

REQUEST FOR PROPOSAL (RFP)

RFP No. 385-24

POST Training and Quartermaster Software

Purchasing Analyst of Record: Nykeba Klein

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SECTION A: SCHEDULE, PURCHASING ANALYST OF RECORD, AND GENERAL SUMMARY OF NEEDS**A.1 SCHEDULE OF EVENTS:**

The following is a list of important items, dates, and times that pertain to this solicitation. All times listed below are in reference to the local Thornton, Colorado time.

<u>Solicitation Item</u>	<u>Date</u>	<u>Time</u>
Proposal Issued	11/14/24	
Deadline to Submit Additional Questions	12/03/24	11:00 P.M.
Response to Written Questions	12/10/24	11:00 P.M.
Proposal Due Date	12/19/24	11:00 P.M.

A.2 PURCHASING ANALYST OF RECORD:

The Purchasing Analyst of Record for this solicitation will be the central point of contact throughout the solicitation process. All questions and inquiries must be submitted in writing via a direct email to the Purchasing Analyst. No communication is to be directed to any other Thornton personnel.

The Purchasing Analyst of Record's contact information is as follows:

Name: **Nykeba Klein**
Title: **Purchasing Analyst 1**
Email: **Nykeba.Klein@thorntonco.gov**

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase of a new Training Records Management System for the Thornton Police Department Training Unit and North Metro Police Academy.

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS

B.1 CURRENT STATE:

Thornton benefits from our proximity to downtown Denver, the Denver International Airport, and the foothills of the beautiful Rocky Mountains, known to locals as the “Front Range”. Thornton is a home rule city of almost one hundred fifty thousand plus (150,000+) citizens located northeast of Denver in Adams County, Colorado, which includes four (4) wards. Thornton is projected to become the 5th largest city in Colorado within the next few years, with population growth projections exceeding two hundred forty thousand (240,000) citizens by 2065. Thornton is currently governed by an elected City Council of eight (8) members and its operations are managed by a City Manager who serves at the pleasure of the City Council.

The City of Thornton is seeking proposals for the Thornton Police Department for the purchase of four (4) new software systems. Thornton Police Department (TPD) is responsible for managing training for all members of the department. TPD and the North Metro Police Academy which is a Colorado P.O.S.T. approved academy. The TPD does not currently have software capable of managing all required areas of training records or asset tracking software.

B.2 GOALS FROM THIS RFP:

The goal of this RFP is to identify and select one (1) or multiple software solutions from one (1) or multiple Vendors to manage all training for the members of the department and the North Metro Police Academy. The City of Thornton is looking for the following from the software solutions:

1. An ability to have a software solution that can provide real-time data.
2. An ability to have a software solution that can report out necessary and required information to maintain regulatory compliance.
3. An ability to have a vendor who can provide dedicated software support.
4. An installation expert who can provide professional installation practice for new records management.

B.3 BUDGETARY REQUIREMENTS:

Thornton has a current budget for the initial year, including licensing, training and implementation costs associated with this scope of work of an awarded Vendor’s proposed solution of one hundred thousand dollars (\$100,000.00). Vendors who propose a dollar amount less than this amount will be viewed favorably. Vendors who proposed a dollar amount greater than this amount will still be taken into consideration. Proposal pricing will be a factor in Thornton’s evaluation of a Vendor’s evaluation of a Vendor’s proposal, however, it is only one of the overall evaluation metrics for this solicitation.

All future years of service, maintenance and support, and possible expansion of the program are subject to annual funding appropriations review and approval by the Thornton City Council.

B.4 AWARD LENGTH:

The initial award from this solicitation will be from the date of the final signature of the agreement, until **December 31, 2032**. 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.

B.5 FUTURE TRANSITION PLAN:

Upon the conclusion of Agreement with the awarded Vendor, the Vendor shall be required to assist Thornton in a seamless transition process from their award that is issued from this solicitation, to the next awarded Vendor(s) when a future solicitation or contracting process is done by Thornton. The awarded Vendor from this solicitation shall not withhold any data, software licensing, reports, etc. from Thornton during a transition process.

