# Proposal Forms

## Introduction

This section contains various forms that should be prepared and submitted along with the Vendor’s proposal as well as in a separate Microsoft Word document. The intent of providing such forms is to ensure comparability between proposals. Included in this section are the following forms with designation to the appropriate section for submittal:

* Proposal Signature Form—With Cost Proposal
* Non-Collusion Affidavit—Section 13
* Minimum Criteria—Section 13
* Vendor Questionnaire—Section 9
* Client Reference Form—Section 10
* Minimal Contract Terms & Conditions Compliance Checklist—Section 13
* Contract Terms & Conditions Compliance Checklist – Exceptions—Section 13

## Proposal Signature Form

In compliance with this Request for Proposal, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all services or goods upon which prices are proposed, at the price(s) offered herein, within the time specified herein. By executing this proposal, I certify that this proposal is submitted competitively and without collusion.

The undersigned, as an authorized proposal responder, declares that he/she has carefully examined all the items of the Specifications and Instructions herein, that he/she fully understands and accepts the requirements of same, and that he/she agrees to furnish the specified items and will accept, in full payment therefore, the amount specified below. The authorized proposal responder will identify below its business entity as individual, DBA, partnership, corporation (foreign or domestic), etc., and will indicate the official capacity of person(s) executing this proposal.

Proposals shall include installation services, the Police Software System, and the successful Vendor shall obtain all required permits and pay any and all fees required.

State maximum time required for shipping, F.O.B. Greenville, NC:

**PROPOSAL: Police Software System Solution**

|  |  |  |
| --- | --- | --- |
|  |  | $ |
| (Total price written [on-premise]) |  | (Grand Total (One-Time Cost) – as noted on the Proposal Summary in the Pricing Forms [on-premise]) |
| Firm Name: |  |  | Date: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| Telephone: |  |
| Fax Number: |  |
| e-Mail: |  |
| Signature: |  |
|  | (Person executing response and official capacity) |
|  |

|  |  |
| --- | --- |
| (Names of principal officers:designate official capacity) | (If partnership or assumed name,indicate name of owners) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PLEASE ATTACH THIS FORM TO THE SEPARATE SEALED COST PROPOSAL**

## Minimum Criteria

As noted in Appendix A of this RFP, proposed solutions **MUST** meet all of the following requirements. **Proposals not meeting these requirements will be rejected.** Vendors should acknowledge acceptance of these terms and include the following checklist in their RFP response.

|  |  |
| --- | --- |
| **Minimal Criteria** | **Yes/No** |
| * **Response Timeliness**

RFP response is submitted by the due date and time. |  |
| * **Response Authorization**

The RFP response is signed by an authorized company officer. |  |
| * **Response Completeness**

Vendor complies with all instructions in the RFP and provides a response to all items requested that includes sufficient detail, such that the proposal can be evaluated. Any deficiencies in this regard will be determined by the City Purchasing Department to be either a defect that the City will waive or that the proposal can be sufficiently modified to meet the requirements of the RFP. |  |
| * **Specification Response Format:** Vendors must send one (1) electronic copy of the Proposal, completed Functional Requirement spreadsheet in the Microsoft Excel format provided, completed Pricing Forms spreadsheet in the Excel format provided, and the Vendor Forms in the Microsoft Word format provided.
 |  |
| * **Relevance of Solution:** Minimum of three (3) current installations of their software with clients of similar size (population) and complexity of the City of Greenville, North Carolina with a minimum of one (1) installation for a local government law enforcement agency (e.g. City, Township, County, special district, or authority). Current installation is defined as an installation that was initiated within the last five (5) years.
 |  |

## Non-Collusion Affidavit

**THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF**

**THE VENDOR AND FURNISHED WITH EVERY PROPOSAL**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, technology, or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal, all specifications as stated, and all proposal prices and I further certify that I am authorized to sign for the Vendor.

