

# CITY OF PITTSBURGH

## Office of Management & Budget

*on behalf of the*

The Department of Public Safety, Bureau of Police



---

## Request for Proposal

*for*

Secondary Employment System & Management Services

RFP No. 2017-0024

Release Date: July 31, 2017

Submittal Deadline: August 25, 2017  
no later than 4:00pm EST

# Table of Contents

1	Introduction .....	3
2	Background .....	4
3	Tentative Schedule of Events .....	5
4	Scope of Services .....	6
4.1	Scope Detail .....	6
5	General Terms & Conditions.....	10
5.1	Examination of Proposal Documents .....	10
5.2	RFP Term .....	11
5.3	RFP Communications.....	11
5.4	Addenda/Clarifications.....	12
5.5	Withdrawal of Proposals.....	12
5.6	Public Record .....	12
5.7	Non-Conforming Proposal .....	12
5.8	Disqualification .....	13
5.9	Restrictions on Gifts and Activities .....	13
5.10	Rights of the City of Pittsburgh .....	13
6	Miscellaneous Requirements.....	15
6.1	Acknowledgements .....	15
7	Equal Opportunity .....	16
7.1	MWE/DBE.....	16
7.2	Veteran-Owned Small Business.....	16
7.3	Good Faith Commitment .....	16
8	Format & Submittal Requirements.....	17
8.1	Format Requirements.....	17
8.1.1	Cover Letter .....	17
8.1.2	TAB A: Firm's Qualifications, Experience & References .....	17
8.1.3	TAB B: Qualifications of Team.....	18
8.1.4	TAB C: Project Approach and Plan .....	18

8.1.5	TAB D: Cost Proposal.....	18
8.1.6	TAB E: Required Statements.....	18
8.1.7	TAB F: Exceptions .....	18
8.2	Submittal Requirements .....	19
9	Evaluation & Selection .....	20
9.1	Selection Procedure .....	20
9.2	Criteria .....	20
10	Award & Contract.....	21
10.1	Award.....	21
10.2	Contracting Process .....	21
11	Appendices .....	22
11.1	Attachment(s) Listing.....	22

## 1 Introduction

July 31, 2017

To All Prospective Bidders:

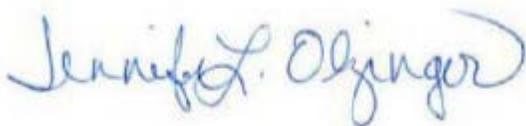
The City of Pittsburgh Office of Management and Budget on behalf of the Department of Public Safety, Bureau of Police invites you to submit a proposal for a Secondary Employment System & Management Services agreement. The City, is requesting proposals from qualified firms to provide a secondary employment system for managing paid details and provide management services for the City of Pittsburgh. The successful service provider will work closely with the Department of Public Safety, Bureau of Police to meet the City's needs twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.

Any questions in regard to this RFP should be submitted in writing **no later than August 11, 2017 by 4PM EST** and directed to:

Thoryn Simpson  
Manager, Strategic Initiatives  
Office of Management and Budget  
City-County Building, Room 502  
Pittsburgh, PA 15219  
Email: [thoryn.simpson@pittsburghpa.gov](mailto:thoryn.simpson@pittsburghpa.gov)

All proposals will be due by **August 25, 2017 by 4PM EST** as described in the Timeline section of this RFP. The Committee will announce the Awardee in September.

Sincerely,



Jennifer L. Olzinger  
Assistant Director/Procurement Manager  
Office of Management and Budget

## 2 Background

The Department of Public Safety, Bureau of Police, wishes to establish a Professional Services Agreement with one service provider for a web-based secondary employment system and management services for the City of Pittsburgh, Department of Public Safety, hereafter referred to as, "City". The Agreement will begin at 12: 01 A.M., the day after the service provider has been notified that the Agreement has been fully executed, and it will expire at 11:59 PM on the date two (2) years after commencing the contract. It is the intent of the City to develop a two (2) year agreement with two (2) one-year options to renew but City reserves the right to negotiate a different length of the agreement at its sole option.

