps. These recommendations may include business process or configuration changes. Customizations may be recommended for critical business needs but should be avoided if possible.
testing

The awarded vendor will assist the City with developing a testing strategy and managing the execution of the unit, system, integration, performance and user acceptance testing. The vendor will also be responsible for assisting with the creation of detailed test scripts.

training

The awarded vendor will be expected to provide resources experienced with developing and executing training plans, including content development and delivery to assist the City in meeting end-user training needs. Knowledge transfer will be an ongoing process throughout the entire project. The City will expect the vendor to provide knowledge transfer, both verbally and through written documentation and procedures.

project scope and milestones

1) Planning and Analysis
   a. Vendor to provide resumes of all proposed consultants to the City. The City will conduct interviews prior to staffing them on the project.
   b. Gather business and technical requirements
   c. Conduct a fit-gap analysis
      i. Gaps in functionality with the City’s requirements shall be mutually agreed upon before moving forward with the project.
   d. Create and document a project schedule for implementation
   e. Develop detailed cutover plan including:
      i. Rollout plan including ordered, detailed tasks.
      ii. Back-out plan including ordered, detailed tasks.
      iii. Vendor and City staff resource plan during cutover.
      iv. Outage planning and communication.
   f. Create a Change Management Plan including:
      i. Identify and fully articulate the organizational changes that the initiative will bring.
      ii. Develop specific transition and communication strategies for the various stakeholder groups.
      iii. Develop strategies for mitigating and managing major barriers for implementation.
      iv. Work with City counterpart(s) and communication support staff.
2) Design
   a. Create configuration guide
   b. Document historical data migration procedure
   c. Design of the 3rd party interfaces
   d. Develop mutually agreed upon Service Level Agreement (SLA) and performance metrics
   e. Develop and document test plans and scripts for system and user acceptance testing
   f. Work through business use cases to develop 2-3 dashboards (Snow Removal operations, Wait times, performance, etc.) for both internal and external facing audiences:
      o Budget / AIM (Accountability in Management)
      o Common Council Legislative Assistants
      o Public

3) Build and Configure
   a. Provide and maintain at minimum three environments (Development/Test, QA and production).
   b. Complete custom development
   c. Complete core configuration
   d. Complete development of 3rd party interface
   e. Create operational and management reports

4) Testing

   a. Coordination and documentation of unit, system, integration and performance testing.
   b. Review all functionality with the City prior to User Acceptance Testing (UAT).
   c. Resolve issues identified in system and user acceptance testing. Any discrepancies not in alignment with the original requirements will need a mutually agreed upon resolution.

5) Training and Documentation – either on site or via WebEx

   a. Onsite sessions for train-the-trainer
   b. Administration of the new platform
   c. Recorded or electronic version of all training materials
d. User guide documentation

6) Deployment

a. Participate in a go/no go decision with identified stakeholders.
b. Implement cutover plan to deliver a configured system.
c. Onsite support for 30 days after production deployment.

7) Final Acceptance

a. Complete invoicing
b. Finalize and deliver remaining documentation, recorded trainings, etc.
c. Conduct Lessons Learned (one session on site)
d. Transition to Support and Maintenance plan
e. Communication plan for scheduled maintenance and upgrades

INTEGRATIONS WITH 3RD PARTY SYSTEMS

Integrations with existing 3rd party systems are critical to the successful implementation of the new system. Below is a list of the CRM interfaces and the technology used to support the interfaces. This information is to assist vendors in providing a comprehensive proposal response and confident pricing.

<table>
<thead>
<tr>
<th>Application</th>
<th>Purpose</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS</td>
<td>Geospatial information</td>
<td>ESRI Products</td>
</tr>
<tr>
<td>City.milwaukee.gov</td>
<td>The City’s official website</td>
<td>NorthWoods</td>
</tr>
<tr>
<td>PeopleSoft</td>
<td>ERP</td>
<td></td>
</tr>
<tr>
<td>DBMS</td>
<td>Data Warehouse</td>
<td>Oracle</td>
</tr>
<tr>
<td>DBMS</td>
<td>Various applications</td>
<td>SQL Server</td>
</tr>
<tr>
<td>Land Management System</td>
<td>Building and ROW Permitting and Inspections</td>
<td>Accela</td>
</tr>
<tr>
<td>Tax Collection</td>
<td>Tax billing</td>
<td>Tyler</td>
</tr>
</tbody>
</table>
Prior experience in creating, developing and supporting implementation of a web-based data collection, data storage and reporting systems
Provide examples of customer portals and references

