

Pre-Offer Conference

AVN RFP 24-0181 IT Staffing Services

Wednesday, May 8, 2024
10:00 A.M.
via WebEx





Welcome & Housekeeping



- Your Device is Automatically Muted
- Use the Chat Function to Submit Your Questions
- Questions will be answered at the end of the presentation
- Presentation will be available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1805>



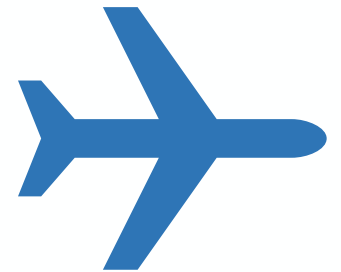
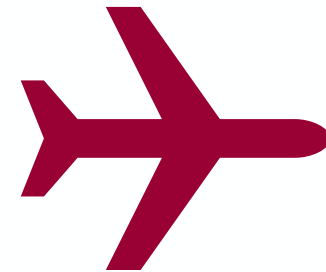
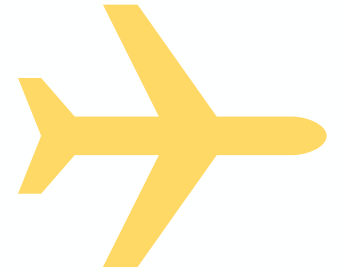
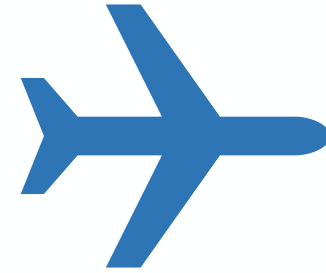


- ❑ Aviation Department – Contracts & Services Division
 - Kyle Brack, Procurement Officer

- ❑ Aviation Department – Technology Division
 - Genie Usher, Management Assistant II
 - Daver Malik, Assistant CIO

Agenda

- Solicitation Transparency Policy
- RFP Timeline
- Minimum Qualifications
- Award
- Evaluation Criteria
- Submittals
- Scope of Work
- Fee Schedule
- Questions





Solicitation Transparency Policy



OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All communication must be directed to the Procurement Officer.

Effective

At time of solicitation issuance on
April 30, 2024

Discussion & Requests

Only discuss matters of this RFP with the
Procurement Officer.

Phoenix City Code

Chapter 43, Section 43-36

Public Meeting

Discussion may occur with City staff in a Public
Meeting, requested through Procurement Officer

Policy Ends

City Council approves Contract award.
Projected October 2024.



Written Questions ONLY

- Written answers posted via addendum supersede verbal/chat box answers.
- All questions and answers received via email will be published via an addendum.



Q&A and Addenda Available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1805>





Questions Deadline

- **Friday, May 10, 2024**
- **5:00 P.M. local Phoenix time**
- Email: avn.solicitations@phoenix.gov and
kyle.brack@phoenix.gov
- Include the RFP number and title in the email





RFP Overview: Addenda



- ➔ Changes to this RFP will be made via addenda, available at:
<https://solicitations.phoenix.gov/Solicitations/Details/1805>
- ➔ Must acknowledge receipt, sign, and return addenda with Offer.
- ➔ If addenda with material changes are not signed and submitted with Offer, Offer will be deemed non-responsive and rejected.
- ➔ Offerors' responsibility to visit the City's website for update(s) to this solicitation including all addenda.



RFP Overview: Offer Due Date



DEADLINE

**Friday, June 7, 2024
11:00 A.M.
Local Phoenix Time***

LATE OFFERS WILL BE DISQUALIFIED

*All Dates and Time are Subject to Change



RFP Overview: Submittal Location



Physical Submittal

Aviation Headquarters
2485 East Buckeye Road
Phoenix, AZ 85034

Monday – Friday 8:00 a.m. to 5:00 p.m.



RFP Overview: Submittal Location



Electronic Submittal

Submit Offers via email to:

avn.solicitations@phoenix.gov and kyle.brack@phoenix.gov

File size limitation of 150 mb



Award Recommendation

- To be posted August 2024
- <https://solicitations.phoenix.gov/Solicitations/Details/1805>



Protest Period

- Within seven (7) days after posting of Public Notice of Award Recommendation
- See Section 2.22 – Protest Period of RFP



Contract Start Date

→ November 1, 2024

Contract Term

→ 5-year contract





Multiple Contractors

- ➔ The intention is to award to multiple Contractors to ensure sufficient staffing response and placement capacity
- ➔ Contractors that meet the competitive range, established by the evaluation panel, will be recommended contract award





Minimum Qualifications



- ❑ Must have experience providing IT Staffing Services without interruption for the past 10 years
- ❑ Must have provided IT Staffing Services to at least 5 public sector organizations in the U.S. with at least 1,000 employees within the last 10 years
- ❑ Must have placed a minimum of 10 contracted IT staff within each of the Offeror's any 2 contracts within the last 5 years
- ❑ Must have experience staffing 75% of the Core Positions, as listed in this Scope of Work, within the last 5 years

Failure to meet the minimum qualifications or omitting submission of key supporting documentation may result in Offer being deemed non-responsive.



Evaluation Criteria



Qualifications and
Experience of Firm

400 Points

Method of Approach

350 Points

Fee Schedule

250 Points



Core Positions		
Application Developer	GIS Engineer	Electronics Technician
Application Support Specialist	GIS Application Developer	Network Operations Center (NOC) / System Monitoring Engineer
Business Analyst	GIS Technician	Solutions Architect
Business Intelligence (BI) Developer / Data Analyst	Cybersecurity Engineer	Oracle Unifier Software Specialist
Data Warehouse / Data Analytics Engineer	Network Engineer	Artificial Intelligence (AI) / Machine Learning (ML) Engineer
Database Engineer	Senior Application Developer	Data Architect
Desktop / Field Support Specialist	Senior Desktop / Field Support Specialist	User Interface (UI) / User Experience (UX) Developer
Enterprise Architect	Software Quality Assurance / Test Engineer	SharePoint Developer
GIS Analyst	Systems Engineer	Mobile Application Developer



RFP Overview: Submittals



Offer must be organized in the format shown below and must be signed by an authorized signer.

- One (1) original Offer
- Two (2) hard copies of the Offer (if submitting hard copy)
- One (1) electronic copy of the Offer on a USB drive (if submitting hard copy)
 - ✓ Tab 1: Method of Approach
 - ✓ Tab 2: Qualifications & Experience of Firm
 - ✓ Tab 3: Fee Schedule (Attachment A)
 - ✓ Tab 4: Required Submittal Documents (Attachment B)
 - ✓ Tab 5: Signed Addenda, if any
 - ✓ Tab 6: Signed SSI Form (Attachment C)

Scope of Work Summary

- ✈ Genie Usher, Management Assistant II
- ✈ Daver Malik, Assistant CIO





- City of Phoenix Aviation Department owns and manages three airports:
 - Phoenix Sky Harbor International Airport (PHX)
 - Phoenix Deer Valley Airport (DVT)
 - Phoenix Goodyear Airport (GYR)
- PHX is one of the busiest large-hub airports in the U.S., quickly approaching 50M passengers annually
- Contracted IT staff are necessary to support campus IT operations and to serve internal and external Aviation customers
- Aviation currently utilizes seven IT Staffing Services contracts to meet its technology staffing needs





- Provide on-site Information Technology (IT) Staffing Services. Telework is assessed on a case-by-case basis.
- Contracted staff must reside within the U.S. The City of Phoenix does not utilize offshore staffing resources.
- Contract staff must utilize City's remote access tools including but not limited to VPN, MFA, and other systems.
- Aviation may require additional and/or fewer staff to support Department needs
- Contractor will recruit, screen, and recommend candidates to provide any or all of the IT Staffing Services listed in the scope
- Contractor must ensure that recommended candidates meet the client requirements before forwarding their resumes
- Contractor must be responsive to City's needs and meet the applicable SLAs



- Upon written request from the City, the Contractor shall provide professionals with specified expertise, or familiarity with a specified system, technology, application, or project, on an as-needed basis to complete project-based professional service scope
- The City will provide a scope of work for pre-defined, project-based professional services only
- The Contractor(s) will submit an offer to deliver the scope of work based upon hourly rates within the Fee Schedule. The offer will include the specific Contractor's Employee(s) proposed, resumes, prior experience specifically as it relates to the scope of work, number of hours, hourly rates, timeline to complete the scope of work, and total project price.
- The terms and conditions of the master agreement will govern the project-based professional services delivered by the contractor
- The City may require the Contractor to continue providing specific staff from the project for ongoing support



Transition to New Contracts



- Upon contract award, existing contract staff may contact the new staffing firms for onboarding.
- City strongly recommends that the staffing firms work with existing contract staff at PHX to streamline the onboarding process.
- Preventing disruptions to PHX operations by ensuring existing contract staff can onboard with the new providers is critical for the City.





**Thank You for
Attending!**

