

Request for Proposals (RFP)

RFP 21-LAW-002

Shoplifting/Theft Diversion Program

April 27, 2021, 10:00 am

City of Phoenix

Law Dept./Prosecutor's Office



Agenda

1. Introductions
 - Procurement Officer – Lynn Coyer
 - Diversion Staff
2. Attendance/Roll Call
3. Meeting Format
4. Timeline
5. Question and Answer Process
6. RFP Basics
7. Evaluation Criteria
8. Solicitation Transparency Policy
9. Questions



Meeting Format

- Meeting Attendance
 - Appointment attendees / attendance
 - No recording allowed
- Please mute your device
- Use the “Chat” function to submit your questions during the meeting. Questions will be answered at the end of the presentation.



Timeline

ACTIVITY	DATE (All times are local Phoenix time)
RFP Issued	April 21, 2021
Pre-Proposal Conference	April 27, 2021 10:00 am
Written Inquiries Due Date	April 29, 2021 12:00 pm
Offer Due Date	May 12, 2021 2:00 pm
Award Recommendation to City Council (tentative date)	June 23, 2021



Questions & Answers (Q & A) Process

Written Questions Only

- Some questions may be answered verbally today
- Written answers **supersede** verbal answers
- All questions and answers will be published in an Addendum on City solicitation website
 - <https://solicitations.phoenix.gov/>

Submission of Written Questions by

- April 29, 2021, 12:00 pm local Phoenix time
- Email: rfpdiversion@phoenix.gov



RFP Basics

Addenda

- Any changes to the solicitation will be in the form of an addendum.
- Offeror must acknowledge receipt of any/all addenda by signing and returning the document with the proposal submittal.
- No electronic notification will be sent to vendors when addenda is issued.



RFP Basics

Offer Submittal

- Hard Copy
 - Submission in Person by Appointment
- Electronic Submission
 - Submission to rfpdiversion@phoenix.gov

*Section I – Instructions, Item 3 Schedule of Events, Item 12 – Submission of Offer and Section VI – Submittals, Item 1 – Copies/Submission Options, Item 2 – Offer Submittal Format.



RFP Basics

Proposal Due Date

Proposal Due Date

May 12, 2021

2:00 pm

Local Phoenix time

LATE PROPOSALS WILL BE REJECTED

IMPORTANT



RFP Basics

- Section I – Instructions
- Section II – Standard Terms and Conditions
- Section III – Special Terms and Conditions
- Section IV – Insurance and Indemnification
- Section V – Scope of Work
- Section VI – Submittals
- Section VII – Exhibits
- Attachments
 - A – Proposed Program Description and Information
 - B – Organization Information
 - C – Proposer's Performance Evaluation



Evaluation Criteria

Section V – Scope of Work, Item 5 – Evaluation Criteria

Method of Approach	600 points
Qualifications & Experience	200 points
Program Evaluation & Measures	75 points
Price	125 points

TOTAL POINTS AVAILABLE: 1,000 maximum



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36*

Summary - All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the Procurement Officer.

*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 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.



Questions



Thank You for Attending.