Should the awarded Vendor refuse to aid in a transition process that negatively impacts Thornton's financial and operational duties, the Vendor may be considered in breach of the agreement. Should the awarded Vendor become the next awarded Vendor in a future solicitation, this item will be considered moot.

Should Thornton's Agreement with the Vendor terminate on the date listed above and Thornton has not found a suitable replacement of services from another Vendor, Thornton may request in writing that the Vendor continue the Service(s) on a month-to-month prorated basis for a continued use of the software and services, until a formal written notice of termination has been provided by Thornton.

B.6 SCOPE OF WORK – GENERAL CONSIDERATIONS:

The City of Thornton is seeking software solutions for the following four (4) software:

- 1) Training Records Management System;
- 2) Quartermaster Management Software;
- 3) Field Training Software; and
- 4) POST Software for the Police Academy.

All Software should have the following key components:

- 1) Customization and Scalability:
 - a. Software must allow for customizations of the software to meet specific Agency needs and training requirements.
 - b. Ensure the software can handle an increasing number of officers, training courses and records.
- 2) Security and Compliance:
 - a. Implement robust security measures to protect sensitive officer and training data.
 - b. Adhere to relevant law enforcement standards and regulations for training personnel management such as accreditation for law enforcement, nationwide best practices for law enforcement training.

- c. Data encryption and protections.
- d. Compliance with relevant law enforcement standards and regulations for training and personnel management.
- e. Access controls and audit trails.

3) Key Considerations

- a. User-Friendliness: Design an intuitive interface that is easy for both students and instructors to use.
- b. Real-World Relevance: Ensure training scenarios and assessments are relevant to the challenges faced by law enforcement officers.
- c. Continuous Improvement: Incorporate feedback from users to continually improve the software and training programs.
- d. Compliance with standards: Adhere to relevant law enforcement training standards and accreditation requirements.

4) Support and Maintenance

- a. Post-implementation support and training.
- b. Ongoing maintenance and updates.
- c. Technical support channels are available from 9 a.m. - 5 p.m.

Thornton is aware that some Vendors might be able to do one (1) or more of the above listed software needs. Thornton is seeking the best software available for each of these and recognizes that an award might be made for one (1) or more vendors for the Thornton Police Department Training Unit and North Metro Police Academy.

B.7 SOFTWARE- REQUIREMENTS TRACEABILITY MATRIX (“RTM”)

Thornton’s anticipation is for the proposing Vendor to be able to provide a new software platform in which the traffic notice and violation data that is collected from the physical hardware and automatically entered into the Vendor’s software platform. Thornton’s preference is that the Vendor’s software solution be a cloud-based, SaaS solution. If the Vendor’s solution requires for on-premise hardware (i.e., server), Thornton will seek clarity from the proposing Vendor as to why that solution would best meet/exceed Thornton’s needs for this project.

Thornton has provided an additional Microsoft Excel file under separate cover titled “385-24 RFP Appendix No. 2 RTM.” 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.

Proposing Vendors are required to complete and return this RTM Excel file with their final proposal submission as the responses will be part of the overall evaluation of the Vendor's proposal. Vendors will be allowed to expand upon their answers from their completed RTM and how their solution functions, when answering the proposals questions found in Section C.2 – Proposal Questions.

B.8 SCOPE OF WORK- TRAINING RECORDS MANAGEMENT

Training Records Management (TRM) software is police training management software is a specialized tool designed to streamline and manage all aspects of law enforcement training. It helps agencies track officer certification, schedule training sessions, deliver online courses, and generate comprehensive reports to ensure compliance and maintain high standards of professionalism. TRM software must also be accessible on mobile devices to access training records and materials.

