



CITY OF PITTSBURGH

Department of Parks & Recreation
(Citiparks)

Film & Event Planning Software Request for Proposal

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**Film & Special Events
Permitting Software RFP**

October 12, 2015

Department of Parks & Recreation
City-County Building
414 Grant Street, Room
Pittsburgh, PA 15219

To All Prospective Bidders:

The City of Pittsburgh, Department of Parks and Recreation (Citiparks) invites you to submit a proposal for Film & Special Event Permitting Software. This software will assist us in transforming the City from a paper process to a fully online system for these types of permits and licenses. In addition to process efficiencies, it will also add to the City's Green Initiatives.

Any questions in regard to this RFP should be submitted in writing **no later than** EOB Friday, October 16, 2015 and directed to:

Jennifer L. Olzinger
Assistant Director-Procurement Manager
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
Email: jennifer.olzinger@pittsburghpa.gov

All proposals will be due by **12:00pm on October 23, 2015** as described in the Timeline section of this RFP. The Committee will announce the Awardee on or about October 30, 2015.

Sincerely,

A handwritten signature in black ink, appearing to read "J Griffin".

Jim Griffin, Director

Department of Parks & Recreation

DESCRIPTION OF THE PROJECT

The City of Pittsburgh, Department of Parks & Recreation, (Citiparks) is requesting Proposals for the provision of a fully comprehensive and automated event and film permitting and management system. This system shall include technical and administrative support as well as statistical reporting for Citiparks.

The Citiparks Office of Special Events has recently absorbed the role of permitting and service coordination for special event and film project applications. The current system relies on paper applications and face to face review and discussion of applications. Application fees and service payments are made by check or cashier's check.

To keep in line with the initiatives of the Office of the Mayor and to reduce the environmental footprint of the Office of Special Events, Citiparks is seeking to move the current paper process to a digital management system that will reduce waste, become more user-friendly, and create a streamlined and transparent application and permitting process for special events and film projects.

TIMELINE

The timeline for the project is as follows:

RFP released:	October 12, 2015
Cut-off for questions:	October 16, 2015
Proposal submission deadline:	October 23, 2015 by 12:00pm
Proposals opened:	October 23, 2015 at 3:00pm
Proposal Review & Supplier Scoring:	October 28, 2015
Contract award:	October 30, 2015
Project start date:	Date of Contract Execution
System Implementation:	January 31, 2016

Due Date

An original copy (stapled in the top left corner, clipped or bound) of the response is due by 12:00 PM EST on Friday, October 23, 2015. In addition to the original copy, an electronic copy must also be provided by the same deadline. The email copy should be in either Word or PDF format.

Response Delivery

Submittals shall be sent by U.S. Mail, commercial delivery service or Hand Delivery. Submissions may not be sent by fax. Responses submitted after this deadline will not be considered.

Responses should be delivered to:

Jennifer L. Olzinger
Assistant Director-Procurement Manager
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
jennifer.olzinger@pittsburghpa.gov

SPECIFIC REQUIREMENTS

Please refer to Exhibit A – Business Requirements Document for a detailed Scope of Work and Requirements.

GENERAL REQUIREMENTS

- A. Respondent's proposal shall remain effective, subject to the City's review and approval, for a period of ninety (90) days from the submittal deadline.
- B. The City may enter into negotiations with one or more Respondents during the ninety (90) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.
- C. The City may reject any and all proposals and re-issue the RFP at any time prior to the execution of a final contract if, the City, in its sole discretion, deems such rejection in the best interests of the City.
- D. The City may supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more of the Respondents for negotiation.
- E. The City may cancel this RFP with or without issuing another RFP.
- F. The City may reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City.
- G. The City may reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP.
- H. The City may reject as non-responsive any proposal which, in the City's sole judgment, is incomplete, or conditional in any way, or not in conformity with applicable law, or deviates from the requirements of the RFP.
- I. The City, in its sole judgment, may waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal.
- J. The City may, at its discretion, require a performance bond and/or other "failure to deliver" agreement by the Awardee at time of contracting.

