

Contracts and Procurement Division
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REQUEST FOR PROPOSALS
RFP NO.: 21-027

COMPUTERIZED ASSET MANAGEMENT SOFTWARE / COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (AMS) SOFTWARE AND SUPPORT

El Paso County Department of Public Works (DPW) is accepting proposals from qualified, experienced software vendors (sometimes hereinafter referred to as PROPOSER) to provide **Computerized Asset Management System (AMS) Software and Support** (Project) for the DPW Engineering Division. Sealed proposals will be received (**ONLINE ONLY**) by the El Paso County Contracts & Procurement Division, **UNTIL 11:00 AM, May 18, 2021**. Proposals must be submitted online at bidnetdirect.com. **FAXED or EMAILED proposals will not be accepted.**

There will be a VOLUNTARY **PRE-PROPOSAL TELECONFERENCE** held on **April 22, 2021 at 3:00 P.M.** Dial in instructions are stated herein. While this meeting is not mandatory, it is strongly recommended that interested firms participate to have questions answered. **Final questions are due no later than 4:00pm (MT), May 6, 2021 submitted in writing via Rocky Mountain E-Purchasing System.**

PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO www.bidnetdirect.com TO DOWNLOAD DOCUMENTS.

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY
/s/ EILEEN GONZALES
CONTRACTS MANAGER

PUBLICATION DATES:

Fountain Valley News:
April 14, 2021
April 21, 2021

If you are not interested in bidding on this project or similar projects, please contact the Contracts & Procurement Division at (719) 520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of bids and proposals for El Paso County. Your cooperation is appreciated.

EL PASO COUNTY
 CONTRACTS & PROCUREMENT DIVISION

**RESPONSE CHECKLIST
 FOR
 Computerized Asset Management System (AMS) Software**

***The following items must be submitted through Rocky Mountain E-Procurement Website.
 See Proposal Submission section for details.***

The PROPOSER'S attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposals (RFP) may at DPW sole discretion be cause for rejection of the proposal.

PROPOSER shall check each box indicating compliance.

	Response Checklist
	Addendum(s) Acknowledgement (if any)
	Qualification Statement
	Specimen copies of requested Insurance Certificate(s)
	Project Plan
	Exceptions to contract documents (if any)
	Non-Collusion Affidavit
	Statement of Anticipated Subcontractors
	Fee Proposal (in a separate envelope)

PLEASE READ THE **“INSTRUCTIONS FOR SUBMITTING PROPOSALS”** INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

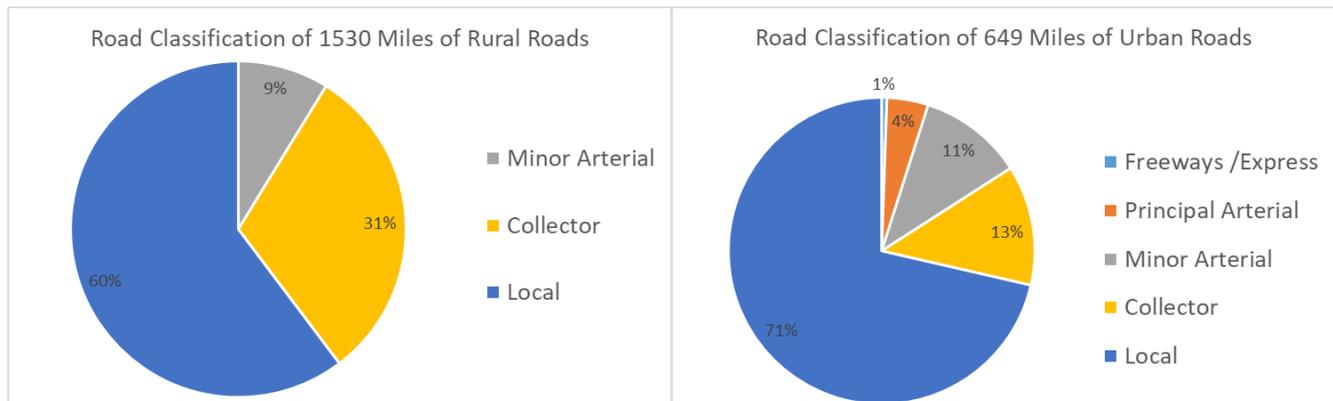
EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION

GENERAL SPECIFICATIONS
Computerized Asset Management System (AMS) Software

Verbiage: For the purpose of this solicitation the words bid/bidder and proposal/proposer are used interchangeably. “Software Maintenance Services” shall principally mean subscriptions, support, hosting, and other associated professional services. “Supporting Documentation” principally includes for example: user guides, system documentation, screenshots, report formats and examples, and technical specifications.

I. GENERAL INFORMATION

El Paso County is home to a mix of urban and rural areas encompassing more than about 2,130 square miles—about twice the area of the state of Rhode Island. El Paso County DPW maintains almost 2,213 centerline miles of roads and bridges. This includes about 1,161 centerline miles of paved roads and 1,051 centerline miles of gravel roads. While there are urban pockets that are growing fast, the largest part of the county is more rural.



DPW owns, operates, and maintains highways, paved roads, gravel roads, bridges, buildings and facilities, fleet vehicles, and markings, signs, stormwater, retention ponds, overflows, and other infrastructure associated with these. DPW is a local agency that services these assets for a population of about 200,000. The department has a staff of about 230 full-time equivalents (FTE).

The DPW Engineering Division is requesting proposals from qualified and interested software implementers who have the resources to provide a joint computerized asset management system (AMS) / computerized maintenance management system (CMMS) software and support services to DPW. The intent of this project is to leverage such software in best tracking, managing, and planning transportation and stormwater infrastructure as described herein. The AMS will be utilized to capture data about all of DPW’s assets and provide the basis for an Enterprise Asset Management System (EAMS).

This RFP provides the background, the AMS technical specification, scope of services, and schedule for the work. It also contains the selection process that will be used to select the preferred PROPOSER. This includes a series of questions and tabulations that all interested parties must answer to be considered responsive.

COMMENCEMENT AND COMPLETION OF WORK

The PROPOSER shall commence work under the Contract on or about **June 14, 2021**. This is a tentative date. The PROPOSER shall not commence work prior to the issuance of a Notice to Proceed by the El Paso County Contracts & Procurement Division. Regardless of possible additional days approved by formal contract amendment, **all work must be complete by JUNE 30, 2022 to fulfill funding requirements.**

II. BACKGROUND

A. PROJECT INFORMATION

The DPW is interested in an Asset Management System (AMS) capable of: asset inventory tracking, management, condition analysis and reporting for streets, sidewalks, ADA compliance, signs and signals, drainage and stormwater facilities and providing maintenance management of these assets. The overall goal of this strategy is to improve the management and maintenance of DPW assets per the El Paso County Strategic Plan requiring “effective management of transportation infrastructure by implementing a data-driven asset management process.”

DPW is seeking an AMS that:

- provides an integrated “off-the-shelf” solution that will as much possibly meet its core requirements out of the box with minimal modifications.
- supports minimizing DPW total cost of ownership (TCO) without any degradation in performance and level of service, and to implement a system on which it can remain on the system’s upgrade path with minimal cost and continuing changes in business impact.
- DPW’S specific goals are to leverage the AMS to optimize system utilization for all users, improve response times, reduce errors, reduce manual efforts, improve analytical capabilities, and improve customer service. DPW intends to minimize its total cost of ownership without any degradation in performance and level of service, and to implement a system in which it can remain on the system’s upgrade path with minimal cost and business impact, and:

Enables staff to track and manage infrastructure assets, service requests, work orders, inspection reports, and citizen concerns through a centralized database of information that is available at the desktop and in the field with minimal modifications by staff.

Identifies opportunities for real-time inventories and reporting of an integrated asset management database.

Implementation of the resulting solution will help ensure DPW is able to provide reliable, timely and uninterrupted service to its current and future residents in a cost-effective and sustainable manner.

Many key features have been identified and the Department is seeking information about if and how the asset management system is capable of functioning in the areas and ways outlined in this document, or in alternative ways that DPW finds suitable.

Further information about the COUNTY can be found at <https://publicworks.elpasoco.com>.

B. OBJECTIVES AND FUNCTIONAL NEEDS

The following is a more detailed list of the high-level goals and objectives. Please provide short summary bulleted responses to the key requested items below and to the more detailed requirements found in Attachment A.

1. Provide a scalable transportation and stormwater asset management software solution that enables complete asset inventory, engineering analysis, maintenance management, cost tracking and predictive modeling capabilities.
2. Provide asset lifecycle management and condition tracking through automated preventative maintenance and inspection scheduling.
3. Develop an overall transportation Capital Improvement Plan process through life cycle costing with the ability to formulate multi-year projections in the system and determine asset Level of Service and Return on Investment prioritization.
4. Provide a full Pavement Management System either through modules, add-ons, import data or integration with the existing El Paso County Pavement Management Application (Stantec RoadMatrix).
5. Integrate or interface the AMS with JD Edwards (JDE) Enterprise One version 9.2. Budget and purchase orders will stay in JDE, but an integration and/or interface with the cost of assets, asset inventory, and materials/stockpiles for assets is needed as well as any other information necessary for GASB 34 reporting.
6. Provide an automated work order system that includes the following:
 - a. Integrates both the GIS and a citizen portal into a cohesive environment.

