CITY
OF
JOPLIN, MISSOURI

REQUEST FOR PROPOSAL PACKAGE

RFP #2015-05

for

ENVIRONMENTAL HEALTH INSPECTION SOFTWARE

JOPLIN CITY HEALTH DEPARTMENT
321 E FOURTH STREET
JOPLIN, MO 64801

REQUEST FOR PROPOSALS

The City of Joplin, Missouri will accept sealed proposals until NOON, Thursday, March 12, 2015, at the City of Joplin Health Department located at 321 E. Fourth Street, Joplin, Missouri, 64801 for the following:

ENVIRONMENTAL HEALTH INSPECTION SOFTWARE

Specifications and bid forms are available from Ryan Talken, Assistant Director, by calling 417-623-6122 or by writing to the address indicated above. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: Wednesday, February 25, 2015

REQUEST FOR PROPOSALS RFP #2015-05

For the

PURCHASE OF Environmental Health Inspection SOFTWARE
to conduct inspections of food, lodging, childcare, recreational water, and body art facilities and generating reports for the City of Joplin Health Department.

Due Date: Thursday, March 12, 2015; NOON

Location: City of Joplin, Health Department
321 East Fourth Street
Joplin, MO 64801

Staff: Ryan Talken, Assistant Director, RTalken1@joplinmo.org

Phone: 417.623.6122 **Fax:** 417.624.6453

The City of Joplin Health Department (City) is seeking a company to provide software and data hosting for Environmental Health Inspections and Management Software.

The City intends to enter into an Agreement with a contractor that can meet the qualification criteria and that has successfully performed similar services in the past. The successful contractor will be required to enter into an Agreement that is mutually acceptable to both parties for the services requested in the Request for Proposal (RFP) within the required allotted time after receiving the award. Proposals will be received by the Joplin Health Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address clearly indicated on the envelope. All proposals must be typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposal.

Project Description / Scope of Services

This RFP is seeking bids for the purchase of Environmental Health Software to perform the following minimum functions:

Environmental Health data management software for 4 field staff and 1 clerical staff for a total of 5 users. The City of Joplin currently has 428 food permits, 48 recreational water permits, 26 childcare facilities, 23 lodging establishments and 11 body art facilities. There will not be any data transfer from past inspections.

- Minimum required functions:
  - Operate in Windows 8
  - Data hosted by bidder
  - Publish inspections on bidder's website

    - Allow customization of forms and reports
    - Schedule and manage inspections
    - Print / Email capability for all documents
    - Ability to import documents
    - Ability to export documents
    - Built in spell checker
    - Ability to convert text to type
    - Capable of operating in field without internet connection
    - Complaint management
    - Ability to perform food, childcare, lodging, recreational water, body art inspections
    - Ability to generate letters

- Help Desk / Training / System upgrades:
    - Access to a support desk at no additional charge for training or software questions
    - Ability to be a part of system upgrades at no additional cost
    - Able to access the system training on the web
    - Online training for new users
    - Onsite training for initial install

- Report generation:
    - Monthly Inspection Due Report
    - Monthly Completed Inspections Report
    - Most Used Codes Report
    - Permitted Facilities Report
    - Ability for City to make own reports

Contractor Responsibilities

The contractor awarded a contract under this RFP will ensure quality and timely work. Regular updates on the progress and outcomes of the project will be required.

The contractor will be expected to comply with the contract requirements. Applicants will submit a proposed budget based on the cost they identify to complete all activities associated with the project. The budget will be broken out by phase.

Skills, Abilities and Qualifications

The City seeks a contractor than can demonstrate the following:

- Appropriate expertise and experience related to Environmental Health Software development, implementation, management and support.
- A demonstrated ability to meet internal and project deadlines, major milestones and overall project schedules.
- An ability to relate to the needs of Public Health particularly the needs and requirements of inspection software.

A contractor who demonstrates the following will be at a distinct advantage:

- A documented history of providing software for environmental health inspections and management.
- Satisfied clients of similar size and complexity to the City of Joplin.

- Existing Missouri clients
- Cost for product both upfront and ongoing yearly expense

Format for Proposals

Responses to the Request for Proposals must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these requirements or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the submittal. Use 8-1/2" x 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible, but shall not be smaller than 12 point.

