

REQUEST FOR PROPOSAL UNIFORM CONTRACT FORMAT

- Proposers Checklist
- Request for Proposals - Title Page
- Table of Contents
- Solicitation, Offer and Award Form
- Proposal Form(s)
- Sworn Statement Pursuant to Section 287.133 (3)(a), Florida Statutes, on Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances and Corporate Identification
- General Terms and Conditions (By Reference)
- Special Terms and Conditions (Include Indemnification, Safety and Insurance)
- Request for Proposals Response Format.

Part A	Summary
Part I	General Information
1-1	Purpose
1-2	Objective
1-3	Issuing Officer
1-4	Contract Consideration
1-5	Rejection
1-6	Inquiries
1-7	Addenda
1-8	Schedule
1-9	Proposal Content and Signature
1-10	Negotiations
1-11	Recommended Proposal Preparation Guidelines
1-12	Prime Contract Responsibilities
1-13	Disclosures
1-14	Delays
1-15	Work Plan Control
1-16	Method of Payment
Part II	Information Required from Contractors
2-1	Proposal Format and Content
2-2	Introduction
2-3	Understanding the Project
2-4	Methodology Used for the Project
2-5	Management Plan for the Project
2-6	Experience and Qualifications
2-7	Cost Proposal
Part III	Criteria for Selection
Part IV	Scope of Work

(09/03/03)

PART A SUMMARY

(Provide a paragraph summarizing the procurement. This may include providing as much information about the service as known when RFP is prepared, the County=s goals, areas that must be delivered in a certain way, described as non-negotiable and other special rules and regulations.)

PART I GENERAL INFORMATION

1-1 PURPOSE

The Board of County Commissioners of Escambia County is seeking the Professional Services of a qualified contractor to **(Describe in Detail)**.

1-2 OBJECTIVE

The Primary objective of The RFP is the selection of the most qualified and experienced Contractor to **(Describe in Detail)** that is most advantageous to the County.

1-3 ISSUING OFFICER

The project Director shall be Barry Evans, County Administrator. The liaison officer shall be (Name), (Title), (Department). The contracting agency shall be the Escambia County Board of Commissioners, c/o the Office of Purchasing, P.O. Box 1591, Pensacola, Florida, 32597-1591.

1-4 CONTRACT CONSIDERATION

It is expected that the contract shall be a **(Describe the Contract type)** after negotiation.

1-5 REJECTION

The right is reserved by the Board of County Commissioners to accept or reject any or all proposals or to waive any informality, existing in any proposal, or to accept the proposal which best serves the interest and intent of this project and is from the most responsive and responsible proposer.

1-6 INQUIRIES

Technical questions regarding this Request for Proposal shall be directed to (Name), (Title), (Department), Telephone (850) , fax (850) , and procurement questions may be directed to (Name), (Title), Telephone (850) , Fax (850) 595-4805.

1-7 **ADDENDA**

Any changes made in the Request for Proposal shall be brought to the attention of all of those who have provided the proper notices of interest in performing the services.

1-8 **SCHEDULE**

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

- A. Mailing date of proposals..(**Day**), (**Month**), (**Date**), (**Year**)
- B. Mandatory pre-proposal conference &
Walk-thru.....(**Day**), (**Month**), (**Date**), (**Year**)
- C. Receipt of proposals.....(**Day**), (**Month**), (**Date**), (**Year**)
- D. Review of proposals.....(**Day**), (**Month**), (**Date**), (**Year**)
- E. Board of County Commissioners
approval.....(**Day**), (**Month**), (**Date**), (**Year**)

1-9 **PROPOSAL CONTENT AND SIGNATURE**

(Specify Number of Copies; i.e., Three (3)) of the proposal shall be required with all copies having been signed by a company official with the power to bind the company in its proposal, and shall be completely responsive to the RFP for consideration.

1-10 **NEGOTIATIONS**

The contents of the proposal of the successful firm shall become a basis for contractual negotiations.