- b. Generates a work order that includes maintenance on multiple assets. For example, generate a work order that includes several actions/items, with no limits (i.e., grind a street, lower and raise iron on a street, mark street, add street signs to a street, trim trees and do drainage maintenance on a street for paving).
 - (1) Or, generates work orders not tied to an asset, but tied to a location. Also, the system should be able to prioritize work orders based on chronological needs (e.g., first trim trees, then mill asphalt pavement, then asphalt overlay, and finally stripe the road).
 - c. Provides preventative maintenance and scheduling
 - d. Automated e-mail-enabled workflows
 - e. Staff/Resource scheduling
 - f. Equipment tracking and scheduling
 - g. Link, upload, and/or attach supporting files such as documents, photos, manuals, etc.
 - h. Material tracking & inventory Control
 - i. Labor tracking
 - j. Asset condition scoring (possibly leveraging existing Pavement Quality Index scoring system and any other existing asset condition data)
 - k. Robust standard reporting
 - l. Custom queries
 - m. Custom reporting (name reporting platform and mechanism for remote data access (Application Programming Interface [API], Open Database Connectivity [ODBC], Other - provide details)
 - n. Dashboards (platform)
 - o. Tracking of who edits information and date of edit
 - p. Asset Lifecycle Tracking and Management: Ability or enablement to develop a readily documented, sortable, accessible history of assets, work orders, equipment, etc. to enable predictive trending and analysis, lifecycle management, reliability-centered maintenance, etc.
 - q. Assignment of budget to work order
 - r. Multiple assignments of a work order
 - s. Citizen work request portal – as an option
 - t. Maintenance management system functionality
7. The ability to remotely interface with Transportation and Stormwater GIS assets using mobile devices and other data collection peripherals while in the field.
8. Tools to better manage inventories of various parts, materials and supplies.
9. Integration of transportation and stormwater assets with the County Oracle Enterprise database for data sharing and storage.
10. More easily share transportation and stormwater assets information with Finance through integration or interface of databases.
11. Regulatory compliance capabilities for various transportation and stormwater related assets.
12. Ability to inventory and track inspections and maintenance of private and public stormwater management facilities.
13. Track time-limited agreements, memoranda of understanding (MOU) and intergovernmental agreements (IGA) for renewals, expirations, Right-of-Way, easements, inspection and maintenance. The software must also be able to easily find agreements, MOUs, and IGAs based on a GIS location.
14. Ability to issue permits, track permit payments and track permit lifecycle.
15. Incident Tracking for damage claims.
16. Track resource expenditures associate with specific work orders, work types, and assets including labor hours, material quantities and costs, equipment type and duration, etc.
17. 811 Call-Before-You-Dig capabilities to issue and request permits.
18. Support emergency response, including in remote areas without communications infrastructure.
19. Please also provide short comment on ability to support the following areas:
- a. Asset record creation and editing as a single, reconciled entry
 - b. Asset lifecycle tracking and management
 - c. Regulatory compliance and tracking
 - d. Inventory management
 - e. Permitting and permit payment collection: licensing, land, right-of-way, storm, etc.
 - f. Land Management
 - g. Reporting functions (individual asset reports and summary reports by asset type)
 - h. Real-time/near-time analytics

- i. Pavement management
- j. Emergency response, including in remote areas without communication infrastructure
- k. Stormwater infrastructure inventory and condition data transfer and NPDES/MS4 requirements
- l. Americans with Disabilities Act (ADA) asset tracking and compliance
- m. Transportation laboratory
- n. Contracts
- o. Inspections
- p. Events
- q. Customer Service Requests
- r. Fleet – as an option for the future
- s. Parks – as an option for the future
- t. Facilities and buildings—as an option for the future
- u. Integration methods/tools and application programming interface (APIs) for bi-directional integrations

Use by Functional area includes: Highways, Stormwater; Management; Customer Service and Dispatch, Construction, and Engineering;.less directly - Finance, Procurement, Payroll; etc.

The realization is made that not all PROPOSERS may exactly support all the above high-level requirements or may support alternative business processes. A frank assessment or alternatives found to be suitable by DPW is appreciated.

Supporting the above, a detailed list of the Functional Requirements are given in Attachment A. Responses to these requirements above and in Attachment A should be kept brief (e.g., three bullets and, in places, if appropriate a small screen shot) and that would be allowed within the overall described proposal page limits.

C. GENERAL TECHNICAL CAPABILITIES

The solution will also need to address the functional needs described below.

1. Extensibility

- a. Ability of the solution capabilities and scale to be expanded in the future.
- b. Ability of the solution to integrate with other existing systems such as ESRI GIS, JD Edwards financial information system (FIS), Oracle Enterprise, Citizen Connect customer engagement system (CES), etc.
- c. Ability of selected version of solution to function and be supported by PROPOSER when it becomes a legacy version.

2. Private Cloud Hosting

- a. Provider of Infrastructure (name)
- b. Dedicated Front-End Server (preferred)
- c. Dedicated Back-End Database (preferred)
- d. Security
- e. Encrypted data transfer (required)
- f. Encrypted data at rest (preferred)
- g. Security Certifications/Audits (provide)
- h. Application Programming Interface (API – provide details)
- i. An enterprise license agreement may be most appropriate.

3. Mobile Tools (Android or iOS compatible – required)

- a. Map/GIS enabled
- b. Connected (cell/Wi-Fi) mode
- c. Internet-Disconnected mode/functionality (required)
- d. Wireless device synchronization capabilities (required, or suitable solution to)

4. Licensing Costs (base and yearly recurring)

Assumptions:

- a. For approximately 70 End Users or an enterprise-wide license, recognizing that a ramp up of users will occur during the implementation process and may continue to rise above 70 over time.

- b. 35 Mobile Users
- c. 4 In-house Administrative/Super Users
- d. 2 in-house Trainers
- e. Based on approximately 2,213 centerline miles of roads and bridge (4,458 lane miles; 2,374 paved lane miles, 2,080 gravel lane miles) of infrastructure to be managed.
- f. For any core functionality listed above, provide add-on costs if not included in base licensing fees.
- g. Note any third-party tools (report writer, mapping, etc.) which require separate purchase or licensing.
- h. Indicate price of PROPOSER software solution to attain the requirements and intent of this RFP. This may assume that necessary GIS software license fees for DPW data will be covered by DPW. Include key as explicit elements required or optional for the solution, such as but not limited to the following list. Also, describe what these fee categories cover:
 - (1) Purchase
 - (2) Planning
 - (3) Installation
 - (4) Implementation
 - (5) Integration (for a simple flat file or hotlink integration for existing software programs listed in this RFP)
 - (6) Licensing
 - (7) Maintenance
 - (8) Data loading (assume 250 hours)
 - (9) Training
 - (10) Other required fees
 - (11) Other optional fees

5. General System Requirements

The Proposed Solution shall include the following:

- a. Either on-premise, cloud, or hosted solution. A cloud solution is preferred.
- b. A recommendation for software purchase arrangements
- c. Unlimited data/storage, reads, and transactions or pricing structure that is outlined in the PROPOSER's cost structure
- d. Map/GIS enabled to allow location-based tracking of assets and work orders and their status
- e. Ability to support an asset tree with hierarchy
- f. Flexible asset scheduling (specific time/date, weekly, monthly, quarterly, etc.) by asset or asset type (batch scheduling).
- g. Secure system, backup and recovery process, and system access

6. Additional Desired Functionality

The high preference exists that the proposed solution includes also the following:

- a. Integration with DPW/COUNTY GIS. Integration of the solution with GIS needs to be seamless. Middleware is preferred to be avoided.
- b. Integration with the DPW/COUNTY enterprise database
- c. Ability to provide application programming interface(s) (API) to allow two-way service requests/work orders between the AMS and ESRI ArcGIS and other computerized tools of the DPW.
- d. Single Sign-On (SSO) capability in a Microsoft Active Directory Environment.
- e. Concurrent or unlimited licenses/subscriptions (NOT named user).
- f. Native mobile applications (for IOS, Android, and Windows tablets) that enable field personnel to enter data real-time and off-line if needed and include mapping/GIS capabilities.
- g. Ease of Preventive Maintenance (PM) and Work Order (WO) job assignment to field staff.
- h. Ability to generate PMs and work orders on demand or through scheduling or completed task.
- i. Materials management and inventory control, including the ability to track the use of parts and material, equipment, and labor by PM, WO, asset, etc.
- j. Ability to enter and track user-defined/custom data and create alerts based on operational parameters. Advanced search/lookup capabilities by asset type, name, ID number, street name, address, map, serial number, etc.
- k. Capable of displaying GIS-mapped icons of assets on a live digital map (via mobile tablet and web browser) and ability to display associated asset information, including pending PMs/WOs, by selecting the icon.

- l. On-premise, Cloud, or hosted library where the DPW can upload and store standard operating procedures (SOPs, asset assembly detail drawing, equipment data sheets, manuals, photos, etc. that can be linked with specific assets or asset types.
- m. Advanced text-based and graphical reporting capability, including custom reports, scheduled reports, and automatically delivered reports. SQL Server Reporting System (SSRS) integration is preferred. Advanced analytic tools, including graphical representations (either through dashboard or reports) of staff assignments, asset work orders, etc.
- n. Ability to operate on a variety of common personal computing hardware units such as desktop computers, laptops, tablets, mobile phones, and other mobile devices utilizing common software operating systems such as Android, iOS, Windows, or other common ones.
- o. Ability to optionally support and utilize a linear referencing system (LRS).