A. Core Functionality:

a. Core Functions

- i. Centralized storage and management of training records for all employees, current count is 335.
- ii. Tracking of attendance, completion status and certificates.
- iii. Automated reminders for upcoming training and renewals.
- iv. Scheduling management such as:
 1. Employee training requests.
 2. Training opportunities to employees and outside organizations.
 3. Internal training dates for employees.

b. Curriculum Management

- i. Creation of management of training curriculum. Software should have the ability for TPD to build curriculums, tests, etc.
- ii. Organization of training materials, lesson plans, and assessments.

c. Instructor Management

- i. Tracking of instructor qualifications and certifications.
- ii. Assignment of instructors to training courses

d. Reporting and Analytics

- i. Generations of various reports on training compliance, performance and trends.
- ii. Tracking of key metrics such as completion rates, pass rates, and time of proficiency.

B. Additional Features (Optional)

- a. Online learning platform: Integration with an online learning platform to offer e-learning courses.
- b. Performance Management: Link training records to performance evaluations.
- c. Certification Management: Track and manage certifications and qualifications for officers and instructors.
- d. Budget Tracking: Monitor training budgets and expenses.

B.9 SCOPE OF WORK-QUARTERMASTER MANAGEMENT

Quartermaster software is a type of asset management software specifically designed for organizations that need to track and manage large quantities of equipment and supplies. It helps to streamline inventory processes, automate maintenance schedules, and improve overall efficiency.

A. Core Functionality

a. Inventory Management

- i. Tracking of Items (i.e. equipment, supplies, uniforms).
- ii. Real-time inventory levels and stock alerts.
- iii. Location tracking and management.
- iv. Batch and serial number tracking (if applicable).

b. Procurement

- i. Purchase Order generation and management.
- ii. Vendor management and contacts.
- iii. Receiving and inspection processes.

c. Issuance

- i. Item issuance tracking and authorization.
- ii. Returns and exchanges management.

d. Reporting Analytics

- i. Customizable reports (i.e. inventory turnover, consumption rates, usage trends).
- ii. Dashboards for real-time insights.
- iii. Financial report (i.e. cost analysis, budget tracking).

B. User Interface and Experience

- a. Intuitive and user-friendly interface.
- b. Mobile compatibility for on-the-go process.
- c. Role-based access controls and permissions.
- d. Integration with existing systems.

C. Integration and Data Management

- a. Integration with barcode scanners and RFID technology.
- b. Data import and export capabilities.
- c. Data backup and recovery procedures.

D. Project Management and Timelines

- a. Project timelines and milestones.
- b. Development methodology (i.e. Agile, Waterfall).
- c. Testing and quality assurance processes.
- d. Deployment and implementation plan.

B.10 SCOPE OF WORK- FIELD TRAINING SOFTWARE

Police Field Training Software is a specialized tool designed to streamline and manage the field training process for new police officers. It helps track trainee progress, automate paperwork, and generate comprehensive reports to ensure officers are adequately prepared for independent patrol duties.

A. Core Functionality

- a. Curriculum Management
 - i. Create, manage and customize curriculum
 - ii. Organize training materials, lesson plans and assessments
- b. Student Tracking
 - i. Enroll students in training programs
 - ii. Monitor student progress and performance
 - iii. Track attendance and participation
- c. Instructor Tools
 - i. Assign tasks and assessments
 - ii. Grade assignments and provide feedback
 - iii. Track instructor performance and workload
- d. Scenario Builder
 - i. Create realistic training scenarios to simulate real-world situations
 - ii. Customize scenarios based on specific training objectives
- e. Assessment Tools
 - i. Design and administer various assessments
 - ii. Evaluate student performance and identify areas for improvement
- f. Reporting Analytics
 - i. Generate reports on student progress, instructor performance, and program effectiveness
 - ii. Track key metrics such as completion rates, pass rates, and time to proficiency

B. Additional Features

- a. Peers Evaluation: Allow students to evaluate each other's performance and provide feedback.
- b. User-Friendliness: Design an intuitive interface that is easy for both students and instructors to use.
- c. Real-World Relevance: Ensure training scenarios and assessments are relevant to the challenges faced by law enforcement officers.
- d. Continuous Improvement: Incorporate feedback from users to continually improve the software and training programs.
- e. Compliance with Standards: Adhere to relevant law enforcement training standards and accreditation requirements.

B.11 SCOPE OF WORK- POST ACADEMY SOFTWARE

Police Officer Standards Training Academy Software (POST) is a specialized tool designed to manage and streamline the training process for new police recruits in a formal academy setting.

