



Municipality of Anchorage

Ethan Berkowitz, Mayor
Purchasing Department

December 29, 2015

REQUEST FOR PROPOSAL

RFP 2015P052

PROVIDE AND IMPLEMENT AN ASSEMBLY MEETING MANAGEMENT SYSTEM

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract.

Proposals must be received at the Purchasing Office, 632 W. 6th Avenue, Suite 520, Anchorage, Alaska 99501 (Mailing Address: PO Box 196650, 99519-6650), **prior to 5:00 P.M., Local Time, January 28, 2016**. Office hours are Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m., excluding holidays. Time of receipt will be as determined by the Purchasing Office time stamp. Proposals received by the Purchasing Office after the time specified will be returned to the proposer unopened. **Facsimile or email or any other electronic media submittals will not be accepted.**

A non-mandatory meeting for discussion of the proposal will be held at **1:30 P.M. Local Time, January 14, 2016**, in the Purchasing Office at the above address. *Interested persons wishing to participate at their own expense via teleconferencing may call 1-907-343-6089 no earlier than **1:25 P.M. Alaska Local Time, the day of the meeting**.* It is respectfully requested, if you are going to teleconference the meeting, please use a land line.

For information about this solicitation contact **Josie Judd** at **(907) 343-6430**, facsimile (907) 343-4595 or at our email address: wwpur@muni.org. All correspondence should include the RFP number and title. A copy of the Request for Proposal may be obtained from the Purchasing Office at the above address or an electronic (.pdf) copy of the Request for Proposal is available at Municipality of Anchorage, Purchasing Office's website: <http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>. It is your responsibility to periodically check the website for addenda.

To maintain the project schedule, all questions should be submitted no later than **5:00 P.M. on January 14, 2016**.

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a CD or a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Ronald S. Hadden
Purchasing Officer



**Request for Proposal
RFP 2015P052**

**Provide and Implement an Assembly Meeting
Management System**

REQUEST FOR PROPOSAL

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (Municipality) is seeking proposals from qualified vendors to provide software, hardware, and services necessary to successfully implement a Meeting Management solution for the Anchorage Assembly and various Commissions and Boards. The solution should include workflow, automated agenda management, minutes creation and management, recording of votes, web accessible audio/video streaming, indexing and archiving of records, portable capabilities, and tracking legislative history. This solution will provide for an integrated, digitally searchable process and record of all meeting body actions. The proposed solution would be used by the Anchorage Assembly, Community Development Department and other Boards and Commissions throughout the Municipality.

The Municipality's intention is to purchase an integrated off-the-shelf suite of software packages that don't require custom software development, meets the functionality requested in this RFP, integrates with the Municipality's email solution (Outlook), integrates with the Municipality's Development & Planning system (CityView), is configurable, and is flexible. This RFP sets forth the requirements for the system and solicits a detailed response from vendors that includes functional and technical requirements, implementation services, on-going software maintenance and support, pricing, and demonstrations of the proposed software from the finalists, as described in the Evaluation Process section. A single vendor is preferred: the vendor shall propose a complete solution, including all software, hardware, training and other services necessary to meet the requirements of this RFP. Joint responses are acceptable.

The award will be made to a single respondent. The selected vendor will be responsible for configuring, installing, and testing all aspects of the solution, including software, processes, equipment, configurations and related materials provided under these specifications. The vendor must have a demonstrated history of successfully developing and implementing meeting management solutions of similar scope and size.

Vendors are encouraged to submit any information that indicates how their proposed solution would provide the Municipality with features and enhancements that exceed the requirements in this RFP.

1.2 Background

The Municipality, with a population of more than 290,000 is Alaska's largest city. Anchorage is a home rule unified municipality, which combines the functions of what would typically be city and county governments in most Lower 48 areas. Its boundaries cover an area of almost two thousand square miles, larger than the entire state of Rhode Island.

The Anchorage Assembly is the Municipality's legislative body. The eleven-member body is responsible for setting Municipal policy through enactment of laws (ordinances) and adoption of resolutions. The Assembly enacts all laws; approves Municipal and School Board budgets; appropriates all money; approves contracts over \$500,000 through the competitive bid process; confirms all appointments to Municipal boards and commissions, and other executive-level staff as provided in the Anchorage Municipal Code; and certifies Municipal elections.