The service provider must provide a web-based secondary employment scheduling system in which police employees can bid on secondary employment jobs, hereafter referred to as "Details", which are paid by Secondary Employers approved by the Bureau of Police (PBP) and incorporate PBP rules into the scheduling software. The system must allow approved PBP coordinators and/or administrators to build and manage jobs for Secondary Employers, and/or be managed by the service provider. The system must also provide administrative functions and reports in order to manage the system including but not limited to Secondary Employer applications, payroll reporting, invoicing, payment processing, audits, unpaid invoices and other management tools.

### 3 Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	July 31, 2017
Cut-off for questions:	August 11, 2017 by 4PM EST
Proposal submission deadline:	August 25, 2017 by 4PM EST
Proposal Review & Supplier Scoring	Week of August 28, 2017
Vendor Demonstrations	Week of September 4, 2017
Contract award	September
EORC Deadline	September 11, 2017
Council approval	September
Project start date:	Date of Contract Execution

## 4 Scope of Services

### 4.1 Scope Detail

It is the intent of this Request for Proposal to establish a contract with one service provider for a Secondary Employment Scheduling System & Management Services agreement that will provide a web-based secondary employment scheduling platform to manage paid police details and also provide management, advisory, reporting, invoicing, and training services for the City of Pittsburgh. The successful service provider will work closely with the Department of Public Safety, Bureau of Police to meet the City's needs twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year. (See below and Appendix D for current Secondary Employment policy).

### 4.2 History

1. The City of Pittsburgh was incorporated on July 20, 1816 and chartered as a home-rule municipality on January 5, 1976. The City of Pittsburgh is the largest of 130 municipalities in Allegheny County with a population of 306,000. It operates under a strong mayoral form of government and provides the following services as authorized by its charter: public safety, sanitation, cultural and recreational services, public improvements, planning and zoning, and general administrative services.
2. The Pittsburgh Bureau of Police (PBP) was officially established in 1857. The PBP is a full-time police department which consists of 933 sworn officers dedicated to protecting and serving the residents and visitors in the City of Pittsburgh.
3. Currently the City of Pittsburgh is operating under a Recovery Plan in accordance with the Municipalities Financial Recovery Act ("Act 47"). The Recovery Plan was filed with the City of Pittsburgh Clerk on June 11, 2004 and amended June 30, 2009.
4. The PBP permits sworn personnel to engage in secondary employment (paid details) for outside entities (Secondary Employers) in order to supplement income. Paid details include but are not limited to providing police security and/or traffic control for businesses, construction sites, and special events.
5. Since 2006, the PBP has used a software scheduling system to help manage the scheduling of approved paid details to include enforcement of PBP policy, posting and bidding of jobs using a rotating seniority system and/or use of police coordinators to schedule jobs using a preferred hiring list. Paid details managed through a coordinator, could be paid directly to the employee through cash, check or the City Payroll system and coordinators could charge for their services. Any detail that required a permit were paid using a standard rate of pay through the City payroll system. The system also provided management tools for payroll reporting; invoicing Secondary Employers for personnel, equipment and cost recovery fees; posting payments, and other reporting features. During this time, the PBP Special Events office managed the administrative duties of the system.

6. In 2014, the City overhauled the secondary employment policy and structure which standardized the rate of pay according to the employees' rank, eliminated payment to coordinators, required all Secondary Employers to pay costs to the Treasurer/Cash Management office, paid all employees through the City Payroll System, and dissolved the PBP Special Events officer. In addition, more responsibility was given to the software company to schedule paid details for Secondary Employers (including Special Events), provide customer service including after-hour services, and invoicing.
7. Since the overhaul, the City created a Planning Office dedicated to managing Special Events (parades, festivals, races, etc.) and administrative issues related to secondary employment, including approval of Secondary Employer applications, managing employee profiles, payroll reports, past due payment processes, and policy enforcement.

