



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: SMW0120
ADDENDUM NO. 1
DATE OF ADDENDUM: FEBRUARY 27, 2014

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

- A. The sign in sheet from the Pre-Proposal meeting is attached and added as Exhibit 1.
- B. Section 0600 has been updated to correct an error in part 4 (B) (2) Functional Requirements. The numbering has been corrected and the description has been corrected to read:

(3) Functional Requirements Proposed (As per section G above) – 30 points

- Responses to Functional Requirements included in section 0500, Scope of Work part 5

A new section 0600 showing this change is included as Exhibit 2 and the solicitation package on-line now has the corrected version.

C. Questions and Answers:

- 1 If a company subcontracts the hosting portion to a local Austin facility would that count towards the local presence score?

RESPONSE: Yes, as long as a subcontractor meets all the requirements for local presence, points would be awarded as per the instructions based on the dollar percentage amount of the subcontracting. Please note that if you are subcontracting any portion of this work you must contact SMBR as per section 0900 as described in the Offer Sheet and which was provided at the pre-proposal meeting. A copy of this form is included here as Exhibit 3.

- 2 In regards to expectations surrounding performance tuning and management. Are these the same if on site as well as hosted? If on site, are these for the first 90 days or for how long?

RESPONSE: Performance tuning and management is not expected if the proposed solution is vendor hosted. However, we would expect the vendor to include details in their response that specifies expected performance levels and how those levels are monitored and measured. If City hosted, performance tuning and management would be expected during the first 90 days after fully functional go-live for both phases.

- 3 In regards to training, will the City be doing a "train the trainer" approach? How many people will the Vendor be expected to train?

RESPONSE: During each project phase, 10-20 "power users" from each department should receive the first and most comprehensive training. In addition, all review staff should receive an overview/introductory training session. We anticipate no more than 3 introduction sessions per project phase, with approximately 20-35 attendees per session.

4 The RFP states that vendor will be required to adhere to the City's retention policy surrounding documents. Can you please share that policy?

RESPONSE: Once a project/case is complete, documents should be stored in a permanent repository (such as EDIMS), and the "working" files could be purged from the EPR system.

5 In the Hosted offering , does the City expect a perpetual or a subscription license? Should vendor include pricing both options?

RESPONSE: Vendors should provide pricing for both options.

6 The RFP mentions integration to the banking/pay system. Is this a requirement, or is it just that payment of fees should be validated by the eplan system?

RESPONSE: Refer to Functional Requirements 5.5, 5.6, 5.7, and 5.8 (all out of scope). The City is currently implementing AMANDA Portal II with integration to payment processor (Chase) for credit card payments. Fees are calculated and tracked within AMANDA.

7 Did the City of Austin create its own RFP for this project or were the services of an outside consultant procured?

RESPONSE: The City of Austin created the RFP.

8 Has the City designated funding for this project in the current year's budget?

RESPONSE: Yes

9 What is the budget for this project?

RESPONSE: We anticipate the budget for this project to be between \$400,000 - \$600,000 including any necessary hardware however this amount is subject to change.

10 In 2006 CSDC began implementing AMANDA across several departments in the City of Austin. In 2008 CSDC (AMANDA) awarded Austin, Texas with its innovations award for using Amanda. In 2011 Austin entered into a contract with CSDC to assess implementations agency-wide. In 2013 Austin implemented AMANDA JEMS for the court system. Currently, Austin is implementing AMANDA's Portal II. Has the City of Austin investigated the use of AMANDA's Electronic Plan Review solution?

RESPONSE: Yes

11 Has the City of Austin received any onsite or Internet demos or presentations of any other Electronic Plan Review systems? Has the City of Austin conducted a pilot or proof-of-concept of any other electronic plan review solution?

RESPONSE: Yes, the City has investigated solutions in use by other cities as well as researched options available through existing contracts. The City has conducted a small scale pilot with desktop markup only; a full solution has not been piloted.

12 In the RFP, Austin defines some features as out-of-scope. (Section 5.23 and 5.24 for example) Will City of Austin award additional points to a vendor who can provide the out-of-scope solutions defined in the RFP?