By ordinance, the Municipality's business must be conducted in public, and all Assembly meetings are open to the public. A minimum of two regular meetings of the Anchorage Assembly per month are required by Municipal Code. All regular meetings of the Assembly are televised on a public access channel (presently Channel 9) of the local cable provider, GCI Cable.

The Chair of the Assembly is responsible for coordinating the work of the Assembly, to include overseeing operations of the Assembly, setting the meeting agenda with the Administration, presiding over meetings, establishing Assembly Committees, appointing Committee Chairpersons, and introducing ordinances requested by the Mayor.

The Municipal Clerk administers the Assembly Offices. The Clerk's Office creates and publishes the agenda for all Assembly meetings, records all Assembly related actions, edits and compiles the minutes of the Assembly meetings as well as streams live coverage via www.muni.org/watchnow.

The Community Development Department administers a number of Boards and Commissions, which are included in the requirements for this RFP. They are:

- The Planning and Zoning Commission is a regulatory/adjudicatory commission that develops, reviews, and makes recommendations to the Assembly regarding the Comprehensive Development Plan (community land-use guide) and proposed amendments to Title 21 of the Anchorage Municipal Code, (Land Use Planning). This commission generally meets twice a month.
- The Platting Board is a regulatory/adjudicatory board that implements the comprehensive plan and other plans by enforcing subdivision regulations. They also conduct public hearings on plat applications and vacations of dedicated public areas. This board generally meets once a month.
- The Urban Design Commission is a regulatory/adjudicatory commission, which implements the Comprehensive Development Plan and Title 21 Land Use Planning. It has regulatory authority over public facility site plans, landscape plans and screening along major highways. The Commission also has adjudicatory authority over requests for sign variances. This commission generally meets once a month.
- The Zoning Board of Examiners and Appeals, which is a regulatory/adjudicatory board that hears requests for variances from zoning regulations and appeals from decisions of the Administrative Official. This board generally meets once a month.

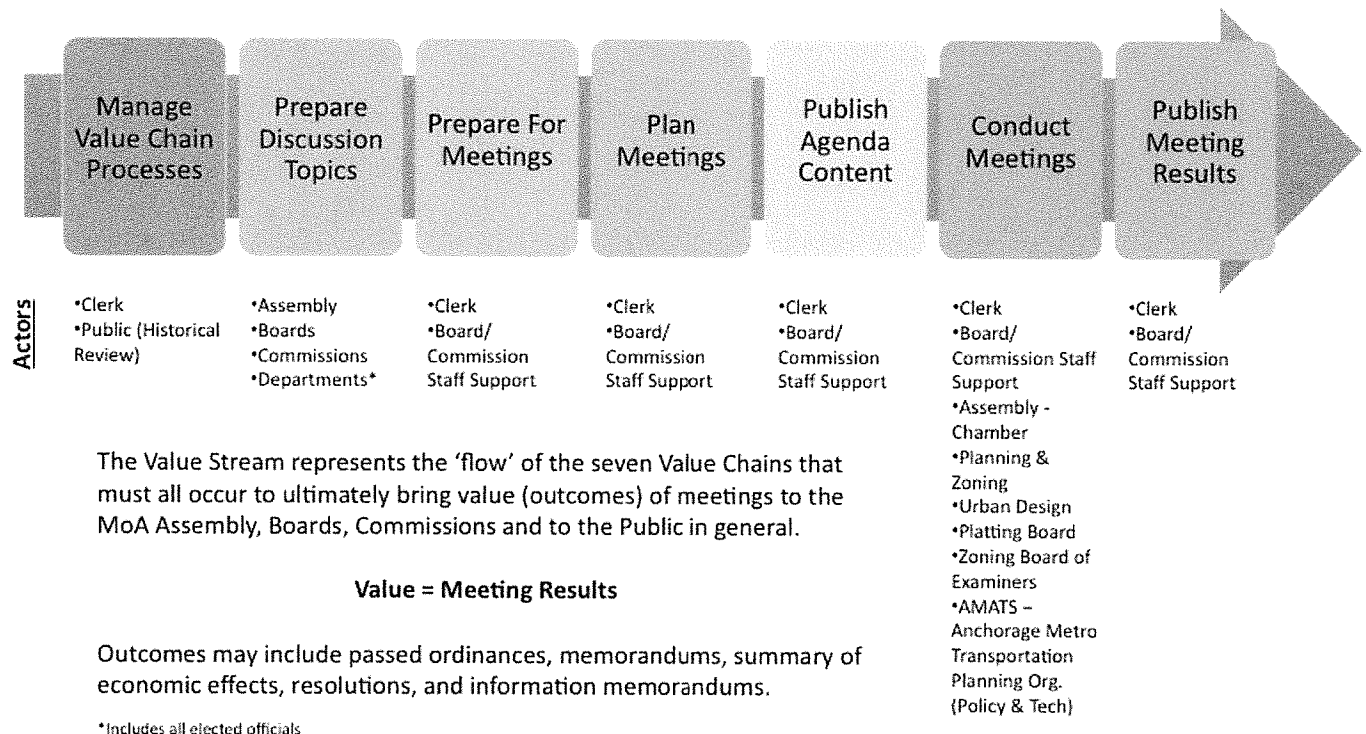
The Assembly, and the Boards and Commissions listed above, meet in the Assembly Chambers of the Loussac Library, 3600 Denali Street, Anchorage, Alaska. Upon occasion, meetings are held in other locations, including City Hall.

