

# REQUEST FOR PROPOSALS (RFP)

RFP NUMBER: 2022-0005

RFP TITLE: RLID V4 WEB PORTAL DEVELOPMENT PROJECT

ISSUE DATE: AUGUST 19, 2022

Issued by: Lane Council of Governments (herein referred to as "Agency") on behalf of Lane Geographic Data Consortium (LGDC)

**PROPOSAL CLOSING: September 16, 2022, by 2:00 PM Pacific Time**

Proposer Questions, RFP Protests, and Requests for Change are due via email no later than 7 calendar days prior to Proposal Closing.

Updated copies of this RFP, attachments, and addenda are to be found at the following website: <https://www.lcog.org/rfps>; or may be requested by email from the SPC listed below.

## Issuing Office / Single Point of Contact (SPC)

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Proposals and all other submittal requirements specified in this document must be submitted to the above email address before the Proposal Closing. Include the RFP number and RFP Title on the email subject line.

## PROCUREMENT SCHEDULE

Procurement Schedule	Date or Number of Days
RFP Issue Date, Deadline for Proposer Questions/Protests, Proposal Closing	Dates stated on front page
Completion of interviews or follow-up questions (if conducted)	Est. 21 calendar days after Closing
Completion of Proposal evaluation	Est. 28 calendar days after Closing
Notice of intent to award	Est. 3 Business Days after all Proposal evaluation complete

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### DEFINITION OF TERMS

The following terms have the meaning provided in [OAR 125-246-0110](#):

“Addendum” or “Addenda”, “Award”, “Business Day”, “Closing”, “Contract”, “OAR”, “ORS”, “Proposal”, “Request for Proposal” or “RFP”, “Responsible”, “Responsible Proposer”, “Responsive”, “Solicitation”, “Writing”.

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## 1.0 SOLICITATION PURPOSE & BACKGROUND

### 1.1. PURPOSE

Lane Council of Governments (LCOG) is issuing a Request for Proposals seeking the services of a consultant/firm (referred to herein as “Consultant” or “Proposer”) to provide a low-code/no-code development platform with licensing proposal, redevelopment strategy, and implementation of that strategy (referred to herein as “Redevelopment Project”) for Version 4 of the Regional Land Information Database (RLID) web portal for the Lane Geographic Data Consortium (LGDC). A selection committee, comprised of staff representing the LGDC members, will evaluate the submitted proposals and select the winning vendor.

Upon completion of the initial Redevelopment Project, knowledge transfer and training will be provided such that LCOG staff will be able to take ownership of maintenance and further expansion of the new RLID Web Portal configuration and content using the low-code/no-code platform selected.

### 1.2. AGENCY BACKGROUND

LCOG is an independent public agency supported by 35 member agencies. LCOG coordinates and provides high-quality public services within Lane County, Oregon. LCOG does not act under the direction and control of any single governmental entity and is fiscally independent of all member organizations and all other local government entities.

LCOG is in Lane County, Oregon, the fourth most populous county in Oregon covering 4,554 square miles with a population of 383,000. LCOG’s region covers the entire county.

The LGDC is a regional partnership comprised of the cities of Eugene and Springfield, Lane County, Eugene Water & Electric Board, and LCOG. It was formed to collaborate and share costs on geospatial data development, GIS systems, databases, and applications to access those data. LCOG is the managing partner of the LGDC.

### 1.3. RLID BACKGROUND

The LCOG GIS Program performs a wide range of work for the LGDC including producing and managing products such as the following.

- RLID Web Portal and mapping applications (the focus of this document)
- RLID Data Warehouse
- RLID Geodatabase
- Spatial Data Services
- Address matching tool
- Data integration processes
- Data extracts

The RLID Web Portal (“RLID” hereafter) was first launched in 1999 and is currently in its third incarnation (called RLID v3). RLID v3 was programmed in ColdFusion and has been in production for approximately eight years.

RLID sees 2.6 million user requests per year, with the heaviest users being the LGDC partners and businesses in the real estate sector. RLID has 332 subscribing organizations (47 government and 285 commercial) and over 4,300 active users, with new subscriber accounts added regularly (15% growth in the last 12 months). RLID provides an easy way to search data and generate reports, but members of the LGDC can also access data using any of the products and services listed above.

