

**COUNTY OF YUBA
REQUEST FOR PROPOSAL**

Board Management System



PROPOSAL CLOSING DATE:

***Friday, April 8, 2016
at 5:00pm PST***

The County of Yuba is looking for a Board Management System to support the interaction of our Board of Supervisors and the communities they support. This interaction shall be in the form of an agenda management system, webcast and/or audio streaming capabilities, and other tools for facilitating the interaction with our citizens.

Selection will be based on *best value* to the County.

Please review the document carefully to insure you are familiar with the County's requirements.

I. Scope Of Work

The Yuba County Administrative Services Department, Purchasing Division will accept bids from interested and qualified providers for a comprehensive board management system with the following capabilities:

- The chosen system must support the agenda development needs of the Yuba County Board of Supervisors and their various Commissions and Agencies. These needs include:
 - Creation of the agenda
 - Including background materials
 - Automated, electronic approvals
 - Must be in a searchable format
 - Formats and capabilities shall be in compliance with California law
 - Posting and distribution of Agendas
 - Including the ability to publish paperless agenda packets
 - Available on multiple platforms (tablet, iPad, etc.)
 - Pre and post-meeting documentation
 - Collection of meeting minutes, resolutions, contracts, and other supporting documents with subsequent storage in an easily searchable format
 - Storage can be internal or in secure cloud environment. The County is open to the optimum storage methodology. We are capable of storing on site, but will consider a cloud option if it is advantageous and beneficial.
 - Not all County Boards or commissions are able to handle totally electronic agenda, but the County is moving in that direction and desires a system that is compatible with a variety of formats (Apple, Windows, Android, etc.)
- The system shall have the capability of collecting and streaming meeting audio in an easy to collect and easily searchable format.
 - While the County is not prepared to facilitate web streaming of meeting activities at this time, we do have an interest in migrating in that direction in the future. The system should have this capability for our future use. The County requests pricing this feature as an alternate.
- Track membership of Commissions and Agencies; including term length, and other pertinent documentation for each
- System shall be licensed so system can be used by multiple agencies within the County
- The County currently has 10+ years of agendas in our old system format (Questys). The system should either be able to convert into the compatible format or be able to link to pre-existing documents.

Please be sure to address the following in your response:

- Define if any third party software be necessary?
- Will special interfaces be necessary for the County to configure?
- System shall be easy to learn, simple to use, and intuitive to users.
- System shall facilitate easy interaction for citizens to obtain needed information
- Please provide a detailed approach to the transition; i.e., needs assessment, project management staff, anticipated length of time, etc.
- The County is also looking for a provider with a comprehensive training approach; beyond a simple webinar. We want our staff to maximize their use of this system and thus a robust training program is key to a successful implementation.
- The selected provider must have proven experience in the California marketplace and their system must support the all the requirements surrounding public meetings in this state such as the Brown Act and other open meeting requirements. Provider should be aware of all applicable California legal requirements on public entities and their Board processes and requirements. .

At this time it is the County's intention to receive responses, have them reviewed by an evaluation team, create a 'short list,' and then to schedule live demonstrations of the system to show the capabilities.

If you have other capabilities we should know of, please feel free to include them in your response and they will be considered as alternate capabilities; but will have no bearing on the selection. Choosing to omit specific tasks above shall not necessarily disqualify any bidder.

II. PROPOSAL DOCUMENT INSTRUCTIONS

As stated above, the County intends to award the work to the top provider offering the best value to the County. Proposals should include the following:

1. *A Cover Letter / Executive Summary*, including:

A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.

Please also highlight any of the requirements in the Scope of Work you are not able to accommodate.

2. *A Signature* of the person authorized to commit the vendor.

3. *References*

Please provide references from three clients with whom you have done similar work within the last five years. Please explain the scope or work performed and any particular success or challenges you faced.

References having California marketplace experience are preferred; especially experience with a California county.

4. Exhibits

Please make sure Exhibits A, B, C, and D (or a reasonable facsimile) are included and complete.

