



Christopher J. Gagliastro, MCPPO
Purchasing Agent

RFP NO. 7871-W3
ISSUANCE DATE: 8/5/22

BUYER: Christopher J. Gagliastro, MCPPO

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

**RFP TITLE: Consultant – Cable Ascertainment Study / Cable
Services**

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions:

All proposals are subject to the terms, conditions and specifications herein set forth:

- Scope: Provide professional consulting services for a cable ascertainment study as per the attached requirements and specifications of the City of Worcester Cable Services Division.**
- A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
- All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
- A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only (see sample on pages 12-13).

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Christopher J. Gagliastro, MCPPO
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
gagliastroc@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation as outlined in Section IV. INSURANCE REQUIREMENTS of this RFP.
20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies

required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.

22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be

subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.

33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against

Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original and 3 copies** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Consultant – Cable Ascertainment Study / Cable Services – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 7871-W3

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Consultant – Cable Ascertainment Study / Cable Services – Price Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 7871-W3

PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS

Proposals must be delivered no later than Wednesday, August 31, 2022 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.* The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

- **Proposers must sign and submit the above form with their proposal submission.**

City Of Worcester

Cable Ascertainment Study Consultant – Requirements

Request for Proposals for Professional Consulting Services:

Cable Services Study in Support of Cable License

Issued: August, 2022

General Information

The City of Worcester, Massachusetts (“City”), with a population of 200,000+ in 70,000+ households, is seeking the services of a consulting firm to provide assistance in a variety of areas in support of its “ascertainment” of cable services. The City’s “ascertainment” period is part of its renewal of its licensing contract with Spectrum Communications, and the services Spectrum provides to our citizens and three access TV stations.

(It should be noted the City has separately initiated an RFP for a marketing firm to assist in evaluating, through one or more survey’s, public sentiment regarding the City’s TV services.)

Consultant shall work with the City’s “Cable Advisory Committee” (“Committee”) to help evaluate the following items through the consultant’s final report:

- The current public access, educational, and governmental (PEG) channels facilities, equipment, services, and projected needs.
- Contractual gaps in Spectrum’s performance under the current contract, along with recommendations to improve a new contract:
 - Shortfalls in Spectrum’s capabilities as it relates to its services to the subscribers, our public buildings, or our access TV stations.
 - Review existing cable television franchise agreement and suggest additional elements for the City to consider utilizing the experiences and solutions of other governmental franchisors across the nation.
 - Variances in any contractual responsibility of Spectrum versus services provided.
- Provide guidance and assistance, as needed, regarding various regulatory requirements at both the Federal and State levels.
- Review Spectrum franchise payments for no less than the last three years for accuracy and timeliness.

- Review the results of the public opinion survey when published, and work with the Committee to design and implement focus groups to explore areas of significant public concern.

Qualified firm shall be able to demonstrate they have the resources, experience, and qualifications to provide consulting services for this project from concept to final report.

Consultant should provide a complete list of references, information about the project team, examples of prior related work products, and other components listed more fully in the “Comparative Evaluation Criteria” section.

Finalist or finalist consultants may meet with the committee to review their proposal and should have the associated team available during their proposal presentation.

Scope of Services

The Consultant will serve as project leader for the services they propose. Working with the Committee, the Consultant will determine information needs and potential methods for gathering this information.

Consultant should expect to attend the, generally, monthly meetings of the Committee, in-person or remotely. Interactions with the staff of Spectrum Communications and the City’s PEG Channels will be coordinated with the City’s Director of Cable Services.

The consultant’s **Worcester Massachusetts 2022 Cable Services Study** must be in professional, print-ready form. An oral presentation of the Study by the consultant will also be scheduled. The Committee hopes to have a final report submitted to the Committee on or about February 1, 2023.

MINIMUM EVALUATION CRITERIA:

All proposals must satisfy all the minimum criteria below for further evaluation. Proposals shall include information demonstrating compliance with each of these criteria. Proposals that do not meet the minimum criteria will not be further evaluated.

A. Executive Summary:

Provide an overall description of your firm including years established, size, location, etc.

B. Qualifications and Experience:

Provide a detailed description of your firm's qualifications and experiences relative to the scope of work including, but not limited to, the following:

- a. 5 or more years' material involvement in working with municipal committees in the development of Ascertainment Studies. Preference will be given to firms showing significant (10+ years) experience assisting multiple municipalities based on varying needs.
- b. Demonstrable expertise in the evaluation of Cable License Contracts for gaps in performance, services offered elsewhere, regulatory requirements, and the like. For example, identify meaningful differences between a city's contract, and contracts negotiated by other municipalities with the same or other cable providers.
- c. Demonstrable expertise in PEG Channel evaluation and needs assessment, able to identify and report on gaps or improvements which should be considered during the upcoming license negotiations.
- d. Demonstrable expertise in auditing cable franchise payments, determining contractual payment terms, rates, fees reimbursed to the City, and associated variance. Committee is looking to go back 3, and possibly 5, years in payments.
- e. Demonstrable expertise in conducting public opinion focus groups with examples.
- f. Ability to complete projects on-time and on-budget. Committee's goal is to have the consultant's final report on or about February 1, 2023.