RESPONSE: No additional points are specifically awarded based on out-of-scope requirements. We included our entire process to provide vendors with a complete operational context and purposely left it open for potential innovative solutions. Points are awarded based on a solution that best satisfies our functional needs as per the evaluation criteria included in section 0600.

- 13 The RFP says the EPRS "must" be implemented in two phases. Why does Austin ask for a phased approach?

RESPONSE: The City prefers a phased approach in order to manage the scale and rate of change. Each phase impacts multiple business units.

- 14 Will the city accept IBM BUS for integration?

RESPONSE: The City can make its IBM BUS available for integration as needed for the awarded solution.

- 15 Is the city comfortable with an Agile project plan?

RESPONSE: Yes.

- 16 During the acceptance phase, who sets the benchmark, the city or the vendor?

RESPONSE: Vendors should propose service levels to be tested and accepted as part of the solution.

- 17 Does the city have any scheduled software upgrades or maintenance for the current software?

RESPONSE: The City is in the planning stages of migrating existing users to AMANDA v6 (browser based client).

- 18 Is concurrency a requirement for the project?

RESPONSE: Reviewers should be able to simultaneously conduct markups on the same file, as dictated by workflow business rules.

- 19 Will plan checkers have or need a tab to upload documents?

RESPONSE: If the application has the ability to manage document uploads, then it should be noted in the response.

- 20 What specifically in document management does the city need/want?

RESPONSE: Version, access, and location control for working files.

- 21 In section 5.1.6, is the plan to work with CAD files in their native format?

RESPONSE: CAD and PDF are provided only as examples of industry standards. The City does not plan to use a CAD application to manipulate and markup the files. However, we do require submission of CAD files for site and subdivision plans in order to import elements into GIS.

- 22 Is there a local ordinance or laws in relation to sealed documents?

RESPONSE: Per Texas State Board of Engineering requirements, submittals must include a seal, physical signature and date on each plan sheet. The seal/signature/date can be a scanned image.

23 Is there a need for reassignment or to load multiple views of the documents?

RESPONSE: The EPR system should have the capability to manage the working files. Vendors should describe how or if their solution provides for a seamless view of a plan feature or element that may span several pages.

24 How will the city review, can they be viewed remotely or is in person the requirement?

RESPONSE: A majority of Reviewers are City staff that conduct reviews in the office. Some Reviewers may also make site visits. Some plans may also be reviewed by Travis County and other agencies.

25 Would the city consider allowing the go live to be done electronically or remotely by the vendor?

RESPONSE: Yes, although onsite technical support is preferred.

26 Is there any extra consideration or weight given to responses for the commercial developer section versus residential developer section in the RFP evaluations?

RESPONSE: No. The proposed and selected solution should accommodate all plan review business areas.

27 Has the city purchased any other markup tools for the plan review process?

RESPONSE: The City has conducted a small pilot with markups using Bluebeam for the sole purpose of fully defining the desired scope of the RFP.

28 Is there a target go live date for the new software?

RESPONSE: No

29 Is three months considered too aggressive for a potential go live date?

RESPONSE: There is a high amount of interest in implementing a solution in a timely manner. However, proposed schedules will need to be reviewed for impact and availability of resources before a three month target could be confirmed.

30 What is the anticipated number of users that will use markup?

RESPONSE: Approximately 200 markup users for Phase 1 and Phase 2.

31 What are the acceptable file formats for submittal packages on the portal for E-plan review?

RESPONSE: A standard has not been established.

32 Section 1.1 – What is meant by EPRS would manage version control or as an integrated component of EDIMS? What is your preference as the interface will need to be created with Open text if that is your preference?

RESPONSE: Vendors should recommend the solution they feel best meets the functional specifications provided. An anticipated viable solution for Phase 1 and Phase 2 is that "working" documents are managed (with version control) within EPRS and documents are stored in EDIMS for record retention and retrieval by the case management system.

33 Section 2.2 – Business goal is to reduce the use for ARC GIS maps in favor of web maps, is this in scope for this RFP?