Vendor:

Street Address:

City/State/Zip Code:

Phone No.:

Fax No.:

E-mail:

Web Site:

Signature:

Signer’s Name Printed:

Signer’s Title:

Date Signed:

## Vendor Background Questionnaire

|  |  |
| --- | --- |
| Vendor Name: |  |
| Software Brand Name: |  |
| Software Version: |  |

|  |  |
| --- | --- |
|  | What are the key differentiators of your company and its proposed solution? Include any special advantages your service and system provide. Describe how this supports decision-making, streamlining tasks, and error reduction to support more productive law enforcement personnel. |
|  |  |
|  | What awards has your company or proposed solution obtained that are relevant to this project? |
|  |  |
|  | Describe your company’s purpose, mission, and values and explain how they will support the relationship with the Greenville Police Department’s objectives. |
|  |  |
|  | What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering? |
|  |  |
|  | What strategic alliance have you made to further strengthen your product and services? |
|  |  |
|  | How do you guarantee the services provided by your company? |
|  |  |
|  | What are your near-term and long-term goals, and the strategies to reach these goals?  |
|  |  |
|  | What is your niche in the marketplace and your preferred customer size? |
|  |  |
|  | Please describe the level of research and development investment you make in your products (i.e. annual budget, head count, etc.): |
|  |  |
|  | How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?  |
|  |

|  |  |  |
| --- | --- | --- |
| **Location** | **North Carolina** | **Nationally** |
| Local Government |  |  |
| Other Public Sector |  |  |
| Other Non-Public Sector |  |  |
| **Overall:** |  |  |

 |
|  | How many fully operational customer installations, in total, has the Vendor completed? |
|  |

|  |  |  |
| --- | --- | --- |
| **Location** | **North Carolina** | **Nationally** |
| Local Government |  |  |
| Other Public Sector |  |  |
| Other Non-Public Sector |  |  |
| **Overall:** |  |  |

 |

|  |  |
| --- | --- |
|  | Do you currently have any outstanding significant (≥ $250,000) litigation with: |
|  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Existing or prospective customers? |  |  |
| Other businesses |  |  |
| Any U. S. government (Federal, State, local)? |  |  |

 |
|  | If yes, describe: |
|  |  |
|  | Please state the year the Vendor started in the business of selling the proposed solution to local governments: |
|  |  |
|  | Where is the Vendor’s closest support facility/sales office to Greenville, NC?  |
|  |  |
|  | Where is the Vendor’s company headquarters?  |
|  |  |
|  | Please list the Vendor’s sales in the previous three years: |
|  |

|  |  |
| --- | --- |
| **Year** | **Sales** |
| 2014 |  |
| 2015 |  |
| 2016 |  |

 |
|  | How many total employees does the Vendor have in each of the following categories: |
|  |

|  |  |
| --- | --- |
| **Area** | **Number** |
| Sales/Marketing |  |
| Management/Administration |  |
| Help Desk Staff |  |
| Development Staff |  |
| Other |  |
| **Total:** |  |

 |
|  | What is the Vendor’s hourly rate for implementation assistance beyond that which is included in the Vendor proposal by skill set? |
|  |

|  |
| --- |
| **Rates for Additional Implementation Assistance** |
| **Skill Set** | **Hourly Rate** |
|  | $ / hr |
|  | $ / hr |
|  | $ / hr |

 |
|  | The City intends on conducting a one (1) day software demonstration with each Vendor who proceeds to the Round 3 Evaluation. Please indicate the availability for an onsite demonstration and your preference. |
|  |

|  |
| --- |
| **Demonstration Date Options** |
| **Option** |  | **Availability** |
| November 7, 2017 |  |  |
| November 8, 2017 |  |  |
| November 9, 2017 |  |  |
| November 14, 2017 |  |  |
| November 15, 2017 |  |  |
| November 16, 2017 |  |  |

 |
|  | What would be the Vendor’s preferred comparably sized, site visit location? |
|  |  |

##  Client Reference Form

|  |  |
| --- | --- |
| Vendor name: |  |
| Customer name: |  |
| Customer contact name and title: |  |
| Customer phone number: | ( ) |
| E-mail address |  |

|  |
| --- |
| Describe Nature of Project and Services Provided to This Client: |
|  |

|  |
| --- |
| Configuration of Solution Implemented (Hardware, Software): |
|  |

##  Pricing Forms

Please complete the Pricing Form spreadsheet that has been provided in the associated Microsoft Excel document. It is the responsibility of the Vendor to ensure the accuracy of the pricing provided as part of your response. Any errors in providing an accurate price response due to inaccuracies in the provided templates are the sole responsibility of the responding Vendor. If there is not enough space to describe the pricing on these forms, please attach a separate pricing page and provide the pricing information in the same type of format so that it is easy to understand. The City requests a firm, fixed price for each of the components described below that are included on the attached Pricing Forms spreadsheet as separate tabs:

