



CITY OF PITTSBURGH REQUEST FOR PROPOSALS AND QUOTE

For Professional Services in support of: 1) the development of City of Pittsburgh requirements for a Workforce Management System, 2) review of the City's existing JD Edwards Enterprise One version 9.0 Payroll Implementation Project, and 3) recommendations for implementing a Workforce Management System

Deadline for Submission: May 22, 2014

All questions due: May 8, 2014

I. OBJECTIVE OF THIS REQUEST FOR PROPOSAL (“RFP”)

The City of Pittsburgh (the “City”) is requesting a proposal and quote for professional services in support of the: 1) development of the City’s requirements for a Workforce Management System, which would include position management, benefits administration, employee self-service, learning management, payroll, and time and attendance; 2) review of the City’s existing JD Edwards Enterprise One version 9.0 Payroll Implementation Project (the “PIP”); and 3) recommendations for implementing a Workforce Management System. These three (3) tasks together comprise Phase I of the project set forth herein (the “Project”). Based on the outcome of the review and analysis, the City would also like an optional proposal for the development of a Request For Proposal for an alternate Workforce Management System (Phase II) if applicable.

It is anticipated that the cost of Phase I (as further defined in Section II of this RFP) will not exceed Thirty Thousand Dollars (\$30,000.00).

II. PROJECT REQUIREMENTS

The selected Respondent must be able to demonstrate substantial experience with similar projects described in this RFP, have the human resources and financial capacities to execute the project successfully, and have the availability of the full range of skills and expertise necessary to carry out the Project as dictated by the City’s schedule. Specific discussion of past engagements incorporating similar requirements is preferred over generalized representations of the Respondent’s experience.

In addition to the pricing quotes requested below, your response should include an overview of your company and its capability to complete the Project, the bios of the personnel to be assigned to the Project, and a complete Statement of Work, including your proposed methodology for your evaluation/detailed Project Plan. The City anticipates that this process should be completed in 4-6 weeks. Please provide a Proposed Project Schedule, including your recommended timeframe for the Project in your Project Plan.

Pricing Quotes/Phase I (Quotes must include all costs whatsoever, including any business costs. All costs should directly relate to deliverables/milestones as further discussed in Section III, Proposal Requirements).

Development of City Workforce Management System Requirements _____

Review of the JD Edwards Enterprise One version 9.0 Payroll Implementation Project (i.e. the Existing Project) _____

Recommendations for implementing a
Workforce Management System _____

Pricing Quotes/Phase II Option (if applicable)

Development of a request for
Proposal/Quote for an alternate
Workforce Management System _____

III. PROPOSAL REQUIREMENTS

In order to be considered, Respondents must provide the following information:

- Cover letter.
- Detailed Scope of Work, including a Proposed Project Schedule with defined work products/deliverables, including any proposed work not mentioned above. Additional proposed work shall be stated separately.
- A detailed history, including resumes or other similar documentation, for personnel to be assigned to this engagement. Submitted information should include the names of clients for which similar services have been performed, contact names and telephone numbers, and a brief description of services provided.
- The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing the services.
- An all inclusive fee proposal broken down by deliverables/hours as set forth in the Scope of Work
- Complete either the MBE/WBE/Veteran Owned Solicitation and Commitment Form or the MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, copies of which are attached as Exhibit A.

IV. ECONOMY OF PROPOSALS

Proposals should be prepared simply and economically and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the Project. Special bindings, colored displays, etc. may be used when they will aid in clarity, but are not otherwise necessary. Emphasis should be placed on the completeness and clarity of content.

V. REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this RFP must be received in writing or electronically by **5:00 pm, Eastern Daylight Time, May 8, 2014**, and should be sent to:

ip_professional-services@pittsburghpa.gov

Answers to the questions will be posted on the City's website.

Any Respondent believing that there is any ambiguity, inconsistency, or error in this RFP shall notify the City of Pittsburgh in writing or electronically by the above-mentioned deadline. Failure to notify the City will constitute a waiver of claim of ambiguity, inconsistency, or error.