In addition to the standard RLID web pages, custom versions of RLID web pages have also been created for Lane County Elections and the Lane County Assessor.

The RLID Data Warehouse is the “beating heart” of the RLID ecosystem and is the primary source of data presented in the RLID Web Portal. The Data Warehouse is populated with data integrated from regional government sources. LGDC partners can connect directly to the RLID Data Warehouse and run queries, generate extracts, and even replicate the entire database on their servers.

#### 1.4. PROJECT PHASES

This project will be completed in two phases.

##### **Phase I – Web Portal Plan and Implementation**

- A. Web Portal Implementation Plan, including:
  - 1. Timeline and Deliverables
  - 2. Collaboration and Knowledge Transfer
  - 3. Architectural and Interface Design
  - 4. Deployment and Configuration
  - 5. User Acceptance Testing
- B. Web Portal Implementation

##### **Phase II – Ongoing Support, Maintenance and Enhancements**

Phase I consists of an iterative design, development, and testing process that will involve collaboration between Consultant staff, LGDC staff, and a stakeholder advisory group. This Phase includes implementation of the RLID v4 Web Portal in accordance with the system design requirements as outlined in Attachments “Business Requirements” (Attachment B) and “User Interface Design” (Attachment C) and approved by the Agency.

Phase II includes supporting Agency staff in the ongoing maintenance and enhancement of the web portal. This phase will encompass application development enhancements, and, possibly, software maintenance, depending upon the final configuration and hosting decisions. Application development enhancements will be undertaken by Agency staff where possible with the support

of Consultant staff. Consultant staff may also be tasked with enhancements that are currently beyond the abilities of Agency staff.

Phase I is anticipated to be conducted over a 12-month timeframe beginning in 2023. Phase II is anticipated to begin in 2024 and be ongoing, with allowances to be provided at Agency's discretion.

## 2.0 REQUIRED PROPOSAL CONTENT

### 2.1 SCOPE OF WORK

#### 2.1.1 Development Project Scope of Work

Proposer should demonstrate a clear understanding of the scope of the development project and services being requested as described in Section 1.4. Response should describe the approach and schedule for meeting the described deliverables and objectives of Phase I within the associated timeline described in Section 1.4. Proposer should also describe how support services will be provided in Phase II.

Additionally, please describe the extent to which RLID would be developed iteratively and in collaboration with RLID stakeholders and the LCOG's DBAs and Application Developers.

### 2.2 TECHNICAL REQUIREMENTS

#### 2.2.1 Functional Requirements and User Interface Design

Proposers will describe how their proposed approach will produce a system that meets the following description.

The RLID v4 web portal should be made up of four distinct but connected components:

- Back-end database for storing, processing, and organizing data, based upon the RLID Data Warehouse.
- Front end "user interface" primarily for querying and retrieving data from the database in the form of printable, downloadable reports (data entry is also possible, but is generally limited to administrative tasks by various levels of users or site administrators adding static content to knowledge center features).
- GIS-based mapping application for displaying, querying, and retrieving location-based data
- Analysis and visualization component for displaying and querying data interactively via tables, charts, and/or graphs.

A Business Requirements document is included as Attachment B, and a web portal user Interface Design document that is included as Attachment C. For descriptions and visual representations of these requirements, see these attachments.

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## 2.2.2 Development Platform Technical Requirements

The Proposer will address how the proposed development platform meets the following technical requirements.

LCOG does not have ColdFusion expertise, making the current version difficult to support. A low/no-code platform will enable LCOG GIS Staff to support the new web portal more easily.

The new RLID Web Portal will be built upon a brand-new version of the RLID Data Warehouse hosted on-premises in Microsoft SQL Server. The new RLID Web Portal must be integrated with this architecture and should take advantage of the new features of that design.

The other technical capabilities required from the development platform includes the following.

### Core Capabilities

- User authentication features
- User profile editing features and preferences
- User preference-driven interface
- Complex search forms, results display, and dynamic reporting features
- PDF report generation
- Mapping integration (with Esri mapping technology)
- Content management system

### Optional Capabilities

- Online payment processing integration

More detailed technical capability requirements are listed in the table below.