1-11 **RECOMMENDED PROPOSAL PREPARATION GUIDELINES**

All contractors shall provide a straight forward and concise description of their ability to meet the RFP requirements. There shall be avoidance of fancy bindings and promotional material within. The proposal shall clearly show the technical approach to include work tasks, estimated time phasing and the proposed approach rational. The County discourages overly lengthy or costly proposals, all proposals shall be in spiral binding or **AGBC**@type binder with all pages 8.5" x 11" format.

1-12 **PRIME CONTRACT RESPONSIBILITIES**

The selected contractor shall be required to assume responsibility for all services offered in his proposal. The selected contractor shall be the sole point of contact with regard to contractual matters including payments of any and all changes resulting from the contract.

1-13 **DISCLOSURE**

All information submitted in response to this RFP shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

1-14 **DELAYS**

The Project Director reserves the right to delay scheduled due dates if it is to the advantage of the project.

1-15 **WORK PLAN CONTROL**

Control of the work plan to be developed under the RFP shall remain totally with the Escambia County Board of Commissioners.

1-16 **METHOD OF PAYMENT**

Payment schedule and basis of payment shall be negotiated.

PART II INFORMATION REQUIRED FROM CONTRACTORS

ALL PROPOSALS SHALL INCLUDE THE FOLLOWING: TECHNICAL AND COST PROPOSAL

2-1 **PROPOSAL FORMAT AND CONTENT**

Purchasing Agent Note: ALTER, REVISE, OR DELETE AS REQUIRED.

The County discourages overly lengthy and costly proposals, however, in order for the County to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide all of the information requested.

2-2 **INTRODUCTION**

Purchasing Agent Note: ALTER, REVISE, OR DELETE AS REQUIRED.

Proposals shall include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals shall confirm that the firm will comply with all of the provisions in this RFP; and, if applicable, provide notice that the firm qualifies as a County proposer. Proposals shall be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

2-3 **UNDERSTANDING OF THE PROJECT**

Purchasing Agent Note *ALTER, REVISE, OR DELETE AS REQUIRED.*

Proposers shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

2-4 **METHODOLOGY USED FOR THE PROJECT**

Purchasing Agent Note: *ALTER, REVISE, OR DELETE AS REQUIRED.*

Proposers shall provide a comprehensive narrative statement that sets out the methodology they intend to employ and that illustrates how their methodology will serve to accomplish the work and meet the County's project schedule.

2-5 **MANAGEMENT PLAN FOR THE PROJECT**

Purchasing Agent Note: *ALTER, REVISE, OR DELETE AS REQUIRED.*

Proposers shall provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the County's project schedule.

2-6 **EXPERIENCE AND QUALIFICATIONS**

Purchasing Agent Note: *ALTER, REVISE, OR DELETE AS REQUIRED.*

Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Provide a narrative description of the organization of the project team.

Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed;

- [a] title,
- [b] resume,
- [c] location(s) where work will be performed,
- [d] itemize the total cost and the number of estimated hours for each individual named above.

Provide reference names and phone numbers for similar projects your firm has completed

2-7

COST PROPOSAL

Purchasing Agent Note: ALTER, REVISE, OR DELETE AS REQUIRED.

Proposer's cost proposals shall include an itemized list of all direct and indirect costs associated with the performance of this contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

PART III

CRITERIA FOR SELECTION

Purchasing Agent Note: ALTER, REVISE, OR DELETE AS REQUIRED.

1. Experience and qualifications
2. Proposed Methodology
3. Management Plan for the Project
4. Understanding the Project and Local Government Questions
5. Contract Cost

PART IV

SCOPE OF WORK

Purchasing Agent Note: The Scope of Work is prepared by the Client department and reviewed by the Purchasing Agent and any alterations, revisions, and deletions are coordinated by the Purchasing Agent with the client department.