#### **4.3 Current Operation**

##### Definitions

Service Provider: Vendor who is awarded the contract.

Secondary Employer: A private entity that employs a member conditioned on the actual or potential use of law enforcement powers by the police officer employee.

1. User accounts are set up for employees who are approved to work secondary employment. The accounts include officer name, badge number, rank, seniority date/ranking, telephone number, duty location, and branch. A power-point training or general instruction is provided to new users.
2. Secondary Employers who are interested in hiring or need to hire off-duty police officers must complete and submit a PBP Form #291.10 "Secondary Employment Application Agreement". A Secondary Employer interested in using a PBP Officer to coordinate the detail has the option of completing a PBP Form #219.20 "Secondary Employer's Optional Designation of a Police Officer to Coordinate and Assist in Scheduling Details" and a PBP Form 219.3 "Secondary Employer's Optional Police officer Preference Request".
3. All Secondary Employer application forms are submitted to the Public Safety Planning (PSP) Office where they will be reviewed and approved or denied by the Chief of Police or designee from the PSP Office.
4. A copy of approved applications will be sent to the SERVICE PROVIDER. An Employer Account will be generated in the system.

5. The SERVICE PROVIDER will work with the Secondary Employer to schedule officers by building the positions with dates, schedules, and instructions for the detail. The detail will be posted on the website for all qualified PBP officers to bid on, during the bidding cycle.
6. If the Secondary Employer designates a PBP Coordinator, the Coordinator will be responsible for building the positions with dates, schedules, and instructions for the detail. The Coordinator will be responsible for scheduling officers from the Preference Request and/or filling the detail with qualified PBP officers.
7. The PSP Office will assist Secondary Employers who are approved for a Special Events permit with determining the staffing needs and monitoring the event is properly staffed with PBP Officers, and outside agencies (School Crossing Guards, County Police, County Sheriffs, University Police, volunteers). An estimated invoice must be generated by the SERVICE PROVIDER prior to the event.
8. Officers who bid on or otherwise are scheduled to work details, are notified and/or can view their scheduled details on the website. After the work the detail, they are required to close out the detail for the amount of hours worked (in accordance with policy).
9. In certain cases, Officers can cancel their details and have them reposted for other Officers to bid. If no other Officer selects the detail, the original Officer is responsible for working the detail.
10. Every Monday, the PSP Office generates a payroll report for each Duty Location from the system. The report provides a summary of the detail date, name, hours, payrate, and total amount of pay for each officer who worked a detail in the prior week. The payroll reports are delivered to the Payroll Office for entry into a separate system.
11. At the end of each month, the SERVICE PROVIDER generates invoice to Secondary Employers for all details worked in the prior month. The invoices include the date of each detail followed by the employees who worked, including their name, hours work, rate, and total pay earned. The invoices are sent to the Secondary Employers with instructors to submit payment to the Cash Management Office.
12. The Cash Management Office receives the invoice payments and updates the website to reflect that the invoice has been paid.
13. On a weekly basis, the PSP Office is required to print a listing of the total hours each Officer worked in the prior week to ensure that officers are not exceeding the permitted number of hours.

14. On a monthly basis, the PSP Office is required to print a listing of the total hours each Officer worked in the prior month and send to the Union for the purpose of ensuring that there is an equal distribution of secondary employment opportunities.
15. On a monthly basis, the PSP Office is required to review a listing of all unpaid invoices from the prior months and issue a Late Notice to Secondary Employers who have not paid their bills. A Notice of Suspension will then be issued to all Secondary Employers who have still not paid after being sent a Late Notice or after otherwise being notified by the PSP Office.
16. The PSP Office is responsible for working with the SERVICE PROVIDER to reconcile invoices with outstanding invoices which are due to duplicate invoices, disputed totals/adjustments, processing errors, etc.
17. The PSP Office will also work with Cash Management when refunds are necessary.
18. The PSP Office is responsible for handling all policy violations regarding secondary employment and addressing complaints from Secondary Employers.
19. The PSP Office also generates annual or monthly statistical reports, employee histories, Secondary Employer histories, etc on an as needed basis.