It helps track student progress, schedule classes, manage certifications, and generate comprehensive reports to ensure compliance with state and federal standards.

A. Core Functionality

- a. Curriculum Management
 - i. Create, manage and customize training curriculum.
 - ii. Organize training materials, lesson plans, and assessments.
- b. Student Tracking
 - i. Enroll students in training programs.
 - ii. Monitor student progress and performance.
 - iii. Track attendance and participation.
- c. Instructor Tools
 - i. Assign tasks and assessments.
 - ii. Grade assignments and provide feedback.
 - iii. Track instructor performance and workload.
- d. Scenario Builder
 - i. Create realistic training scenarios to simulate real-world situations.
 - ii. Customize scenarios based on specific training objectives.
- e. Assessment Tools
 - i. Design and administer various assessments (e.g. written exams, practical exercises, simulations).
 - ii. Evaluate student performance and identify areas for improvement.
- f. Reporting and Analytics
 - i. Generate reports on student progress, instructor performance, and program effectiveness.
 - ii. Track key metric such as completion rates, pass rates, and time to proficiency.

B. Additional Features

- a. Video Recording and Analysis: Capture and analyze video footage of training scenarios to provide feedback and improve performance.
- b. Peer Evaluation: Allow students to evaluate each other's performance and provide feedback.
- c. Certification Management: Track and manage certifications and qualifications for students and instructors.
- d. Physical Fitness Tracking: Incorporate tools to track student physical fitness progress and ensure compliance with academy standards.
- e. Weapon Proficiency: Include features to track student proficiency with firearms and other weapons.
- f. Tactical Training: Support training in tactical skills such as patrol procedures, use of force, and defensive tactics.
- g. Legal Training: Integrate legal training modules to ensure students understand relevant laws and regulations.

B.12 SOFTWARE- TECHNOLOGY ACCESSIBILITY COMPLIANCE:

In 2021, the State of Colorado passed House Bill 21-1110 (“HB 21-1110”) that will require all public entities, such as Thornton, to meet or exceed standards on technology accessibility compliance for individuals with disabilities. The State has put their Office of Information and Technology (“OIT”) in charge of developing and distributing the standards for this compliance.

The initial information that has been sent out has stated that all software used by public entities must be Web Content and Accessibility Guidelines (“WCAG”) 2.1 AA compliant and in-line with federal ADA standards, no matter if the software is external facing to the public or internal facing to the entity. These standards and the additional information that OIT has been providing to public entities is a fluid situation.

B.13 SOFTWARE- LICENSING:

Thornton’s expectation is that the Vendor shall be proposing a scalable solution that can fulfill Thornton’s needs for licensing both now, and in the future when/if additional users are required. Users for this system will include Thornton employees at various levels of authority and from different departments.

The proposing Vendor’s solution shall be able to provide different levels of users. These levels may include, but are not limited to the levels listed below with a corresponding general description:

- 1) Administrators – Users that can create, modify, delete user profiles, and/or aid in password management for current users.
- 2) General Users – A user that is operating in the Vendor’s solution, including data entry and the physical fueling of a vehicle.
- 3) View Only – A user that can view KPIs and may be able to generate and/or view reports within the Vendor’s solution.
- 4) IT – A user from Thornton’s Information Technology division that will aid in any system updates, integration processes, or general issues with the system that requires specific technology knowledge and expertise.

B.14 SOFTWARE- INTEGRATION POINTS:

Thornton does not anticipate requiring the awarded Vendor’s solution to currently integrate with any software. Thornton is currently exploring replacement software for its CAD and RMS platforms that the awarded Vendors solution may potentially need to integrate into future CAD and RMS platforms that the Thornton Police Department utilizes for various other functions.

B.15 SOFTWARE- DATA MIGRATION:

Thornton does not anticipate migrating data that is from the current system to the awarded Vendor's solution. Thornton's anticipation is to start fresh with the awarded Vendor's solution.

B.16 F.O.B. POINT:

Prices quoted by the Vendor for all hardware and software shall be F.O.B. Destination, delivered and installed, as required.