Core Technical Area	Name	Description
Actions	Create PDF Report Action	Action (typically from a button) that creates a PDF version of the current page.
Actions	Create Excel File Action	Create an Excel (XLSX) file from datasets related to the page the action is called from (typically via a button).
Actions	Print Screen Action	Launch the print screen dialog to print the screen using browser or operating system preferences.
Actions	Create CSV File Action	Create a CSV file from datasets related to the page the action is called from (typically via a button).



Actions	External API Calls	Ability to use external API calls to retrieve data for display. Format might be JSON record sets, but other formats are possible.
Actions	Usage Monitoring	Ability to log records of which parts of the site are used by specific users & groups. Dashboards or reports of usage would be useful but not required.
Data Driven Site	Dynamic Page Configuration	Dynamic page configuration based on retrieved user/subscriber preferences and subscription level.
Data Driven Site	Data Automation	Ability to update data via automation as needed without downtime. Data toggling ability.
Development	Ease of Development and Maintenance	Developed such that a broad range of LCOG Staff can maintain the website page content, particularly the reports by easily adding/modifying report content and layout without a programmer. Could be a widely adopted CMS locally installed, a cloud-based low/no-code tool, a GIS-centric configuration tool, or any combination of those.
Login	Two-Factor Authentication	New login method that uses standard username, password, and text/email code.
Page Layout	Scrollable Page	Page contents can scroll vertically beyond the device window height.
Page Layout	Floating Window	Floating window (e.g., for help windows)
Page Layout	Tabbed Container Widget	Container with tabs to organize content or widgets.
Page Layout	Responsive Design	Layout responds to device.
Page Layout	PDF Preview Widget	Preview PDF documents before saving or printing. See COSTAR report bundle preview feature.
Subscription and Payment	Online Payment Mechanism	Interface for interacting with external API for online payment. May be an option to integrate with Xpress Bill Pay API.
Widgets	Search Widgets	Standard web form widgets.
Widgets	Table Widget	Sortable, paged table. Cell values support, check columns, radio button columns, value hyperlinks, and hyperlinked icons.
Widgets	Rich Text Formatting Area	Rich text blocks formatted with HTML.
Widgets	Section Container Widget	Container to organize content or widgets.

Widgets	Carousel Container Widget	Container to organize image thumbnails.
Widgets	Expand/Collapse Container Widget	Container that can be collapsed to just a title or expanded to a full container.
Widgets	Embedded Map	Embedded map with ability to exchange information with the containing page.
Widgets	File Upload Widget	New widget to allow users to upload specific images (e.g., customer logos).
Widgets	Global Search Widget	Search for any kind of RLID data. Adjacent subset list and/or toggle buttons (e.g., Property Search or Document Search).
Widgets	Hierarchical Grid Widget	Table with expandable/collapsible row grouping. May be needed for displaying complex relationships between property elements (e.g., taxlots, accounts, owners, etc.)
Widgets (CMS)	Rich Text Editing Widget	Widget to create content for Rich Text Formatting Areas.

## 2.3 OTHER CONCERNS

### 2.3.1 Supporting Infrastructure and Environment

The below items summarize the expected environment for the system. For each line item below Proposers should confirm whether the solution being proposed will operate in the environment being described.

<b>Infrastructure and Environment Parameters</b>	
Number of concurrent users with input/output capability	500
Desktop Operating Systems	Windows 10, Windows 11, Mac OS
Internet Browser	Microsoft Edge, Safari, Google Chrome, Mozilla Firefox
Database Platform	MS SQL Server
Web GIS Platform	Esri ArcGIS

### 2.3.2 System Architecture

Cloud solutions will be considered if they are compliant with stated requirements and satisfy the desired long-term goals for the project.

Proposers should describe if the proposed solution would or could be installed on an on-premises web server. If it is purely a cloud solution, describe how it would interface with the RLID database that resides on an existing on-premises server running Microsoft SQL Server.

### 2.3.3 Agile Development Platform

Given the need for RLID to be agile and responsive to customer needs, the proposal must include a platform that enables the RLID Team of non-web programmers to maintain the web portal by adding pages, changing page content and layout, and creating and modifying database-driven reports. Describe the platform and the extent to which it facilitates web portal development and maintenance by non-programmers (low-code / no-code / CMS) and what advantages it has over other potential platforms.