#### **4.3 Service Provider Requirements**

1. Provide a user-friendly web-based scheduling software which PBP can utilize to schedule and bid on paid details according to PBP rules and policies. This includes setting up user profiles/accounts for end users, administrative accounts for PSP and Cash Management. The software will also include the ability to generate payroll reports, monthly invoices, and statistical reports; and monitor unfilled details.
2. Maintain regular business hours at least eight (8) hours per day, five (5) days per week, excluding holidays, each year in order to handle service requests for and manage details, and administrative and support services to the City and Secondary Employers.
3. Provide after-hours service on evenings, weekends, and holidays at no charge to City entities as provided by the Department of Public Safety. However, a reasonable fee can be charged to Secondary Employers who utilize this service.
4. Generate and send Monthly Invoices via mail and email. Service provider to provide confirmation of invoice receipt.

5. Ability to apply checks to estimated invoices.
6. Capability to work with electronic payments per addendum.
7. Unfilled/canceled job notification to be provided by service provider.
8. Provide an Account Manager dedicated to the City during the 40-hour work week. Service provider must also be able to provide a secondary Account Manager familiar with the City system, and scheduling platform, during times when the dedicated Account Manager is unavailable, with no lapse in coverage to the City.
9. The City reserves the right to request a change in the Account Manager servicing the City of Pittsburgh.
10. All information related to jobs scheduled for the City of Pittsburgh is proprietary and shall not be released without the written consent from the City of Pittsburgh.

## **5 General Terms & Conditions**

### **5.1 Examination of Proposal Documents**

The submission of a proposal shall be deemed a representation and certification by the Respondent that they:

- 5.1.1** Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal
- 5.1.2** Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 5.1.3** Represent that all information contained in the proposal is true and correct.
- 5.1.4** Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
- 5.1.5** Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby

grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

## **5.2 RFP Term**

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) 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.

## **5.3 RFP Communications**

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in Section 1 of this document may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator identified in Section 3 of this document.

**5.3.1** Interested parties must direct all communications regarding this RFP as outlined in this document.

**5.3.2** The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

**5.3.3** Each proposer shall assume the risk of the method of dispatching any communication or proposal.

**5.3.4** The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.

**5.3.5** The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.

**5.3.6** The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.

All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at [purchasing.pittsburghpa.gov](http://purchasing.pittsburghpa.gov)

**5.3.7** Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

#### **5.4 Addenda/Clarifications**

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City as outlined in Section 8.2 of this document

#### **5.5 Withdrawal of Proposals**

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

#### **5.6 Public Record**

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their Cover Letter if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

#### **5.7 Non-Conforming Proposal**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## **5.8 Disqualification**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 5.8.1** Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- 5.8.2** Any attempt to improperly influence any member of the evaluation team;
- 5.8.3** Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- 5.8.4** Evidence of incorrect information submitted as part of the proposal;
- 5.8.5** Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 5.8.6** Proposer's default under any previous agreement with the City, which results in termination of the agreement.

## **5.9 Restrictions on Gifts and Activities**

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

## **5.10 Rights of the City of Pittsburgh**

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- A.** Reject any and all proposals;
- B.** Issue subsequent Requests for Proposals;
- C.** Cancel this RFP with or without issuing another RFP;
- D.** Remedy technical errors in the Request for Proposals process;
- E.** Approve or disapprove the use of particular sub-consultants;
- F.** Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);

- G.** Meet with select proposers at any time to gather additional information;
- H.** Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- I.** Accept other than the lowest offer.
- J.** Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K.** 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;
- L.** 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;
- M.** Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N.** Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O.** Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P.** Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## 6 Miscellaneous Requirements

### 6.1 Acknowledgements

#### A. Conflict of Interest

By submission of a proposal to this RFP, Respondent 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, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:  
[http://pittsburghpa.gov/personnel/files/policies/10\\_Ethics\\_Handbook.pdf](http://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 may 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 the nature of their relatedness.