7. Technical Support and Maintenance

PROPOSER shall provide DPW with a copy of its Service Level Agreement (SLA). It is envisaged that this should include but not be limited to the following points:

- a. Hours of support excluding DPW holidays. At a minimum Monday – Friday from 6:30 am to 5:00 pm MT and include its committed response and recovery times in its SLA. DPW suggests a maximum 24-hour response time.
- b. Number of incidents supported. Unlimited is preferred.
- c. Means that support is available. Both telephone and online are preferred.
- d. Technical support shall be provided within mutually acceptable response times based on issue severity. Indicate incident priority levels, resolution procedures, and response times tied to the SLA. Provide additional relevant supporting information.
- e. PROPOSER shall develop and deploy patches/bug fixes as required based on a standard maintenance schedule communicated in advance to DPW.
- f. Advanced notification timeframes for service impacting modifications. Preference is for PROPOSER to notify the DPW at least three (3) business days in advance of deploying any service impacting modifications (excluding emergency patches/fixes).
- g. Advanced notification timeframes of intent to release any major improvements or enhancements and include a description of the intended improvements or enhancements. Preference is for PROPOSER to notify the DPW at least five (5) business days in advance of these.
- h. PROPOSER must supply to DPW details of downtime to do system updates. Such details include but are not limited to start and end times and notice of what changes are being made.
- i. Proposer shall provide pricing for three levels of support:
 - (1) Monday – Friday from 8:00 AM to 5:00 PM MT, excluding DPW holidays.
 - (2) 24 hours a day, 7 days a week.
 - (3) Monday - Friday from 6:30 AM to 5:00 PM MT, excluding DPW holidays.
- j. The term of the SLA shall be for 3 years.

D. AVAILABLE INFORMATION

1. Existing DPW Programs

- a. Currently, DPW uses a combination of the systems listed below to assist with asset management:
 - (1) ESRI-based Geographic Information System (GIS) v. 10.4x
 - (2) JD Edwards financial information system (FIS) v.9.2x
 - (3) Oracle Database Enterprise Edition 12.1
 - (4) SimpleSigns AMS
 - (5) SimpleCulverts AMS
 - (6) Pavement Management System (Stantec RoadMatrix 6.0.7)
 - (7) Blue DAG ADA Version 1.6
 - (8) Citizen Connect customer service engagement system (CES)
 - (9) Kronos timekeeping system
 - (10) Kronos Workforce Integration Manager version 8.1.4
 - (11) Zonar
 - (12) El Paso Planning and Community Development (EDARP) Portal
 - (13) MS Office 365 with Exchange, OneDrive, Excel, Access, and Word
 - (14) Autocad Civil 3D, Version 2016 and/or Autodesk Civil 3D 2018

- (15)Servers: Linux x86-64 – Red Hat Enterprise, MS Enterprise Server 2016, MS SQL Database Enterprise
- (16)Utilisync
- (17)Blue Beam
- (18)Adobe Suites

2. Existing computer systems include:

- a. Desktops, laptops, and smart phones
- b. iOS for smart phones and the few tablets
- c. MS for desktops, laptops, and tablets.

Data from the systems above will be available for transfer.

3. GEOSPATIAL DATASETS

Upon request, as a minimum the following information shall be made available to the PROPOSER, at no cost, through a License Agreement with El Paso County. The License Agreement form is found on the El Paso County website:

- a. <https://admin.elpasoco.com/information-technology/> The PROPOSER shall coordinate with the DPW project manager to obtain requested information.
- b. Street network data files
- c. Aerial photography of corridor flown in 2016, 2018 and 2020; 1-foot resolution; GeoTIF format.
- d. LiDAR terrain geospatial point data suitable for preliminary design phase (verses final design) two-foot contours; flown in 2011; ESRI shapefile format AND/OR ESRI elevation grid; 1.4-meter resolution.
- e. Assessor's parcel features geospatial dataset with attributes available (beyond schedule number).
- f. Land Uses using County land use categories for 2005 thru 2030.
- g. Water feature geospatial dataset, including creeks, lakes/reservoirs, wetlands. Wetlands data has been certified by the United States Fish and Wildlife Service.
- h. Floodplains.
- i. Drainage Basin boundaries.
- j. Soils geospatial dataset originally developed by Natural Resources Conservation Services (NRCS).
- k. Wildlife habitat or wildlife impact geospatial datasets originally developed by the Colorado DOW.

III. STATEMENT OF WORK

At a time when funding for infrastructure is limited, responsible investment in infrastructure must be easily tracked and managed so that data-driven decisions are possible and are prioritized for benefit.

A phased development approach is required. The PROPOSER shall propose **(the Work)** defined checkpoints for approval to proceed with the next phase. Structured payments shall be based on implementation performance, use cases and milestones with final licensing and maintenance starting up on final acceptance or go live date. The suggested scope of work is divided into the following parts:

Part 1: Supply and installation (or provision through SaaS) of the AMS software and associated training and documentation.

Part 2: Configuration, implementation, data upload, testing, and training for the AMS.

Part 3: Longer-term maintenance of the AMS software.

Optional Service(s): Consider including a pilot(s) to evaluate the installation, implementation, and integration of the solution including feasibility, usability, scalability, configurability, performance, whether project requirements and intents can be met, and other key considerations and the documentation of the assessment and recommendations associated with these from the pilot; for example such a pilot may include the above for a select geography of a class of assets such as pavement; the DPW is open to other approaches to the pilot as long as the requirements of this RFP and particularly this bullet are met.

1) PROJECT MANAGEMENT / ADMINISTRATION

This task shall include general administration, coordination, documentation, scheduling, reporting, and related activities for the overall successful completion of the project.

A. Roles

a. PROPOSER Project Manager: The PROPOSER shall identify a project manager and an assistant project manager for this project who will work directly for and support the DPW Project Manager (DPW PM) or his/her designate in the management and administration of the software project.

(1) The PROPOSER Project Manager shall be responsive daily Monday through Friday to the DPW PM throughout the project on an agreed basis with set touch points.

(2) The PROPOSER shall work closely with the DPW PM or his/her designate to identify impacted or interested parties and to:

- (a) Develop strategies and action plans for facilitating communications
- (b) Develop Schedules
- (c) Obtain information
- (d) Coordinate approvals
- (e) Facilitate document delivery (Deliverables)

(3) The PROPOSER PM shall take the lead in scheduling and coordinating all meetings necessary to coordinate with the DPW stakeholders, other affected departments or functions with respect to the project and completion of the scope.

(4) The PROPOSER PM shall facilitate meetings and provide meeting agendas to all participants prior to the meeting.

(5) The PROPOSER PM shall provide meeting minutes and track discussion and action items generated by the meeting attendees.

(6) The PROPOSER PM shall not proceed with project tasks until approved by the DPW PM.

b. DPW Project Manager: The DPW shall identify a project manager for this project who will work directly with and provide direction and support to the PROPOSER Project Manager (PROPOSER PM).

B. Schedule

a. The PROPOSER shall provide, track, and update the project schedule, numbered milestones and deliverables, risks, issues, and mitigations for risks and issues. The schedule shall be developed in enough detail to track all project tasking reflected in the statement of work submitted in the approved proposal. Additional tasks and sub-tasks shall also be included in the schedule where appropriate.

b. At least bi-weekly progress meetings with the DPW PM will be held, as required.

(1) An updated schedule as well as a one-month "look ahead" of upcoming work efforts, shall be provided to the DPW PM with the monthly invoice at the end of each month for the project duration.

- c. Milestone meetings will be required, such as, the kickoff meeting and development of draft deliverables.
- d. The PROPOSER shall not schedule or attend meetings regarding the DPW/County with parties outside of the DPW/County without prior approval of the DPW Project Manager.

C. Information Gathering, Meetings and Workshops

- a. PROPOSER shall conduct a Project Kick-off Meeting to include:
 - (1) Introduction project team members, including qualifications and project roles and responsibilities.
 - (2) Define stakeholders and their roles.
 - (3) Presentation of a high-level overview of the Proposed Solution.
 - (4) Deliver Baseline Project Implementation Schedule in a critical path format so that the timelines and milestones can be clearly identified and measured.
 - (5) Discuss and define Notice to Proceed Procedures and phasing.
 - (6) Define processes for tracking project status.
 - (7) Define change control procedures.
 - (8) Define the deliverable review and Final System Acceptance processes.
 - (9) Determine the format and protocol for periodic, ongoing meetings, reports, and communications.
 - (10) Define lines of communication and reporting relationships.
 - (11) Identify high-risk or problem areas and discuss resolution process.
 - (12) Finalize Project Implementation Schedule.
- b. PROPOSER shall conduct workshops, meetings, and discovery sessions with DPW and their representatives as required to either adopt, develop and/or refine a system requirements and detailed deliverables. These and documentation of these should include, but not be limited to:
 - (1) Technical Design Workshop
 - (2) Work Orders (WO) workflow, including for Planned/Preventative Maintenance (PM)
 - (3) Security access
 - (4) Enterprise asset management integration
 - (5) Dashboard layouts
 - (6) Asset data tree hierarchies
 - (7) Scheduling
 - (8) Required reporting
 - (9) GIS/Mapping
 - (10) JDE integration/finance requirements
 - (11) Citizen Engagement System requirements
- c. PROPOSER shall deliver AMS Business Process Map documentation to the DPW for approval, including at a minimum but not limited to:
 - (1) Mapping of key workflows particular to the AMS
 - (2) Detailed plans for the asset hierarchy
 - (3) Data categories by asset type
 - (4) Programmed PM schedules.
- d. DPW will maintain ownership rights to all of its information specific to this. The PROPOSER's information policies and handling of information associated with this will not disable the DPW from meeting the Colorado Open Records Act (CORA) requirements.

