



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
501 Woodlane St., Ste. 220
Little Rock, Arkansas 72201-1023

REQUEST FOR PROPOSAL
RFP SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	SP-21-0034	Solicitation Issued:	11/13/2020
Description:	Redistricting Software Solution		
Agency:	TSS- Office of Geographic Information Systems		

SUBMISSION DEADLINE			
Proposal Opening Date:	December 4, 2020	Proposal Opening Time:	2:00 p.m., Central Time
Deliver proposal submissions for this Request for Proposal to the Office of State Procurement on or before the submission deadline. Proposals received after the submission deadline may be rejected as untimely. See Section 1.2 for information regarding Live Proposal Openings.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and RFP Opening Location:	<p>Department of Transformation and Shared Services Office of State Procurement 501 Woodlane St., Ste. 220 Little Rock, Arkansas 72201-1023</p> <p>Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to OSP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.</p>
Proposal's Outer Packaging:	<p>Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes.</p> <ul style="list-style-type: none">• Solicitation number• Date and time of proposal opening• Prospective Contractor's name and return address

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
OSP Buyer:	Tanya Freeman	Buyer's Direct Phone Number:	501-682-4140
Email Address:	Tanya.freeman@dfa.arkansas.gov	OSP's Main Number:	501-324-9316
OSP Website:	https://www.transform.ar.gov/procurement/		

SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This Request for Proposal (RFP) is issued by the Office of State Procurement (OSP) for the Office of Geographic Information Systems to obtain pricing and a contract for redistricting software. The Office of State Procurement is the sole point of contact throughout this solicitation process.

1.2 LIVE PROPOSAL OPENING

Use the information below to view the proposal opening online.

Zoom Meeting Link: <https://arkansas-gov.zoom.us/j/83387705006?pwd=S0pMZC9ySEZyOG00WV6WWE5S0ZnUT09>

Meeting ID: 833 8770 5006

Meeting Password: 619808

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.3 TYPE OF CONTRACT

- A. As a result of this RFP, OSP intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is January 25, 2021, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for three (3) years. Upon mutual agreement by the Contractor and agency, the contract may be renewed by OSP for up to four (4) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

1.4 SOLICITATION SCHEDULE

- A. For informational purposes, OSP is providing a Solicitation Schedule; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFP Release to Prospective Contractors	November 13, 2020
Bidders Conference	November 18, 2020 at 2:00 CST
Deadline for Prospective Contractor Questions	November 20, 2020 at 4:00 CST
Answers to Questions Posted to OSP website*	November 25, 2020
Proposal Due Date	December 4, 2020 at 2:00 CST
Initial Proposal Evaluation*	December 7, 2020
Interviews*	December 10-11, 2020
Final Proposal Evaluation*	December 11, 2020
Discussions Kick Off Meeting*	December 15, 2020
Finalize Discussions*	December 22, 2020
Post Anticipation to Award*	December 23, 2020
Award Contract*	January 22, 2021

1.5 BIDDERS CONFERENCE

- A. OSP will host a bidder's conference to provide additional information and clarification regarding the RFP.
- The conference will take place on November 18, 2020 at 2:00, Central Time.
 - The conference is important for Prospective Contractors to understand the tasks a Prospective Contractor **shall** complete when submitting a proposal ("Submission Requirements").
 - Prospective Contractors may attend the conference via Zoom.

Zoom Conference Link: <https://arkansas-gov.zoom.us/j/87688393301?pwd=KzUvUXFzUngyVIZRM3VMY0YrZE5ldz09>

Meeting ID: 876 8839 3301

Meeting Password: 100095

Dial-In Information: 877 853 5257 US Toll-free

888 475 4499 US Toll-free

- The bidder's conference presentation will be posted with the RFP to the OSP website at <https://www.arkansas.gov/tss/procurement/bids/>.

1.6 CLARIFICATION OF RFP SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *RFP Solicitation* in writing via email by the date and time listed in Section 1.4 Table A to the OSP buyer as shown on page one (1) of this *RFP Solicitation*.
- Prospective Contractors **shall** submit questions using *Template Q-1: Written Questions*.
 - For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 - Prospective Contractors' written questions will be consolidated and responded to by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on the date provided in Section 1.4, Table A. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Contractors may contact the OSP buyer with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by OSP will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by OSP.

1.7 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.

