



Purchasing Department
City of Wichita, Kansas
City Hall, 455 N Main 12th Floor
316-268-4636
<https://ep.wichita.gov>
Melinda Walker – Purchasing Manager

REQUEST FOR PROPOSAL
NUMBER
TITLE

[Date]

The City of Wichita, Kansas (hereinafter referred to as “city”) is seeking a [short description of problem/solution being sought] If your firm is interested in submitting a response, please do so in accordance with the instructions contained within this Request for Proposal. Responses are due no later than [time, due date].

All contact concerning this solicitation shall be made through the Purchasing Department. Proposers shall not contact city employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Proposer’s response.

[Buyer Signature]

[Buyer Printed Name]

[Title]

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I. [About this Document](#)

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the city is seeking a solution, as described on the cover page and in the following Project Background section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As indicated herein, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the city. Criteria that will be used and considered in evaluation for award are set forth in this document. The city will thoroughly review all proposals received. The city will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor(s) submitting the best proposal. **The City of Wichita reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses

and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

II. Project Background

[Background of project-This is where you highlight the who, what, when, where, why and how in a brief summary]

[Department and/or Purchasing]

III. Project Objectives

[What are the expected outcomes of this project?] [Department and Purchasing]

The following objectives have been identified for this contract:

1. Acquire a/an [program/service] solution meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish partnership with a vendor who will work with the city to achieve efficiencies, innovation and cost savings throughout the project.
3. Acquire a solution with the most advantageous overall cost to the city.

IV. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF or Word) on a flash drive with any supplementary materials to:

Purchasing Manager
12th Floor City Hall
455 N. Main
Wichita, KS 67202

SUBMITTALS are due **NO LATER THAN** [due date/time]. Responses must be sealed and marked with the firm name, proposal number, and proposal due date.

Submittal packages must include all items as outlined in Section VIII.

[Pre-Proposal Meeting Notice] (where applicable)

V. Scope of Work

(Department Responsibility-If large project and/or technical project, department must utilize support from IT and/or Project Management to assist in Scope of Work requirements and IT requirements if IT related). Departments who have submitted an Idea Ticket/Support Ticket through IT and have obtained IT approval to release an RFP MUST use the IT-RFP template, which includes the IT Agreement template.

Mandatory Requirements

Desired Requirements

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VI. City of Wichita Responsibilities

- [ex. The city will provide a single point of contact throughout the duration of the project.
- the city will provide access to information as reasonably required for purposes of this project, etc.]

VII. Proposal Terms

A. Questions and Contact Information

After the pre-proposal conference, all inquiries concerning this RFP should be directed via email to [buyer contact information]

B. Minimum Firm Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer’s response.

Proposers shall:

1. Have a minimum of three years’ experience in providing services similar to those specified in this RFP.
2. Firm shall have successfully performed at least two contracts of similar scope with other public/private organizations.
3. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas, whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the city shall be followed with respect to the contract.
4. Municipal and city government experience is desired, however, the city will make the final determination based on responses received and the evaluation process.
5. Have the capacity to acquire all bonds, escrows or insurances as outlined in the terms of this RFP.
6. Provide project management (as required) and quality control procedures.
7. Have appropriate material, equipment and labor to perform specified services.
8. Park only in designated areas and display parking permit (if provided).
9. Wear company uniform or ID badge for identification purposes.
14. The successful proposer will, in no way, act as an agent of or for the City of Wichita. It is the sole responsibility of the successful proposer to ensure adherence to all applicable local, State and Federal wage and labor laws and employment eligibility requirements.

C. Evaluation Criteria

Evaluation criteria may be customized for each project. The criteria must be disclosed in the RFP along with any weighting factors. A minimum of 5% of the scoring criteria must address EBE/DBE participation and/or Subcontracting/Joint Ventures, except for federally funded project which have separate rule for DBE participation. If you need assistance in creating these criteria, please contact your buyer. The criteria below is suggested, but not required, criteria can be added/removed from the table below, and points/total should be double checked prior to sending to Purchasing. The buyer assigned to your project will review and approve Evaluation Criteria prior to public release.

The selection process will be based on the responses to this RFP. City staff will judge each response as determined by the scoring criteria below.

Component	Points
Methodology in meeting Scope of Work/Performance Work Statement requirements	
Proven successful contracts comparable in size/scope	
Meeting all Proposal requirements and instructions, submitting clear, detailed information and providing all requested documentation.	
Overall cost of solution	
EBE/DBE Goal	5

Total Points	100
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Any final negotiations for services, terms and conditions will be based, in part, on the firm’s method of providing the service and the fee schedule achieved through discussions and agreement with the city’s review committee. The city is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The city also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

All costs incurred in the preparation of this proposal shall be the responsibility of the firm making the proposals. The City of Wichita reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels and budget constraints.

At the discretion of the City and/or the selection committee, firms submitting proposals may be requested to make an oral presentation as part of the evaluation process. During this process the City may request additional information or clarifications from proposers, or allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in the RFP and agreement to enter into a contract. The City of Wichita reserves the right to accept or reject any or all proposals submitted and to retain all proposals or any ideas submitted in a proposal, regardless of whether a proposal is selected.

D. [Request for Proposal Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Division of Purchasing at (316) 268-4636 to confirm any and all dates.

	Date
Distribution of Request for Proposal to interested parties	
Pre-Proposal Meeting	
Questions and clarifications submitted in writing by 5:00 p.m. CST	
Addendum Issued	
Sealed Proposal due before 3:00pm CST	
Evaluation Period	
Contract Negotiations	
City Council Approval	

E. [Contract Period and Payment Terms](#)

A contractual period will begin following appropriate approval of the successful firm(s) with the possibility of renewal options at the discretion of the city, not to exceed a total of five (5) years.

Specific project details (Statement of Work, Milestones, etc) will be negotiated prior to execution of contract, once goals as outlined are met and parties mutually agree that terms have been satisfied, the contract shall be complete.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, the city reserves the right to terminate this agreement upon thirty (30) days prior written notice to the contracted party. Payment will be remitted following receipt of detailed invoice.

VIII. [Required Response Content](#)

Submissions that do not meet the format criteria specified below MAY be disqualified as non-responsive.

All proposal submissions shall include the following, clearly labeled/tabbed as indicated below:

1. Firm profile: the name of the firm, address, telephone number(s), contact person, year the firm was established, and the names of the principals of the firm (**Attachment A**).

2. The names of the staff members who will be available for work on the contract, including a listing of their work experience **(Attachment A)**.
3. The firm's relevant experience, notably experience working with government agencies **(Attachment B)**.
4. At minimum, **three (3)** professional references, besides the City of Wichita, with email addresses, telephone numbers, and contact persons where work has been completed within the last three years **(Attachment C)**.
5. A THOROUGHLY ORGANIZED response to Section V. – Scope of Work, providing detailed responses and information for each requirement as listed herein. **(Attachment D)**.
6. Complete pricing information in the form of a quote or spreadsheet, or complete any pricing tables that are provided in this RFP. **(Attachment E)**.

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IX. Response Form

REQUEST FOR PROPOSAL

**Number
TITLE**

The undersigned, on behalf of the proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the city, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____ COMPANY WEBSITE _____

ADDRESS _____ EMAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ Minority-Owned Business: _____ (Specify Below)

___ African American ___ Asian Pacific ___ Subcontinent Asian ___ Hispanic ___ Native American

Other - Please specify _____

Not a Woman-Owned Business: _____ Woman-Owned Business: _____ (Specify Below)

___ Not Minority -Woman Owned ___ African American-Woman Owned

___ Asian Pacific-Woman Owned ___ Subcontinent Asian-Woman Owned ___ Hispanic Woman Owned

___ Native American-Woman Owned ___ Other – Woman Owned – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII:

___ Yes ___ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addenda are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a proposal, vendor acknowledges all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which sections are listed throughout the document. All minimum and general requirements should be specifically addressed and detailed in proposer's response. **Exceptions to any part of this document should be clearly delineated and detailed.**

Signature _____ Title _____

Print Name _____ Dated _____

X. [Purchasing Notices and Attachments](#)

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