RESPONSE: Section 2.2 is provided for context only and does not define scope for the project.

34 Section 5.13 – Is integration with EDIMS out of scope for this RFP?

RESPONSE: No, it is not out of scope.

35 How many concurrent reviewers, people that actually mark up drawings, will Austin have at the end of 2014, 2015, and 2016 respectively? This includes onsite, offsite, and contracted resources.

RESPONSE: The City anticipates approximately 200 users with markup capability during Phase 1 and Phase 2 of implementation. However, the City-wide need for this functionality could expand to approximately 400 in 2015 (including 100 external non-City employee users) and 500 in 2016 (including 200 external non-City users). This does not include numbers for potential "read-only" users.

All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, Addendum #1 is hereby incorporated and made a part of the above referenced Solicitation.

APPROVED BY: Shawn M. Willett
Shawn M. Willett, Senior Business Process Consultant
Purchasing Office, 512-974-2554

AFFIRMED BY:

SUPPLIER

AUTHORIZED SIGNATURE

DATE

RETURN ONE (1) COPY OF THIS ADDENDUM TO PURCHASING OFFICE, CITY OF AUSTIN, WITH PROPOSAL RESPONSE OR PRIOR TO RESPONSE CLOSING. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION OF YOUR OFFER.

EXHIBIT 1

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



Commodities/Services Purchase of Electronic Plan Review Software Solution including implementation and Maintenance

RFP No. SMW0120

Date 2/21/14 Time 10:30 AM

Company Name:	Representative:	Address:	Phone #/Fax #:	E-Mail Address:
Bentley	Randy McDaniel	Dallas	817 797 3276	randy.mcdaniel@bentley.com
Hyland Software	Chris Kruse		801 916 5505	Chris.Kruse@hyland.com
ProjectWorx/Avolve	Bill Niceli		480-888-2008	Bill.Niceli@avolve.com
AUSTIN ICF	ARKADY HORAK	AUSTIN	512-845-3390	arkady.horak@gmail.com
Bentley	Randall Scheideman	Sacramento, CA	916 826 3762	randall.scheideman@bentley.com
CSDC	Tracy Dunbey	FORT WORTH	817 832 6175	tracy.dunbey@csdcsystems.com
EIX SYSTEMS	MARKER MALETTE		512 668 3574	marker@eixsys.com
" "	Scott Buchner		" "	scott@eixsys.com

Using Dept. Representatives:

Greg Ward - PDR

KAMEAR KACIMI - CTM

Diana Galati - PDR

Rob Byatt - EA

Andrew Cassin - PDR

Greg West - CTM

Conducted By: Shawn Willett

EXHIBIT 2

**CITY OF AUSTIN
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PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
REVISED 02/27/2014
SOLICITATION NUMBER: SMW0120**

1. PROPOSAL FORMAT

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 of product (10 pages or less)
- Statement of assumptions made

Proposals should be bound documents with sequentially numbered pages including a table of contents. The proposal itself shall be organized in the following format and informational sequence:

- A. **Cover Letter**: On agency/organization letterhead, include contact person(s), mailing address, e-mail address, telephone number and fax number for individuals authorized to answer technical, price and/or contract questions.
- B. **Table of Contents**: Table of contents with all pages sequentially numbered
- C. **Business Organization**: Response should include the following:
- i. Legal firm name, headquarters address, local office addresses if any, and state of incorporation.
 - ii. Listing of principal officers of the company including name, title, and tenure.
 - iii. Is your firm legally authorized, pursuant to the requirements of the Texas Statutes, to do business in the State of Texas?
 - iv. 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.
 - v. 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.
 - vi. 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.
 - vii. Has your firm ever failed to complete any work awarded to you? If so, where and why?
 - viii. Has your firm ever been terminated from a contract? If so, where and why?
- D. **Prior Experience & References**: Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2000. Supply the project title, year, project description including details and size to qualify as

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applicable to this project, detail if project was completed on time and budget as applicable, and include a contact name, title, e-mail address, present address, and phone number of principal person for whom prior projects were accomplished.