MINIMUM SERVICE REQUIREMENTS

Vendor must provide an assigned account representative.
Vendor must provide an onsite implementation team.
Vendor must provide architecture diagrams
Vendor must provide ability to integrate with open source tools
Vendor must provide Security model

PROPOSER QUESTIONS AND REQUIREMENTS

Your proposal must specifically address each of the questions/issues that are listed below. The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide additional information to support your compliance on each point. To standardize the format of all proposals, Proposers are required to respond to all questions in the order given and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

General Questions

1) Describe the level and type of experience your company has had with State and Local Government implementations.
2) Describe your company’s prior experience in creating, developing and supporting implementation of a web-based data collection, data storage and reporting system.
3) Provide examples of customer portals and references.
4) Provide your implementation methodology including resource allocation and a proposed schedule. Provide information as to what you would require of City resources.
5) In order to facilitate communication and respond to on-site issues in a timely manner, please address the following questions: Describe your local presence (small, medium, large) and the types of services you are able to provide without bringing in other staff from other locations within the United States. If you are not located in the Milwaukee area, how do you propose to meet this requirement?

6) Overseas Development/Configuration Subcontracting: Please provide information as to whether or not you subcontract overseas for development or project management support.

Support

7) Please provide your Service Level Agreement (SLA) for this type of engagement. As part of the proposed SLA, detail your guaranteed system uptimes and provide information as to what associated metrics will be provided (weekly, monthly, quarterly and yearly) and detail your planned maintenance schedule.

8) What usage statistics can be provided by your system?

9) What is your warranty policy and duration for your products?

User Interface

10) Can users filter, sort and search for data using your tool? How?

11) Do you have the ability to merge datasets? If so, describe how.

12) Can your system provide data visualization beyond tabular views? Please provide a list of examples.

13) Does your system have the capability of storing, documenting and retrieving metadata? Provide examples of metadata in your system.

14) Does your tool allow users to bulk load and download multiple datasets?

15) How are users able to provide feedback or make requests?

16) Does your system provide the ability to build custom pages to tell the data story without additional cost? Please provide examples of options.

Technical

17) Does your system provide a delivered API? Provide the documentation that you supply developers looking to use your API.

18) Does your system provide administrative capability of restricting datasets? Provide examples of how.

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19) How is your tool accessed? Do you support common internet browsers like Internet Explorer and Chrome?
20) Does your tool provide the users the capability to set up achieve rules? What is your method of archiving and retrieving data in your platform?
21) Is your system able to comply with Milwaukee branding standards?
22) Does your platform support importing and exporting the following file formats? Please provide a formal list.
   a) SHP - Shapefile
   b) DGN - AutoCAD DWG
   c) KML - Google KML
   d) GDB - Esri File Geodatabase
   e) CSV - Comma-Separates-Values
   f) XML - Extensible Markup Language – for Metadata presentation
   g) PNG - Portable Network Graphics an extensible file format for the lossless, portable, well compressed storage of raster images.
   h) JP2 - JPEG 2000 (JP2) is an image compression standard and coding system.
   i) PDF - Portable Document Format
   k) MrSID - Multiresolution seamless image database
   l) TIFF - Tag Image File Format
   o) XLSX - Excel
   p) TXT – ASCII files

23) Does the application provide a citizen-facing self-service dashboard and reporting? Please provide details.
24) Can content be published from the application directly to social channels? Please provide an explanation of your solution’s capabilities.
25) Can an end user make reports, graphs and charts to download, instead of the raw dataset? Explain your solution’s capabilities.
26) Can users filter, sort and search for data using your tool? Please explain how?
27) Do you have the ability to merge datasets? If so, describe how.
28) Can your system provide data visualization beyond tabular views? Please provide a list of examples.
29) Describe your proposed solution’s search capabilities
30) Can you provide user experience feedback from existing customers? Please describe your solution’s capabilities
31) Is your citizen self-service application WCAG Web 2.0 AA compliant?