* Vendor Checklist (including Travel, State/Local Taxes, Lodging Costs, and Discount)
* Proposal Summary
* Module Summary
* Application Software
* Other Software
* Implementation Services
* Train-the-Trainer Training
* Optional End-User Training
* Interfaces
* Modifications
* Other Implementation Services

## Minimal Contract Terms and Conditions Compliance Checklist

Proposal responders are to mark the Comply, Exception, or Not Comply column. Comply indicates the proposal responder understands and agrees to comply fully. Exceptions must be fully explained on the bottom portion of this page. The City reserves the right to reject any proposal for non-compliance with one or more of the specifications.

| **Minimal Contract Terms and Conditions Compliance Checklist** |
| --- |
| **#** | **Title** | **Comply** | **Exception** | **Not Comply** |
|  | **Scope of Agreement** |  |  |  |
|  | **General Conditions** |  |  |  |
|  | **Indemnification** |  |  |  |
|  | **Limitation of Liability** |  |  |  |
|  | **Insurance** |  |  |  |
|  | **Entire Agreement Clause** |  |  |  |
|  | **Identification of Parties to the Agreement / Non-Assignment Clause** |  |  |  |
|  | **Agreement Extension and Modification Clause** |  |  |  |
|  | **Invalidity** |  |  |  |
|  | **Waiver of Contract Right** |  |  |  |
|  | **Term and Termination Clause** |  |  |  |
|  | **Applicable and Governing Law / Litigation Clause** |  |  |  |
|  | **Confidentiality** |  |  |  |
|  | **Title and Confidentiality** |  |  |  |
|  | **Notices Clause** |  |  |  |
|  | **Survival Clause** |  |  |  |
|  | **Force Majeure Clause** |  |  |  |
|  | **Incorporation by Reference** |  |  |  |
|  | **Risk During Software Shipping, Storage and Installation** |  |  |  |
|  | **Patents, Copyrights, and Proprietary Rights Indemnification** |  |  |  |
|  | **Subcontractors** |  |  |  |
|  | **Effect of Regulation** |  |  |  |
|  | **Control of Sub-Contractor, Project Team and Project Manager Designation** |  |  |  |
|  | **Vendor as Independent Contractor** |  |  |  |
|  | **Warranty** |  |  |  |
|  | **Warranty of Fitness for a Particular Purpose** |  |  |  |
|  | **Resolution and Response Time Warranty** |  |  |  |
|  | **Continuity of Warranty** |  |  |  |
|  | **Acceptance Testing** |  |  |  |
|  | **Final Acceptance of the System** |  |  |  |
|  | **Standard Forms and Contracts** |  |  |  |
|  | **Non-Performance Escalation Procedures** |  |  |  |
|  | **Replication of Software** |  |  |  |
|  | **Non-Collusion** |  |  |  |
|  | **Annual Maintenance and Support Fees** |  |  |  |
|  | **Payment Terms** |  |  |  |
|  | **Travel Expense Reimbursement** |  |  |  |
|  | **Source Code** |  |  |  |
|  | **Programming Services** |  |  |  |
|  | **Major Releases/Upgrades** |  |  |  |
|  | **Solution Longevity** |  |  |  |
|  | **Successor Software Products** |  |  |  |
|  | **Use of Licenses by Personnel Who Are Not Employees** |  |  |  |
|  | **Vendor Merger or Acquisition** |  |  |  |
|  | **Functionality Replacement** |  |  |  |

## Contract Terms and Conditions Compliance Checklist – Exception Explanations

For all items marked as “Exception” in the Contract Terms and Conditions Compliance Checklist, a Vendor must fully explain the exception on the Exception Explanations form below. If the Vendor proposes alternative terms and conditions, the City, in its sole discretion, may accept, delete, or agree to modify the proposed alternative terms and conditions. No alternative licensing terms or conditions proposed by the Vendor will be binding, supersede, or replace any terms or conditions of section 5 of this RFP, unless fully agreed to by the City in the Agreement.

|  |
| --- |
| **Exception Explanations** |
| **#** | **Title** | **Explanation of Exception** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |