

**Request for Quotation (RFQ)**

**RFQ No. 109-24  
Location Analytics Reporting Software**

**SCHEDULE OF EVENTS**

• RFQ Issued	11/21/2023		
• Deadline to Submit Additional Questions	12/01/2023	11:00 P.M.	Local Time
• Response to Written Questions	12/08/2023		
• RFQ Due Date	12/22/2023	11:00 P.M.	Local Time

**General Information:**

The City of Thornton (Thornton) is requesting Quotations for Procurement of a new, cloud-based, location analytics reporting software that will be used by multiple Thornton agencies.

**Buyer Contact Information:**

The contact information from the City’s Purchasing Office for this solicitation is as follows:

**Buyer:** Andrew Miskell, CPPB, Sr. Purchasing Analyst  
**Email:** [Andrew.Miskell@ThorntonCO.gov](mailto:Andrew.Miskell@ThorntonCO.gov)

Note: Communications with anyone other than the Purchasing Division during the course of the solicitation may result in rejection of your Quotation. All questions, comments, and submissions regarding this Request for Quotation (RFQ) shall be addressed to the Buyer, not to the end user.

**Current State and Scope of Work:**

Thornton currently holds multiple public events each year, most of which are sponsored by the Thornton Parks, Recreation, and Community Programs Department (“Parks”) and/or by the Economic Development Department (“Eco Devo”). Both of these departments have shown an interest in better understanding how many people attend these events, how long attendees are at an event or in a defined area, what demographics may be behind these attendees, and where the attendees have come from or where they are going. Currently, Thornton has no such solution in place.

Thornton City Council and the Thornton Budget Office have approved for Thornton’s Parks team to move forward on finding a Vendor’s platform and software that can best fit Thornton’s needs on these types of questions that have been brought up for a trial period. The trial usage of the software would be anticipated from the date an agreement is signed, for up to one year, or until funding has been depleted.

Upon conclusion of the trial period, should Thornton find value in the data and reports available from the awarded Vendor’s solution, Thornton may elect to continue using the awarded Vendor in future years.

**Requirements Traceability Matrix (“RTM”) and Proposal Questions to Vendors:**

Thornton has provided a set of requirements within a Microsoft Excel file under separate cover titled “109-24 RFQ Appendix No. 1 RTM Matrix 11-21-23”. This matrix states the requirements, descriptions of information, and their associated MoSCoW values.

The matrix contains a column titled “Requirement Compliance” with drop downs, which the proposing Vendor is to answer how their solution meets each requirement, with options including, cannot meet, future release, out-of-the box, with configurations, or with custom programming. There is an additional column within the matrix titled “Product/Module” for the Vendor to enter in if the requirement is found within a particular module of their solution.

**Note to Proposing Vendors:** Proposing Vendors are **required** to complete and return this RTM with their final submission as it will be memorialized in the final contractual agreement.

Thornton has also provided an additional Microsoft Word file under separate cover titled “109-24 RFP Appendix No. 2 Proposal Questions 11-21-23”. This document contains questions behind each RTM requirement for the Vendor to be able to elaborate and explain their product’s features, as well as additional RFP questions. Thornton has provided this document as a Word file for the proposing Vendor’s ease of entry of information and returning it to Thornton with their final proposal submission.

**Note to Proposing Vendors:** To standardize the format of all proposals for evaluation, Proposers are **required** to respond to all questions, to answer questions in the order given, and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

**Budgetary Requirements:**

The City of Thornton has an estimated trial budget of thirty-three thousand dollars (\$33,000.00). This dollar amount is for the initial year and trial period and all future years of usage shall be subject to annual funding appropriations approval by the Thornton City Council.

**Expected Quantities:**

The quantities listed within this RFQ are to the best of Thornton’s knowledge, and do not obligate the Buyer to procure additional items, modules, licenses, or products. Thornton’s current estimation is of a need for ten (10) licenses across different user levels (Admins, IT, General Users, etc.), but may seek additional licenses from the awarded Vendor depending on how well the trial period works for Thornton.

**F.O.B. Point:**

All final goods and services shall be delivered as F.O.B. Destination to the following location:

Attention: Thornton Information Technology Department  
Thornton City Hall  
9500 Civic Center Drive  
Thornton, CO 80229

**Award Length:**

The initial award from this solicitation will be from the **date of the final signature of the contract and then for up to one (1) year from the date of the final signature**. Should Thornton elect after the trial period to continue forward with the Vendor's solution, and receive approved funding appropriations from City Council, the award period will extend up until **December 31, 2031**. No further extensions or renewals shall pass this date for service from the awarded Vendor, unless otherwise previously authorized in writing by the Thornton Purchasing Division.