#### G. Full Fee Disclosure

Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent 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.

## 7 Equal Opportunity

### 7.1 MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, and encourages goals of eighteen (18) percent and seven (7) percent participation respectively.

### 7.2 Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's EORC.

### 7.3 Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all bidders are required to complete the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation). Failure to submit this form may result in rejection of the bid.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 *et. seq.*) of the City Code and Section 161.40 of the City Code.

## 8 Format & Submittal Requirements

### 8.1 Format Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

The proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below.

#### 8.1.1 Cover Letter

A cover letter should be submitted with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (including physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFP, including any addenda (*reference the addenda by date and/or number*)
- Acknowledgement that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know Laws as described in Section 5 of this document.
- The Cover Letter must be signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contract.
- 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.

#### 8.1.2 TAB A: Firm's Qualifications, Experience & References

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

**8.1.3 TAB B: Qualifications of Team**

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

**8.1.4 TAB C: Project Approach and Plan**

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants.

**8.1.5 TAB D: Cost Proposal**

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by monthly service fee, major phase and/or deliverable as described in your project plan. Additional costs for training and upgrades should be specified as well. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel, etc.) requested to be paid by the City. Note: if travel expenses are included, the rate assumptions generally should not exceed the United State General Services Administration (GSA) rates for Pittsburgh.

**8.1.6 TAB E: Required Statements**

Include statements of assurance regarding the following requirements detailed in Section 7 of this document:

- Applicable completed MWE/DBE & Veteran-Owned Small Business Solicitation & Commitment Form (Appendix B)

**8.1.7 TAB F: Exceptions**

Describe any and all proposed exceptions, alterations, or amendments to the Scope of Services or other requirements of this RFP, including the City of Pittsburgh Sample Professional Services Agreement. This section shall be clearly marked "Proposed Exceptions" in your submittal. The nature and scope of your proposed exceptions may affect the evaluation of your submittal and the City's determination of whether it is possible to successfully negotiate a contract with your firm.

## 8.2 Submittal Requirements

- A.** Your submittal package, to be returned by the date and time outlined in Section 1 of this document, shall include the following:
- One (1) original and five (5) printed copies of your proposal; and
  - One (1) electronic copy of your proposal in either MS Word or PDF format to be delivered via email.
- B.** Submittals shall be sent by U.S. Mail, commercial delivery service or Hand Delivery. Submissions may not be sent by fax.
- C.** Responses should be delivered **ONLY** to the OMB RFP Coordinator:
- Thoryn Simpson  
Manager, Strategic Initiatives  
Office of Management and Budget  
City-County Building, Room 502  
Pittsburgh, PA 15219  
[thoryn.simpson@pittsburghpa.gov](mailto:thoryn.simpson@pittsburghpa.gov)
- D.** The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
- E.** Late proposals shall not be accepted or considered.
- F.** All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.
- G.** All costs associated with proposal preparation shall be borne by the Respondent.

## 9 Evaluation & Selection

### 9.1 Selection Procedure

- A. Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.
  
- B. Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

### 9.2 Criteria

All proposals will be evaluated using the following criteria:

- Firm's Qualifications, Experience and References
- Qualifications of Team
- Project Approach and Plan
- Cost Proposal
- Agreement to abide by rates outlined and provided by the City (Subject to change per the current Collective Bargaining Agreement)
- Required Statements –
  - Good Faith Commitment for MWDBE firms documentation (refer to Section 7 and Appendix B)

## 10 Award & Contract

### 10.1 Award

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 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.

### 10.2 Contracting Process

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 the Scope of the RFP until it a contract 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.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

## 11 Appendices

### 11.1 Attachment(s) Listing

Appendix A – Sample Professional Services Agreement

Appendix B – MWDBE and Veteran-Owned Solicitation and Commitment Form

Appendix C – Secondary Employment Policy