Contact Person:

Ryan Talken
Assistant Director
Joplin City Health Department
321 E 4th Street,
Joplin, MO 64801
RTalken1@joplinmo.org

This person will serve as the Joplin City contact person for this proposal. Any question regarding this RFP should be directed to this contact person.

Mandatory Content and Sequence of Submittal

Section 1: Cover Letter

Section 1 shall be a maximum two-page cover letter and introduction, and shall include the name and address of the contractor submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representation for the contractor, the contractor's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 90 days after receipt. The contractor must assure that all information obtained in the performance of these services will be kept in strict confidence.

Max Evaluation Score = 10

Section 2: Proposed Project Process and Format

Provide a narrative and proposed timeline of events and overall project schedule from awarding of contract to the completion of project. Include the total number of hours of training provided and type of training those hours represent, such as on-site, web based or other.

Max Evaluation Score = 30

Section 3: Contractor Capabilities

Provide a brief description, which includes the following information:

- Qualifications to undertake the proposed project

- State the number of years the contractor has been in business and the number of years the contractor has sold Environmental Health Software
- Provide the total number of clients the contractor currently contracts with for Environmental Health Software
- Each contractor must furnish a minimum of five (5) references. At least three (3) of the five (5) shall be from organizations of similar size and complexity of this project. Each reference must identify and describe the project worked on and specify the originating and final project manager for the party providing the reference. References may or may not be reviewed or contacted, at the sole discretion of the City of Joplin.
- Provide a list of current Missouri clients
- Disclose any warranties or guaranties associated with your product and services

Max Evaluation Score = 25 Points for vetted responses

Section 4: Budget

The budget section should include total cost to the City of Joplin associated with completing the project and any yearly expense for support and maintenance. Include all costs including cost for third party software, licensing and travel that may be required to operate or for installation and training to develop and launch the system. Identify necessary costs and provide a proposed payment schedule based on project deliverables. Identify expenses by line item when possible.

Max Evaluation Score = 35 Points for cost effective use of budget dollars

Selection Process

A selection committee of city health department staff and other city staff will provide review of proposals. Selection will consist of two levels of review. Level 1 will consist of evaluating the proposals for the purpose of establishing the most qualified contractors. Level 2 will be used to select the finalist. This level may include a request for a presentation from the finalists; proposal fact finding; and/or negotiation of contract terms and conditions.

Notices

Proposal Terms and Conditions

The following terms and conditions apply to submitting proposals in response to this Request for Proposal:

Interviews

The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer as it deems appropriate.

Request for Additional Information

The proposer shall furnish such additional information as the City of Joplin may reasonably require. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

Acceptance / Rejection / Modification to Proposals
The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.

Proposals Binding
All proposals submitted shall be binding for ninety (90) calendar days following the opening.

Proprietary Information
In accordance with Public Records Law, and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the response thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received from proposers in response to this Request for Proposal will become the property of the City of Joplin and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

Proposer's Certification
By submitting a proposal, the proposer certifies that the proposal has been fully read and understood. The proposer has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to the City of Joplin employees or their family members.

Non-exclusive Contract
The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.

Late proposals
Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Joplin is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.

Completeness
All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Joplin reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right.

Confidentiality
The successful Contractor shall treat all information obtained from the City, which is not generally available to the public as confidential and proprietary to the City. Successful Contractor shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. Successful Contractor agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential information by successful Contractor or any person acquiring such information, directly or indirectly, from successful Contractor.

By submission of a proposal, Contractors acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by a Contractor's assertion of confidentiality or proprietary data.

Cancellation
The City reserves the right to terminate any contract with 90 days written notice regardless of reason.

MARK BID ENVELOPES: "RFP #2015-05, PURCHASE OF ENVIRONMENTAL HEALTH SOFTWARE, NOON, THURS, MARCH 12, 2015".

All Prices F.O.B. Joplin, Missouri

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

Phone: _____

MARK BID ENVELOPES: "RFP #2015-05, PURCHASE OF CRM SOFTWARE, NOON, THURS, MARCH 12, 2015".

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant