

PRE-OFFER CONFERENCE

Request for Qualifications

ITS RFQu 22-002 Information Technology Professional Services (QVL)

October 28, 2021 – 10:00 AM
Information Technology Services (ITS) – WebEx Conf.

Mihaela Grigore, Procurement Specialist

Agenda

- ❑ RFQu Purpose and QVL Term
- ❑ Schedule of Events
- ❑ Business in Arizona and City Registration
- ❑ Pre-Award Qualifications
- ❑ Content of Response
- ❑ Solicitation Transparency Policy
- ❑ Scope of Work
- ❑ Exhibits
- ❑ Questions

RFQu Purpose and Term

RFQu Purpose

- ❑ The City of Phoenix invites offers for IT Professional Services commencing on or about December 1, 2021.
- ❑ As a result of this RFQu, the City will establish a citywide Qualified Vendors List (QVL).

QVL Term

- ❑ Two years



Inquiries (Q&A)

- ❑ Submit written questions by **Friday, October 29, 2021**
 - ❑ 5:00 P.M. local Arizona time
 - ❑ Email: its.financial.procurement@phoenix.gov
 - ❑ **Include the Title in the Email**

- ❑ Written questions **ONLY**
 - ❑ Some questions may be answered verbally today
 - ❑ Written answers **supersede** verbal answers
 - ❑ All questions and responses will be published via an addendum

- ❑ Courtesy notice will be sent to the list of vendors when addendum(s) will be posted on the City's solicitation website.

Offer Due Date



Friday, November 5, 2021
at or before 5:00 P.M.
Local Arizona Time

LATE OFFERS WILL NOT BE ACCEPTED


Offer Submittal

- Electronic Submission
 - Email: its.financial.procurement@phoenix.gov
 - Include the Title in the Email Subject Line**
 - Clearly notate company information**

Addenda

- ❑ Any changes to this RFQ will be in the form of an addendum, available at the solicitation page: <https://solicitations.phoenix.gov/Solicitations/Details/1088>
- ❑ Offeror must acknowledge receipt of any/all addendum by signing and returning the document(s) with the offer submittal.
- ❑ It is the Offeror's responsibility to visit the City's solicitation page for update(s) to this solicitation.

Business in Arizona and City Registration

- ❑ Offeror must comply with AZ Corporation Commission requirements/registration when entering a contract with the City.
 - ❑ Offeror must be registered in the City's procurePHX system.
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Pre-Award Qualifications

- Number of years in operation
- Number of years of experience
- “Affidavit” included as Exhibit B
- Small Business Enterprise (SBE) or Disadvantage Business Enterprise (DBE)

Content of Response

Exhibit A – Minimum Qualifications

- Tab 1 – Company Profile, Experience and Executive Summary
- Tab 2 – Category Qualifications

Exhibit B – Affidavit

Section IV – Submittals

Any Addendum(s) – if applicable

Solicitation Transparency Policy


Phoenix City Code, Chapter 43, Section 43-36

- Effective: October 22, 2021 (date RFQ issued).
- All Offerors and their representatives will only discuss matters of this RFQ with the Procurement Officer.
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, ITS staff, etc. ONLY at a public meeting as requested through the Procurement Officer.
- Offerors may continue to transact business that is unrelated to this RFQ with City Staff and as long as this solicitation is not discussed.

PROPOSERS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All questions must be directed, in writing, to the Procurement Officer.

Scope Overview

- ❑ The City invites Offerors to respond to the RFQu for IT Professional Services
 - ❑ As a result of the RFQu, the City will establish a QVL
 - ❑ IT Professional Services Categories
 - ❑ Procedures for Obtaining Services – Scope of Work (SOW) Requests
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Exhibits

- ❑ Exhibit A – Minimum Qualifications
 - ❑ Exhibit B – Affidavit
 - ❑ Exhibit C - Technology Consulting Professional Services Agreement
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Questions

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Thank you for Participating

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