Only interpretations or corrections to the RFP made in writing by the City's Department of Innovation & Performance will be binding.

VI. PROPOSAL SUBMISSION

Three (3) hard copies and one (1) electronic copy of the proposal must be received no later than **3pm Eastern Daylight Time, May 22, 2014**. All hard copy submissions should be mailed or hand delivered to:

Gwen Moorer
Financial Systems/Project Manager
City of Pittsburgh, Department of Innovation and Performance
6th Floor, City-County Building
414 Grant Street
Pittsburgh, PA 15219

The City of Pittsburgh is not responsible for late delivery caused by the postal service, private carriers, traffic, weather conditions, or any other reason.

Electronic copies should be sent to : ip_professional-services@pittsburghpa.gov

Any proposals received after the deadline will be rejected.

All materials submitted in response to this RFP will become property of the City of Pittsburgh. Respondents shall not retain any rights, including, but not limited to intellectual property rights, to the information and/or ideas contained within or accompanying their Proposals.

The content of all proposals will be maintained as confidential until the Final Respondent selection is publically announced, but may be subject to disclosure pursuant to applicable law thereafter.

Submission of a Response indicates acceptance by the Respondent of the terms and conditions of this RFP unless clearly and specifically noted otherwise in the Response.

VII. CONDITIONS

1). No Collusion or Conflict of Interest. By responding to this RFP, the Respondent shall be deemed to have represented and warranted that its submission was not made in connection with any competing Respondent submitting a separate response to this RFP, is in all respects fair, and was without collusion or fraud.

2). Fees Disclosure. Pursuant to Section 161.36 of the City of Pittsburgh Code, the Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements that could present a real or perceived conflict of interest.

3). Fair Trade Certification. By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

4). Debarment. This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

5). Professional Services Agreement Respondent must confirm its willingness to enter into a Professional Services agreement with the City and to comply with the terms agreed to by the parties' therein. The City's Professional Services agreement terms include, but are not limited to, insurance (liability and workers compensation) and indemnification requirements. Respondent acknowledges that such Professional Services Agreement may further be subject to prior authorization by Pittsburgh City Council after the selection process set forth in Section VIII herein is completed.

VIII. SELECTION PROCESS

The criteria used to evaluate the proposals will include:

- The completeness of the proposal, including the proposal's conformance to the standards and objectives set forth in this RFP;
- The quality of the proposal;

- The Respondent's experience in performing similar projects;
- The Respondent's skills, resources, and capacities to execute the Project successfully in a timely manner;
- MBE/WBE/Veteran participation; and
- Total project cost and appropriateness of cost allocation among tasks.

Upon receipt of the proposals, the City will select the proposal that best meets its needs. The proposal with the lowest price City will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated.

The City reserves the right to reject any or all proposals, to waive any procedural informalities, to cancel this RFP (with or without the substitution of another RFP), or reissue the RFP at any time prior to the execution of a final contract if, in the City's opinion, it is in the best interest of the City for any reason whatsoever. The City also reserves the right to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more Respondent.

The City also reserves the right to permit or reject, at the City's sole discretion, amendments, modifications, alterations and/or corrections to proposals by some or all of the Respondents following proposal submissions. The City also reserves the right to request that some or all of the Respondents modify their proposals, submit additional information, or attend an interview at City offices.

IX. MBE / WBE / VETERAN-OWNED SOLICITATION AND COMMITMENT

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities Contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises ("MBEs") and Women-Owned Business Enterprises ("WBEs") in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission ("EORC").

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, encouraging goals of twenty-five (25) percent and ten (10) percent, respectively.

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's Department of Finance.

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MBE / WBE / Veteran Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation), or the attached MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, which details why no MBE/WBE/Veteran-Owned business participation could be obtained. Failure to submit either of these forms will result in rejection of the bid. Copies of these forms are attached as Exhibit A.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 *et. seq.*) of the City Code and Section 161.40 of the City Code.