**Thornton Police Department
9551 Civic Center Drive
Thornton, CO 80229**

All software maintenance licenses and renewals are delivered to Thornton's Information Technology Division, located at:

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

B.17 DEMONSTRATIONS AND INTERVIEWS:

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 at Thornton's sole discretion if a demonstration is deemed to be necessary during the evaluation phase of this solicitation.

In addition to demonstrations, Thornton may also elect to conduct Vendor interviews in order to clarify and answer additional questions. All interviews will be held at a physical/virtual location at Thornton's sole discretion and shall be at Thornton's decision if an interview is deemed as being necessary.

Thornton shall not compensate a proposing Vendor for any costs incurred by a Vendor that are related to a demonstration or interview conducted by Thornton during this RFP process.

B.18 INVOICING REQUIREMENTS:

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors who have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors off of quotes.

Thornton's standard payment terms are net thirty (30) calendar days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center

Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

B.19 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and resulting contract. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

B.20 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 from other municipalities and political subdivisions 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.

The remainder of this page has been left blank intentionally.

SECTION C: PROPOSAL QUESTIONS TO PROSPECTIVE VENDOR

C.1 INSTRUCTIONS FOR ANSWERING QUESTIONS:

Your proposal response must specifically address each of the questions/issues that are listed within this RFP. The **quality and detail** of your responses, along with how closely your firm can meet or exceed Thornton's Scope of Work expectations from Section B, will be considered in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide comprehensive information to support your compliance on each point.

All answers provided by the awarded Vendor may be incorporated into the final agreement between the Vendor and Thornton as an additional exhibit or as part of a finalized Scope of Work.

C.2 PROPOSAL QUESTIONS:

Thornton has provided an additional Microsoft Word file under separate cover titled "385-24 Appendix No. 1 Proposal Questions 10-17-24".

To standardize the format of all proposals for evaluation, Proposers are required to respond to all 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. Declaration

C.3 THORNTON CYBERSECURITY QUESTIONS:

In addition to the standard proposal questions that Thornton asks with this solicitation from Section C.2, Thornton intends on asking additional questions regarding your firm's cybersecurity practices and policies, with regard to your software solution. Proposing Vendors will not be asked to answer these cybersecurity questions during an initial proposal submittal, as Thornton may elect to shortlist the number of proposals received for further evaluation. It will be during the shortlisting process that these cybersecurity questions will be provided to your firm to answer.

Thornton considers cybersecurity a serious matter and conducts a review of every technology component it may prospectively bring on, no matter the dollar level, nor complexity. If your firm is provided with the cybersecurity questionnaire by Thornton, it is required for your firm to provide answers to Thornton's questions in order to be further considered during the evaluation process.

The remainder of this page has been left blank intentionally.

SECTION D: PRICING AND PROPOSAL ITEMS**D.1 PRICING INFORMATION:**

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, service requirements, etc. The requirements have been developed to allow Thornton to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for hardware, service, support, software, travel, shipping, etc. which is necessary to the success of the project. All items must be identified as a separate line item with pricing and included as part of this RFP, unless otherwise requested by Thornton. Thornton will not increase any subsequent agreement or purchase order (neither dollar amount or time) for items not included in the submitted proposal documents. Thornton reserves the right to purchase part or the entire proposal.

D.2 BEST AND FINAL OFFER:

Thornton reserves the right after review and evaluation of Vendors, including after all interviews and demonstrations that have been conducted, to go back to the "short list" of Vendors to conduct a Best and Final Offer ("BAFO"). If issued, the BAFO may be included as a final pricing evaluation tool by Thornton to aid in the award decision process.

D.3 PRICING AND PROPOSAL ITEMS:

All prices quoted shall be firm and fixed for the award and initial purchase. The pricing form for this RFP will be in a Microsoft Excel format, with a free-type ability for the Vendor to complete the form. The form is under separate cover and is entitled "385-24 RFP Appendix No. 3 Pricing Form."

The remainder of this page has been left blank intentionally.