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### 2.3.4 Database and Service Architecture

The current RLID web application is driven by stored procedures that reside in a database on an instance of MS SQL Server within LCOG's internal network. If the proposed solution recommends moving the database to a location other than LCOG's internal network, please explain the advantages of that architecture and a cost range of hosting the database in that location. Additionally, please provide an option that includes leaving the database on LCOG's internal network.

Describe the role stored procedures and APIs can play in delivering data to the web portal as well as how large amounts of data can be updated efficiently on a daily or ad hoc basis.

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### 2.3.5 Document Access Architecture

Describe the document access system which serves the web portal.

The current RLID web application gives access to document files in image file formats (png, jpg, tiff) and PDF format. These files are accessed from the RLID web server. If the proposed solution recommends moving the document store to a location other than LCOG's network, please explain the advantages of that architecture and a cost range of hosting the document store in that location. Additionally, please provide an option that includes leaving the document store on LCOG's network.

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### 2.3.6 Security and Permissions

Explain in detail how this platform and your team's design takes into account modern security needs and best practices and the needs of this web portal, as described in Section 2.2.1.

Describe how security is provided to prevent unauthorized access to the administration application. Address the following specific questions:

- Is there any limit to the number of administrative users that can be given access?
- Can different administrators be given individualized permission levels?
- How many administrative levels can be defined?

Also describe how user permissions are handled and how they can be administered. RLID has site-level administrators as well as subscriber-level administrators who can change some user settings and add and lock users.

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### 2.3.7 Accessibility Compliance

The proposed development platform should conform to W3C Authoring Tool Accessibility Guidelines (ATAG), version 2.0, at conformance levels A and AA. The developed product should conform to W3C Web Content Accessibility Guidelines (WCAG), version 2.1, at conformance levels A and AA. The developed product should be tested with various commonly available assistive technologies to confirm conformance.

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### 2.3.8 Supported Platform

Agency will only consider a system platform that is currently supported by the proposer and represents the current “Go to market” platform for the proposer for our solution requirements. Solutions that are End of Life or End of Service will not be considered. Proposer must provide written assurance that they will provide ongoing software/hardware support for the solution and all quoted products for 5 years after the date of the proposal.

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### 2.3.9 Additional Required Forms/Documents

A sample version of the following documents should be provided by the proposer in their response. They do not need to be customized for Agency at this time.

- Software License / Subscription Agreement

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## 2.4 REQUIRED QUALIFICATIONS

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### 2.4.1 References

The Proposer should provide the following

- Examples of successfully completed database-driven web portal projects.
- Resumes of staff assigned to this project.
- Organizational chart identifying the name, title and firm for each staff member assigned to this project.
- Reviews of Proposer’s work providing services similar to what is proposed in this RFP.

Proposers must have completed in the last 3 years at least 3 projects similar in nature to the Services described in this RFP. Provide references for the similar work in the fields provided on the Proposal Cover Sheet – Attachment A.

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## 2.5 REQUIRED COST ESTIMATE

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### 2.5.1 Cost Estimates

Proposer should provide a cost estimate and approximate timeline for the initial development as well as a cost estimate for on-going support. If the platform has an annual licensing cost, please describe that cost and what it includes and does not include. Cost estimates for the database (hosting and data transfer fees) should also be included if the proposed solution locates the database in a location other than LCOG’s database server.

The following are factors that should be considered in the cost estimate:

- A project plan that allows LCOG staff to implement some components of the solution along with the vendor will be preferred, but the exact balance of work will be negotiated with the selected vendor. A range of cost estimates can be provided to show how this can be accommodated.

- The more detailed the cost estimate is in terms of the components of the cost and the ways each was calculated, the more favorably that estimate will be evaluated.
- Solutions will be evaluated on a 5-year Total Cost of Ownership based on initial purchase price, recurring charges, software upgrades, and ongoing maintenance. Proposers should provide this cost information and will also describe any advantages or savings that are unique to their solution.
- Proposals should also address any factors that might impact the cost of ownership in unexpected ways such as amount of site traffic, cloud networking/resource costs, number of admin accounts, licensing levels, etc.

Attachment D – Cost Worksheet can be used to document the proposed cost estimate and its components. If more than one cost option is estimated, a separate Schedule E worksheet for each option should be created in Attachment D.