D. Progress Payments: County staff will process all payment requests for approval through El Paso County administrative personnel.

- 1. **Allowable Costs:** The County will reimburse the Consultant's reasonable, allocable, allowable costs of performance of the Work, not exceeding the maximum agreed total amount. To be eligible for reimbursement, costs by the Consultant shall be:

- a) in accordance with the terms and conditions of this contract;
- b) necessary for the accomplishment of the Work;
- c) reasonable in the amount for the goods and services provided;
- d) actual net cost to the Consultant (i.e. the price paid minus any refunds, rebates, or other items of value received by the Consultant that have the effect of reducing the cost actually incurred);
- e) incurred for Work performed after the effective date of this contract; and
- f) satisfactorily documented:

- All allowable costs charged to the project shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature of the charges.
- Any check or order drawn up by the Consultant, including any item which is or will be chargeable against the project account, shall be drawn up only in accordance with a properly signed voucher then on file in the office of the Consultant, which will detail the purpose for which said check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents shall be clearly identified, readily accessible, and to the extent feasible, kept separate and apart from all other such documents.

2. Invoices: The Consultant shall prepare and submit to the County, no more than monthly charges for costs incurred relative to the project:

- a) Invoices shall include the contract number, "Pay Request Number", a description of the amounts of services performed, the dates of performance and the amounts, description of reimbursable expenses, and any other project specific information requested by the County.
- b) Invoices shall include an updated schedule, and a Status Report that briefly summarizes the work completed within the invoiced pay period, key issues, and a one-month "look ahead" of upcoming work efforts.
- c) If personnel (title and/or name) that is not listed on the contract approved rate sheet is used on the project, the Consultant shall provide a brief introduction of the employee including their name, title, billable rate and short description of their previous work, on-going work and/or future work on the project. This information shall be included on the Status Report sheet.
- d) To be eligible for payment, billings must be received within 30 days after the period for which payment is being requested and final billings on this contract must be received by the County within 30 days after the end of the contract work.

2) PROJECT MANAGEMENT DELIVERABLES

These should include as a minimum:

- a. Preliminary Project Implementation Schedule
- b. Progress tracking
- c. Meeting agendas and minutes
- d. Programmed project management schedules
- e. Project completion report/presentation
- f. Meeting agendas, minutes, and action items
- g. Schedule, progress tracking and monthly invoices

3) TECHNICAL DESIGN (Production Environment & Platform)

1. Technology Architecture Diagram

- a. PROPOSER will produce an application architecture document by reviewing DPW/COUNTY requirements and applying Subject Matter Expertise. The application architecture document defines the overall component architecture and deployment architecture as designed to meet project requirements. A final Technology Architecture Diagram will be provided after the Technical Design Workshop has been completed.

2. Maintenance Best Practices Document

- a. PROPOSER will produce a Software Maintenance Best Practices Document that will assist DPW/COUNTY IT administrators in administering the technology solution. A final Maintenance Best Practices will be provided after the Technical Design Workshop.

3. System Requirements Matrix

- a. PROPOSER will produce an initial System Requirements Matrix after the Technical Design Workshop. DPW/COUNTY IT will review System Requirements Matrix and provide feedback to PROPOSER before finalizing.

4. TECHNICAL DESIGN DELIVERABLES

These should include:

- a. Technology Architecture Diagram
- b. Maintenance Best Practices Document
- c. System Requirements Matrix

4) INSTALL AND CONFIGURE SOLUTION (staging and pre-release)

PROPOSER will install and configure the SYSTEM according to the criteria provided in the approved Technical Design and utilizing the DPW Business Requirements. Activities should include but not be restricted to those below:

- Software and Infrastructure Installation and Configuration
- Data Migration & Retention Planning
- Testing
- Training
- Final Deployment and System Support

DPW/COUNTY technical resources will assist with the installation and configuration.

(1) Software and Infrastructure Installation and Configuration

- (a) PROPOSER shall upload DPW's assets and location data into the AMS from DPW-provided files, and potentially other assorted databases (i.e., HUTF data; PMA/Road Matrix; MS Excel spreadsheets with asset data; existing AMS specific to signs, culverts, stormwater, etc.).
- (b) PROPOSER shall setup, configure, and implement the AMS in accordance with the DPW-approved Business Process Map, including base, mobile, and GIS/map functionalities. Configuration may be performed in a secure manner offsite.
- (c) PROPOSER shall provide examples of automatically generated reports, and e-mail selected, custom reports, preferably in formats conducive to their purpose, such as Microsoft Excel and PDF formats, based upon an DPW-defined schedule.
- (d) The PROPOSER shall provide demonstrations of the AMS to DPW staff when the System is believed to be ready for Go-Live. The DPW will provide System feedback, and when the DPW agrees that the AMS is ready for Go-Live they will indicate such in writing to the PROPOSER.
- (e) PROPOSER shall provide on-site staff for AMS Go-Live to assist DPW staff and troubleshoot as required.
- (f) The PROPOSER shall demonstrate that the AMS meets all requirements as stated in this Scope of Services and Requirements and as further defined in the Business Requirements.
- (g) PROPOSER shall prepare a test plan for each set of requirements to demonstrate that they are included and implemented in the AMS.
- (h) PROPOSER shall provide guidance to the DPW during completion of the test plan to ensure that it is done in accordance with PROPOSER provided training and documentation.
- (i) Following testing, the DPW and PROPOSER shall prepare a "punch list" of items required to properly complete AMS configuration and implementation.
- (j) Punch list items shall be completed by the respective party according to a mutually agreed upon schedule.
- (k) Following completion of all punch list items and DPW's validation that the System meets requirements, both parties will execute a Final System Acceptance Certificate or similar formal acceptance mechanism to memorialize System acceptance.
- (l) PROPOSER to address a 6- to 12-month review and update of configuration as an additional optional scope/budget service.
- (m) Upon execution of the final acceptance documentation, DPW agrees to pay PROPOSER approved invoice for time and software. Maintenance and licensing will begin at this time as well.
- (n) Installation and Configuration Deliverables**
 - (i) Installed Solution
 - (ii) Completed Test Environment
 - (iii) Completed Production Release Environment of software
 - (iv) Agreed upon Business Requirements configured in Solution
 - (v) System Custom Configuration
 - (vi) User Setup
 - (vii) Examples of reports
 - (viii) Demonstration(s) of the AMS ready for Go-Live
 - (ix) Test Plan
 - (x) Punch List
 - (xi) Final acceptance verification against a user acceptance testing or similar formal acceptance documentation mechanism agreed upon at the beginning of the project.

(xii) Deliverables for accomplishing above and further described below.

(2) Data Migration & Retention Planning

- (a) DPW/COUNTY IT and PROPOSER will work together to develop the Data Inventory & Migration Plan considering the data.
- (b) DPW/COUNTY and PROPOSER will inventory all data to determine data storage size requirements and ongoing scalability requirements and determine all necessary data integrations.
- (c) PROPOSER will develop any necessary data migration tools and interfaces needed to migrate existing data into the AMS.
- (d) PROPOSER will work with DPW project management and stakeholders to strategize and document a plan for the migration of DPW/COUNTY historical and current data.
- (e) Needs will be assessed and a determination made regarding prioritized migration of data.
 - (i) Assume a maximum of 1000 legacy work tickets to be migrated.
 - (ii) Assume a maximum of 100 GIS feature classes to be migrated.
 - (iii) Assume approximately 150,000 individual GIS features (rows of data).
- (f) Data Loading
- (g) **Retention Plan**
 - (i) DPW/COUNTY and PROPOSER will determine retention needs and accessibility to DPW/COUNTY data and develop a Data Retention Plan. If solution is hosted, PROPOSER will provide necessary permissions to access data based on specified user roles.
- (h) **Data Migration and Retention Deliverables**
 - (i) Data load: clean, ready, and load asset data
 - (ii) Data Inventory & Migration Plan
 - (iii) Data Migration Tools and Interfaces
 - (iv) Data Retention Plan

(3) Testing

(a) Integration Test Plan

- (i) PROPOSER will work with the DPW to develop an Integration Test Plan that addresses test site/solution and production release site/solution.
- (ii) The Integration Test Plan shall include:
 - (iii) Test Scenarios
 - (iv) Solution Test Matrix based on the Requirements Traceability Matrix and applicable use cases. Development of automated user test scripts, as required, performed in the project staging environment.
 - (v) The Integration Test Plan will identify the testers, scheduling, management of issue tracking, metrics, etc.

(b) Deployment

- (i) PROPOSER will deploy the project solution in the staging environment for integration testing and perform testing, database testing, and overall application testing.
- (ii) A demo will be required to officially hand-off to users to conduct User Acceptance Testing (UAT) on release(s). This will be a pre-requisite for UAT.

(c) User Acceptance Testing

- (i) User Acceptance Testing (UAT) will be conducted by DPW stakeholders. Testing will correlate closely with training and will validate all agreed upon business requirements are met.
- (ii) PROPOSER will support the DPW testers during User Acceptance Testing.
- (iii) PROPOSER will correct issues found in UAT and assist with regression testing.
- (iv) Upon completion of UAT, PROPOSER will conduct a demo prior to releasing to production as a sign-off from DPW stakeholders.