SECTION E: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD

E.1 PROPOSAL POSTED LOCATIONS:

This Request for Proposal (RFP) has been posted publicly to the following locations:

- BidNet® Direct: www.BidNetDirect.com
- Thornton's Purchasing website: <https://solicitations.thorntonco.gov/solicitations>

Thornton currently uses BidNet Direct® and its own website to distribute official records for all copies of publicly posted proposals for viewing. Both websites operate as a free to view and download option for prospective Vendors.

Upon request by a Proposing Vendor, the Purchasing Division will also make this solicitation available for viewing at the Contracts and Purchasing Division office. The address for the office is located on the cover page of this RFP.

E.2 PROPOSAL QUESTIONS:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and shall be submitted in writing by email to the Purchasing Analyst of Record listed within this RFP.

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors via a written addendum.

E.3 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued and made available on BidNet® Direct and on Thornton's website. Changes, clarifications, and answers to RFP questions that have been posted in a written addendum that affect or change the RFP's Scope of Work shall be considered as to have replaced and superseded the original proposal's Scope of Work.

It is the responsibility of the proposer/ contractor to confirm that they have acquired all addenda related to this proposal and they have reviewed/ complied with the requirements therein.

E.4 SUBMISSION OF PROPOSALS:

Submission of proposals for this RFP will be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at www.bidnetdirect.com, but shall not be completely submitted later than the date and time indicated in the Schedule of Events.

If you experience problems with BidNet Direct®, please call 1-800-835-4603 for assistance. There is no charge by BidNet Direct® for this service.

Proposing Vendors who are unable to submit a proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Vendor shall email the Purchasing Analyst of Record prior to the question due date listed in the Schedule of Events, for instructions on where and how to submit their physical proposal. All physical proposal submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

E.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Proposing Vendors are solely responsible to ensure that their submission is complete and responsive prior to a final submission. As a reminder this RFP contains the following documents that will require completion by the proposing Vendor to be considered as initially responsive:

- 1) Section C.2 – Proposal Questions – Answers provided by the proposing Vendor
- 2) Section D.3 – Pricing and Proposal Items
- 3) All additional technical information in support of your proposal
- 4) Section G.1 – Acceptance and Addenda Acknowledgement Form
- 5) Section G.2 – Sample Agreement Acknowledgement Form
- 6) Section G.3 – References and Authorization Release Form

It is not necessary for a proposing Vendor to submit this entire RFP document that has been provided by Thornton with the Vendor's response. Only the above-mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification, ask any questions, or request additional documents that may aid in the evaluation of your proposal.

E.6 PAGE LENGTHS FOR FINAL VENDOR SUBMISSION:

Thornton is seeking proposals from qualified firms with proposals from prospective Vendors that contain relevant information, answers to proposal questions, pricing, technical information, sample reports, and other items that support that Vendor's proposal submission.

With this in mind, Thornton is requesting that proposing Vendors work to limit their submissions to **Seventy Five (75)** pages or less.

E.7 CONFIDENTIAL AND PROPRIETARY INFORMATION

As a Colorado home rule municipality, Thornton is subject to and must comply with the Colorado Open Records Act ("CORA"), C.R.S. § 24-72-201 *et seq.* All Vendor submitted documents are subject to requests for public records pursuant to CORA. **Proposing Vendors must clearly identify within their submissions any information that is confidential and proprietary by marking such information as "Confidential" or "Proprietary" information.** Any information a Vendor marks as confidential or proprietary shall comply with CORA and any other applicable statute(s).

Prior to a final award and agreement, Vendor submitted information that is contained within the proposal may be held by Thornton as confidential and proprietary at Thornton's sole discretion. **In accordance with CORA, upon the conclusion of a final award and agreement, Thornton may, in its sole discretion, release any and all portions of Vendor submissions not marked as confidential or proprietary.** Thornton shall be held harmless from any claims arising from the release of confidential and proprietary information not clearly designated as such by the proposing Vendor within their proposal documents to Thornton.