C. Examples of Previous Work:

Respondents shall cite examples of previous work as outlined in Section B above. Multiple examples are recommended, cross referencing the qualifications to the relevant sections. This requirement is important to our selection process.

D. Project Team Qualifications:

Respondents shall submit the qualifications and experience of the Project Lead and all

members of the proposed project team including resumes for each member.

E. Project Approach:

Respondents shall submit their proposed approach and methodology for the project. How will the firm gather requirements, guide the committee's decision-making process, gain approval for the proposal including timeline, and interact with city employees, the Committee, Spectrum communications, and the like.

F. Proposed Services:

- Provide an overview of the firm's understanding of the Scope of Services tasks to be provided
- Submit a proposed project work plan with timelines to accomplish all tasks listed in the Scope of Services and the project deliverables
- Submit associated costs.

G. References

Respondent must submit a minimum of five (5) references from Ascertainment Study projects performed within the past five (5) years for local government organizations and include organization name, contact person, current phone number, email address and description of work performed.

COMPARATIVE EVALUATION CRITERIA:

Comparative Evaluation Criteria: Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of “Highly Advantageous,” “Advantageous,” and “Not Advantageous.”

Capacity and capability of the firm to meet the proposal expectations

Proposals should demonstrate project understanding as well as capacity and capability to meet the proposal requirements. Evidence of this should include a clear description of how the consultant would approach a project of this scope.

Highly Advantageous - Proposal provides a clear and well thought out approach to meeting the project scope of services. The firm has demonstrated a thorough and detailed understanding of the project requirements and is providing staff and resources highly capable of meeting all the City’s requirements.

Advantageous - Proposal provides a thorough approach to implementing a project of this scope and. The firm has demonstrated a good understanding of the project and is providing staff and resources that can meet the City’s requirements.

Not Advantageous - Proposal provides an unclear approach to meeting the project scope of services and the firm has demonstrated a limited understanding of the project. Staff and resources may not be adequate in meeting the City’s requirements

Qualifications

Highly Advantageous – The respondent team possesses superior qualifications demonstrated by ten (10) or more years of experience in successfully performing Ascertainment Studies in the areas described in this RFP for use during cable television ascertainment periods.

Advantageous – The respondent possesses adequate qualifications demonstrated by five (5) to nine (9) years of experience in successfully performing Ascertainment Studies.

Not Advantageous – The respondent possesses the minimum of five (5) years of experience in successfully performing Ascertainment Studies.

Past performance

Proposals should demonstrate past performance by including descriptions and examples of completed projects, letters of reference for specific Ascertainment Studies projects and references with contact information.

Highly Advantageous - Respondent demonstrates extensive experience and positive past performance in the management of Ascertainment Studies projects. References are included and support claims to high quality work. More than three examples are from different municipalities with varying needs, show an attention to detail, clarity in writing and presentation.

Advantageous - Respondent demonstrates adequate experience and some positive past performance in the management of Ascertainment Studies projects. References are included and support claims to adequate work. One or two examples are provided from municipalities, show an attention to detail, clarity in writing and presentation.

Not Advantageous - Respondent does not demonstrate sufficient experience or positive past performance in the management of Ascertainment Studies projects. References are included and do not support claims to work being completed. Examples show less than adequate clarity, detail, or professionalism.

References

Highly Advantageous – The proposal includes ten (10) or more favorable references from previous Ascertainment Studies consulting projects performed within the past five (5) years and includes company name, contact person, current phone number, email address and description of work performed.

Advantageous – The proposal includes five (5 - 9) favorable references from previous Ascertainment Studies consulting projects performed within the past five (5) years and includes company name, contact person, current phone number, email address and description of work performed.

Not Advantageous – The proposal includes the minimum of five (5) favorable references from Ascertainment Studies consulting projects performed within the past five (5) years) and provide incomplete information regarding company name, contact person, current phone number, email address and description of work performed.

Interview / Oral Presentation of Services (if requested by City)

Highly Advantageous – The respondent's proposal presentation is supported by the individuals who will perform the services and include thorough, highly detailed information regarding how the firm will complete the scope of services. The proposal presentation included multiple relatable examples and dialog from services performed for other similar municipalities.

Advantageous – The respondent's proposal presentation is supported by some of the individuals who will perform the services and included adequately detailed information regarding how the firm will complete the scope of services. The proposal presentation included 3 or less relatable examples and dialog from services performed for other similar municipalities.

Not Advantageous – The respondent's presentation was conducted by the firm's sales team and not the individuals who will perform the services. It includes some information regarding how the firm will complete the scope of services but was not clear as to the firm's ability to comply with the stated scope of services. The proposal presentation included limited examples and dialog from services performed for other similar municipalities.

COST / PRICE PROPOSAL

RFP #: _____

(To be completed by proposer)

Consulting fee must be submitted as a flat, lump sum fee for all tasks/deliverables in the attached scope of services and required under the contract. Please include any and all costs associated with your proposal offer in the lump sum fee, including any travel required to complete the scope. No additional fees will be considered. Proposers may not add additional items. Periodic progress payments will be made under the contract based on invoice approved by the city.

Lump Sum Consulting Fee / Total Cost: \$ _____ *

**low proposal price will be based on the total fee amount*

Signature of person submitting proposal

Date:

Printed Name _____ Title _____

Company _____

Address _____

Phone _____

Fax _____

E-Mail _____