(d) Testing Deliverables

- (i) Integration Test Plan(s)
- (ii) Solution Test Matrix
- (iii) Solution Test Site (Demo)
- (iv) Acceptance testing, including test scripts

(4) Training (End users and Administrators)

(a) Training Plan

- (i) PROPOSER will work with the DPW to develop a Training Plan(s) that addresses the specific role-based training needs (end users and Administrators). In the response, list training assumptions used in developing the cost estimate.
- (ii) PROPOSER will author a plan with the DPW Project Team that describes in detail the process of transitioning staff from the existing systems to the new solution.
- (iii) PROPOSER will author a training plan that addresses who, what, when, where and how of role-based training. Additionally, the courses listed in the training plan will have outlines and objectives to ensure training covers all business requirements. On-call support will be included.
- (iv) The training is expected to be a combination of instructor led and web-based training based on the type of program user.

(b) Transition Management Plan

- (i) PROPOSER will author a plan with the DPW Project Team that describes in detail the process of transitioning staff from the existing systems to the new solution.

(c) Training

PROPOSER shall provide training for DPW staff on the AMS in two parts:

- (i) Super-user Training: Initial training of the new installed software prior to configuration and implementation to DPW's Super Users:
 - 1. Available System configuration and customization features, including user -defined fields, dashboards, operational alerts, workflows, etc.
 - 2. User Administration
 - 3. Field staff setup/entry
 - 4. Asset management (adding new assets, setting up schedules, updating asset information, updating location information, etc.)
 - 5. Asset tree hierarchy management
 - 6. PM and work order entry, generation, scheduling, assignment, etc.
 - 7. Uploading documents, photos, etc. to the cloud-based library and linking to assets or asset types as applicable
 - 8. Basic Map/GIS features
 - 9. Graphical and analytical features
 - 10. Report generation, custom development, and scheduling
 - 11. Mobile applications
 - 12. Note: The intention is that Super Users will assist with System testing.
- (ii) End-user Training: Training to implement the configured solution to DPW's End Users:
 - 1. PMs and work orders
 - 2. Uploading documents, photos, videos, etc. to the cloud-based library a linking to assets or asset types as applicable
 - 3. Advanced Map/GIS features
 - 4. Report generation
 - 5. Mobile applications
 - 6. Citizen Engagement System
- (iii) PROPOSER will prepare all training materials and job aids and execute the training planning.
- (iv) PROPOSER will execute the Training Plan(s) working closely with the DPW Project Team.

(d) Training Deliverables

- (i) Administrator Training Plan
- (ii) End user Training Plan
- (iii) Training Materials / agreed upon number of trainings held
- (iv) Training
- (v) Documentation: user manuals, system administrator manuals, install manuals, training manuals, data model, install notes, quick help sheets, and similar.

(5) Final Deployment and System Support

(a) Deployment Plan

- (i) PROPOSER will work with the DPW Project Team to develop a Deployment Plan and coordinate deployment and launch of solution. If agreed upon, deployments may be based on an iteration process i.e. releasing various functions of the solution on each phased released. DPW is open to other migration strategies for faster delivery to DPW stakeholders. PROPOSER will ensure system readiness for deployment.
- (b) Final Deployment**
 - (i) PROPOSER will ensure System Readiness and will assist in the Go-Live Checklist processes.
 - (ii) PROPOSER will facilitate transfer of the AMS from the demo/testing environment to full production environment.
- (c) System Support**
 - (i) PROPOSER will provide production support for 90 days following the Go-Live cutover to the upgraded system of the final site that goes live. If the final solution is hosted, an agreed upon Service Level Agreement will be implemented.
 - (ii) PROPOSER will provide On-Call Support to include:
 1. Online reference and help materials (required)
 2. Training/User Manual (describe)
 3. Video or web-based materials (describe)
 4. Standard User Support (describe)
 5. Additional level of support options (describe)
- (d) Final Deployment and System Support Deliverables**
 - (i) Deployment Plan
 - (ii) Go-Live Checklist
 - (iii) Support Documentation
 - (iv) Training/User Manual(s)
 - (v) Service Level Agreement
 - (vi) Working operating software that meets the requirements of this RFP – beta and final versions

IV. PROPOSAL PROCESS AND SELECTION

A. PRE-PROPOSAL CONFERENCE

There will be a VOLUNTARY **PRE-PROPOSAL TELECONFERENCE** held on **April 22, 2021 at 3:00 P.M.** Dial in instructions are stated herein. While this meeting is not mandatory, it is strongly recommended that interested firms participate to have questions answered. **Dial in by following the instructions below:**

Instructions (Participant-guest)

1. Dial Moderators access number: 1-877-820-7831
2. Enter the participant-guest pass code: 514880#

B. INQUIRIES

Questions related to this Request for Proposals (RFP) must be directed to Matt Stephens, CPPO, CPPB, Procurement Specialist, Contracts & Procurement Division at 719-520-6772 by email to: mattstephens@elpasoco.com. **Final questions are due no later than 4:00pm (MT), May 6, 2021 submitted in writing via Rocky Mountain E-Purchasing System.** If needed, written responses to those questions shall be published as an addendum after the final questions are due. Do not contact any other individual regarding this RFP other than the Procurement Specialist listed above.

C. PROPOSAL SUBMITTAL

1. PROPOSAL SUBMISSION

Proposals must be submitted through Rocky Mountain E-Procurement System by no later than **11:00AM, May 18, 2021.** www.rockymountainbidsystem.com.

Proposers shall submit three .pdf files: The County prefers the .pdf files to be searchable. Proposers must follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 21-001 Tech)

Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 21-001 Fee)

Public Copy: Company Name RFP # Public. Example (ABC Cleaning 21-001 Public)

Public Copy will be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals which are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined.

Page Requirements

The maximum page limit is 40, excluding covers, cover page, table of contents, "supporting documentation", OWNER-provided forms, work plan, schedule, and if used, tabs. All other pages count including cover letter. A page is considered to be a single side of 8 1/2" x 11" (or metric A4) sheet fully or partially filled. A single side of 11"x17" (or metric A3) counts as 2 sheets. No promotional literature is to be included. Tabs are not required.

The following items must be included in the proposal in the order listed herein:

1. The Response Checklist (form included in this RFP package).

2. Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
3. Qualification Statement.
4. Specimen Copies of requested insurance certificates.
5. Bid Bond
6. Project Plan
7. Fee Proposal (Submitted Separately)
8. Exceptions to any items addressed in this document. If none, please state none.
9. Non-Collusion Affidavit
10. Statement of Anticipated Subcontractors

Project Plan: Project Plan shall be printed on both sides of the paper, divided into appropriate sections, and information submitted shall be concise and easily found. The following information must be included in the Project Plan, *in the order listed*:

- a. Cover Letter: Include the following elements of information in the letter as a minimum:
 - RFP number and project name.
 - Statement that the firm is qualified to perform the work.
 - Certification statement that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - State any reservations, conditions, constraints or exceptions to El Paso County's standard Professional Services Contract and/or the Supplemental Contract Provisions or exception to the any items addressed in this document. If none, please state none. A separate page may be included as required.
 - Name, telephone number, e-mail address, and fax number of the individual to contact regarding the submittal.
 - The signature of an authorized principal, partner, or officer of the firm.
 - *Maximum of one page in length (excluding the reservations, conditions, constraints or exceptions)*
- b. Ability of the Company to meet or exceed the requirements defined in the RFP (requested information may be combined as applicable):
 - i. Company history, stability, and financial standing:
 - Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an Attachment or under separate cover; private financial information will be kept confidential by the County).
 - Summarize/list the Company's applicable qualifications and/or certifications. The County may request proof of the listed certifications prior to performing work.
 - *Maximum of one page in length.*
 - ii. Describe/summarize the Company's relevant experience. Include a maximum of 3 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - Generally, describe project scope and services provided.
 - Specifically identify key personnel and/or subconsultants involved in the similar projects and their roles and responsibilities.
 - Specifically identify if the relevant projects had Federal funding and what type of Federal funding.
 - *Maximum of two pages in length.*
 - iii. References:
 - Provide 3 minimum, 5 maximum references, other than El Paso County, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
 - Provide: Firm names, contact names and titles, phone numbers, and email addresses
 - Summarize type of service(s) provided and past performance.
 - *Maximum of two pages in length*

- c. Ability of the Company's Key Personnel to meet or exceed the requirements defined in the RFP:
 - i. Describe number and nature of professional staff available for this project.
 - ii. Provide an organization chart with anticipated staff and Key Personnel that will be assigned to the project.
 - iii. Provide current and projected workload of Key Personnel
 - iv. Describe/summarize Key Personnel's relevant experience. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company.)
 - Generally, describe project scope and key personnel's role in the project.
 - Specifically identify if the relevant projects had Federal funding and what type of Federal funding.
 - v. Provide a list of subconsultants that will be used for the proposed work and describe the scope of work that will be provided by each subconsultant.
 - Describe/summarize each subconsultant's relevant experience. Include a maximum of 3 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - o Generally describe project scope and services provided.
 - o Specifically identify key personnel involved in the similar project.
 - o Specifically identify if the relevant projects had Federal funding and what type of Federal funding.
 - vi. Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County may request proof of the listed training, certifications, and/or licenses prior to performing work.
 - vii. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an Attachment and referenced in the proposal as applicable. *Maximum one (1) page per resume.*
 - viii. *Excluding the brief resumes and organization chart, the information provided in response to this item shall not exceed four (4) pages.*
 - ix. *Requested information may be combined as applicable*
- d. Understanding and approach:
 - i. Acknowledge that proposer will provide all services described in the RFQ. Elaborate and/or clarify as applicable
 - ii. Provide a summary narrative describing the Company's understanding and approach for completing the proposed work as described in this RFP:
 - Describe available services and associated support/resources
 - Clearly identify the Company's and Key Personnel's responsibilities for this project
 - Provide a clear understanding of the project requirements with respect to federal funding
 - Describe your unique approach to management of the project (i.e. budget, schedule, other)
 - Provide an overall estimated schedule to include key tasks and milestones
 - Address any other responses requested by this RFP
 - iii. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e. constraints with respect to design, property acquisition, utilities, environmental, roadway, drainage, other).
 - iv. Include / attach subconsultant's proposal / scope of work / understanding (fees shall be separate)

The County reserves the right to request and inspect documentation from PROPSEER supporting good-faith and compliance actions taken in accordance with the foregoing requirements. PROPSEER shall upon request from the County, provide all such documentation within the time specified by the County.