- B. "Proposal Submission Requirement" means a task a Prospective Contractor **shall** complete when submitting a proposal response. These requirements will be distinguished by using the term "shall" or "must" in the requirement.
- C. "Prospective Contractor" means a responsible offeror who submits a proposal in response to this solicitation.
- D. The terms "Request for Proposal", "RFP," "RFP Solicitation," and "Solicitation" are used synonymously in this document.
- E. "Requirement" means a specification that a Contractor's commodity and/or service **must** meet or exceed in the performance of its contractual duties under any contract awarded as a result of this RFP. These specifications will be distinguished by using the terms "shall" or "must" in the requirement.
- F. "Responsive proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
- G. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the State Department using such a contract.

1.8 RESPONSE DOCUMENTS

A. Original *Technical Proposal Packet*

1. Responses within the *Information for Evaluation* and *Exceptions* sections **must not** contain the Prospective Contractor's name or any other identifiers, including without limitation names of staff members, projects, products, and addresses.
2. Prospective Contractors **shall** utilize the *Technical Proposal Packet* to submit their responses.
3. The following items are Proposal Submission Requirements and **must** be submitted as a hard copy in the original *Technical Proposal Packet*.
 - a. Original signed *Proposal Signature Page*. (See *Technical Proposal Packet*.)
 - b. One (1) original hard copy of the proposal response which includes:
 - i. Technical Proposal response to the *Information for Evaluation* section included in the *Technical Proposal Packet*. Proposal response **must** be in the English language.
 - ii. Response to the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
 - iii. Proposed *Subcontractors Form*.
 - iv. Proposed *Exceptions Form*.
4. The following items should be submitted in the original *Technical Proposal Packet*.
 - a. *EO 98-04: Contract and Grant Disclosure Form*.
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*.
 - c. *Voluntary Product Accessibility Template* (VPAT), if applicable.

5. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

B. Additional Copies and Redacted Copy of the *Technical Proposal Packet* and *Official Solicitation Price Sheet*

In addition to the original *Technical Proposal Packet* and the *Official Solicitation Price Sheet*, the following items should be submitted:

1. Additional Copies of the *Technical Proposal Packet*

- a. One (1) electronic copy of the *Technical Proposal Packet*, preferably on flash drive and in PDF format. Do not send electronic copies via email or fax.
 - i. The *Information for Evaluation* and *Exceptions Form* sub-sections should be a separate file on the flash drive.
- b. The electronic copy **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy governs.
- c. If OSP requests additional copies of the proposal, the copies **must** be delivered within the timeframe specified in the request.

2. Additional Copies of the *Official Solicitation Price Sheet*

- a. Prospective Contractor should also submit one (1) electronic copy of the *Official Solicitation Price Sheet*, preferably on a flash drive and in PDF format. Do not send electronic copies via email or fax.

3. One (1) redacted (marked "REDACTED") copy the original *Technical Proposal Packet*, preferably on a flash drive and in PDF format. Do not send electronic copies via email or fax.

1.9 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Specifications Section(s) of this RFP by listing them on the *Exceptions Form* (See *Technical Proposal Packet*), Prospective Contractor understands its submission of a proposal to represent that its proposal meets all such Requirements.
- B. A Prospective Contractor's proposal may be rejected if a Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this RFP.

1.10 ADDITIONAL TERMS AND CONDITIONS

- A. Any special terms and conditions included in this solicitation **shall** override the Solicitation Terms and Conditions located on the OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Services Contract by listing them on the *Exceptions Form* (See *Technical Proposal Packet*), Prospective Contractor agrees and **shall** adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Services Contract can be viewed on the OSP website here (Agencies – Services – Forms): <https://www.transform.ar.gov/procurement/agencies/services/>.

SECTION 2 – SPECIFICATIONS

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 CURRENT ENVIRONMENT

The Arkansas GIS Office serves as the statewide GIS data clearinghouse. This clearinghouse includes all levels of administrative boundaries and election geography data. This information is warehoused and published via the gis.arkansas.gov platform.

The following information summarizes the system operated by the Office to demonstrate its current experience with operating and hosting a sophisticated geospatial services platform:

The gis.arkansas.gov platform currently consists of three EC2 (Amazon Elastic Compute Cloud) VM instances hosted in the Amazon Web Services (AWS) environment. Two of the instances are maintained by the GIS Office via Architecture as a Service, while the third is FME Server which is a Software as a Service subscription maintained via Safe Software that processes and delivers clipped GIS data for download. Additionally, the platform leverages Amazon's Simple Storage Service (S3) to host and distribute GIS data.

