



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

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**Solicitation: PAX0134**

**Addendum No: 2**

**Date of Addendum: 06/09/2016**

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This addendum is to incorporate the following changes to the above referenced solicitation:

1. Section 0600 - PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS included in the RFP is not current and have been removed and replaced in their entirety with the attached Section 0600 - PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS.**R.**
2. Extension - All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by end of business day on 06/15/2016 to [sai.xoomsai@austintexas.gov](mailto:sai.xoomsai@austintexas.gov) .
3. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

Sai Xoomsai Purcell, Senior Buyer Specialist  
Purchasing Office, 512-974-3058

06/09/2016

Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: PAX0134**

1. **PROPOSAL FORMAT**

Submit one original paper copy and an electronic copies of the original proposal in PDF version on **five separate** flash drives. The original proposal shall contain ink signatures and shall be typed on standard 8 ½" X 11" paper, double-sided, and have consecutively numbered pages.

Prefacing the proposal, the Proposer shall provide an Executive Summary which gives in brief, concise terms, a summation of the proposal. The Executive Summary should include the following information:

- Summation of proposal
- Explanation of the suitability and scalability of the proposed system (10 pages or less)
- Statement of assumptions made in responses

The proposal itself shall be organized in the following format and informational sequence. Use tabs to divide each part of the Proposal and include a Table of Contents:

**TAB 1 – CITY OF AUSTIN PURCHASING DOCUMENTS** - Complete and submit the following documents:

- A. Signed Offer Sheet
- B. Section 0605 Local Business Presence Identification Form
- C. Section 0700 Reference Sheet
- D. Section 0835 Non-Resident Bidder Provisions Form
- E. Section 0900 Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

**TAB 2 – AUTHORIZED NEGOTIATOR**: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

**TAB 3 – ATTACHEMENT B - PURCHASING EXCEPTIONS FORM**: Proposer shall clearly indicate each exception taken, provide alternative language, and justify the alternative language. The Proposer that is awarded the contract will be required to sign the contract with the provisions accepted; any exceptions may be negotiated or may result in the City deeming the offer non-responsive. Failure to accept or provide the exception information under **Attachment B, Purchasing Exceptions** may result in the City deeming the offer non-responsive. The City reserves the right to reject a Proposal containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

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**TAB 4 - BUSINESS ORGANIZATION:** Proposer should include the following:

1. Provide your legal firm name, headquarters address, local office addresses if any, and state of incorporation.
2. List the principal officers of the company including name, title, and tenure.
3. Confirm that your firm is legally authorized, pursuant to the requirements of the Texas Statutes, to do business in the State of Texas.
4. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against your firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
5. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against your firm, its predecessor organization(s), or any wholly owned subsidiary during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.
6. List and describe all criminal proceedings or hearings concerning business related offenses in which your firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
7. Has your firm ever failed to complete any work awarded to you? If so, where and why?
8. Has your firm ever been terminated from a contract? If so, where and why?
9. Has your business ever done business using another corporation/company name?

**TAB 5 – PRIOR EXPERIENCE & REFERENCES:**

1. Provide a written narrative of Proposer’s and subcontractors’ experience in developing and presenting information **video management and public safety experience**. Additionally, provide the names, addresses, and telephone numbers of at least five (5) clients for which Proposer has completed projects similar to the one referenced herein within the last five (5) years. Include the following details for each project:
  - (a) Date(s) Proposer served as air service development consultant
  - (b) Type of service provided: domestic passenger, international passenger, domestic and/or international cargo

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- (c) Delineate outcomes of each engagement, e.g., increased revenue, enhanced customer service, etc.
2. Provide a minimum of three (3) customer references, which are operating a fully functional system of similar scope and magnitude as described in this RFP. All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up. Provide evidence of experience with these projects of similar size, scope, and complexity. The City may solicit from previous clients, or any available sources, relevant information concerning Proposer's record of past performance
- References must include the following information:
- Name of Company
  - Number of personnel
  - Contact name – sponsor or IT Lead
  - Contact address
  - Contact telephone number
  - Contact e-mail
3. Provide samples of written proposals as it applies to this project, developed by the Proposer

**TAB 7 – PERSONNEL & PROJECT MANAGEMENT STRUCTURE:**

1. Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor
2. Identify personnel to be assigned as Project Manager for this project. Provide definitions of roles, responsibility, and skillsets required to implement and maintain the proposed solution. Provide resume. The assigned Project Manager shall have a minimum of five (5) years of experience related to Information Technology program and project management and a minimum of five (5) years of **video management and public safety experience**.
3. Provide names and qualifications of all professional individual who will be assigned to manage this engagement and describe similar assignments for which he/she has had oversight responsibility. State the primary work assigned to each person and the percentage of time each person will devote to this work. Highlight work experience on projects similar to one referenced herein. Provide all resumes.
4. Provide a general explanation and chart that specifies project leadership and reporting responsibilities.

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5. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

**Tab 12 – PRICE PROPOSAL:** Information described in the following subsections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate.

Proposer shall submit the completed price proposal spreadsheet provided in the **Attachment A – Price Proposal Form.**

- i. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City’s Travel Policy as published and maintained by the City’s Controller’s Office and the Current United States General Services Administration Domestic Per Diem Rates (the “Rates”) as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/100120>

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

2. **SUPPLEMENTAL TERMS**

1. **Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm’s headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror’s Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team’s Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror’s MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

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3. **Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
  
  4. **Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
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3. **PROPOSAL PREPARATION COSTS:** All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.
  
  4. **EVALUATION FACTORS AND AWARD**
    - A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.
      1. **Evaluation Factors (Maximum 100 points):**
        - 1.1 **Prior Experience & References – 35 Points**
          - Demonstrated applicable **video management and public safety experience**
          - Project Reference
  
        - 1.2 **Personnel & Project Management Structure: – 35 Points**
          - Evidence of experience with similar projects of similar size, scope and complexity
          - References
          - Resume reviews
  
        - 1.3 **Total Price Proposed (Attachment A – Price Proposal) – 20 points**

Proposer with lowest cost to the City will be given maximum number of points, remainder given on a percentage ratio basis
  
      - 1.4 **Local Business Presence – 10 points**

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Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

**B. Interview, Optional (25 points)**

The City may determine that it is necessary to interview short-listed Proposers prior to making a recommendation to the City Council. Staff intends to use the following guidelines in selecting Proposer(s) for a short-list. The City may use some, all, or none of these guidelines when selecting Proposer(s) for a short-list.

- a. The point difference between the first and second ranked Proposer is less than five points.
- b. The number of Proposer(s) interviewed may depend on the closeness of the scores following evaluation of the written responses.
- c. Any significant gaps in point separation between the top ranked Proposer(s) and lower scoring Proposer(s).
- d. Proposer(s), in the Evaluation Committee's opinion, that are considered qualified to perform the work, on the basis of their written response.
- e. Limiting the number of Proposer(s) to be interviewed to no more than 50% or 5 Proposer(s), whichever is less.
- f. Staff may conduct interviews in other cases where staff believes it is in the best interest of the City.