In general, it is not acceptable to Thornton for a proposing Vendor to mark information other than the following items as confidential or proprietary:

- 1) Financial statements;
- 2) Project financing data;
- 3) Litigation history;
- 4) Tax audit history; and/or
- 5) Client lists and references.

Thornton does not generally find it acceptable to mark proposal pricing, nor the entirety of your proposal, as confidential or proprietary. Failure to adhere to these restrictions may result in your proposal being deemed non-responsive.

For more information about Thornton's processes related to CORA, including using Thornton's Public Records Request Form or for submission of a CORA request, please visit the website of the office of Thornton's City Clerk at <https://www.thorntonco.gov/government/city-clerk/Pages/default.aspx> or you can reach the Clerk's office by email at Clerk@ThorntonCO.gov or by phone at (303) 538-7615.

E.8 LATE PROPOSAL SUBMISSIONS:

Proposing Vendors are expected to allow adequate time to upload a complete submission for consideration through the electronic Vendor portal (currently BidNet Direct®). The Vendor portal will not allow a Vendor to modify, save, nor upload their proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

Late proposals will not be accepted. Sole responsibility rests with the proposing Vendor to ensure that its proposal is completely uploaded through the Vendor portal or is received in the Purchasing Office prior to the submission deadline. Proposals that are left in a "Draft" status in the Vendor portal will not be accepted by Thornton for consideration.

All physical proposals received in the Purchasing Office after the submittal date and time will be immediately rejected without consideration.

E.9 AWARDS:

Award will be made on an "all or none" basis by group. For any group, prices must be shown for each item within the group. Proposals submitted without individual item prices listed will be considered as non-responsive and rejected.

E.10 ACCEPTANCE PERIOD:

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Vendor or at a minimum of one hundred twenty (120) calendar days from the time of submission, whichever date comes last.

E.11 EVALUATION OF PROPOSALS:

All proposals will be evaluated by a Selection Committee assigned by the City Manager, or their designee. Proposals shall be evaluated on the basis of qualifications, experience, and the applicability of the solutions offered to meet Thornton's needs as they pertain to the Evaluation Criteria noted herein and in the context of best value received for the required goods and/or services. Note that any tools utilized by the Selection Committee in their evaluation process are only intended to facilitate the understanding of the submissions received and facilitate the member's ability to weigh the merits of each proposal. Therefore, any tools utilized by the Selection Committee have no binding effect on their vote or the final award made by Thornton as a result of this RFP.

In addition, other pertinent information which becomes available during the evaluation, interview, or negotiations may be considered in the evaluation. The committee may make a selection on the basis of the Proposals received, or may choose to "short list" prospective firms for further consideration, which may include interviews and or negotiations. The firm selected for the Award will be chosen on the basis of the apparent greatest operational and financial benefit to Thornton, and not necessarily on the basis of lowest price. The City Manager, or their designee, shall make the final determination of the firm selected.

E.12 EVALUATION CRITERIA:

Evaluation criteria for this RFP may include, but is not limited to, the following items:

- 1) Responsiveness to the needs of Thornton, including the time required to complete the implementation of the awarded Vendor's solution.
- 2) Responsibility of the proposing Vendor.
- 3) The written responses provided by the proposing Vendor to the Proposal Questions – Section C.2, and all clarification questions asked by Thornton during the RFP evaluation.
- 4) The proposing Vendor's submitted pricing.
- 5) The results of the Vendor's reference checks.

- 6) The degree to which the Vendor's proposal meets or exceeds the needs as defined in the RFP, including any additional value-add items.
- 7) The results of any Vendor samples, and/or interviews from this RFP.
- 8) The agreeability of the Vendor to Thornton's terms and conditions and the ability to contract with the awarded Vendor.
- 9) All other applicable information and documents submitted by the Vendor and received by Thornton in the evaluation of the proposal.

E.13 POST AWARD PURCHASE ORDER:

A Purchase Order (PO) may be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. This Award shall allow Thornton to place orders on an as-needed basis for future years' worth of needs that may arise, based on City Agency actual needs. All future year POs shall be conditional upon annual appropriation approval by Thornton's City Council. Thornton shall not be liable for any future charges from the awarded Vendor should the funding not be appropriated and approved by City Council.

