



REQUEST FOR PROPOSALS

Project:
GIS ANALYST SERVICES

Prepared For:
Tooele County Community Development
47 S Main St
Tooele, Utah 84074

Date:
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INTRODUCTION

Tooele County requests proposals from GIS professionals for hourly GIS Analyst support services with a focus on Spillman, dispatch and E911 services and support. Anticipated to be approximately 10 hours of work weekly. Contractors are encouraged to submit their questions in writing by emailing rcuster@tooeleco.org. Questions may be submitted through email until **July 15, 2019 at 11:00 a.m.** Questions will be answered through an altered addendum by **July 15, 2019 at 5:00 p.m.**

PROJECT DESCRIPTION

- Maintenance and support of the E911 Dispatch Center's Spillman software GIS components
- Continuing development of the E911 Dispatch Center's Spillman software GIS capabilities
- General GIS workload overflow support of county departments (i.e. – Community Development, Recorder/Surveyor, Assessor, Clerk, Auditor, Emergency Management, Roads, Health Department)
- Development of GIS-based tools to allow non-GIS county personnel to reap the benefits of location-based technology and spatial analysis within their own circle of responsibility which benefits can then flow throughout the county as a whole. These tools would allow the county to make significant strides toward becoming a Smart City (Community), as defined by ESRI and the American Planning Association.

PROJECT OBJECTIVES AND SCHEDULE

- At least weekly update of Spillman system's data core.
- Participation in multi-agency collaborations working on further development of Spillman system GIS capabilities.
- At least 10 total hours per week of support and production of these activities.
- Detailed accounting of services provided.
- Monthly invoicing.

SCOPE OF WORK

- Support and services targeted at the needs elucidated above, provided remotely and in conjunction with the county GIS Administrator's needs and direction, to include but not limited to:
- Road, Address, Parcel, Common Place, Point of Interest, AED, Fire Hydrant, and Dispatch Zone updates
- Spillman GIS locator and map service design and maintenance
- Spillman GIS system updates
- Spillman AVL and Quickest Route services development
- Emergency services service area analysis
- Address assignment and change of address affidavits
- Pictometry integration
- Interactive Web Map configuration and maintenance
- Fireworks paper and web map generation and updates

PROPOSAL FORMAT

The proposals should contain the following information in the general order listed, and should not exceed ten (10) pages in length:

1. Cover letter, (does not count toward 10-page total). A person legally authorized to bind the Contractor to the proposed project must sign this letter. Proposals will include the full name, legal status, (corporation, state of incorporation, partnership, proprietorship, etc.), business address, and telephone number of the Contractor. The proposal must be signed in ink by a principal of the

business who is authorized to execute any subsequent contract. The name of the principal and his/her business title will be included in the signature element in either type or print. Penciled signatures or other notations will not be accepted.

2. Please submit your proposal plus one unchanged electronic copy in .pdf format to:

Tooele County Community Development
47 S Main St
Tooele, Utah 84074
Monday-Friday 8 a.m. – 5:00 p.m.

rcuster@tooeleco.org

SUBMITTAL REQUIREMENT

One copy of the proposal shall be submitted to the Tooele County Community Development Department by **July 17th, 2019 at 4:00 pm.**

PROPOSALS DUE

Receipt and Registration of Proposals will be handled by the County Community Development Department. Proposals are due by **July 17th, 2019 at 4:00 pm.**

Proposals, modifications, or corrections received after the closing time on July 15th, 2019 at 4:00 pm will be considered late and will not be opened.

If only one proposal is received in response to the RFP, the County may either make an award or, if time permits, re-solicit proposals for the purpose of obtaining additional proposals.

REJECTION OF PROPOSALS

The County reserves the right to reject any or all proposals received, and to select the proposal deemed to be the most advantageous and in the best interest of the County. Non-acceptance of a proposal will mean that one or more others were deemed more advantageous to the County or that all proposals were rejected. Applicants, whose proposals are not accepted, will be notified after a binding contractual agreement between the County and the selected applicant is executed, or when the County rejects all proposals.

SELECTION OF CONTRACTOR

The Notice of Award will be communicated by **July 19th @ 4:00 p.m.** The successful contractor will be selected in accordance with the County procurement policy. Selection criteria to be used by the selection team include the following items listed in the table below:

1.	Spillman & E911 experience	30 %
2.	Education	20 %
3.	Cost & Availability	20 %
4.	Government GIS experience	30 %
		100%

FORMATION OF THE AGREEMENT WITH THE SELECTED APPLICANT

After selecting an applicant, the County may conduct additional negotiations with the applicant to arrive at a best and final offer. When both parties are in agreement, a contract will be awarded.

GRAMA & BUSINESS CONFIDENTIALITY

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);

(2) Commercial information or non-individual financial information obtained from a person if:

(a) Disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) The person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) The person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the bidder must:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to Tooele County*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
3. Submit an electronic "redacted" (excluding protected information) copy of your proposal response. The copy must clearly be marked "Redacted Version."

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form, which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

To ensure the information is protected, the bidder must clearly identify in the Executive Summary and in the body of the proposal any specific information for which a bidder claims business confidentiality protection as "PROTECTED."

All materials submitted become the property of Tooele County. Materials may be evaluated by anyone designated by Tooele County as part of the proposal evaluation committee. Informative materials submitted may be returned only at Tooele County's option.

EMPLOYEE STATUS VERIFICATION SYSTEM

Contractor agrees to provide the signed E-Verify Certification, and shall register and participate in the Status Verification System before entering into a contract with Tooele County as required by Utah Code Ann. 63G-12-302. The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. Contractor is individually responsible for verifying the employment status of only new employees who work under Contractor's supervision or direction and not those who work for another Contractor or subcontractor, except each Contractor or subcontractor who works under or for another Contractor shall certify to the main Contractor by affidavit (Exhibit D,) that the Contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective Contractor or subcontractor. The Contractor shall comply in all respects with the provisions of Utah Code Ann. 63G-12-302. Contractor's failure to so comply may result in the immediate termination of its contract with Tooele County.

ETHICAL STANDARDS

Contractor represents that it has not: (a) provided an illegal gift to any Tooele County officer or employee, or former Tooele County officer or employee, or to any relative or business entity of a Tooele County officer or employee, or relative or business entity of a former Tooele County officer or employee; (b) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards set for in State statute or Tooele County Personnel Policies and Procedures 17; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, any Tooele County officer or employee to breach any of the ethical standards set forth in State statute or Tooele County Personnel Policies and Procedures.

INCURRING COSTS

Tooele County will not be liable for any cost that applicants may incur in the preparation of their proposals. Proposals should be concise, straightforward, and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither desired nor required.