Mobile Support

32) Can your tool also be viewed and utilized on tablets and smart phones? Are there any restrictions to using mobile technology to access your tool?

Knowledge Base

33) Describe the methodologies for creating and formatting knowledge base content.
34) Are your technical guides and training manuals available online to your customers and at no cost?
35) Can the Open Data Information Management system integrate with the Milwaukee.gov public facing website?
36) Does the system provide the ability to secure content for specified audience (internal verses external)? Please provide details.

COST PROPOSAL
The required Pricing Format has been provided separately. Please use the Word document provided to supply your pricing quotation.

This separately submitted document shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this Cost Proposal. This document should address all requirements set forth in Scope of Work and Technical Requirements as well as any other items pertinent to your proposal pricing. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal.

The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.
Changes

The City will not consider change orders or amendments unless it is deemed a change in the original scope of the project. All items not itemized in the pricing above which are instrumental to completing the project will be at the cost of the vendor to supply at no additional charge to the City. All prices quoted shall be firm and fixed for the specified contract period.

CONTACT INFORMATION
Proposers are specifically directed not to contact any other City of Milwaukee staff for discussions that are related to this RFP. Unauthorized contact of any City personnel is a cause for rejection of the proposal.

Any additional information or clarifications that are provided to one firm will be provided to all firms in the form of an addendum posted to the Bonfire Portal.

All communications regarding this RFP and the submittal process should be directed to:

Karen Jeffries, CPPB, Procurement Specialist  
City of Milwaukee, Department of Administration  
Purchasing Division  
200 E. Wells Street, Room 601  
Milwaukee, WI 53202-3560  
Phone: 414-286-3501 Email: kdjeffr@milwaukee.gov (preferred method)

RFP ESTIMATED TIMELINE
The following is the proposed schedule for this project. DOA – Purchasing Division reserves the right to change the RFP schedule, issue amendments to the RFP, cancel the RFP, or reissue the RFP at any time.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release Date</td>
<td>Wednesday, March 15, 2017</td>
</tr>
<tr>
<td>Questions Due to Purchasing Division</td>
<td>Tuesday, March 28, 2017</td>
</tr>
<tr>
<td>Answers to Questions Posted Online via an Addendum</td>
<td>Thursday, March 30, 2017*</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Thursday, April 27, 2017*</td>
</tr>
<tr>
<td>Evaluation of Proposals</td>
<td>May 1-5, 2017*</td>
</tr>
<tr>
<td>Selection of Highest-Ranked Proposers</td>
<td>May 8, 2017*</td>
</tr>
<tr>
<td>Contract Negotiations</td>
<td>May 9-12, 2017*</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>May 15-19, 2017*</td>
</tr>
<tr>
<td>Commencement of Services</td>
<td>May 22, 2017*</td>
</tr>
<tr>
<td>*TENTATIVE DATES</td>
<td></td>
</tr>
</tbody>
</table>
**EVALUATION AND AWARD PROCESS**

**Award**

An evaluation team will review accepted proposals utilizing the weights and criteria in the Proposal Evaluation section below.

The City will select the respondents whose proposals best meet the City’s needs as defined in this RFP. Contractual commitments are contingent upon the availability of funds. All contracts are subject to the approval of the City’s legal counsel and the Purchasing Director, prior to execution. Once awarded, the contracts will be the final expression of the agreement between the parties and may not be altered, changed or amended except by mutual agreement, in writing.

Proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capabilities to satisfy the requirements of the RFP. Bids will be scored according to the following criteria.