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.

The City may solicit from previous clients, or any available sources, relevant information concerning Proposer's record of past performance. Provide references to any sources in active use by the user community of the proposed solution.

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
- System description (hardware and software configuration, version number of software and network configuration)
- Date of system installations

E. **Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.

F. **Technical Requirements:**

As per Section 0500, Part 4.0, each table provides a description of the desired vendor response.

Responses for each technical requirement should include:

- Reference to the requirement number or ID
- Description of how the solution will meet the objective of the described need
- Any applicable references to industry best practices
- Documentation or evidence as requested in the required response

G. **Functional Requirements:**

As per Section 0500, Part 5.0, each table provides a description of the desired vendor response. The vendor should feel free if applicable to address any tooling detail relevant to their offerings even if we determined it was out of scope.

Responses for each functional requirement should include:

- Reference to the requirement number
- Indication of how/if the requirement or associated feature shall be met: base (out of the box) functionality, configuration, 3rd party solution, customization, or not available. Unless otherwise specified, each response will be considered classified as base functionality.
- Description of how the solution will meet the objective of the described need
- Any applicable references to industry best practices

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H. Supplemental Submittal Requirements:

1. General

- 1.1 Provide a minimum of two (2) most recent years of audited annual reports that evidence the financial health of the organization. In the event that audited financial statements cannot be provided, the Vendor must provide financial information that will enable the City to accurately assess financial stability and viability. Provide the same information for any entity that will participate in this project through a joint venture or subcontract arrangement.
- 1.2 Provide descriptions of the Vendor's senior management team that detail their background and industry experience.
- 1.3 Describe how the system protects data from security breaches. Include any applicable descriptions of insurance, roles/responsibilities, policies and remediation procedures pertaining to data breach and fraud.
- 1.4 Provide evidence of experience with projects of similar size, scope, and complexity.
- 1.5 Describe any special knowledge, facilities or personnel relevant to this RFP.
- 1.6 Describe the size, staffing, resources and financial capabilities in place to maintain competitive offerings.

2. Project Management

- 2.1 Describe the proposed methodology including how it will be used in this project. Provide evidence that this approach has resulted in successful projects in the past.
- 2.2 Provide an estimated schedule of work consistent with the requirements in this RFP. Describe the anticipated tasks, durations, milestones and resources required for each phase of the project schedule. Specify proposed demarcation of responsibilities between the City and the Vendor.
- 2.3 Describe the availability and skill level of resources for the project, and how resource time, work quality and priorities are managed.
- 2.4 Describe any communication strategies and best practices that would be employed as part of the solution implementation.

3. Testing

- 3.1 Provide an explanation of your testing methodology. Explain how this approach will be used in this project. List and describe the tools to be utilized.
- 3.2 Provide samples of recent test plans or scripts that clearly show the process used for testing and system test results.
- 3.3 Provide a detailed test plan that describes how the system will be fully tested against agreed upon use cases, how results will be documented and managed, and how defects will be resolved. Include acceptance criteria or describe how acceptance criteria are established for all areas of testing. Address how testers are prepared for, and conduct: functional, regression, usability, and user

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acceptance testing. Specify proposed demarcation of responsibilities between the City and the Vendor.

4. Implementation

- 4.1 Provide an implementation plan that details steps and timeframes required to implement specific products and services. Specify proposed demarcation of responsibilities between the City and the Vendor.
- 4.2 Describe the qualification and experience of personnel that may be deployed to the City's site.
- 4.3 Describe the specific On-Site implementation services that are offered. The City's preference is that these services are offered from local or regionally based locations.
- 4.4 Describe how the "go-live" will be executed and how affected stakeholders will be prepared for this transition, including knowledge transfer activities. Add any transition/cut-over plan and roll back recommendations that may be relevant to this project. Specify proposed demarcation of responsibilities between the City and the Vendor. The Plan should explicitly include those activities necessary to prepare City personnel for post-implementation roles.
- 4.5 Describe past "go-lives" that were completed successfully including any pertinent lessons learned and best practices.

