

Request for Proposals (RFP)
RFP 21-084

**Intermediate Single Engine Patrol
Helicopters with Mission Configuration
Installation**

Pre-Offer Conference

April 22, 2021 – 2:00 P.M.
WebEx video and phone

City of Phoenix
Finance Department



Agenda

- Attendance
- Introductions
 - Procurement Officer – Kyle Brack
 - Subject Matter Expert (SME) – Paul Apolinar
- Written Inquiries Process
- RFP Basics
- Evaluation Criteria
- Scope of Work Overview
- Solicitation Transparency Policy
- Q&A



Written Inquiries Process

Written questions only

- Some questions may be answered verbally today
- Written answers **supersede** verbal answers
- All inquiries and answers will be published on web via an addendum

Submit written inquiries by **Friday, April 23, 2021**

- 5:00 p.m. local Arizona time
- Email: kyle.brack@phoenix.gov

Addenda available online

- <https://solicitations.phoenix.gov>



RFP Basics

Pre-Offer Conference

- Information regarding all today's attendees will be published on the City's website.
- Pre-offer conference attendance is not mandatory.
- Presentation slides will be available online after the completion of the pre-offer conference.



RFP Basics

Addenda

- Addenda
 - Any changes to the plans, drawings, and specifications will be in the form of an addendum, available at <https://solicitations.phoenix.gov>. The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.



RFP Basics

Offer Due Date



Offer Due Date:
Friday, May 7,
2021 at 2:00 P.M.
Local Arizona Time

LATE OFFERS WILL BE REJECTED



RFP Basic Proposer Instructions

- Offer Submittal Options
 - Electronic Offer as a PDF via email (no hard copy)
 - In-Person Drop Off or Mailed (hard copy)

- Tabbed and organized in the following order:
 - Tab 1: Aircraft and Mission Configuration
 - Tab 2: Performance and Safety
 - Tab 3: Maintenance and Warranty
 - Tab 4: Training
 - Tab 5: Delivery Schedule
 - Tab 6: Pricing (submitted in a separate folder/file)
 - Tab 7: References
 - Tab 8: Financial Position
 - Tab 9: Section VI – Submittals Section
 - Tab 10: Signed Addenda



Evaluation Criteria

A. Aircraft and Mission Configuration	250 Points
B. Performance and Safety	250 Points
C. Maintenance and Warranty	150 Points
D. Training	100 Points
E. Delivery Schedule	100 Points
F. Pricing	100 Points
G. References	50 Points
Total Available Points:	1,000 Maximum



Scope of Work Overview

Paul Apolinar – Subject Matter Expert
Phoenix Police Department



Scope of Work Overview

- General aircraft mission requirements and specifications
- The aircraft manufacturer will oversee, and be responsible for, the production and completion of the aircraft up until delivery and acceptance by the City of Phoenix.
- Final delivery and acceptance by the City of Phoenix will take place at completion center location.
- Manufacturer will be responsible for transporting “green” aircraft to completion center.
- Warranties will commence upon final delivery and acceptance of completed law enforcement aircraft.



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation.
- This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.** After official Notice is received by the City for disqualification, the Offeror may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.
- **All questions must be directed, in writing, to the Procurement Officer.**



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- “To discuss” means any contact by the Offeror, regardless of whether the City responds to the contact. Offerors that violate this policy will be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City’s intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of a contract, as long as the City cancels with a statement that the City will rebid the solicitation.



Questions