## PROPOSAL EVALUATION

### EVALUATION - SCORING

<table>
<thead>
<tr>
<th>PASS/FAIL CRITERIA: Compliance with RFP Submittal Requirements</th>
<th>PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Plan</strong> in accordance with Scope of Services and Timeline.</td>
<td>30 Points Maximum</td>
</tr>
<tr>
<td><strong>Experience:</strong> Provide Open Data portals for cities of similar size and complexity. Experience should include demonstration of open data management/organization, file format delivery options and options for displaying and communication of performance measurements.</td>
<td>30 Points Maximum</td>
</tr>
<tr>
<td><strong>Qualifications/Desired Credentials, Knowledge, Skills, Abilities</strong> to deploy and train City staff to functionally deploy and maintain the product.</td>
<td>25 Points Maximum</td>
</tr>
<tr>
<td><strong>Proposer’s Cost Proposal - Total Implementation and Software Costs:</strong> This should include one-time/maintenance or annual subscription costs. If cloud based include limits on storage, price per dataset or any other cost thresholds.</td>
<td>15 Points Maximum</td>
</tr>
</tbody>
</table>
Bonus:
If a **Local Business Enterprise (LBE)** is a responsive and responsible Proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE. **Effective January 01, 2017**, if the LBE is certified as a Small Business Enterprise (SBE) with the City of Milwaukee’s Office of Small Business Development, an additional number of points equal to 10% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.

**Up to Ten (10) Additional Points**

<table>
<thead>
<tr>
<th>Bonus:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SBE Participation</strong>: Effective Utilization of a City Certified SBE Firm <strong>(Optional)</strong> Other Services Offered <strong>(Optional)</strong>. Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for subcontracting a portion of the work with a city certified SBE vendor. In order to qualify for these additional SBE points, proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. The Office of Small Business Development Contractor Compliance Plan (Form A) must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor. Failure to return these properly completed forms will result in disqualification from receiving the additional points for SBE participation.</td>
</tr>
<tr>
<td><strong>Up to Ten (10) Additional Points</strong></td>
</tr>
</tbody>
</table>

**RESPONSE REQUIREMENTS**
For this RFP, the City of Milwaukee is using a Bonfire portal for accepting and evaluating proposals digitally.

Upload your submission at:

[https://cityofmilwaukee.bonfirehub.com/opportunities/2680](https://cityofmilwaukee.bonfirehub.com/opportunities/2680)

Your submission must be uploaded, submitted, and finalized prior to the **Closing Time of April 27, 2017 at 2:00 PM CST**. We strongly recommend that you give yourself sufficient time and at least **ONE (1) hour before Closing Time** to begin the uploading process and to finalize your submission.
In addition to the above, **three (3) hard copies** of your proposal, which includes the entire proposal and any attachments must be provided prior to the closing date and time to:

City of Milwaukee  
DOA-Purchasing Division  
Attention: Karen Jeffries, CPPB  
200 E. Wells Street, Room 601  
Milwaukee, WI  53202

The proposal must be sealed and clearly marked with the following information:

- RFP #  
- RFP description  
- Name of the Proposer  
- Closing Date  
- Closing Time

**Structure of Responses**

In order to simplify the review process and to obtain the maximum degree of comparability, proposals should be submitted in the following sequence. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive and not receive further consideration.

- **Cover Page** – The Cover Page shall include at a minimum, the name and address of the proposing organization as well as the name, phone number, e-mail address of the contact person, and a reference to “Request for Proposal (RFP 15152) “VSC for Open Data Management Information System”.

- **Table of Contents** – The table of contents should identify the material by section, the beginning and ending page number of each section, and any appendices.

- **RFP Document and All Addenda** – Proposers are required to manually sign the original copy of the RFP binding signature page, the addendums (unless instructed otherwise), the Cost Proposal, and the Slavery Disclosure Affidavit (If Applicable). Proposers are also required to submit all of the pages applicable to the RFP document with their proposal submittal.
**Designation of Confidential and Proprietary Information** – Proposers should identify the sections of their proposal submittal that they would like to be kept confidential. This document should be signed and submitted with the proposal even if they do not designate anything in their proposal as confidential and proprietary.

**Qualifications and Experience**: Proposers are to provide a detailed proposal which demonstrates an understanding of the scope of work and related objectives. The proposal shall include the contractors approach to providing services outlined. The proposal should also include innovative techniques and documentation of success; Prior experience and familiarity with services required and demonstrate the capacity to meet the requirements of the proposal as contained in this scope of services.