5. Training and System Documentation

- 5.1 Describe the training environments and types of training provided to meet the objectives of the project. Specify proposed demarcation of responsibilities between the City and the Vendor.
- 5.2 Describe what kinds of training materials will be provided and how these can be modified for use by City staff to conduct user training. Provide sample of most recent training materials.
- 5.3 Describe the process that will be used to keep users up to speed on new features and system upgrades.
- 5.4 Describe the maintenance and operations documentation that would be delivered for each component of software or equipment in association with the solution.

6. Support and Ongoing Service

- 6.1 Describe the support model that is used to support the system. Specify proposed demarcation of responsibilities between the City and the Vendor. Provide a detailed list of the necessary resources and expertise, complete with personnel job descriptions, which shall be required for the City to maintain the system once implemented.
- 6.2 Provide a detailed five year support and maintenance plan including: methods of contact; support team availability; service levels; timeframes for supporting or delivering critical security patch updates, updated database or web browser versions after release; software/browsers/hardware supported; updated user guides on all major updates or system changes, and warranty information. Note that remote access to City resources shall only be permitted providing that authorized users (CBI) are authenticated, data is encrypted across the network, and privileges are restricted.

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- 6.3 Describe the roles/responsibilities and accountability (i.e. Service Level Agreements) with any sub-contractors connected with the system, including its implementation and support.
- 6.4 Describe any planned releases and roadmaps associated with expanding or improving the system in the future.
- H. **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.
- I. **Proposal Acceptance Period:** All proposals are valid for a period of one hundred and eighty (180) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal
- J. **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.
- K. **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.
- L. **Cost 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. Ten percent (10%) of the total contractual price for the initial purchase and implementation will be retained until submission and acceptance of all work products.

Proposer must submit the completed cost proposal spreadsheet provided in Attachment A. Proposer must provide all costs (with 4 year forecast) associated with this project such as:

- Hardware
- Software
- Third party software (if applicable)
- Implementation
- Interface/Integration
- Documentation
- Project Management Services
- Annual Maintenance & Support (for four years following final acceptance and the warranty period)

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- Others (if applicable)

Along with the cost proposal, provide a proposed payment schedule with deliverables and acceptance criteria for each.

- 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/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

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. EXCEPTIONS:

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal. Provide a "Matrix of Exceptions" to the requirements of the RFP. Identify the requirement, describe the nature of the deviation and provide an explanation or an alternative. This matrix shall include any exceptions for all sections of the RFP and Scope of Work.

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.

B. **Evaluation Factors:**

- i. 100 points.

Evaluation Factor No.	Title	Maximum Point Value
1	Total Cost of Proposal	20

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Evaluation Factor No.	Title	Maximum Point Value
2	Technical Requirements	20
3	Functional Requirements	30
4	Supplemental Submittal Requirements	20
5	Local Business Presence	10
6	Financial Viability/Stability	PASS/FAIL

(1) Total Cost Proposed – 20 points

- Proposer with lowest cost to the City will be given maximum number of points, remainder given on a percentage ratio basis

(2) Technical Requirements Proposed (As per Section F above)- 20 points

- Responses to Technical Requirements included in section 0500, Scope of Work part 4

(3) Functional Requirements Proposed (As per section G above) – 30 points

- Responses to Functional Requirements included in section 0500, Scope of Work part 5

(4) Supplemental Requirements Proposed (As per Section H above) – 20 points

- General
- Project Management
- Testing
- Implementation
- Training and System Documentation
- Support and Ongoing Services

(5) Local Business Presence – 10 points

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

(6) Financial Viability/Stability – Pass/Fail

- ii. Interviews/Demonstrations, Optional. Interviews or Demonstrations may be conducted at the discretion of the City. Maximum 20 points

EXHIBIT 3

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

SOLICITATION NUMBER:

PROJECT NAME:

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes _____ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Company Name

Name and Title of Authorized Representative (Print or Type)

Signature

Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**
(Please duplicate as needed)

SOLICITATION NUMBER:
PROJECT NAME:

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone		Fax Number	
Name of Contact Person			
Is company City certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____