E.14 STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of RFP considerations and terms and conditions for RFPs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFP process. It is the sole responsibility of the proposing Vendor to have read all RFP considerations. A copy of these standard RFP considerations has been uploaded with this RFP document as a separate cover.

The remainder of this page has been left blank intentionally.

SECTION F: SAMPLE AGREEMENT**F.1 SAMPLE AGREEMENT:**

A sample Technology Master Service Agreement, has been provided under separate cover as part of this solicitation. This sample agreement has been provided to inform the proposing Vendor of Thornton's terms and conditions expectations for the awarded Vendor from this solicitation. This sample agreement is subject to change at Thornton's sole discretion.

The sample agreement that has been provided by Thornton shall serve as the overarching agreement for this project, its subsequent renewal years, and all work performed by the Vendor and if applicable, their subcontractors for the duration of the entire agreement period. The opportunity for a prospective Vendor to provide any proposed redlines to Thornton's sample agreement is during the submittal process and all Vendor proposed redlines shall be submitted with the Vendor's final proposal. This sample agreement is subject to change at Thornton's sole discretion.

Thornton does not anticipate signing any separate Vendor contractual documents, including separate general or online terms and conditions, Vendor agreements, Vendor quotations with separate terms and conditions, etc. Vendors who have such documents that are required for their solution must submit these documents for Thornton's review and potential incorporation into the final agreement between both Parties as part of their final proposal submission.

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

The remainder of this page has been left blank intentionally.

SECTION G: REQUIRED VENDOR SIGNATURE FORMS**G.1 ACCEPTANCE AND ADDENDA ACKNOWLEDGEMENT FORM:**

- 1) Vendor indicates acceptance of the following conditions:
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 Proposal Documents, and having full knowledge of the product and/or services requested and described herein, hereby proposes that it will fulfill the obligations contained herein specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Proposal Documents, for the stated prices as payment in full. Yes No
- 3) I acknowledge receipt of any and all published addenda and a copy of the sample agreement as provided by Thornton : Yes No
- 4) I acknowledge that I have submitted all items and documents as required of the final proposal submission Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Telephone Number: _____

Email: _____

G.2 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 may be included as part of Thornton's final evaluation process.
Yes No
- 3) All proposed exceptions or redlines to Thornton's sample Agreement by the Vendor, and all proposed terms and conditions have been uploaded with the Vendor's final proposal as a separate file and has been clearly marked as so.
Yes No
- 4) 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: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

G.3 REFERENCES AND AUTHORIZATION AND RELEASE FORM:**REFERENCE AUTHORIZATION FORM**

By: _____, A Corporation
(Proposing firm) A Partnership whose address is _____
An Individual (Circle One)

Proposing firm has submitted a sealed Proposal to the City of Thornton (Thornton) for this solicitation.

Proposing firm hereby authorizes Thornton to perform such investigation of proposing firm as Thornton deems necessary to establish the qualifications, responsibility, trustworthiness, and financial ability of the proposing firm. By its signature hereon, the proposing firm authorizes Thornton to obtain reference information concerning the proposing firm and releases the party providing such information named above and Thornton from any and all liability to the proposing firm as a result of any reference information provided.

Proposing firm further authorizes Thornton to discuss and release any and all information regarding the Proposing firm's performance on its forthcoming services related to this project or other past projects upon receiving a request for such information. Proposing firm releases Thornton from any and all liability associated with such a release of information.

Proposing firm further waives any right to receive copies of reference information provided to Thornton. A copy or facsimile of this executed Reference Authorization and Release Form may be used with the same effectiveness as an original.

Proposing Vendor's Name: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____

SECTION H: AUTHORIZATION FOR SOLICITATION POSTING**H.1 PURCHASING MANAGER FORM:**

All communications regarding this solicitation shall be directed to the Purchasing Analyst of Record listed within this solicitation in Section A.2 – Purchasing Analyst of Record.

This solicitation has been reviewed and approved for a public posting by the Thornton Purchasing Manager.

Megan deGrood, CPPB
Purchasing Manager