



RFP-24-0371
Various Satellite Phone Services
Pre-Offer Conference
(Non-Mandatory)

Friday, September 6, 2024 – 2:00 p.m.
Via WebEx

City of Phoenix
Finance Department



Housekeeping

- Please turn off or silence cell phones during this pre-offer conference.
- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants.
- We will be touching on each major section of the solicitation, please try and limit your questions to the section being discussed.
- Please email your company name, first and last name, telephone number, and email address to the procurement officer: william.langbehn@phoenix.gov



Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Solicitation Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.



Key Dates

Pre-Offer Conference

September 6, 2024,
at 2:00 pm

Written Inquiries Due

September 13, 2024,
by 2:00 pm

Offer Due Date

September 27, 2024,
by 2:00 pm



Agenda

RFP-24-0371

Various Satellite Phone Services

1. Review Solicitation Instructions
2. Review Special Terms and Conditions
3. Review Insurance and Indemnification Requirements
4. Review the Scope of Work
5. Review Submittal Requirements
6. Review Evaluation Criteria
7. Closing



Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at Council Award
- All offerors must register at:
<https://www.phoenix.gov/procure>
- All written inquiries are due **September 13, 2024, by 2:00 pm**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses ***must*** be registered with the Arizona Corporation Commission (this is checked)
- Offeror must read the entire solicitation and accept all terms and conditions without exception



Special Terms & Conditions (1)

- The term of this Contract will commence on or about November 1, 2024, and will continue for a period of five (5) years thereafter. (6.1. Term of Contract)
- All prices submitted shall be firm and fixed for the initial three-years of the contract. (6.3. Price)
- Miscellaneous Fees will not be paid. These costs must be incorporated in the pricing provided. (6.16. Miscellaneous Fees)
- Liquidated Damages are set at \$100.00 per day. (6.25. Liquidated Damages)
- Warranty is based on Technology Terms and Conditions (6.26. Warranty)



Special Terms & Conditions (2)

- Background screening of all contract employees is required, and the City has set this contract at the STANDARD Risk level (6.31. Background Screening & 6.37. Background Screening – Standard Risk)
- Please pay special attention to the Confidentiality and Data Security provisions within the solicitation (6.38. Confidentiality & 6.39. Data Protection)
- Intellectual Property Rights included (6.41. Intellectual Property Rights)



Insurance & Indemnification

- Please note the Indemnification provisions within the solicitation (7.1. Standard General Defense and Indemnification and 7.2. Technology Software and Hardware Contracts)
- Insurance requirements cover:
 - Commercial General Liability
 - Automobile Liability
 - Worker's Compensation and Employers' Liability
 - Technology Errors and Omissions Liability
 - Network Security and Privacy Liability
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days
- Send to the Procurement Division at procurement@phoenix.gov



Scope of Work (Overview)

- Purpose/Introduction (3.1. Purpose/Introduction)
 - General information and background
- General Requirements (3.2. General Requirements)
 - General service requirements for the Vendor/Business providing the requested services
- Contractor Requirements (3.3. Contractor Requirements)
 - Specific servicing requirements for the Vendor/Business providing the requested services
- Deliverables (3.4. through 3.7.)
 - See next page for specifics
- Pricing (3.8. Pricing)
 - Elaboration on what is requested and required in pricing proposals
- Business Investment Request Form (3.9. Business Investment Request Form)
 - ISO Vendor Security Maturity Questionnaire to be provided by the ITS Information Security Office



Scope of Work (Deliverables)

Deliverables (3.4. through 3.7.)

- Broadband Global Area Network (BGAN) Service (3.4.)
- Iridium Satellite Phone Service (3.5.)
- Mobile Satellite System Service (MSAT) (3.6.)
- Very Small Aperture Terminal (VSAT) Services (3.7.)
- For each:
 - BACKGROUND
 - SERVICE REQUIREMENT
 - SPECIFICATIONS
 - PRICING AND CAPACITY
 - PERFORMANCE
 - GENERAL REQUIREMENTS



Submittals

- Responses must be received by email. Please submit an electronic copy of the Submittal Section and all other required documentation to procurement@phoenix.gov
- Be sure to include references (Submittals - References rev 2-2023), as these are also checked
- Be sure to complete and include:
 - Costs and Payments rev 2-2023
 - Pricing_Proposal RFP-24-0371
 - Submittals - 24 Hour Emergency Contact rev 2-2023
 - Submittals - Debarment & Exclusion rev 2-2023
 - Conflict of Interest and Transparency Form
 - Submittals - Offer Page rev 3-2023
- Bidder must acknowledge receipt and acceptance of all addenda by signing and returning all addenda with the proposal submittal.



Evaluation Criteria

- Each Proposal submitted must have four parts. Proposals will be evaluated based upon the following criteria (2.15. Offer Evaluation Criteria):
 - Method of Approach 350
 - Qualifications & Experience 300
 - Pricing Structures 200
 - Price (Price Proposal) 150
 - Total Points Available 1000
- See pages 25 – 28 (4. Evaluation Process) for the specific questions / criteria to be evaluated.



Key Dates

**IMPORTANT
INFORMATION**

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