Currently, the Municipality uses Stellant Content Management (PACE) software for Assembly pre-meeting electronic document management and workflow, SIRE and Granicus Live Manager/Media Manager for agenda and meeting management respectively. The Municipal Community Development Department uses CityView software for Board and Commission pre-meeting electronic case scheduling, SIRE for agenda management and Granicus Live Manager/Media Manager for meeting management.

1.3 The Municipality's Meeting Management Value Stream / Value Chain Model

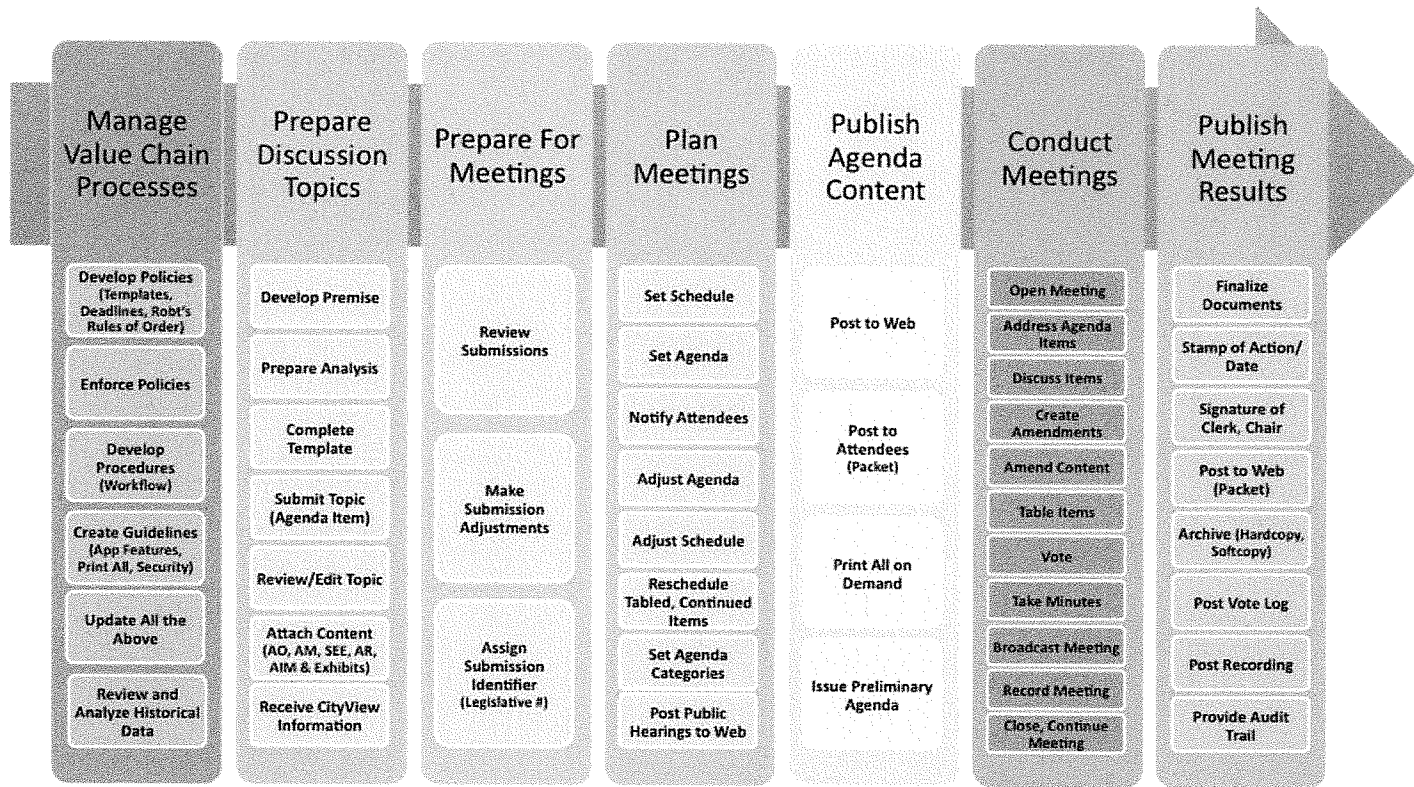
The fundamental Meeting Management Value Stream, showing the seven Value Chains is shown below. Each Value Chain consists of processes and the software requirements are identified by Value Chain to complete the respective business processes.