**Resume**: Proposers are to provide a detailed resumes that includes type of degree held, education, experience and licensing status for the proposed staffers.

**References**: Proposers must provide a minimum of three references.

**Cost Proposal**: Proposers are to submit their proposed budget. The Cost Proposal Documents must be sealed in a separate, single envelope clearly marked.

The City accepts no responsibility for any costs incurred by the proposer in either responding to this RFP, benchmark testing, oral interviews, etc., and that all costs are the sole responsibility of the proposer. Please see INURRED COST on Page 20.

If the contractor requires additional equipment, and/or items to meet and/or implement the requirements of this proposal, this must be included in the contractor’s proposal.

**OTHER**

**Proposal Questions**
The deadline for submitting questions regarding this RFP is no later than March 28, 2017. Questions are to be submitted to Karen Jeffries, CPPB via email (only) at kdjeffr@milwaukee.gov. Answers to the questions submitted will be posted in the form of an addendum to this RFP no later than March 30, 2017. **Questions submitted after the deadline will not be considered. (No exceptions)**
Contractor’s Relationship to the City of Milwaukee
It is expressly understood that the successful vendor is in all respects an Independent Contractor as to the work, and the vendor is no respect an agent, servant or employee of the City of Milwaukee.

Insurance
The successful proposer will be required to provide the City with evidence of Insurance coverage that is in full compliance with the City’s Insurance Requirements.

It is the successful proposer’s responsibility to provide its insurance agent with a copy of the City’s insurance requirements.

It is the successful proposer’s responsibility to check the Insurance Certificate before it is sent to the City to verify that these documents are in full compliance with the City’s insurance requirements.

An original copy of the fully compliant Insurance Certificate and shall be furnished to the City, in accordance with the request requirements.

Exceptions
Any exceptions taken to the Scope of Services should be provided in writing to the Purchasing Agent listed on the cover page of this RFP no later than seven (7) days prior to the closing date. The written request should include any and all changes or exceptions proposed by the consultant to the requirements detailed in this Request For Proposal. The request shall be under consideration for negotiation and proposed exceptions will not be considered a disqualification of any consulting firm, nor should inclusion of the exceptions be viewed as acceptance by the City, without negotiation. Exceptions not provided in this manner, will not be considered.

Addendums
It is the responsibility of the Proposer, prior to submitting a response to the RFP, to periodically check the Purchasing Division webpage to insure that all addendums for this Request for Proposal have been downloaded and that all of the information, documentation, etc. that has been requested has been included in the RFP response.

Jurisdiction, Venue, Choice of Law
This RFP and any resulting contract shall be governed by and construed according to the laws of the State of Wisconsin.

Follow-up Interviews
Should the department request follow-up interviews, proposers must be available for these follow-up interviews/presentations at City facilities or by teleconference on specific dates and times. The contractor’s and/or consultant’s proposed primary point of contact person must be present at this meeting or during the teleconference call to lead the interview team.
**Negotiations**

After interviews and final evaluations are completed, the City may at its sole option open negotiations with three or more of the highest ranked proposers prior to award. The City also reserves the right to open negotiations with one or more of the next highest ranked proposers if negotiations with one or more of the previously selected highest ranked proposers are not successful.

**Incurred Costs**

Those Proposers submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the City or for attending and/or participating in any follow-up interviews and negotiation sessions.

**Confidential Matters**

- **City Data:** All data and information pertaining to this RFP, shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, publicity, propaganda, and/or in another job or jobs, unless written consent is obtained from the City Purchasing Director.

- **Vendor Data:** If any information submitted in the proposal is confidential or proprietary, the Proposer must identify this information by completing and including the Designation of Confidential and Proprietary Information with their proposal.

**Assignment**

The Proposer may not reassign any portion of the work that is awarded as a result of this RFP, without prior written consent from the City.

**Rejection**

The City reserves the right to reject any and all proposals, to waive any informality in the proposals that are received, to accept or reject any or all items in the proposal. Moreover, the City reserves the right to make no selection if the proposals are deemed to be outside the fiscal constraint or not in the best interests of the City.