Respondents should also include cost estimates in the format normally provided to clients. Receiving both formats will improve the accuracy of the evaluation and facilitate communication in the follow-up interview for selected proposers.

Additional details regarding price will be provided by the Apparent Successful Proposer in a Price Proposal as part of the post-proposal selection process.

## 3.0 PROPOSAL FORMAT & SUBMITTAL REQUIREMENTS

### 3.1 TIME, DATE AND PLACE FOR SUBMISSION

Proposals and all required submittal items must be received by the submittal deadline and at the email set forth on page 1 of this RFP. Proposer is solely responsible for ensuring its Proposal is received by Agency in accordance with the RFP requirements before Closing. Agency is not responsible for any common transmission errors or delays, or for any mis-delivery for any reason. Agency will not accept Proposals submitted after the Proposal submittal deadline. A Proposal may be withdrawn or replaced with a modified Proposal by written request from an authorized representative of Proposer, provided the request (and any modified Proposal) is received prior to the deadline for Proposal submittal.

In the event of a failure of an Electronic Procurement System or electronic mail system that interferes with the ability of Proposer to submit Electronic Submittals, to protest or to otherwise participate in the procurement, Agency may cancel the procurement or may extend the date and time of receipt of Electronic Submittals by providing notice of the extension immediately after the Electronic Procurement System or electronic mail system becomes available.

### 3.2 PROPOSAL FILE FORMAT

Proposals should be submitted in searchable PDF or Microsoft Word format. Excel files can also be included where they provide clarity.

Proposers should respond with all documents listed in the Attachments in electronic, searchable form. Please use file names that use the Section number and/or document name listed in the Attachments.

### 3.3 PROPOSAL PAGE LIMIT, FONT SIZE, FILE SIZE

The Proposal is limited to **30 pages**. Any pages exceeding this limit will not be provided to the evaluation committee or considered in the evaluation. One page is defined as: one side of any 8-1/2" x 11"-page, partial page, tab, index or table of contents with substantive text, tables, graphics, charts, resumes, etc. Any page over this size will be counted as 2 pages.

The following items do not count toward the page limit.

- Any additional forms or sample documents required per Section 2.3.8 or 2.4.1.
- Cost information in Excel or PDF format included to support the cost estimate per Section 2.5.
- Attachment A – Proposal Cover Sheet.

All documents must use a minimum **12-point font** for substantive text (including text in tables or resumes).

**Electronic File Size.** Proposer shall make reasonable efforts to compress or optimize files. For tips on reducing file size, see information at the following links: [How to reduce PDF file size](#); [How to reduce the size of Word documents that contain images](#).

### 3.4 OTHER SUBMITTAL CONSIDERATIONS

**Public records exemptions.** When applicable, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall also submit with the Proposal package:

- an additional fully redacted electronic version of its Proposal, clearly identified as the redacted version.
- a memorandum citing the statutory justification for each specific area of the Proposal that Proposer claims to be exempt.

Identifying the Proposal in whole as trade secret, confidential or otherwise exempt from disclosure is not acceptable. Any content in the Proposal which Proposer believes to be a trade secret or exempt from public disclosure must be so indicated in conformance with the requirements of this Section.

### 3.5 PROPOSAL CONTENTS

The Proposal must address each of the evaluation criteria in Section 2.0.

Proposals should not include extensive artwork or other materials not essential to the utility and clarity of the Proposal. Diagrams explaining elements of the proposal are acceptable and encouraged. Do not include marketing or advertising material in the Proposal.

### 3.6 SIGNED PROPOSAL COVER SHEET

Proposer shall submit a completed Proposal Cover Sheet (Attachment A) bearing the signature of Proposer's authorized representative (**in PDF format**).

By submitting a Proposal in response to this RFP, Proposer (and if selected for award, also as the Contractor) agrees with Agency that signatures showing on PDF documents submitted or exchanged via email are "Electronic Signatures" under ORS Chapter 84 and bind the signing party and are intended to be and can be relied upon by the parties.

### 3.7 PROPOSAL PACKAGE REQUIREMENTS

#### 3.7.1 Package Submittal

Provide all required submittal items electronically to the SPC via the email specified on page 1 of the RFP. Include the RFP number and RFP Title on the email subject line.

### 3.8 COST ESTIMATE FILE FORMAT

The required cost estimate information can be submitted as a separate **Microsoft Excel file**. The file should be clearly named to identify them as pricing information for the Proposer.



## 4.0 PRE-PROPOSAL PROCESS

### 4.1 PROPOSER QUESTIONS AND REQUESTS

All questions, RFP protests or requests for change relating to any aspect of this RFP or the associated Project must be submitted in Writing via e-mail to the SPC identified on page 1 of this RFP.

RFP protests and requests for change submitted after the protest due date on page 1 of this RFP will not be considered. RFP protests or requests for change must be in conformance with requirements set forth in ORS 279B.405. The foregoing procedures and deadline shall also apply to protests and requests for change respecting the contents of Addenda to the RFP, unless the Addenda specify a different deadline. Failing to follow the foregoing requirements regarding the Single Point of Contact for inquiries may result in Proposal rejection by Agency.

Answers to substantive questions and/or any changes to the RFP will be issued as official Addenda to this RFP, no later than 5 calendar days prior to the Proposal Closing. A written response will be provided to those questions that are deemed appropriate.

### 4.2 ADDENDA

Changes or modifications to this RFP shall be binding on Agency only if in the form of written Addenda to the RFP issued by Agency. Except for officially issued Addenda, no person has been authorized to provide any other written or oral representation, clarification, warranty, or assurance with respect to this RFP or the Project.

**Agency shall advertise Addenda, if any, at the following website:** <https://www.lcog.org/rfps>. Potential Proposers who have downloaded or received a copy of this RFP will only be alerted to the existence of any Addenda by monitoring and downloading Addenda from the above website, or by checking with the SPC for this RFP. Agency is not responsible to notify potential Proposers of Addenda, nor will for send Addenda to any potential Proposer. Receipt of Addenda must be acknowledged in submitted Proposals.

## 5.0 PROPOSAL EVALUATION & CONSULTANT SELECTION

### 5.1 PROPOSAL EVALUATION AND SCORING

#### 5.1.1 Proposal Opening

There will be no public opening of Proposals. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued. However, Agency will record and make available upon request the identity of all Proposers after opening.

#### 5.1.2 Responsiveness Review

Proposals submitted by the Closing date and time will receive an initial review by Agency for Responsiveness to all requirements (allowing for minor informalities) set forth in the RFP and RFP cover sheet. Any Proposal not meeting RFP requirements may be found non-Responsive and rejected.

#### 5.1.3 Evaluation Methodology

Proposals found to be Responsive will be forwarded to an evaluation committee consisting of staff from LGDC member agencies that will independently review, score, and rank Proposals in accordance with the criteria and point allocation in Section 5.1.5. Evaluators will independently judge the merits of each Proposal by comparing the requirements and criteria stated in the RFP with the Responsiveness and the completeness and quality of what is presented in Proposal.

If necessary, the SPC may request via email further clarification from Proposer to assist the evaluation committee in gaining additional understanding of Proposal. A response to a clarification request must be in Writing and may only clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal Clarifications may not be used to rehabilitate a non-Responsive Proposal.

#### 5.1.4 Select Proposers to be Interviewed

Agency will, in its sole discretion, conduct and score interviews with up to 3 top ranked Proposers based on scoring of Technical Content, References and Cost Estimates. However, Agency, in its sole discretion, may select fewer or more than the top 3 ranked Proposers for interviews if there is a natural break in scores. As an alternative to interviews, Agency may elect to send follow-up questions via email to the top ranked Proposers. Agency must receive Proposers' responses to the follow-up questions by the deadline set forth in the email to Proposers. Agency may conduct face-to-face or teleconference interviews if determined necessary after conducting written follow-up questions. Interviews may require physical attendance at Agency's offices; however, Agency may elect to conduct interviews via teleconference or video conference.

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### 5.1.5 Scoring of Proposals

Proposals will be evaluated for quality and completeness for each section under Required Proposal Content as well as Interviews and Follow-Up Questions and overall quality of the proposal.