The primary EC2 instance is a M4.Xlarge EC2 type and functions as the primary web server via the PHP, Wordpress, MySQL, and Internet Information Services (IIS) technologies. The web server currently serves gis.arkansas.gov, arfire.arkansas.gov, surveyor.arkansas.gov, and speedtest.arkansas.gov. This instance also hosts the gis.arkansas.gov ftp server utilizing Filezilla Server and WebDrive, a technology the GIS Office uses to connect FTP and S3 to facilitate data downloads via the FTP protocol from S3. The M4.Xlarge also hosts an ESRI ArcGIS Server/Image Server via ArcServer, which is the technology that provides a mechanism for the dynamic public consumption of map, feature, and Image services via Restful (JSON) or SOAP (XML) web protocols into client or web based applications.

The secondary EC2 instance managed by the GIS Office is an R4.Xlarge and is used as the primary Database server via SQL Server 2012 that hosts data for several public facing applications, as well the primary enterprise database for ArcServer. All EC2 storage with exception of the FTP data are hosted via Amazon's Elastic Block Store (EBS) General Purpose Solid State Drives (SSD). The FTP data is stored on a EBS Throughput Optimized (Hard Disk Drive) HDD.

During the prior two decades, the Arkansas GIS Office has provided technical support and played an advisory role in the redistricting process for multiple levels of government. Following each redistricting cycle the Office has the role of gathering and publishing all the newly drawn election districts. Current examples of these data are located at:

http://gis.arkansas.gov/?s=election&post_type=product

Given the expertise with hosting GIS applications and data the Office intends to host and operate a common platform for redistricting software and data that can be shared and used by all authorities involved in the redistricting process. This platform would leverage the existing information technology stack already hosted by the Office and would facilitate interoperability and transparency. If a cloud solution is proposed the Office would deploy a similar stack so that a redistricting solution would run on its own dedicated instance. Redistricting plans at the state and local levels could be shared and evaluated. Adopted plans could be shared and used, and published for the next decade within the gis.arkansas.gov platform.

The redistricting process requires customized geographic information system (GIS) software to analyze and manipulate the 2020 Census TIGER and PL94-171 Block file. For all levels of redistricting, various governmental entities use the same source data from the U.S. Census Bureau. The redistricting process for the various levels is performed independently, as described below.

1. The Arkansas General Assembly performs redistricting of the Congressional districts, supported by the Arkansas Bureau of Legislative Research.
2. The Arkansas Board of Apportionment performs redistricting of the General Assembly (House and Senate).
3. County Election Commissions redistrict the Justice of Peace districts.
4. Cities redistrict their municipal wards.
5. School Boards redistrict their School Board Zones.

This approach has a goal to unify the various stakeholders into one redistricting strategy and simultaneously ensures all levels of election geography can be rapidly available to the County Clerks' offices who are required to reassign all voters to their new districts.

2.2 PROSPECTIVE CONTRACTOR MINIMUM QUALIFICATIONS

- A. The Prospective Contractor **shall** have experience providing a Redistricting Software Solution for at least three (3) projects of similar scope as described in this RFP.

2.3 GENERAL REQUIREMENTS

- A. The Solution **must** operate in a multi-user environment. The Solution **must** be deployed on a local area network within the State's wide network on a server or accessible through web-based applications or clients that allow access to the cloud-based data for up to 15 remote users.
- B. The Solution **must** be able to construct and manage multiple redistricting plans that may be composed of up to 100 House and 35 Senate districts using a seamless statewide map.
- C. The Solution **must** have map or cartographic features for printing and publication.
- D. The Solution **must** be compatible with State of Arkansas standard hardware and operating systems (Dell computers and Microsoft Windows).

2.4 HOSTING

- A. Prospective Contractors **shall** propose a State hosted Solution in the following deployment scenarios:
 1. As a virtual machine(s) / virtual appliance(s) which could be hosted in Amazon Web Services (AWS) Cloud.
 2. As a virtual machine(s) / virtual appliance(s) which could be hosted on-premise utilizing (virtualization technology standard).
- B. Prospective Contractors may propose an optional Solution that is delivered solely as a SaaS offering. The Prospective Contractor **must** be prepared to explain in detail how the Redistricting Software Solution meets the requirements specified in this RFP, including all licensing, data security, support, and maintenance. Prospective Contractors should include this option in Table Five (5) of the *Official Solicitation Price Sheet*.
- C. The Contractor **shall** provision all environments including, at minimum, the following:
 - Development
 - Testing
 - Production

2.5 DATABASE INPUTS

- A. The Solution **must** be able to read/import U.S. Census Bureau 2020 TIGER/Line files for each polygon, line segment, and point layer of geography.

