

A large, stylized, light blue Phoenix logo is centered in the background of the slide. The logo is composed of several curved, overlapping shapes that form the bird's head and tail. The background is a solid, medium blue color.

RFQu 25-0572

Professional Development and Training Services

January 31, 2025 – 1:00 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 providing an overview on each major section of the solicitation.
- Please submit your questions in the chat. At the end of each section, questions submitted will be reviewed

Procurement Officer email: Margie.Vasquez@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.

ADDENDA: 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 – **not other City employees per the Transparency Policy.**



Key Dates

Pre-Offer Conference	January 31, 2025 at 1:00 p.m.
Written Inquiries Due	February 7, 2025 at 2:00 p.m.
Question Response Date	February 13, 2025 at 5:00 p.m.
Offer Due Date	February 21, 2025 at 2:00 p.m.



Agenda

RFQu 25-0572
Professional Development and Training Services

- 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

- 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 **February 7, 2025, at 2:00 p.m.**
- 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 verified)
- Offeror must read the entire solicitation and accept all terms and conditions without exception



Solicitation Instructions

- Solicitation Inquiries/Questions
 - **Email Procurement Officer only**
 - Do not submit inquiries to the Procurement Mailbox
- All offers shall be valid for 180 calendar days from the Offer Due Date.
- Preparation Of Offer (RFQu 2.2, page 5)
 - All Forms in Submittal Section must be Submitted.
 - No modifications to the Submittal Forms are allowed (there is no need to add these document on the Offeror's letterhead)
- Submission of Offer (see RFQu Section 2.11, page 7)
 - ONLY Electronic Submittals will be accepted (no hard copies)
 - Do not submit links or password protected documents. Evaluation of the offers will be based solely on the documentation received.
 - Submit in accordance to the requirements listed in this section.
 - Late Offers will be rejected (see RFQu Section 2.22, page 11)
- Structure your offer based on the requirements identified in Section 9. Submittals (page 41)
- Award of Contract
 - The City reserves the right to multiple award (see RFQu Section 2.24, page 12), and intends to award to all responsive, responsible offerors who meet the requirements of the solicitation.



Solicitation Instructions

RFQu Section 2.19 Solicitation Transparency Policy (pages 9-10)

Transparency Policy in Effect

- Effective: Posting of Solicitation through Council Approval
- All Communication through Procurement Officer
- Offerors that violate the policy shall be disqualified
- Offerors may continue to conduct business unrelated to the solicitation



Solicitation Instructions

- City's Vendor Self-Registration and Notification (RFQu Section 2.1, page 5)
 - Vendors will be required to be registered as a vendor with the City, if you are selected for an award.
 - Registered vendors receive City notifications of solicitation opportunities based on the product categories selected.
 - Clarification: Vendors are not required to be registered to respond to a solicitation.



Solicitation Instructions

Inquiries (RFQ Section 2.6, page 6)

- Directed only to the Procurement Officer
- Submit in writing by the timeline due date – **Feb. 7th @2 pm**
- The City will not consider questions received after the deadline.
- The Procurement Officer will answer written inquiries in an addendum which will be published on the Solicitation website.



Minimum Qualifications

RFQu Section 2.15 Qualification Criteria (page 8)

- Offeror must have been in business at least five (5) consecutive years providing related services as listed in this solicitation, within the last seven (7) years.
- Offeror must have at least five (5) years' experience providing Professional Development Consultation, Professional Facilitation, Training, Motivational Speaking, Management Coaching and/or related services for private and/or public entities.



Special Terms & Conditions

- Term of Contract (RFQu Section 6.1, page 33)
 - Effective: March 1, 2025
 - Five Years (with no options to extend)

- Price

Submission of pricing is not required. Work assignment will be project based and prices offered will be requested when a proposal/quote is requested. All prices offered shall be firm and fixed for entire term of the project.



Insurance & Indemnification

Please note the indemnification provisions within the solicitation (RFQu 8. Insurance Requirements, pages 38-40):

- Certificate of Insurance is not required to be submitted with the offer.
- Insurance requirements cover:
 - 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.



Scope of Work

General Overview

- The City is seeking Professional Development Consultation, Professional Facilitation, Training, Motivational Speaking, and/or Management Coaching, and related services for various City of Phoenix Departments, from firms or individuals to work collaboratively with City staff.
- The services will be provided on an as-needed basis, therefore the City does not guarantee a minimum or maximum number of services.
- The City anticipates the need various types of Professional Development and related consultation services. The awarded contract(s) will be made available to all City departments.



Scope of Work

Consultation Services (RFQu 3.6, page 17)

Contractor must provide consultative services on training/facilitating topics identified in this solicitation and on other topics as requested to assist with the continued improvement of established City of Phoenix training programs and the development of new training programs. Consultation will identify and address full compliance with the topic(s) in question and provide clear, detailed recommendation on the best means to address said topic(s) through effective training.



Scope of Work

Facilitation Services (RFQu 3.7, page 17)

Contractor will be responsible to guide participants to an overall solution by modeling best practices of facilitator traits, to include but are not limited to being solution focused, adaptable to diverse groups, patient, effective in redirecting behavior, and effective in questioning and listening skills.



Scope of Work

Training Delivery Methods (RFQu 3.8, page 17)

- E-Learning
- Offsite Classroom
- Onsite Classroom
- Train-the-Trainer
- Virtual Instructor Led Training (VILT)



Scope of Work

Subcontracting (RFQu 3.9, page 18)

Contractor may use a subcontractor for any of the services offered. Contractor shall remain primarily responsible for the acts and omissions of any such subcontractor(s) and shall retain any such liability and responsibility under this Contract, as if such subcontracted services were performed by the Contractor.



Scope of Work

Service Requests (RFQu 3.3 page 14)

- When a specific need for services is identified by a City department, The City will issue a written proposal/quote which will include some items such as:
 - Detailed scope of work/services
 - Project criteria
 - Requirements (staff, experience, certifications, etc)
 - Tasks, Deliverables, Milestones
- Selection will be based on the lowest priced written response (ie proposal/quote)
- If the Department will not award a project based on the lowest priced proposal, the selection/evaluation criteria will be identified in the City's request.



Evaluation Overview

Evaluation Process, RFQu Section 4, page 19

No.	Evaluation Criteria	Scoring Method
1.	Business History Offeror must have been in business at least five (5) consecutive years providing related services as listed in this solicitation, within the last seven (7) years.	Pass / Fail
2.	Years of Experience Offeror must have at least five (5) years' experience providing Professional Development Consultation, Professional Facilitation, Training, Motivational Speaking, Management Coaching and/or related services for private and/or public entities.	Pass / Fail
4.	Capability Offerors must be able to fully provide the services as defined in Section 3 - Scope of Work.	Pass / Fail

The City will establish a Qualified Vendors List (QVL) for Professional Development and related consulting services with firms or individuals with demonstrated experience in providing these types of services.



Submittals

- Electronic Submission
- Reference RFQ Section 9. Submittals (page 41), for a list of minimum submission requirements.
- Offeror's Signature page must be completed & signed (failure to do so will disqualify your offer).
- Fully complete and return all City submittal forms
- **Attachment F – Services Matrix**

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

