



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

RFP NO. 2019-03
ADDENDUM No. 002
Posted July 12, 2019

1. **Question:** Are proposers required to submit Seven (7) hardcopies or one (1) original and four (4) hardcopies? Additionally, does the Agency wish to receive one (1) electronic USB copy of the proposal, or two (2) USB electronic copies?

Answer: One (1) Original and four (4) hard copies and (1) USB copy

2. **Question:** Under section "1-2 PROPOSAL SUBMISSION AND OPENING, 17. Response to the Evaluation Criteria outlined in Part (4) Evaluation Process", was it the Agency's intent to have respondents respond to evaluation categories listed in "EVALUATION CATEGORIES SECTION 5"?

Answer: Ye, The Agency expect responses to the Evaluation Criteria outlined in Section five (5)

3. **Question:** Under "EVALUATION CATEGORIES SECTION 5", will the Agency please clarify their scoring method/point range for the "Proposed fee schedule"?

Answer:

Proposed fee schedule	
Outstanding= Lowest Bidder	Outstanding= 25-50
Commendable= Only exceed the lowest Bidder by 5-10%	Commendable= 30-38
Satisfactory= Only exceed the lowest Bidder by 10-15% Over	Satisfactory= 16-28
Needs Improvement= Exceed the lowest Bidder by 15% or more	Needs Improvement= 0-14

4. **Question:** Do the Required Forms (e.g. Drug-Free Workplace, Certificate of Truth in Negotiations, etc.) count against the proposal page limitation?

Answer: No, it does not

5. **Question:** The RFP states that this contract will be "three (3) years with a one-year option", however it is also stated this "will be for three (3) years with the option to renew for two (2) additional twelve (12) month periods". Will the Agency please clarify the contract length + option years?

Answer: The term of the contract will be for three (3) years with the option to renew for one (1) additional twelve (12) month periods based on favorable annual performance

6. **Question:** The RFP references Attachment A, Attachment B, and Exhibit B, which are not located in the RFP or on the website. Will the Agency please provide any attachments/exhibits that are required by this RFP to be submitted?

Answer: Attachment a location map is visible on the final page of this document, Attachment B is the fee schedule to document to be completed by submitter.

7. Please clarify what the sunbiz document affirming legal business entity is?

Answer: "Sunbiz defined- Sunbiz.org is a web site for Florida companies and it is run by Florida Department of State, Division of Corporations'. It is the State's central point for the variety of activities which include filings, trade and service mark registrations, lien filings, financing statements and notary registrations to name a few". Proper will provide documentation that the company is registered with sunbiz if not proof of registration with another state.

8. **Question:** Does my company need to be certified as MBE or WBE with Palm Beach County or is the State and national certification sufficient?

Answer: No, a state or national certification will suffice.

9. **Question:** Are you expecting a company to provide a response for all of the scope of services? Can we respond to partial services?

Answer: Yes, a company may provide pricing for only the services they provide but this approach may effect scoring.

10. **Question:** Will the RBCRA provide an inventory of all the agency's IT hardware (i.e. servers, network devices, storage, desktops/laptops, printers, etc.) and software (operating systems, applications, databases, etc.) assets?

Answer: To insure the security of our network , this information will only be provided during the mandatory pre-submission meeting

11. **Question:** What maintenance contracts are currently in place with regards to hardware and software?

Answer: the Agency currently has an IT service consultant under contract.

12. **Question:** Can the RBCRA provide a list of current and planned future IT projects and initiatives?

Answer: Seeking direction from the new awarded firm.

13. **Question:** What is the size of the RBCRA's onsite IT staff? What is the staff comprised of (help desk clerks, system admins, etc.)?

Answer: No onsite IT staff currently exist.

14. Question: Does the RBCRA currently have any firms under contract to provide IT support services? If so, can you provide the name of the contractor(s) and a list of services they are providing?

Answer: Name and services are visible on the uploaded contract.

15. Question: If there is an existing backup solution, what is the solution and retention policy? How much data is being backup locally and/or to the Cloud?

Answer: To insure the security of our network, this information will only be provided during the mandatory pre-submission meeting.

16. Question: What start date does the RBCRA anticipate for the IT Infrastructure and Support Services contract?

Answer: Within 30 days of securing final approval from the RBCRA Board of Commissioners.

17. Question: Can the RBCRA provide detail on what the “Clean and Safe Community Policing Program” computer environment consists of?

Answer: To insure the security of our network, this information will only be provided during the mandatory pre-submission meeting.

18. Question: Can the RBCRA identify what networking equipment is associated with the “consulting area network connectivity” maintenance requirement?

Answer: This information will be provided during the mandatory pre-submission meeting.

Any amendments to this RFP will be posted on our website at <http://www.rbcra.com> . It is the vendor’s sole responsibility to routinely check this website for any amendments that may have been issued prior to the deadline for receipt of RFP submittal packets.

Submissions will be opened and evaluated in the Riviera Beach CRA conference room at 2001 Broadway Suite 300, Riviera Beach, FL, 4:00 PM, **Wednesday July 31, 2019**, or as soon thereafter as is practical by the evaluation committee.

This notice does not bind RBCRA to pursue further steps with any interested parties. Accordingly, RBCRA is not liable for any costs incurred in connection with the submittal of materials in response to this request.

The CRA reserves the right to reject any and/or all submissions and waive technicalities and/or any irregularities therein. The CRA further reserves the right to award a contract to that qualified proposer whose proposal best serves the interests of the CRA in the sole discretion of the CRA.

All responses must be complete upon initial submission. Faxed responses will **not** be accepted. Electronic versions will **not** be accepted. Submissions will be time and date stamped.

Andre’ Lewis
(561) 844-3408
Email: alewis@rbcra.com

ATTACHMENT A, B & C



Fee Schedule

CATEGORY	MONTHLY COST	YEARLY COST
Initial Assessment one time charge		
Desktop Application Support		
Server Administration Services		
Network Administration Services		
Network & Hardware Security		
Help Desk Support		
Staff Training		
Onsite Support		
TOTAL		

EVALUATION CATEGORIES

PHASE I WRITTEN EVALUATION

EVALUATION CATEGORIES	SCORING RUBRIC	SCORING RESULTS
Firms Qualifications and Experience	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
The proposed firm's or overall understanding of the Scope and how it intends to approach the project.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Rate the firms experiencing completing projects for CRA's and other governmental entities.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Rate past projects and samples submitted. Rate the firm's demonstrated ability to complete a project of this size	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Rate Management expertise and proposer's commitment to success	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Location of Business of Business	Riviera Beach= 15 Palm Beach County= 10 Within Florida= 4 Outside Florida= 2	
Minority/Women business entity or participation	SBE or M/WBE owned= (15 points) Meet or Exceeds 15% participation= (10 points) < 15 % participation (5 points)	
Proposed fee schedule	Outstanding= 25-50 Commendable= 30-38 Satisfactory= 16-28 Needs Improvement= 0-14	
TOTAL POSSIBLE WRITTEN SCORES	205	

PHASE II ORAL EVALUATION

Experience & Qualifications	0-25
Project Narrative & Approach	0-45
Past Projects & Completion	0-15
Government Experience and proposed services	0-20
Technical Soundness of Presentation	0-10
TOTAL POSSIBLE ORAL SCORE	115
TOTAL POSSIBLE OVERALL SCORE	