The Municipality's Meeting Management Value Stream



The vendors selected for demonstrations will be asked to follow process-specific scripts reflecting the business processes shown below:

The Municipality's Meeting Management Value Chain



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1.4 New System Objectives

The Municipality seeks to acquire and implement a comprehensive organization-wide meeting management solution that will accommodate its expanding needs, improve access to information, streamline agenda preparation and management processes, clarify and improve agenda access and access control, automate processes and provide a legislative history for the Municipality. The proposed solution should provide the ability to submit agenda documents, create workflow, submit agendas, track meeting activity and voting, maintain legislative history, and manage the entire legislative process, from agenda creation through recording, publication, presentation, storage, retrieval and archiving of the meeting in a digital environment.

In order to provide the best possible services to the citizens of Anchorage, the processes need to be as simple and efficient as possible. The following objectives include specific primary goals as well as measurement indicators of post-implementation project success.

- Implement a solution that is functionally rich in capabilities which automates agenda preparation, manages legislative history, and provides document workflow.
- Implement a solution that optimizes the submission of documents electronically via workflow, management of the agenda process, the minutes creation, and audio/video recording of meetings throughout the Municipality.
- Increase operational efficiencies, streamline work processes, and facilitate data management control.
- Create a central repository to provide permanent digital storage of meeting agendas, minutes, and video recordings, efficient indexing, searching and retrieval, and cost effective publication and distribution options.
- Manage the meeting management process for the Anchorage Assembly and an unlimited number of Boards and Commissions.
- Provide read-only information access for citizens indexed to enable various ways of sorting and viewing documents online. Publish meeting agendas, minutes, and video recordings to the web in an easily searchable format. Includes customization features under Municipality control that allow changes to the components, search parameters, and general look and feel of web page. Provide a solution so that citizens or internal users can search agenda items and any supporting materials.
- Implement a solution that is capable of viewing final agenda online or in print with the capability to copy the agenda and related documents to external media.
- Provide a system that has intra-department capabilities with exceptional security controls.
- Implement a solution that is fully operational out of the box without customization or programming by vendor or Municipality.
- Manage Boards and Commissions by tracking membership, reappointments, serving history and members bios.

1.5 Questions

Any questions regarding this proposal are to be submitted in writing to:

Municipality of Anchorage	
Purchasing Department	
632 W. 6th Avenue, Suite 520	(physical address)
P.O. Box 196650	(mailing address)
Anchorage, AK 99519-6650	
(907) 343-4590	(phone)
(907) 343-4595	(fax)
wwpur@muni.org	(e-mail) (preferred method of contact)

For ease of identification, please identify the project/title number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to noon; 1:00 p.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. Due to time constraints on this project, all questions regarding the scope of work should be received prior to the deadline indicated on the RFP cover letter.

1.6 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

1.7 Tentative Project Timeline

Date	Task
12/29/15	RFP Published
01/14/2016	Pre-Proposal Conference
01/14/2016, by 5PM Alaska Time	RFP Questions Due to Municipality
1/28/2016	Proposals Due
02/16/16-2/19/2016	Finalists Demonstrations at the Municipality
2/25/2016	Final Vendor Selection

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 90 calendar days, although all offers must be complete and irrevocable for 180 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) Conformance to the RFP instructions;
- 2) Responsiveness to the RFP requirements;
- 3) Completeness and clarity of content (see Section 4).

2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.3) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 **ONE ORIGINAL, single sided unbound, plus five copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound, or enclosed in folders/binders as the proposer chooses.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1, a copy of the Functionality Requirements Matrix (Appendix B) response in Excel format and all other requested attachments, must be provided in the electronic copy noted in paragraph 2.6.1.

2.6.3 All copies of the proposals are requested to be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address

Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

Mailing Address

Municipality of Anchorage
Purchasing Department
P.O. Box 196650
Anchorage, AK 99519-6650

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Special Provisions Contract Compliance Specifications Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Municipal Regulation 7.50, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

Municipal Code (AMC 7.50.090) requires that municipal contractors with 50 or more employees and who are in receipt of contracts totaling in excess of \$50,000.00 must fill out the Annual Contract Compliance Form (10-026). With the submittal of this form to the Municipality of Anchorage Contract Compliance Office, Municipal contractors who certify they do not meet or exceed those requirements are exempt from the filing of the 10-026 form. Instead, they are to fill out the 10-025, Small Contractor Compliance Form.

Forms for meeting these annual reporting requirements may be obtained at the following website: http://www.muni.org/Departments/equal_opportunity titled, "Contract Compliance Program: Equal Opportunity Special Provisions"

3.0 SCOPE OF WORK

3.1 Overview

The Assembly, and various Boards and Commissions, require an automated process for the creation of agendas, packets, meeting minutes and board decisions, audio/visual recordings, and the publishing of this information to the web. The Municipality is requesting the provision of services in the following areas. Refer to Attachment B for a detailed description of the desired functional and technical capabilities.

3.1.1 Manage Value Chain Processes

Provide administrative, workflow, notifications, and review and approval support for the preparation of discussion topics (agenda items), preparation of agendas, planning meetings, publishing agenda content, conducting meetings and publishing of meeting results.

3.1.2 Prepare Discussion Topics (Agenda Items)

Provide the capability to develop the premise for discussion topics (agenda items), to analyze and provide feedback for topics, to create standard templates, to automate the submission of topics, to review and edit topics, to attach relevant documents for topic, and receive input from CityView.

3.1.3 Prepare for Meetings

Provide the capability to review submission topics, make submission adjustments and to assign submission identifier (legislative document number).

3.1.4 Plan Meetings

Provide the capability to schedule meetings (sometimes simultaneously on the same day and time), to set agendas, to notify attendees, to adjust agendas, to adjust schedules, to reschedule tabled or continued items, to set agenda categories, and to post public hearings to the Web.

3.1.5 Publish Agenda Content

Provide the capability to post agendas to the Web, to create and send (post) agenda packets electronically to attendees, to be able to print on demand, and to be able to issue preliminary agendas and addendums.

3.1.6 Conduct Meetings

Provide the capability to open a meeting, to record and modify roll call/attendance, to address agenda items, to discuss items, to create amendments, to amend content, to table items, to vote, to take minutes, to display proceedings in the meeting room, to broadcast the meeting live, to record the meeting, and to close or continue a meeting.

3.1.7 Publish Meeting Results

Provide the capability to finalize documents (including action minutes, final minutes and other documents), to provide stamp of action/date, to electronically sign results by Clerk or Chair, to post results to the Web (packet), to archive results (via hardcopy and softcopy), to post vote log, to post audio/video recording to web and to archive, and to provide an audit trail for the proceedings. Published agendas, action agendas, selected documents, minutes and the audio/video recordings of meeting to the web and to the Municipality's archive must be easily searchable by specific agenda item, document content, date, and other searchable content in an indexing system which meets municipal code retention requirements.

3.2 Configuration, Installation and Administration

Install and configure all required software and equipment, test and deploy into production. Installation shall include removal of obsolete hardware associated with the previous systems.

3.3 Software Maintenance and Support

- Provide for ongoing support, software maintenance and upgrades.
- Notification of maintenance outages or other periods of planned availability interruptions must be provided at least seven days in advance.
- Major product updates must be limited to a maximum of two per year.
- Vendor will provide documented standard approach and tested instructions to apply all major and minor releases. Vendor will, at a minimum, assist Municipality staff in applying patches to non-hosted components. This responsibility must be included in the proposal and clearly outlined in the software maintenance agreement.
- Support must include new feature and functionality availability within thirty days of general release to the public

3.4 Hardware Maintenance and Support

- Vendor will provide hardware maintenance support for all hosted components.

3.5 Training

- Provide technical and end-user training to Municipality staff.
- Provide technical and end-user training material.
- Permission to reproduce, recreate, or utilize documentation for internal Municipality purposes (Vendor retains all copyright to materials).

3.6 Interfaces

The proposed solution should detail integration of CityView and other interface requirements outlined in the Features and Functionality Requirements Matrix.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed thirty-five (35) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Transmittal Letter (Limited to two (2) pages)

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Executive Summary

Provide an executive summary of your proposal.

4.5 Overview of Vendor

Provide an overview of your firm including company history and key staff. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services. Indicate what experience your firm has in the government market, for entities of similar scope and size to the Municipality.

4.6 Training Approach

Provide a detailed description of your proposed training.

4.7 References

Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.

4.8 Overview of Solution

Provide an overview of your proposed solution to meet the requirements of this RFP.

4.9 Implementation Approach

Provide detailed information on the firm's methodology and implementation approach in meeting the scope of work requirements identified in Section 3.0. Describe overall approach to include any special considerations, which may be envisioned.

4.10 Technical Requirements

Respond to the functional and technical requirements in the Requirements Matrix (Attachment B) in Excel format and include with your proposal.

4.10.1 Functional Fit

The functional requirements are included in the following tabs in the matrix:

- Admin – Administration
- Prep Topics – Preparation of Topics
- Prep Mtgs – Preparation of Meetings
- Plan Mtgs – Plan Meetings
- Publish Agenda
- Conduct Mtgs – Conduct Meetings
- Publish Results

4.10.2 Technical Fit

The technical requirements are included in the following tab in the matrix:

- Technology

4.11 Product Deployment

Describe how your product will be deployed for your proposed solution.

4.12 Pricing

Provide pricing for the entire project, including basic fee structure and break-down of any other charges related to your firm's proposal including training and maintenance. Include maintenance charges for seven (7) years. Maintenance shall start at 'Go-Live' and the first year's maintenance fee needs to be included in the first year's license fee. The cost shall be fixed-fee with clear deliverables and shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, travel, etc. Pricing should be in the format provided in the Pricing Response Form (Attachment C).

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria

The evaluation of proposals will be based on the following minimum criteria:

1. Vendor Evaluation	15
a. Overview of Vendor	
b. Vendor Requirements (Attachment B)	
c. Training Approach	
d. References	
2. Solution Evaluation	60
a. Overview of Solution	
b. Implementation Approach	
c. Technical Requirements (Attachment B)	
i. Functional Fit	
ii. Technical Fit	
d. Product Deployment	
3. Price	25
Total Points Available:	100

5.2 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal. Price will be evaluated by the following formula:

Price Evaluation (item 3): The award of the “Price” points will be determined by the calculation shown below. The lowest price proposal will receive the maximum number of points awarded for the “price” criteria:

$$\frac{\text{Lowest price proposal} \times \text{Maximum \# points for category}}{\text{Price of proposal being scored}}$$

The Municipality also reserves the right to request demonstrations from the highest ranked firms (short list). The purpose of the demonstrations with the highest ranked firms is to allow expansion upon the written responses and to show that the proposed solution meets the RFP requirements. Demonstration scripts will be provided. If demonstrations are conducted, a maximum of three (3) firms will be short-listed. Demonstrations will be evaluated and the two highest ranked Proposers, may be invited to enter into a best and final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer chosen for contract award may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, a second Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT A). The successful Proposer shall be required to enter into a Contract with the Municipality of Anchorage, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously on and include two copies of changes attached with the Original Proposal. This may be in a sealed envelope if desired. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The Proposer must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE MUNICIPALITY OF ANCHORAGE. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

8.0 ATTACHMENTS

- A. Sample Contract or Minimum Mandatory Contract Provisions
- B. Requirements Matrix
- C. Pricing Response Forms