- B. The Solution **must** be able to read/import the full 2020 PL94-171 data matrix Census File for Arkansas to generate the population attribute data necessary to satisfy Department of Justice requirements under the Voting Rights Act of 1965, as amended.
1. PL94-171 data will be matched to the geography hierarchy used for redistricting, state, cities, county, house districts, senate districts, precincts, places, or school districts.
 2. The above hierarchy corresponds on a one-to-one basis to the geographic hierarchy for the polygon boundary files. The Redistricting Software solution must support this hierarchy in both its map and tabular data components, using the common geographic area identifiers as the link between the two.
- C. The Solution **must** be able to easily manage the population data linked to the polygon layers creating a seamless statewide map with a hierarchy containing: all counties, congressional, state house, state senate, election precincts, cities, school districts, tracts and blocks of Arkansas.

2.6 TRAINING

The Contractor **shall** be responsible for training the Arkansas GIS Office project team, end-users, and technology personnel on the use and support of the proposed solution. GIS expects 4 administrative users and 15 end users.

2.7 REPORTING

The Prospective Contractor **shall** propose a Solution capable of producing ad hoc reports.

2.8 LONG TERM VIABILITY OF THE SOLUTION STACK

- A. The Solution **must** be functional for the duration of the decade. This system **must** be available for recovering plans or for the purpose of supporting any future legal action or court decision.
- B. The Contractor **shall** be available to participate in any court proceedings that involve the products of this system and deemed necessary by GIS for the duration of the decade.

2.9 DATA SECURITY AND STORAGE

- A. The Solution **must** include an identity management system.
- B. All servers and data associated with the Arkansas instance of the Contractor hosted Solution **must** reside in the continental United States.
- C. Contractor **shall** perform all work on the proposed Solution from within the continental United States of America. The Solution **must not** be accessed from outside of the U.S.

2.10 MAINTENANCE

- A. The Contractor **shall** be responsible for performing all maintenance necessary on the proposed Solution.

2.11 TECHNICAL SUPPORT

- A. The Contractor **shall** provide ongoing user and technical support for the proposed system post Go-Live. At minimum, this **must** include 24/7 emergency support.
- B. The Prospective Contractor **shall** provide all the necessary licenses required to support the Solution, including, but not limited to, Server Operating System, Database System, Web Server, and Remote Administration for support and maintenance. The cost for these licenses must be included in Table 2 of the *Official Solicitation Price Sheet*.

2.12 PERFORMANCE STANDARDS

- A. *Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- B. State law requires that qualifying contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **shall** meet in order to avoid assessment of damages.
- C. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- H. Should any compensation be owed to the State agency due to the assessment of damages, Contractor **shall** follow the direction of the State agency regarding the required compensation process.

SECTION 3 – SELECTION

- **Do not** provide responses to items in this section.

3.1 SELECTION PROCESS

A. The following is a high-level overview of the overall selection process.

1. OSP will review each *Technical Proposal Packet* to verify submission Requirements have been met. *Technical Proposal Packets* that do not meet submission Requirements will be rejected and will not be evaluated.
2. An agency-appointed Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on Prospective Contractor's response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
 - a. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each Evaluation Criteria will be based on the following Scoring Description.

Score	Description
10	The response provides metrics clearly establishing that the Prospective Contractor is reliable and capable of fully performing the required services at a superior level of quality.
5	The response provides some information suggesting that the Prospective Contractor's level of performance may be acceptable, but it does not clearly establish that the Prospective Contractor is reliable and capable of fully performing the required services at a superior level of quality. This may be due to several reasons including, without limitation: (a) insufficient metrics; (b) vague, incomplete, indefinite, confusing, or inconsistent information; or (c) over reliance on technical jargon that is not understandable to non-technical evaluators.
0	The response provides performance metrics clearly establishing that the Prospective Contractor is unreliable and incapable of fully performing the required services at an acceptable level of quality.

3. After initial individual evaluations are complete, the Evaluation Committee members will meet to discuss their individual ratings. At this consensus meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
4. After committee members have had an opportunity to discuss their individual scores with the committee, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
5. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each proposal.
6. Other agencies, consultants, and experts may also examine documents at the discretion of the Agency.
7. The State will conduct cost checks based on the cost submitted by each Prospective Contractor on the *Official Solicitation Price Sheet*.

- a. After proposal opening, the State will allow Prospective Contractors whose proposed cost falls outside of a twenty-five percent (25%) range of the average submitted cost the opportunity to justify their submitted cost.
 - b. During consensus, cost information will be provided to the Evaluators to allow the Evaluation Committee to determine if moving forward with the highest-ranking Prospective Contractor is the most advantageous to the State.
 - c. Should the State request clarification and/or additional information regarding cost, Prospective Contractors **shall** provide clarification and/or additional information as specified by the State.
8. The State will move forward to discussions with the highest-ranking, responsible Prospective Contractor based on the Grand Total Score for each proposal unless an alternate decision is made under 3.1.A.7.b.

3.2 EXPLANATION OF THE SUB-SECTIONS OF THE TECHNICAL PROPOSAL

A. Experience

1. The Experience sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to differentiate themselves based on their technical capability and understanding of the State's specific needs.

B. Solution

1. The Solution sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to differentiate themselves based on their proposed solution to solve the State's specific needs.

C. Risk

1. The Risk sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to list and prioritize major risk items that are out of the Prospective Contractor's control and that could cause the Prospective Contractor's solution to deviate from or not meet the expectations of the State.
 - a. Prospective Contractors should include sources, causes, or actions that are beyond the scope of the contract that may cause cost increases, delays, amendments, or dissatisfaction to the State.
 - b. Prospective Contractors should not include risks caused by a lack of the Prospective Contractor's technical competency.
 - c. Risks should be described in simple, clear, and non-technical terms.
 - d. Prospective Contractor should explain how the Prospective Contractor will mitigate, manage, and/or minimize each risk listed.
 - i. The Documented Performance cell should include details such as how many times any identified risk was previously mitigated and the impact on the performance on the project in terms of time, cost, and client satisfaction.

D. Value-Add

1. The Value-Add sub-section included in the *Technical Proposal Packet* allows Prospective Contractors to identify any value-add options or optional service ideas that may benefit the State.

- a. Where applicable, the Prospective Contractor should identify what the State may have excluded or omitted from its scope and how these options or ideas have been successful in previous projects through verifiable performance information.
- b. The Prospective Contractor should list the cost and time impact of its value-add options or optional service ideas.
- c. Cost and revenue impacts associated with the value-add options or optional service ideas **must not** be included in the *Official Solicitation Price Sheet*.

E. Interview

1. The Interview will allow Prospective Contractors to further demonstrate their experience in providing the services outlined in the RFP.
 - a. Each Prospective Contractor meeting the submission requirements will be contacted by OSP to schedule an interview.
 - b. Prospective Contractors **shall** identify one (1) Project Lead on the *Proposal Signature Page* of the *Technical Proposal Packet* (see Prospective Contractor Contact Information) who **shall** attend the in-person interview with Evaluators as part of the evaluation process. Prospective Contractors may request to bring additional personnel to attend the interview if necessary.
 - c. Evaluators will interview the Prospective Contractor's identified Project Lead using a pre-determined set of interview questions. Follow up questions may be asked based on responses given by the Project Lead.

3.3 TECHNICAL PROPOSAL SCORE

A. The *Information for Evaluation* section has been divided into sub-sections.

1. In each sub-section, items/questions have each been assigned a maximum point value of ten (10) points. The total point value for each sub-section is reflected in the table below as the Maximum Raw Score Possible.
2. The agency has assigned Weighted Percentages to each sub-section according to its significance.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	Sub-Section's Weighted Percentage	* Maximum Weighted Score Possible
Experience	10	20	140
Solution	10	30	210
Risk	10	10	70
Value Add	10	10	70
Interview	10	30	210
Total Technical Score	50	100%	700

*Sub-Section's Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the sub-section.

B. The proposal's weighted score for each sub-section will be determined using the following formula:

$$(A/B)*C = D$$

A = Actual Raw Points received for sub-section in evaluation
 B = Maximum Raw Points possible for sub-section
 C = Maximum Weighted Score possible for sub-section
 D = Weighted Score received for sub-section

C. The proposal's weighted scores for sub-sections will be added to determine the Total Technical Score for the Proposal.

3.4 COST SCORE

A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest seven (7) year grand total as shown in Table Four (4) on the *Official Solicitation Price Sheet*. (See *Grand Total Score* for maximum points possible for cost score.)

B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B)*(C) = D$$

A = Lowest Total Cost
 B = Second (third, fourth, etc.) Lowest Total Cost
 C = Maximum Points for Lowest Total Cost
 D = Total Cost Points Received

3.5 GRAND TOTAL SCORE

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The State may move forward to discussions with the highest-ranked responsible Prospective Contractor, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

	Maximum Points Possible
Technical Proposal	700
Cost	300
Maximum Possible Grand Total Score	1,000

3.6 DISCUSSIONS

A. During the Discussions Kick Off Meeting, the Prospective Contractor **shall** provide the following documents to the State as hardcopies and electronically:

1. A plan and schedule to finalize discussions and contract documents.
2. A detailed scope of work clearly identifying the Prospective Contractor's understanding, implementation, and performance of services required in this RFP, including all activities required by the Contractor and all activities expected by the State/Participating Entities.
3. A Risk Management Plan intended to mitigate any risks, including but not limited to the risks identified in the risk plan submitted in the *Technical Proposal Packet*.
4. A proposed financial summary, including:

- a. The *Official Solicitation Price Sheet* and *Value-Add Plan* submitted in the Prospective Contractor's *Technical Proposal Packet*.
 - b. A proposed payment schedule.
5. Proposed Progress/Risk Report template that includes the Prospective Contractor's complete implementation schedule.
- B. During the Discussions Kick Off Meeting, the Prospective Contractor **shall** address questions and/or concerns the State may have to the satisfaction of the State.
 1. Should the State request revisions to any aspects of the Prospective Contractor's proposal prior to contract award, the Prospective Contractor **shall** make those revisions prior to the Final Discussions Meeting.
- C. During the Final Discussions Meeting, the Prospective Contractor **shall** present a final draft of the following documents to the State as hardcopies and electronically:
 1. A summary of all provisions developed during the discussions process and mutually agreed upon by the State and the Prospective Contractor.
 2. A detailed scope of work clearly identifying the Prospective Contractor's implementation and performance of services required in this RFP, including all provisions negotiated and agreed upon by the State and the Prospective Contractor since the Discussions Kick Off Meeting.
 3. Description of deliverables in terms of simplified metrics.
 4. The Risk Management Plan.
 5. Progress/Risk Report template that includes the Prospective Contractor's finalized implementation schedule.
 6. Financial summary, including:
 - a. The *Official Solicitation Price Sheet* submitted in the Prospective Contractor's *Technical Proposal Packet*.
 - b. A list of agreed upon and accepted value-add options (with impact to price).
 - c. A payment schedule.
 7. Contact information for the Prospective Contractor's key personnel.
- D. During the Final Discussions Meeting, the Prospective Contractor **shall** present the final drafts of the items using a PowerPoint Presentation and **shall** summarize the coordination and planning completed during the discussion process.
- E. The Prospective Contractor may determine which key personnel will attend the Final Discussions Meeting.

3.7 PROGRESS/RISK REPORT

- a. During the term of the contract, the Contractor **shall** periodically submit a Progress/Risk Report (PRR) to the State that tracks the Contractor's progress and any deviations in providing services to the State.

- i. The PRR **must** include, at minimum:
 - 1. Milestone schedule of implementation activities.
 - 2. Anticipated schedule and performance deviations, along with the date the deviation was identified, its likelihood of occurrence, the potential impact of the deviation, the Contractor's response plan to address each deviation, if applicable.
 - 3. Actual schedule and performance deviations, along with the date the deviation was identified, the progress of the Contractor's response to each deviation, the potential impact of the deviation, and the Contractor's anticipated and actual resolution dates, if applicable.
 - 4. An updated Risk Management Plan.
 - 5. Performance standard criteria and applicable metrics (and damages, if applicable).
- ii. Should a major deviation be identified that is anticipated to have a significant impact on the Contractor's performance, the Contractor **shall** notify the State within **one (1) hour** of identification.
- iii. The PRR **must** be submitted via email to the State's primary contact as an Excel file on a schedule agreed to by the Contractor and Agency.
- iv. The PRR does not substitute or eliminate other traditional reporting.
 - b. The State will provide a satisfaction rating to the Contractor for each deviation included on the PRR.

3.8 PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

The submission of a *Technical Proposal Packet* signifies the Prospective Contractor's understanding and agreement that some subjective value judgments will be made during the evaluation and scoring of the Technical Proposals.