MISCELLANEOUS REQUIREMENTS

- A. **Conflict of Interest.** By submission of a proposal to this RFP, Responder agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- B. **Code of Ethics.** By submission of a proposal to this RFP, Responder agrees to abide by the Code of Ethics of the City of Pittsburgh. The full Ethics Handbook can be found here: http://www.pittsburghpa.gov/personnel/files/policies/10_Ethics_Handbook.pdf
- C. **Fair Trade Certification.** By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition
- D. **Non-Disclosure.** By responding to this RFP, the Respondent acknowledges they will be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.
- E. **Debarment.** This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- F. **Financial Interest.** No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose nature of their relatedness.
- G. **Full Fee Disclosure.** Pursuant to Section 161.36 of the Pittsburgh City Code, a Responder must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.
- H. **Veteran-Owned Small Business and MWDBE.** Responders to this RFP agree to assist the CITY's efforts to encourage the participation of veterans, minorities, women and disadvantaged businesses in City contracts by making a good-faith effort to utilize veterans, minorities, women and the disadvantaged in performing the work required under this RFP.

THE PROPOSAL: FORM & CONTENT

A. Letter of Transmittal

Include here a brief statement of your willingness and ability to perform the services outlined in this RFP. Give the name, address, phone number, and email, of the person who will serve as your primary contact with the City.

If you, as an individual, or if any principal or employee of your firm, has a relationship or knowledge of, or contact with any official or employee of the City; that relationship, knowledge, or contact should be stated and described in your Letter of Transmittal.

B. Profile of the Respondent

This should demonstrate your experience in performing the services and producing the work product sought by the RFP.

This Profile should also list your key personnel who you will assign to perform the services outlined in the RFP, along with their qualifications including experience with similar engagements.

Include in this Profile your location from which you will provide the bulk of the services. Brochures and other promotional materials may be included here if they relate to the services or work product requested.

C. Detailed Description of Services and Work Product

This will be the “heart” of your Proposal. It must specifically address all points covered by this RFP. Describe your work plan and list the resources, personnel, methods, and processes you will bring to bear on the required task(s).

Include here any estimated timelines for completion of different stages of the project and for the production of certain deliverables.

You may provide examples of similar projects you have done in the past or on which you are currently engaged. You may reference or submit similar deliverables associated with those past or current projects.

D. Cost

Since this is an RFP for professional services, cost will not be the *only* factor considered when evaluating your Proposal. Cost, however, will still be one of the primary considerations. You may state your proposed cost as a lump sum for the entire project. Alternatively, you may break your cost down over the project's several stages (if applicable). You may submit your cost based on one or more hourly rates. Estimated costs for travel, lodging, food, office expenses, and similar items may be provided.

E. Disaster Recovery and Information Security Policies

Please attach a copy of your Company's policies with your response.

EVALUATION PROCESS & CRITERIA

Your Proposal will be evaluated by a Proposal Committee comprised of the Director or Deputy Director of the Department of Parks & Recreation, one or more members of the Director's staff, and one or more members of the Office of Management & Budget.

All proposals will be evaluated using the following criteria. The percentages represent estimates of the degree of importance (or "weight") given to each criterion.

Cost: 40%

Experience with Similar Projects: 20%

Technical Expertise, Procedures, Methods: 25%

Qualifications of Key Personnel: 10%

References: 5%

AWARD & CONTRACT

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s). The Proposal Committee will have thirty (30) days from the last such interview to make a decision. If no follow-up interviews are conducted, the Proposal Committee will have thirty (30) days from the submission deadline of the Proposals to make its decision.

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget. A copy of the City's Standard Professional Services Contract is attached for your review.

Work cannot commence on this Contract until it is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various terms and conditions into all City contracts (see Appendices). For this reason the City will not sign any standard contract proffered by the Respondent.

Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.