2. **FEE PROPOSAL:** Fee/rate/cost schedule for services proposed must include the following at minimum:
 - a. Submit by task, labor category/title, associated rate and estimated hours per task. Include "all" anticipated labor categories/titles that may be used on the project.
 - Include names of Key Personnel with their title, rate and hours.

- In addition, submit a comprehensive rate sheet with labor categories / titles and associated billable rates for all positions that are forecasted to be working on this project. Specific names (other than those specified in the Fee Schedule) for each title are not required. The final approved rate sheet will be included in the contract. A separate rate sheet from the schedule of services is anticipated.
- b. Hourly rates, unit rates, and markups shall be a fixed rate and not a range.
- c. Hourly rates, unit rates, and markups not included as part of the PROPSEER's original fee schedule will not be considered.
- d. A multiplier on personnel rates for overtime/off-hours work or field work conducted using upgrade levels of personal protection (i.e. Level C, B, or A) will not be considered.
- e. Non-labor expenses shall be listed at cost (no loading on non-labor).
- f. Mileage will be paid at the approved Federal rate. This rate will be specified in the fee proposal and will be included in the contract.
- g. List any additions in Miscellaneous Expenses – be specific.
- h. Unit rates for PROPSEER-owned equipment not listed will be accepted as long as the items are included as part of the PROPOSER's original fee schedule submitted in response to the RFP.
- i. Attach subconsultant fee estimates
- j. Total (not to exceed) project cost

Fees and rates must be good for a minimum of one (1) year. Rate changes are typically limited to re-evaluation with Contract Amendments. Any requested adjustment shall be fully documented and submitted, in writing, to the County at least sixty (60) days prior to the requested adjustment date. Fees and/or rates shall be considered for an adjustment only if adjustments occurred in the industry. Such adjustments shall be based on the latest yearly percentage change in the Denver-Boulder-Greeley Consumers Price Index (CPI) as published by the Bureau of Labor Statistics, U.S. County of Labor, and increases shall not exceed three percent (3%). The yearly increase or decrease in the CPI shall be the latest Index published and available for the prior 12 months, ending in the month that the adjustment was requested. Increases claimed by the PROPOSER in accordance with this formula must be documented by the PROPOSER to the County's satisfaction. The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient.

D. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit specimen copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The successful PROPOSER will be required to provide original certificates for Professional Liability, Comprehensive General Liability, Automobile Liability, any specialized liability required by the nature of the work, prior to commencing work, at its own expense, **namely El Paso County as additional insured**, along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

See attached Insurance Checklist - Appendix C for required insurance and limits for this solicitation.

E. ORAL PRESENTATIONS / INTERVIEWS

Firms submitting a proposal in response to this RFP are required to give a presentation of their proposal and software in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

F. SINGLE PROPOSAL RECEIVED

If a single proposal is received, the County shall require the single proposer to provide a complete cost breakdown and perform a cost analysis of the proposed price and negotiate profit separately. If the County determines that the price is not fair and reasonable and re-solicitation would likely be futile, negotiations may be entered into with the single proposer.

When negotiating profit, the County will consider **all** of the following:

- The complexity of the work to be performed.
- PROPOSER’s risk.
- PROPOSER’s investment (labor, oversight, etc.) including how much and what type of resources the PROPOSER have to dedicate to performing the contract.
- Subcontracting to include the complexity, the size, nature and oversight needs of the subcontracts the PROPOSER will use.
- Quality of the PROPOSER's past performance.
- Industry profit rates in the surrounding geographical areas for similar work.

If the proposer refuses to provide a breakdown of their costs, the County reserves the right to cancel the solicitation and resolicit bids.

H. RFP TIMETABLE

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING AND ARE SUBJECT TO CHANGE.

RFP NOTICE ADVERTISED	<i>April 14 and April 21, 2021</i>
PRE-PROPOSAL CONFERENCE	<i>3:00 PM, April 22, 2021</i>
FINAL RFP QUESTIONS DUE	<i>4:00 PM, May 6, 2021</i>
PROPOSALS DUE DATE	<i>11:00 AM, May 18, 2021</i>
PROPOSAL EVALUATION/SHORTLIST	<i>Week of May 24, 2021</i>
RECOMMENDATION OF AWARD TO BOCC	<i>TBD</i>

I. EVALUATION AND AWARD PROCESS

The Evaluation Committee will evaluate all proposals received for completeness and the proposer’s ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the “INSTRUCTIONS FOR SUBMITTING PROPOSALS”. Issuance of this RFP and receipt of proposals does not commit the County to award a purchase order or contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or part of this RFP.

J. SELECTION CRITERIA

The following factors (listed in order of priority) will be considered when evaluating each proposal.

1. Ability of the Company’s Key Personnel to meet or exceed the requirements defined in this RFP
2. Understanding and approach
3. Ability of the Company to meet or exceed the requirements defined in this RFP
4. Cost
5. Reservations, conditions, and constraints.
6. Completeness of the response to this RFP.

BEST VALUE PROPOSAL

In additional to the specific criteria in this RFP, such as the examples listed in General Specifications, Attachment C and described herein, proposals will be judged as to which is the most advantageous based on an assessment of technical merit and price in accordance with the Evaluation Criteria. The higher concern is with obtaining superior technical and business management features than with making an award at the lowest overall cost. However, award will not be made at a significantly higher overall cost to achieve only slightly superior technical or management features. Both price and overall technical merit are of extreme importance. Where County review concludes that two or more proposals are of substantially similar overall value, greater weight may be placed upon the technical aspects of the proposals.

PROPOSAL EVALUATION CRITERIA	
Format is Correct	Pass or Fail
Content is Included	Pass or Fail
Contractual Acknowledgement	Pass or Fail
Disclosure of Contractual Relationships & Potential Conflict of Interest	Pass or Fail
Qualifications & Prior Experience	20 %
Personnel & Team Organization	20 %
Understanding, Approach & Work Plan	20 %
Ability to Meet Technical Requirements	40 %
Fee	Z %

K. TERM OF CONTRACT

The term of the contract will be from date of award through project completion. Any contract awarded between El Paso County and the successful firm will consist of a Firm-Fixed Price (FFP) or Cost Plus Fixed Fee Services Contract (at the sole discretion of the County) signed by parties, this RFP and any addendums, the submitted proposal, negotiations, the resulting Purchasing Order, and original certificates of insurance.

If proposer does not agree with any terms or conditions of the County’s standard Contract or any items in this document, the proposer must present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract will control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract, Supplemental Contract Provisions and/or terms and conditions.

A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.

The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime PROPOSER and as a sub-consultant to another prime PROPOSER). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.

Should any such prohibited action stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination. By submitting their proposal, the Proposer certifies that they are not currently debarred or suspended from submitting bids or proposals for federal contracts on the System for Award Management (SAM Exclusions) database and/or any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by Federal, El Paso County, Colorado or the State of Colorado.

Further, PROPOSER and authorized sub-consultants affirm they are registered on sam.gov and are not presently excluded from participation, debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise ineligible to participate in a federal payment program by any federal or State of Colorado department or agency. If PROPOSER or sub-consultant, or any of their respective employees or authorized agents, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the term of this contract, County will notify the State in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to County, the County, in its sole discretion, reserves the right to immediately cease contracting with PROPOSER and terminate this contract without penalty to the County.

V. ATTACHMENTS

1. Attachment A - Technical Requirements Document (included in RFP)
2. Attachment B - Security Needs (included in RFP)
3. Attachment C - Example Scoring Sheet (included in RFP)
4. County Services Agreement

5. Instructions for Submitting Proposals
6. Insurance Checklist – Appendix C
7. Non-Collusion Affidavit (included in RFP)
8. Qualification Statement (included in RFP)
9. Statement of Anticipated Subcontractors (included in RFP)

Any questions regarding this RFP should be directed to Matt Stephens, Contracts & Procurement Division by e-mail to mattstephens@elpasoco.com.

MATT STEPHENS, CPPO, CPPB

PROCUREMENT SPECIALIST

Attachment A: Technical Requirements – Which and How Can PROPOSER Software Address?

Please provide a brief but meaningful response to each of the items below. Does your software in the current release provide the following capabilities, yes/no? In brief, how? A detailed response is not required: many items may be covered by a 3-bullet response. If on any one topic you feel that there are alternative interpretations or approaches, briefly state your interpretation or delivery.

1. System Documentation
 - a. Availability and type (i.e., User Manual, System Administrator, Manual, Training Manual, etc.)
 - b. Are quick reference help sheets available?
 - c. How update of the above is initiated with DPW
 - d. Online, offline?
 - e. Is on-screen help adequate
 - f. Are “how-to’s” available particular to users’ types and/or activities?
2. User Interface
 - a. Data model friendliness for all levels of staff,
 - b. Data model is fully user definable and modifiable without vendor support?
 - c. Typical number of screens, button clicks to complete actions? (e.g., typically, about a 3-click limit)
 - d. Context sensitive help
 - e. Location identification
 - f. Useful and applicable autofill of forms
 - g. Spell checking
 - h. Data error checks
 - i. Overall ease of use and comprehension, especially for field staff
 - j. Simple view, minimization of windows/tabs/views to see information and take action?
 - k. Describe the search function of your system. Is it capable of searching across all fields (e.g., location, asset number, assigned employee, date of work order, map area) with context (i.e., not specific spelling, case, without exact match, etc.)?
 - l. Help support in context
3. Users and Roles
 - a. Agency to hold flexibility to create and set, and assign security
 - b. Can reduce to “Occasional”, “End”, and “System” Users
 - c. Account Administrator
 - d. Inventory Manager
 - e. Maintenance Technician
 - f. Observer – Site Administrator
 - g. Supervisor Lead
 - h. Access security should be flexible by user role to include inquiry only, and other roles with more functionality.
4. Asset Type and Hierarchies
 - a. Ability to be agency-specified
 - b. Ability to roll-up child assets to parent assets; and per road segment(s), asset type, asset type/class, condition, criticality (safety, etc.), total value of assets, funded/unfunded needs, etc.
 - c. Enable reports and analyses
5. Asset Record Editing and Integrity
 - a. Front-end individual asset addition
 - b. Back-end bulk load (e.g., from spreadsheet)
 - c. Interface with other applications
 - d. ArcGIS online link (AGOL)
 - e. How does your system minimize data entry errors and enforce data integrity? Explain user system messages that advise users when an incorrect entry has been made or the entry does not enforce data integrity.

- f. Does your system have full audit trail and history throughout all modules: date, time, who made changes, etc.?
6. Asset Attributes
 - a. Characteristics (material, install year, expected life, remaining life, type, etc.)
 - b. Barcodes
 - c. Condition
 - d. Criticality
 - e. Cost (purchase, replacement, etc.)
 - f. Assigned to
 - g. Photo
 - h. Documents
 - i. Editor
 - j. Edited Date
 - k. Documentation of data definitions, specifications, standards, rules, requirements, etc.
7. Platform/Architecture
 - a. ESRI ArcGIS-based. One central asset data master repository is desired, and asset data should be directly stored in ESRI data structures
 - b. What overall architecture does your software use?
 - c. What GIS software is used or is compatible with?
 - d. What desktop operating system (OS) does your software require?
 - e. What mobile device OS does your software require?
 - f. How frequent do updates occur? How many in last year?
8. Age an Asset
 - a. Capabilities to age an asset
 - b. Account for multiple renewal (maintenance, overhaul, or replacement) intervals per asset
 - c. Develop a history of asset lifecycles and work
 - d. Enable and ideally handle asset deterioration, lifecycle monitoring, trending, and predictive analysis
9. Work Order Constructs
 - a. Allow for bundling of work
 - b. Ability to leverage hierarchy of asset data and work orders in this bundling
 - c. Example work order hierarchy: Projects, Linked Work Orders, Activities, Tasks, events, projects, and bundles thereof
 - d. Assign budget to work order
 - e. Ability to assign to each asset, multiple assets, sub assets, etc.
 - f. Ability to assign to multiple crews
 - g. Ability to track multiple equipment
 - h. Ability to track multiple site visits
 - i. Ability to track on multiple days
 - j. Track activity and inspections
 - k. Documentation of work order construct rules
 - l. Is ideally integrating with the customer service software possible to automatically generate a work order from certain customer requests?
 - m. Safety and lock out/tag out (LOTO)
10. Work Order Types
 - a. Contracted services
 - b. Emergency events (one set standard one, or multiple?)
 - c. Reimbursable accidents (multiple types? i.e., pavement, bridge, clean up, other, etc.)
11. Work Order Actions
 - a. Full process to manage (i.e., request, approve, create, assign, update, vendors, route, batch update, manage, and track WO and their labor/materials/equipment, update, vendors, etc.)
 - b. Ability to support multiple different kinds of dates (i.e., requested date, assigned date, start date, completed date, etc.
12. Labor
 - a. Manage labor rates?
 - b. Interface with personnel system? (i.e., categories/labor classification codes, unit costs/update rates assigned to employees, staff administration, overtime, reporting, etc.)

- c. Accommodate overtime rates
 - d. Assign labor to crews
 - e. Ability to serve as timekeeping/timecards
 - f. Staff planning and utilization
 - g. Fleet maintenance
13. Equipment
- a. How equipment is maintained
 - b. Leverage hierarchy of equipment and relationships (i.e., ability to consider secondary equipment attached to primary equipment, like tanker attached to trailer rather than separate, etc.)
 - c. Categories and types, classification
 - d. Equipment and parts inventories
 - e. Equipment management (categories, subs, etc.)
 - f. Unit costs
 - g. Reporting (to deduce costs, equipment transfers, etc.)
 - h. Assign rates by project/project type? (i.e., COUNTY rate, FEMA rate, etc.)
 - i. Track external rental equipment
 - j. Equipment planning and utilization
 - k. Assign equipment costs to work order, including for both primary and secondary equipment and the hierarchical relationship thereof
14. Materials
- a. Manage parts and materials
 - b. Quantity guidelines
 - c. Stockpiles/Warehouse
 - i. Storage hierarchy (i.e., warehouse, room, aisle, shelf, bin, container)
 - ii. Set-up
 - iii. Transfer
 - iv. Receive
 - v. Sell
 - vi. Make corrections
 - d. Unit costs
 - e. Decrementing store quantities
 - f. Contractors/vendors
 - g. Materials planning and utilization
 - h. Track materials by work order
 - i. Auto warnings when stores get to pre-assigned low levels
15. Parts (Suppliers)
- a. Supplier registry
 - b. Able to be readily updated
 - c. Annual roll-over and update
 - d. Registry, add new, update details
 - e. Fleet parts
16. Contractors (Vendors)
- a. Maintain list of contracted/accredited vendors, allow for update
 - b. Input annual list
 - c. Maintain
 - d. Assign work
 - e. Report(s)
 - f. Allow mass input of contractor info once work is completed (i.e. by work order, asset, type of work like sidewalk, C&G maintenance, etc.)
 - g. Integrate with purchase orders in JDE FIS?
17. Service Requests
- a. One fixed type or multiple? Allow public and others to request work activities/how integrate with existing customer engagement system (Citizen Connect)
 - b. Types? (such as for potholes, etc.)
18. Workload Scheduling and Calendar
- a. Work inspections scheduled or sequenced when add queue.

- b. Cyclical work is added to scheduling/calendar as confirmed cyclically by supervisor?
 - c. Internal, or link to Microsoft Outlook e-mail and/or calendar software?
 - d. Include color coding of people, appointments, etc.
19. Preventative Maintenance
- a. Work order types – support work order types:
 - i. One-off
 - ii. Fixed cycle (i.e., daily, weekly, monthly, yearly)
 - iii. User-defined cycle
 - iv. Autofill menu needed for quality in some instances
 - v. Ability for supervisors to approve/reject PMs?
20. Reporting: (backlog work orders, work order costs, quarterly and annual road report, CES reports, construction management, pavement, bridge, bridge CSR, MS4 annual report, ROW permits, ADA, bridge year-end, paving, etc.)
- a. What reports are available? (i.e., standardized, customized, dashboards, others)
 - b. What report customization is possible?
 - c. Allows agency to setup user-defined reports?
 - d. What is the average generation time range for reports?
 - e. Is weather integration into reports possible?
 - f. Dashboard capability for speedier realizations?
 - g. Standardization?
 - h. Analysis of work orders (i.e., frequency of repair, etc.)
 - i. [Expected] condition rating versus type of repair
 - j. Other tools for decision support, monitoring and analyzing performance, and improving work order process?
21. Communications
- a. Notifications to users
 - b. Notifications to third parties
 - c. Set-up
 - d. Notifications
 - e. Notifications to users as customer requests and work orders are created, and completed?
 - f. Notification of low stockpiles
22. Notification Associated Asset Documents
- a. Ability to attach electronic documents/files with associated assets and/or work orders to various records and fields? (i.e., O&M manuals, permits, photos, historical work orders, drawings, etc.)
 - b. Ability to attach links of documents/files
 - c. How long does it take to attach or link?
 - d. How long does it take to access attachment or link?
23. On-Premise vs. Hosted
- a. Locally installed option
 - b. Cloud-hosted option
24. Mobile Connectivity
- a. Mobile version or whole app
 - i. Setup – browsers required
 - b. Disconnected editing?
 - i. Use – full access?
 - ii. Sync – sync live or back in office
 - 1. General ability to reconcile and/or screen to approve edits made while not connected to internet
 - iii. Reports – full access to
 - iv. Remote disconnected instance – ability to show instance of asset information when not connected. The software should be able to save and/or store new information when the user enters an area with limited, unreliable, or no cellular or Internet service and seamlessly update when the user returns to a serviced area. Many areas of El Paso County do not have cellular or Internet access. This capability is especially key for emergency response.
 - 1. Historical instance from last sync, or live instance
 - v. Hardware/device compatibility?

vi. Operating system compatibility?

25. Systems Integration

- a. Is an Application Programming Interface (API) available?
 - i. What links to other apps?
- b. Does your system integrate or interface with Oracle Enterprise?
- c. Does your system integrate or interface with JD Edwards Enterprise One version 9.2.
- d. Can your system make JSON REST API web service calls to third party software solutions?
- e. Does your system integrate with MS SQL Server?
- f. Web integration –
- g. Flat files
 - i. Personnel/Staff register
 - ii. Fleet management
 - iii. Materials and supply inventory?
 - iv. Agency asset data warehouse (GIS?)
 - v. Incumbent JDE FIS which will remain to pull and/or push data for financial, payroll, fleet, equipment, materials, etc.
 - vi. Vehicle and equipment usage system?
 - vii. Incumbent customer engagement system that will remain?
 - viii. Pavement Management System?
 - ix. Fuel management system?
 - x. Fuel management?
 - xi. Capital planning?
 - xii. MS Excel import/export?
 - xiii. Eventual integration or compatibility with CDOT NBIS bridge inventory and work orders
 - xiv. Other systems mentioned in this document?
 - xv. Other(s)?

26. Back-End Database (not an issue if the application is web-hosted)

- a. Which supported?
- b. Describe the process to upload and update data in the system.
- c. Is PROPOSER able to assist with data loading and cleaning?

27. Security

- a. Does your system have login names and passwords and the ability to define read only access as well as define different levels of input by user?
- b. The data collected is proprietary information of El Paso County. The data should not be shared outside of El Paso County.
- c. Describe security features found in your software.
- d. Ability for the agency to self-assign security and access levels to different users of the solution.
- e. Backup: availability, recoverability, performance, capacity, retention/archive, audit trail, archiving

28. Help Desk and Training

- a. Available?
- b. What hours?
- c. Does PROPOSER provide training and training materials?
- d. Will full contractor support be available during set up, testing, final approval, and training for staff?
Will such modules have documentation so that staff can provide training in the future?
- e. Local support by PROPOSER or potentially other users of PROPOSER'S solution?
- f. Super user support readily available?

29. Workflow Documentation?

- a. For roles and departments addressing the needs and departments in this document.
 - i. Generic available?
 - ii. Specific to this agency available?

30. Other Technical Features

- a. Other technical features PROPOSER would like to share?

Attachment B: Security Needs

REQ #	REQUIREMENT	MOSCOW CODE	PROPOSER RESPONSE CODE	COMMENTS
System & Application Baseline Configuration Requirements				
S-001	All systems and applications shall be deployed with/on current, state-of-practice, supported operating systems	M		
S-002	All system components, networking devices, and applications which possess security-relevant features shall be hardened to the fullest extent technically and operationally feasible based on Federally issued and/or Federally accepted guidelines and standards	M		
S-003	County-approved malicious code detection and prevention software shall be deployed on all components which support such software	C		
S-004	Up-to-date malicious code and vulnerability signatures shall be deployed on all devices	M		
S-005	All systems shall be configured to receive and install new malicious code and vulnerability signature files daily	M		
S-006	All systems should be integrated into the EPC Vulnerability Management Program, is configured in such a way as to withstand routine credentialed and non-credentialed vulnerability scanning by COUNTY vulnerability scanning tools.	C		

Network Security Requirements				
REQ #	REQUIREMENT	MOSCOW CODE	PROPOSER RESPONSE CODE	COMMENTS
S-007	All ports, protocols, services, and L7 applications used in the solution shall be identified and documented by the project team prior to implementation	M		
S-008	Only secure ports, protocols, services, and applications shall be used	M		
S-009	All network traffic between county assets/networks and non-county assets/networks must be vetted through a firewall and evaluated for threats in near-real time by a county-managed intrusion prevention system (IPS)	M		
S-010	Public facing system components and interfaces shall be segmented from internally facing components and interfaces.	M		
Access Control & Identification/Authentication Requirements				
S-011	Only designated EPC administrators and security personnel shall have administrator privileges to deployed systems	M		
S-012	Passwords shall be easily changeable in the event of suspected compromise or personnel departure	M		
S-013	Authentication-related data shall be encrypted in storage and in transit	S		
S-014	All encryption algorithms used should comply with NIST FIPS 140-2 standards	S		

System and Security Logging Requirements				
REQ #	REQUIREMENT	MOSCOW CODE	PROPOSER RESPONSE CODE	COMMENTS
S-015	Deployed systems and applications shall be configured to produce security-relevant logs	M		
S-016	Actions affecting the security posture of the system shall be logged	M		
S-017	Actions logged shall be attributable to a user and a system	M		
S-018	Logs shall be protected from unauthorized modification or deletion	M		

SECURITY QUESTIONS

The SERVICES	SECURITY QUESTIONS	VENDOR RESPONSE
SE1	Provide a detailed description of the security architecture for your firm’s proposed solution. As part of this description discuss:	
SE1-A	Any significant security breaches, failures, or issues encountered in the last three years;	
SE1-B	The tools within the proposed solution to manage system security.	
SE2	What measures will be applied to ensure that data integrity is properly maintained?	
SE2-A	What measures will be applied to optimize data and application availability?	
SE2-B	In the event your company is acquired or ceases operations, what is the procedure and timeframe for returning COUNTY data and in what format would the COUNTY data be returned?	

Attachment C: Example Scoring Sheet

#	ITEM	PROP- POSED WEIGHT	AM SOFTWARE PRODUCTS				
			A	B	C	D	E
Technical factors							
1	System/Ease of Use	25					
	User Interface						
	Users and Roles						
	System and Help Documentation						
	Training Materials						
	Help Desk						
2	System Setup	25					
	Web Supported (software as a service)						
	Directly uses ESRI geodatabase						
	System Integration with current DPW applications						
	User configurable roles and permissions						
	Meets IT security and backup requirements						
3	Technical Functionality	50					
	Work order types, setup and processing						
	Support for managing labor, materials and equipment						
	Mobile connectivity/field application use						
	Asset lifecycle analysis						
	Available reports and report generation						
	Total score						

EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION
PROPOSER'S QUALIFICATION STATEMENT

FOR

COMPUTERIZED ASSET MANAGEMENT SOFTWARE / COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (AMS) SOFTWARE AND SUPPORT

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

(PRINT or TYPE):

FIRM NAME:
ADDRESS:
CITY, STATE, ZIP:
AUTHORIZED REPRESENTATIVE:
TITLE:

AUTHORIZED REP. SIGNATURE:

PHONE: FAX:
E-MAIL:

1. TYPE OF BUSINESS:

2. TYPE OF LICENSE & LOCATION:

CORPORATION [] INDIVIDUAL []
PARTNERSHIP [] JOINT VENTURE []
OTHER: []

[]
[]
[]

3. TYPE OF SERVICE TO BE PROVIDED FOR RFP:

[]

4. NUMBER OF YEARS IN BUSINESS: []

5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:

[]
[]
[]

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? NO [] YES [] IF "YES", EXPLAIN:

[]
[]
[]

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A

CONTRACT WITHIN THE LAST FIVE (5) YEARS? NO YES
IF "YES", EXPLAIN:

9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? NO YES IF "YES", EXPLAIN:

10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? NO YES IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

11. BANK REFERENCE: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):
NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):
NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

14. LIST OF SUBCONSULTANTS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK):

- 1. _____

- 2. _____

- 3. _____

- 4. _____

- 5. _____

15. BONDING COMPANY AND AGENT (IF EVER BONDED):

NAME: N/A
PHONE: _____
(A) CURRENT BONDING RATE: _____
(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: _____

16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: N/A

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ABOVE ITEMS, CLEARLY SPECIFY ON THIS FORM WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.

EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION

**STATEMENT OF ANTICIPATED SUBCONTRACTORS
FOR
COMPUTERIZED ASSET MANAGEMENT SOFTWARE / COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM
(AMS) SOFTWARE AND SUPPORT**

1. SUBCONTRACTOR'S NAME: _____
ADDRESS: _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____

2. SUBCONTRACTOR'S NAME _____
ADDRESS: _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____

3. SUBCONTRACTOR' NAME: _____
ADDRESS: _____
CONTACT NAME: _____ PHONE: _____
DESCRIPTION OF WORK: _____
ANTICIPATED SUBCONTRACTED AMOUNT \$ _____

**IF ADDITIONAL SUBCONTRACTORS ARE ANTICIPATED, LIST ON A SEPARATE PAPER
AND ATTACH TO THIS DOCUMENT.**

**UPON REVIEW OF SUBCONTRACTOR LIST, EL PASO COUNTY RETAINS THE RIGHT TO
APPROVE OR DISAPPROVE ANY SUBCONTRACTOR ON THIS LIST.**

**NOTE: SUBCONTRACTORS SHALL ABIDE BY THE SAME GENERAL CONDITIONS AND
CONTRACT TERMS AS CONTRACTOR.**

CONTRACTOR NAME

AUTHORIZED REPRESENTATIVE (PRINT)

TITLE

AUTHORIZED SIGNATURE

DATE