DESCRIPTION	MAXIMUM SCORE
Technical Content (Section 2.1-2.3)	40
Required Qualifications (Section 2.4)	20
Cost Estimates (Section 2.5)	20
Interviews and Follow-Up Questions (Section 5.1.4)	20
Maximum Total Score	100

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## 5.2 CONSULTANT SELECTION

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### 5.2.1 Method of Award

Unless all Proposals are rejected or the RFP is cancelled, tentative award will go to the Proposer determined to be the most advantageous Responsive and Responsible Proposer. Generally, this is, but is not required to be, the Responsive and Responsible Proposer with the highest total score, as calculated under Section 5.1.5.

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### 5.2.2 Additional References

Agency reserves the right to investigate references including customers other than those provided in the Proposal or Proposal Cover Sheet (Attachment A). Investigation may include past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or any other criteria as determined by Agency.

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### 5.2.3 Responsibility Determination

Agency will determine if an apparent successful Proposer is Responsible, pursuant to ORS 279B.110, prior to award and execution of the Contract. At any time prior to Contract execution, Agency may reject any Proposer found to be not Responsible.

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### 5.2.4 Intent to Award Notice

If an apparent successful Proposer is selected, Agency will issue an intent to award notice and will provide a copy of the notice (or electronically post) to all Proposers.

Award to the apparent successful Proposer is subject to successful negotiation of the Contract.

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### **5.2.5 Award Protest**

A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written award protest to the SPC, identified on page 1 of this RFP, no later than 7 calendar days after the date of the selection notice. Award protests submitted after this deadline will not be considered. Award protests must be in conformance with requirements set forth in ORS 279B.410. All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense.

## 6.0 GENERAL TERMS & CONDITIONS FOR THIS RFP

### 6.1 NON-DISCRIMINATION

Agency, in accordance with the Title VI of the Civil Rights Act of 1964, § 7, 42 U.S.C. § 2000e et seq (1964), hereby notifies all Proposers that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit Proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

### 6.2 FUTURE WORK LIMITATIONS

- (RESERVED)

### 6.3 ELECTRONIC FILES LINKED OR ATTACHED TO RFP

This RFP document must be viewed electronically to access files, attachments, forms, provisions, or other documents that are attached electronically (shown as icons) or provided via hyperlinks from the Internet in this RFP. All files, attachments forms, provisions or other documents attached electronically or linked from the Internet are incorporated in this RFP with the same force and effect as though fully set forth in this RFP.

### 6.4 PUBLIC RECORDS

All Proposals are public record and are subject to public inspection after Agency issues the Notice of the Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of Agency. By submitting a Proposal in response to this RFP, Proposer grants the Agency a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

Proposals, including supporting materials, will not be returned to Proposer.

### 6.5 RFP CANCELLATION

Agency may cancel this RFP or reject any or all Proposals in accordance with ORS 279B.100, if doing either would be in the public interest as determined by Agency. In no event shall Agency have any liability for the cancellation of this RFP.

### 6.6 COST OF SUBMITTING A PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

#### 6.7 PUBLICITY

Any publicity giving reference to this Project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior written approval of the Agency.

#### 6.8 NON-APPROPRIATION CLAUSE

As a public entity, Agency does not have guaranteed funding from budget year to budget year. For this reason, Agency may cancel all or a part of the awarded contract if funding for the project is lost or unavailable. There will be no penalty or early termination charge to Agency for cancellation of the contract. Proposer Awardee will be paid only for actual costs and completed work based on phase or percentage of total work completed. Proposer Awardee will make every effort to mitigate actual costs and will submit actual payroll records, if required by Agency, to prove percentage of work completed.

#### 6.9 JOINT RESPONSE

If two or more firms are involved in a joint venture or association to provide a response, the proposal must clearly delineate the respective areas of authority and responsibility of each party. All parties signing the agreement must be individually liable for providing the services even when the areas of responsibility under the terms of the joint venture or association are limited.