X. RESPONDENT'S RESPONSIBILITY

1. All materials and work products prepared, developed or obtained through any Professional Services Agreement or other contract with the City of Pittsburgh shall be promptly delivered to and become the property of the City of Pittsburgh and there shall be no limitation on the subsequent use of same by the City of Pittsburgh. Failure to comply with this provision shall, at the City of Pittsburgh's election, absolve the City of Pittsburgh for payment of any compensation to the Respondent in connection with such agreement or contract.
2. The Respondent's work shall be subject to monitoring and review by the City of Pittsburgh. Where the Respondent's work is determined to be unsatisfactory, it shall be corrected by the Respondent at the direction of the City and at no additional cost to the City.
3. The Respondent shall adhere to the Proposed Project Schedule by completing and furnishing all work products and/or deliverables within the allotted time frame. Any changes to the schedule proposed by the Respondent must be requested and approved by the City in writing.

4. Respondents are responsible for all costs associated with responses to this RFP, including any interviews or meetings, if required. In no event shall the City be responsible for any costs related or incidental to the preparation of a response to this RFP.
5. It is the responsibility of all interested Respondents to carefully read the entire RFP which contains all provisions applicable to successful completion and submission of a Response.

XI. MINOR SCOPE OF WORK CHANGES

Throughout the course of this project, minor changes in the Scope of Work may occur for which documentation is required. The selected Respondent is required to submit to the City of Pittsburgh for approval a procedure that will track any such minor changes to the Scope of Work. The procedure, at a minimum, must show the nature of the minor change, estimated person-hours with costs, any proposed trade-offs for the person-hours, and a place for City of Pittsburgh approval and sign-off by an authorized City representative.

It is not the intent of the City of Pittsburgh to supplement the Respondent's contract for minor deviations in scope changes. Major changes in the scope of work will require a supplemental agreement to the Professional Services Agreement.

The City of Pittsburgh reserves the right to decide when a supplemental agreement for the contract will be necessary, according to applicable law and procedures.

EXHIBIT A: SOLICITATION FORMS

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM

SPECIFICATION NO.	DATE:	IS YOUR OWN BUSINESS ANY OF THE FOLLOWING?
COMPANY NAME:		<input type="checkbox"/> MINORITY OWNED
ADDRESS:		<input type="checkbox"/> WOMAN OWNED
CITY, STATE AND ZIP CODE:		<input type="checkbox"/> VETERAN OWNED OWNED
FAX NUMBER AND E-MAIL ADDRESS:		(CHECK ALL THAT APPLY)
FOR ASSISTANCE REGARDING MBE / WBE BUSINESSES, CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION AT 412-255-8804. FOR ASSISTANCE REGARDING VETERAN OWNED BUSINESSES, CALL THE BUREAU OF PROCUREMENT, FLEET AND ASSET SERVICES AT 412-255-2485		FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION

PLEASE LIST ALL MBE / WBE VETERAN OWNED BUSINESSES SOLICITED FOR PARTICIPATION

SOLICITATED COMPANY'S NAME AND ADDRESS	PHONE FAX NO E-MAIL	MBE OR WBE OR VETERAN (CHECK ALL THAT APPLY)
1.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
2.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
3.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____
4.		<input type="checkbox"/> EST \$ _____ <input type="checkbox"/> EST \$ _____

MBE / WBE / VETERAN HISTORY	CONTRACT NO.	DESCRIPTION	MBE USED	WBE USED	VETERAN OWNED USED

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM – WAIVER REQUEST

COMPANY NAME:	
ADDRESS:	
CITY AND STATE:	
TELEPHONE, FAX NUMBER, E-MAIL ADDRESS:	

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED:

CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORMS - TRADES				
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH.
(TYPE NAME AND SS NO.):

SIGNED: _____

DATE: _____