III. ADDITIONAL REQUIREMENTS

- a. **Subcontractors and Key Personnel.** No portion of work shall be subcontracted to a third party vendor, and no change in key personnel shall be made, without prior written consent from County. Failure to comply with this term may result in cancellation of contract and elimination of any obligation from County. It is the County's desire to have an ongoing support relationship with the provider and that may include an assigned contractor(s). Consistency of service is a critical need.
- b. **Background Checks.** The County requires background checks of any personnel with unrestricted access to county physical sites *or its technology systems*. Whether this applies to staff directing the implementation process shall be mutually determined upon award. If it is required, Vendor should be prepared to have employees background checked at their own expense, upon request by County. This would typically include fingerprinting and subsequent checks of Department of Justice and Federal Bureau of Investigation records. The cost of this type of background check differs depending on where the check is initiated, but is typically less than \$100 per person.
- c. The Contractor must demonstrate that they have the technical expertise, facilities, capabilities and financial resources necessary to perform the work in a satisfactory manner.
- d. Part of the selection process may include a credit check and financial evaluation of the business/independent contractor.
- e. Selection will be made by a County Evaluation Team. Members of the Evaluation Team are not to be contacted by the Contractor.
- f. All to the acceptance of the County or its authorized representative.
- g. Contractor shall furnish to the County, *upon award of contract*, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

III. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Contractor or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment, or offer of purchase. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract, if awarded, will be awarded to a Contractor whose proposal is considered the best **value** to the County. Best value will be determined based on price, responsiveness, capability and responsibility. The following factors will be taken into account to determine price, responsiveness, capability and responsibility:

1. Contractors' understanding of the needs and objectives of the County.
2. Demonstration of actual application
3. Demonstrated ability of the firm to provide support, training, and reporting.
4. The qualifications of the vendor and the County's perception of the ability of the vendor to meet the terms of the RFP which may include:
 - a. Reference, credit and other pertinent checks.
 - b. Qualifications of the professional personnel who would be assigned to the project measured by experience and education.
5. Financial terms of proposal.
6. Fiscal soundness of firm.
7. Completeness and professionalism of submission.
8. Submissions which are deemed incomplete may be eliminated as not being responsive.
9. Responsiveness means a Contractor who has submitted a proposal that conforms to the solicitation documents in all material aspects.
10. A 'Responsible Contractor' shall mean a Contractor who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, experience, and financial stability may all be taken into consideration.
11. An evaluation of technical skills, project management skills, and the skills of the resources to be assigned to the County.
12. The proper licensing.
13. Final acceptance criteria shall be mutually determined upon award.

Thus the result will not be determined based solely on price. Although price is a key factor, the County will consider awarding the contract to the Contractor that meets the best interest of the County as interpreted by the County

The County reserves the right to modify the scope of required services based on pricing of proposals, available budget, and priority of requested services. The final determination will be incorporated in the final agreement for services (contract).

IV. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Proposal to include all items indicated in Section II
- Detailed Cost Estimate
- Attached Exhibits A through D (or a reasonable facsimile of each)

V. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- a. **Contract Term.** The term of the agreement resulting from this solicitation will be for the period of three (3) years with the option for two (2) one year extensions at the discretion of the County.
- b. **Project Schedule.** Upon receipt of proposals, demonstration, and a suitable review, County expects to select a Contractor. Once selected, Contractor and County will negotiate the final terms and conditions and complete a contract. Actual work and implementation schedule will be mutually defined upon award.
- c. **Contract Form.** The County would expect to enter into a Professional Services Agreement (contract) with the awardee. The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- d. **References.** Proposal must include a Statement of Experience and three references including contact information from projects similar to ours which we may contact as references. Please limit this to references from the last five years, and California experiences are preferred.
- e. **Questions.** All questions should be submitted to the contact in Section V. k (below) and should be submitted in writing prior to Friday, April 1, 2016. All questions must be received in writing via email, fax, or USPS mail service.
- f. **Amendments and Addenda.** For the most up to date information, visit: <http://www.co.yuba.ca.us/departments/admin%20services/purchasing%20solicitaions.aspx>
- g. **Submittal Instructions.** Before submitting a proposal, Contractor shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. TWO proposals must be submitted in a sealed envelope, clearly marked "**Board Management System**" to:

Yuba County Department of Administrative Services
Attn: Purchasing and Contracts
Suite 119
915 Eighth Street
Marysville, California 95901
- No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County Evaluation Team.
- h. **Proposal Due Date.** In order to be considered, proposals must be received at the above address no later than **Friday, April 8, 2016 at 5:00 pm PDT**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date. Please provide two hard copies of your proposal.
- i. **Proposal Validity.** Proposals must be valid for a period of not less than ninety days (90) after the solicitation closing date.

- j. **Proposal Becomes Public:** All proposals shall be deemed public documents at the time of contract award to the successful proposer. The RFP is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information shall be clearly labeled "Proprietary" and accompanied by a request that the information be returned by the County to the Proposer. If proposals contain proprietary information, then proprietary paragraphs and/or other data should be clearly marked as noted above.

The information on the pages of the proposal identified as proprietary will be used only for the evaluation of the proposal, but proposer understands that disclosure may be required under the California Public Records Act or other federal, state, and local law, as determined by the County.

Note that wholesale use of headers/footers bearing designations such as "confidential", "proprietary", or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the County as a waiver of any exemption claim. Any proposal that includes a blanket statement or limitation, which would prohibit or limit public inspection may be considered non-responsive and may be rejected. Pricing information is generally not considered proprietary information.

- k. **Contact Information.** Andrea Armstrong, Contracts and Purchasing Administrator for Administrative Services, is the designated contact person for questions related to this Request for Proposal. All questions must be received in writing via email, fax, or USPS mail service. Responses will be returned in writing and *only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County.* All questions and responses will be posted and shared with all participants, applicants and Contractors. Andrea's contact information is: email aarmstrong@co.yuba.ca.us, fax 530-749-7884. Andrea's contact phone number is 530-749-7880. **Questions posed to any other member of County Staff may result in disqualification.**

EXHIBIT A - BIDDERS STATEMENT

By submitting a bid, the bidder acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the bidder to acquaint themselves with available information will not relieve them from the responsibility of estimating properly the difficulty or cost of successfully performing the work. The County is not responsible for any conclusions or interpretations made by the bidder on the basis of the information made available by the County.

The following addendums have been acknowledged and are included in our proposal. RFPs that do not acknowledge addendums may be rejected.

Addendum#	Initials

COMPLETE LEGAL NAME OF COMPANY

BUSINESS ADDRESS

PHONE NUMBER

PRINTED NAME OF AUTHORIZED AGENT (TITLE)

SIGNATURE OF AUTHORIZED AGENT

DATE

FEDERAL IDENTIFICATION NUMBER

DUNS NUMBER

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT B – LIST OF SUBCONTRACTORS

Mark one of the boxes below:

BIDDER does not propose to subcontract the work.

BIDDER proposes to subcontract certain portions of the work to the individuals / firms listed below:

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS:	
	LICENSE #:
PHONE:	

Name of Individual / Firm Submitting Bid: _____

Signature of Bidder: _____

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT C – LIST OF REFERENCES

The following are the names, addresses, and telephone numbers of three (3) references for which BIDDER has performed similar work within the past three years. California public agencies are preferred.

1. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

2. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

3. _____

Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

THIS FORM TO BE COMPLETED BY CONTRACTOR AND INCLUDED IN THE BID.

EXHIBIT D – PRICE PROPOSAL

Rate	Pricing
Is there an initial 'upfront' or system acquisition cost?	
Is there a flat monthly license or user cost? How is this calculated? - # of users? - # in organization?	
Hardware cost (is there any specifically required hardware provided by you unique to your solution)?	
Are there separate implementation and/or training costs to fully implement the system? - Please provide a detailed review of transition costs; - Please also detail any additional costs for training.	
What about any costs related to the conversion process of existing documentation;	
Define any separate consultative or professional services required	
Explain ongoing maintenance costs. Are they monthly, annual, or other?	
<i>Alternate #1</i> - Describe any additional costs if we adopted the web streaming capability.	

- **Reformatting your pricing into a different format is allowable. Please make every effort to be clear in your descriptions of categories, quantities, rates, and specific requirements of the County.**
- **Please also list any exceptions or assumptions in your pricing in the pricing section of your proposal.**