

The background features a large, stylized, light blue Phoenix logo, which is a circular emblem with a bird-like shape in the center, set against a darker blue background. The logo is partially obscured by the text.

# RFP 25-0494

## Civil Service Board Legal Services

December 13, 2024 – 11:00 a.m.  
Via WebEx

**City of Phoenix**  
Finance Department



# Housekeeping

- 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: [luis.aguilera@phoenix.gov](mailto:luis.aguilera@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

December 13, 2024  
at 11:00 a.m.

Written Inquiries Due

December 18, 2024  
at 2:00 p.m.

Offer Due Date

January 13, 2025  
at 2:00 p.m.



# Agenda

RFP 25-0494

- 1.Solicitation Instructions Overview
- 2.Terms and Conditions Overview
- 3.Insurance and Indemnification Requirements
- 4.Scope of Work Overview
- 5.Evaluation Overview
- 6.Review Submittal /Attachment Requirements
- 7.Additional Questions
- 8.Closing



# Solicitation Instructions

## **RFP Section 1.19 Solicitation Transparency Policy (Page 10)**

### Transparency Policy in Effect

- All Communication through Procurement Officer
- Posting of Solicitation through Council Approval
- All offerors must register at: <https://www.phoenix.gov/procure>

## **City's Vendor Self-Registration and Notification (RFP Section 1.6 – Pg 6)**

- Businesses ***must*** be registered with the Arizona Corporation Commission (this is checked)
- All offers shall be firm and fixed for a period of 180 calendar days from the Offer Due Date.
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of a solicitation addenda.



# Solicitation Instructions

- Solicitation Inquiries ([email procurement officer only](mailto:procurement@phoenix.gov))
- Preparation of Offer
  - All Forms in Submittal Section Must be Submitted.
  - No Modifications to the Submittal Forms
- Submission of Offer (see RFP Section 1.13 – Page 8)
  - Electronic Submittal to [procurement@phoenix.gov](mailto:procurement@phoenix.gov)
  - Late Offers (see RFP Section 1.22 – Page 13)
- Award of Contract
  - Award(s) will be made to the most responsive, responsible Offeror(s) who are regularly established in this service.



# Terms & Conditions

- Term of Contract (RFP Section 2.7.1 – Page 35)
  - Effective: June 1, 2025
  - Five Years (with no options to extend)
- Background Screening (RFP Section 2.7.25 – Page 39)
  - Maximum Risk Level Background Screening is a requirement per the Special Terms and Conditions of this RFP





# Insurance & Indemnification

- Please note the indemnification provisions within the solicitation (RFP Section 2.8 - Page 44)
- Insurance requirements: (RFP Section 2.9)
  - General liability
  - Automobile liability
  - Worker's compensation
  - Professional 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](mailto:procurement@phoenix.gov)



# Scope of Work

## **Introduction**

The Contractor will provide legal support and guidance to the Civil Service Board (Board). The Board is comprised of a five-member citizen volunteer panel who hear appeals of disciplinary demotions, discharges, and suspensions of employees both sworn and non-sworn employees that may bring appeals. The Board may delegate to Hearing Officers the authority to conduct hearings. The decisions of the Board shall be final and binding. The Board proposes Personnel Rules and amendments thereto and hears appeals from classified employees regarding the interpretations of the Personnel Rules.

The Board is scheduled to meet monthly, typically hearing multiple cases per meeting. The Board may vote to go into executive session to receive client/attorney legal advice from the Contractor.



# Scope of Work

## **Objectives**

Contractor shall provide legal support, legal interpretation, advice, and guidance to the Board on a regular, as needed basis, covering the following principal areas of activity

1. Labor/Employment Law and Public-Sector Personnel Issues
2. Administrative Law

## **Key Person Requirements**

City and Board reserve the right to designate one or more specific attorneys in Contractor's firm to work on specific matters. Contractor shall employ suitably trained and skilled professional personnel to perform the legal services at all times during the life of the agreement. Prior to changing any key personnel, especially those key personnel who the City relied upon in making this Agreement, Contractor shall obtain approval of the City and Board. All staffing decisions must be discussed and agreed upon with the Board and City, and if applicable, with Board in advance.



# Evaluation Criteria

## **Evaluation Criteria**

### **1000 Points Maximum**

- Qualifications, Experience & References (400 Points)
- Method of Approach (300 Points)
- Pricing (300 Points)

### **Submittal D (Pg. 65)**

- Submittal Instructions & Evaluation Requirements

### **Consensus Scores**

1. Initial Evaluation: The overall consensus scores will determine the Offeror's ranking, and which Offers are within the competitive range.
2. Demonstrations (if applicable): Offerors in the competitive range may be invited to construct a presentation of their offerings, based on a script developed by the panel.
3. Best & Final Offers (if applicable): Offerors in the competitive range may be afforded the opportunity to amend its offer.
4. Award Recommendation: The evaluation panel will recommend the Offer that is the best value and most advantageous to the City based on the evaluation criteria.



# Submittals/Attachments

- Electronic Submission to [procurement@phoenix.gov](mailto:procurement@phoenix.gov)
- Reference Submittal D starting on page 64 – for a list of minimum submission requirements.
- Submittal D – Offeror's Signature page (Page 69) must be completed & signed (failure to do so will disqualify your offer).
- Fully complete and return all City submittal forms (D thru I)
- Exhibit B– Fee Schedule

## **REMINDER to avoid your offer being disqualified**

- 1. Submit your offer before the deadline**
- 2. The Offer shall be signed (no exceptions)**
- 3. Return signed Addenda**



# Additional Questions





# Key Dates

**IMPORTANT  
INFORMATION**

Written Inquiries Due

**December 18, 2024  
at 2:00 p.m.**

Offer Due Date

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