**Vendor Questions to Thornton:**

Vendor Questions will be collected by the Buyer and answered via an addendum that shall be sent to all participating Vendors according to the Schedule of Events listed above.

**Proposal Submission:**

Quotations are to be submitted no later than the time and date listed within the Schedule of Events listed above. Quotations shall be submitted electronically via BidNet® through the Vendor portal. For questions on how to register with BidNet®, please contact BidNet directly at (800) 435-4603.

**Demonstrations:**

Thornton reserves the right to review a Vendor's proposed solution that would be on hand or in the field of use. The proposed solution may be viewed at Thornton's sole discretion virtually or at a physical Thornton facility. It will be Thornton's sole discretion if a demonstration is deemed to be necessary during the evaluation phase of this solicitation.

**Pricing and Instructions:**

All prices shall be firm and fixed until an award has been made by Thornton. If extended unit pricing does not match total bid price, then unit pricing shall govern final evaluation amount. No changes to price shall be acceptable without first written authorization by the Contract and Purchasing Division.

The Pricing Form for this solicitation is located as a separate cover and is a Microsoft Excel document. The Excel document is titled as "109-24 RFQ Appendix No. 3 Pricing Form 11-21-23". This is a free type document that proposing Vendors shall complete for Thornton to properly evaluate pricing and value among all proposing Vendors.

Proposing Vendors shall note that it is unacceptable for a Vendor to submit a quote on their paperwork and not complete the Pricing Form.

**Sample Agreement:**

A sample Technology Master Services Agreement has been provided under separate cover as part of this solicitation, titled "109-24 Appendix No. 4 Sample Agreement 11-21-23". This sample agreement has been provided to inform the proposing Vendor of Thornton's terms and conditions expectation for the awarded Vendor from this solicitation. This sample agreement is subject to change at Thornton's sole discretion.

The Vendor does not need to complete any of the information within the sample agreement as part of the initial proposal submission process, but may submit any proposed redlines. At Thornton's sole discretion and as part of a final evaluation process by Selection Committee, the Buyer of Record may contact a proposing Vendor for any clarifications.

**Cooperative Purchasing:**

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

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**ACCEPTANCE OF CONDITIONS AND ADDENDA ACKNOWLEDGEMENT FORM**

Vendor indicates acceptance of the following conditions:

1. City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. The undersigned Vendor, having examined the Bid Documents, and having full knowledge of the product requested and described herein, hereby proposes that it will fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Bid Documents, for the stated prices as payment in full.

3. I acknowledge receipt of any and all published addenda: Yes  No

4. My firm is claiming the Thornton Based Business Local Vendor Consideration: Yes  No

Proposing Vendor's Name: \_\_\_\_\_

Vendor Representative (Printed): \_\_\_\_\_

Vendor Representative (Signature): \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

**SAMPLE AGREEMENT ACKNOWLEDGEMENT FORM**

Regarding Thornton's Sample Agreement, the undersigned Vendor acknowledges the following:

- 1) The proposing Vendor has received a copy of Thornton's sample Agreement. Yes  No
  
- 2) All proposed exceptions to Thornton's sample Agreement and all proposed Vendor agreements have been included as part of your proposal submission for Thornton's evaluation and consideration. Yes  No
  
- 3) If chosen for award, that Thornton may accept, reject, or negotiate all proposed changes to the terms and conditions of the sample Agreement and all other Vendor proposed terms and conditions. Should an Agreement be unable to be reached between Thornton and my firm, I acknowledge that Thornton retains the sole discretion to reject the award made and move to another Vendor for award and contractual negotiations. Yes  No

Proposing Vendor's Name: \_\_\_\_\_

Submitted By (Printed): \_\_\_\_\_

Submitted By (Signature): \_\_\_\_\_

Title: \_\_\_\_\_

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

## VENDOR CHECKLIST

This checklist is for aiding the proposing Vendor's in completing their submission, only. It is not a requirement for a proposing Vendor to submit this checklist with their final proposal.

Have you as a proposing Vendor made sure to do the following with your proposal:

- 1) Completed and signed the "Acceptance Of Conditions And Addenda Acknowledgement Form"?  
Yes  No
- 2) Completed and signed the "Sample Agreement Acknowledgement Form"?  
Yes  No
- 3) If you have a EULA, SLA, click-throughs, or other terms and conditions that will be applicable to your solution, have you submitted those for consideration?  
Yes  No  Not Applicable (No other Vendor terms and conditions)
- 4) Reviewed and understand the scope of work, and what Thornton's needs are?  
Yes  No
- 5) Completed the Requirements Traceability Matrix (RTM) Excel spreadsheet?  
Yes  No
- 6) Completed the Proposal Questions that include your firm to elaborate on their answers to the RTM?  
Yes  No
- 7) Completed the Pricing Form?  
Yes  No