Part I – Proposer Information and References

RFP#:

Legal Name of Firm as provided to IRS:

DBA Name (if different than legal name):

**DUNS Number:**

Is Proposer registered as a foreign corporation in Oregon? Yes No

Corporation  Professional Corporation  Ltd. Liability Company  Partnership   
Limited Partnership  Ltd. Liability Partnership  Sole Proprietorship  Other:

State of Incorporation/Organization:

Mailing Address:

Type name of authorized contact for this RFP: _____
Email address: _____
Telephone: _____ Fax: _____
Type name of person(s) authorized to sign Contract: _____

**MINIMUM QUALIFICATIONS**

Per Section 2.4.1 - Proposer has listed references below for 3 projects completed in the last 3 years that are similar in nature to the Services described in this RFP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**REFERENCES**

Provide references for 3 clients for which Proposer has provided, in the last 3 years, similar services to those described in this RFP (please verify contact information):

**1) Name of Client:** \_\_\_\_\_ **Reference Contact Person:** \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Period of Performance: \_\_\_\_\_ Completed on Schedule: Yes , No   
Contract Estimated Cost: \_\_\_\_\_ Contract Actual Cost: \_\_\_\_\_  
Name of Proposer’s Project Manager: \_\_\_\_\_

**2) Name of Client:** \_\_\_\_\_ **Reference Contact Person:** \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Period of Performance: \_\_\_\_\_ Completed on Schedule: Yes , No   
Contract Estimated Cost: \_\_\_\_\_ Contract Actual Cost: \_\_\_\_\_  
Name of Proposer’s Project Manager: \_\_\_\_\_

**3) Name of Client:** \_\_\_\_\_ **Reference Contact Person:** \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Period of Performance: \_\_\_\_\_ Completed on Schedule: Yes , No   
Contract Estimated Cost: \_\_\_\_\_ Contract Actual Cost: \_\_\_\_\_  
Name of Proposer’s Project Manager: \_\_\_\_\_



## Part II - Proposer Certifications

By signing below, the authorized representative on behalf of Proposer certifies that:

1. Proposer agrees to and shall comply with the terms and conditions of the Contract Form associated with this RFP and all requirements, specifications and terms and conditions contained within the RFP. Proposer acknowledges receipt of any and all Addenda to this RFP.
2. All contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Cover Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty. No attempt has been made or will be made by Proposer to induce any other person to submit or not submit a Proposal. Proposer understands that any statement or representation it makes, in response to this solicitation, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the **Oregon False Claims Act**, ORS 180.750(1)}, made under the resulting Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
3. Proposal is a firm offer for 180 days following the Closing.
4. Proposer has available the appropriate material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to demonstrate the capability of the firm to meet all contractual responsibilities.
5. Proposer has not been notified within the last 3-year period of any delinquent Federal, State or local taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
6. Proposer, its principals and major subcontractors (major subcontractor is defined as receiving 10% or more of the total Contract amount) have not presently, or within the last 3 years, been convicted of, indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of bids or Proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property.
7. Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. And, pursuant to ORS 279A.110, Proposer has not, and Proposer will not, discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns, or an emerging small business certified under ORS 200.055.
8. Proposer's employees and agents are not included on the list entitled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the

United States Department of the Treasury and currently found at  
<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

9. Proposer and its Principals, and any of its prospective subcontractors for this award are not presently debarred, suspended, disqualified, proposed for debarment or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon, and does not have an Active Exclusion on the System for Award Management (SAM) which is available at <https://sam.gov/>.
10. Proposer, acting through its authorized representative, has read and understands the RFP instructions, specifications, and terms and conditions contained within the RFP (including the Contract Form) and all Addenda, if any. The Proposal submitted is in response to the specific language contained in the RFP, and Proposer has made no assumptions based upon either (a) verbal or written statements not contained in the RFP, or (b) a previously issued RFP, if any.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(President or Authorized Representative of Proposer)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## ATTACHMENT B – BUSINESS REQUIREMENTS

The Business Requirements document is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

**Attachment B** is available as a separate file posted with this RFP at the following website: <https://www.lcog.org/rfps>; or may be requested by email from the SPC listed on page 1 of this RFP.

## ATTACHMENT C – USER INTERFACE DESIGN GUIDE

The User Interface Design Guide document is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

**Attachment C** is available as a separate file posted with this RFP at the following website: <https://www.lcog.org/rfps>; or may be requested by email from the SPC listed on page 1 of this RFP.

## ATTACHMENT D – COST WORKSHEET

The Cost Worksheet document is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

**Attachment D** is available as a separate file posted with this RFP at the following website: <https://www.lcog.org/rfps>; or may be requested by email from the SPC listed on page 1 of this RFP.