



**Meeting will start soon**  
**Please MUTE your microphone & turn off your camera to assist with**  
**transmission quality.**

**INTERACTIVE DIGITAL KIOSKS**  
**RFP 63-2213**  
**PRE-SUBMITTAL MEETING**

**CITY OF PHOENIX**

**REQUEST FOR PROPOSAL**

**STREET TRANSPORTATION DEPARTMENT**

**INTERACTIVE DIGITAL KIOSKS**  
**JANUARY 27, 2022 3PM**

# WELCOME AND INTRODUCTIONS

- Dana Garr, Design and Construction Procurement  
***Point of Contact for Submittals and RFP Questions***  
Office of the City Engineer  
dana.garr@phoenix.gov  
602-495-2461
- Chris Ewell, Deputy Street Transportation Director



# AGENDA

Questions are welcome after each presentation

Enter your questions into the Chat Box and Identify yourself

Meeting Overview

Contract Description

Scope of Services

Submittal Requirements (Page Count, Disqualifications)

Selection Process

Important Dates: Selection Schedule

Websites

Vendor Registration

# MEETING OVERVIEW

The Attendance sheet and PowerPoint will be posted on the City of Phoenix website:

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

To be added to the Attendance sheet, send an email today to: [dana.garr@phoenix.gov](mailto:dana.garr@phoenix.gov) with the following:

***RFP 63-2113 Attendance, your Name, Firm Name, Phone Number, and E-Mail Address***

*It is your responsibility as a RFP holder to determine, prior to submittal, if any Addendums have been issued.*

This is your **ONLY** opportunity to discuss this solicitation with City staff.

# CONTRACT DESCRIPTION

- ❑ GOODS AND SERVICES REVENUE CONTRACT PROCUREMENT PROCESS
  - ❑ PROPOSAL EVALUATION
  - ❑ CONTRACT NEGOTIATION
- ❑ CONTRACTS ARE UP TO 5 YEARS WITH OPTIONS TO RENEW
- ❑ REVENUE TO THE CITY

# SCOPE OF SERVICES

## ❑ What are Interactive Digital Kiosks

- ❑ Self-service kiosks that provide customers with user-friendly information to enhance their experience with local city businesses and services

## ❑ What does the City need them to do

- ❑ Technical features and amenities of the kiosk including but not limited to: Wayfinding, Marketing, Events, Public Service Announcements
- ❑ Qualified vendors will install, operate, and maintain
- ❑ Kiosks will not provide public WIFI access, charging stations, or electrical outlets
- ❑ Kiosks will be at no cost to the City, provide a revenue source to the City, and be in the public Right-of-Way, and provide information of interest to visitors, residents, and downtown customers

# SCOPE OF SERVICES

## When does the City need them

- Superbowl 2023
- Implementation schedule critical

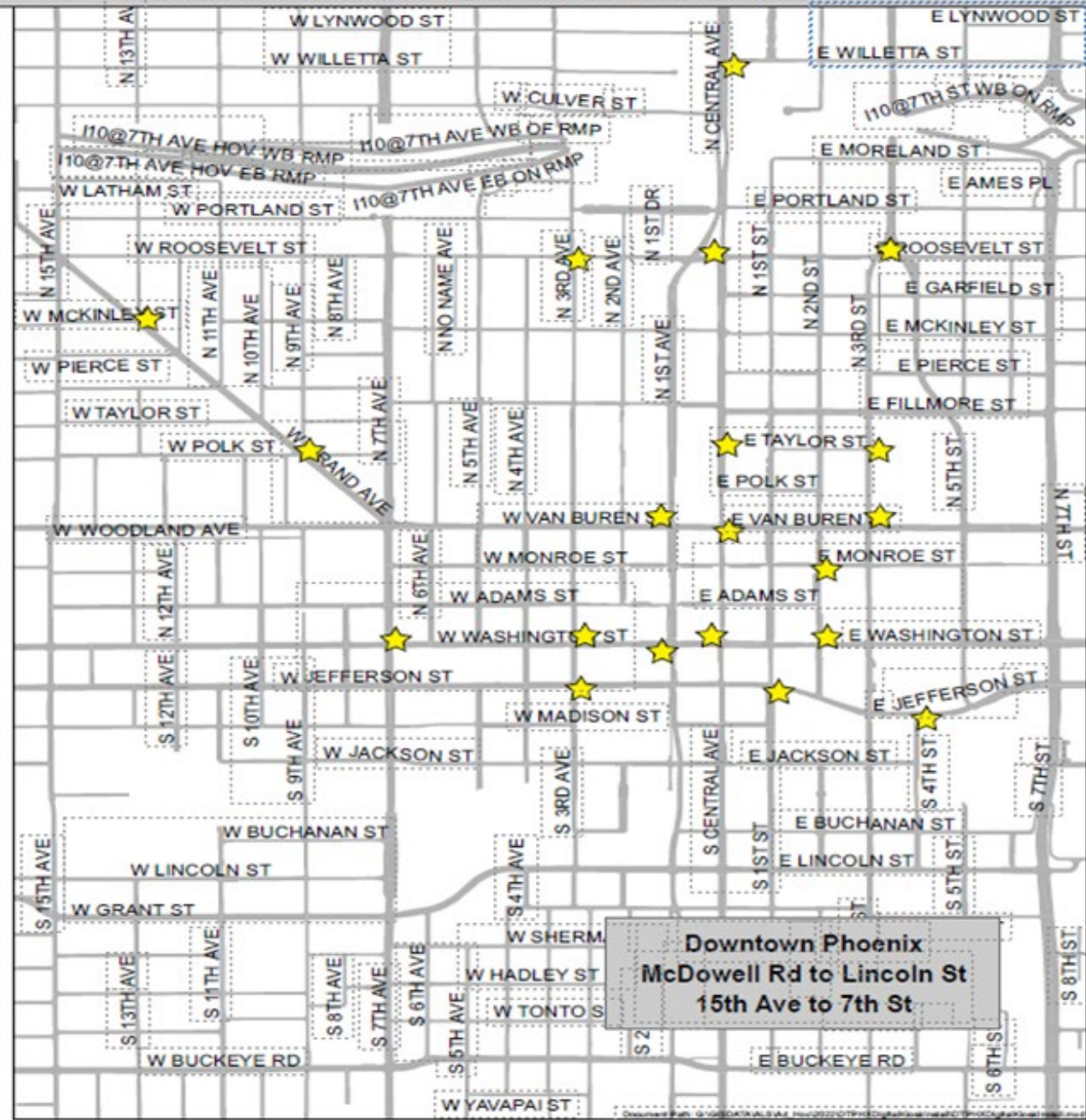
## Who can provide them

- Company that is most responsive and responsible per the evaluation criteria

## Where will there be placed

- Downtown Phoenix generally bounded by 7<sup>th</sup> Avenue (west) and 7<sup>th</sup> Street (east) and McDowell Road (north) and Lincoln Street (south)
- Approximately 20 locations in the right-of-way in high pedestrian traffic areas near the Phoenix Convention Center, major attractions, office and residential buildings (see sample photos and RFP exhibits)

## Potential Digital Kiosk Locations

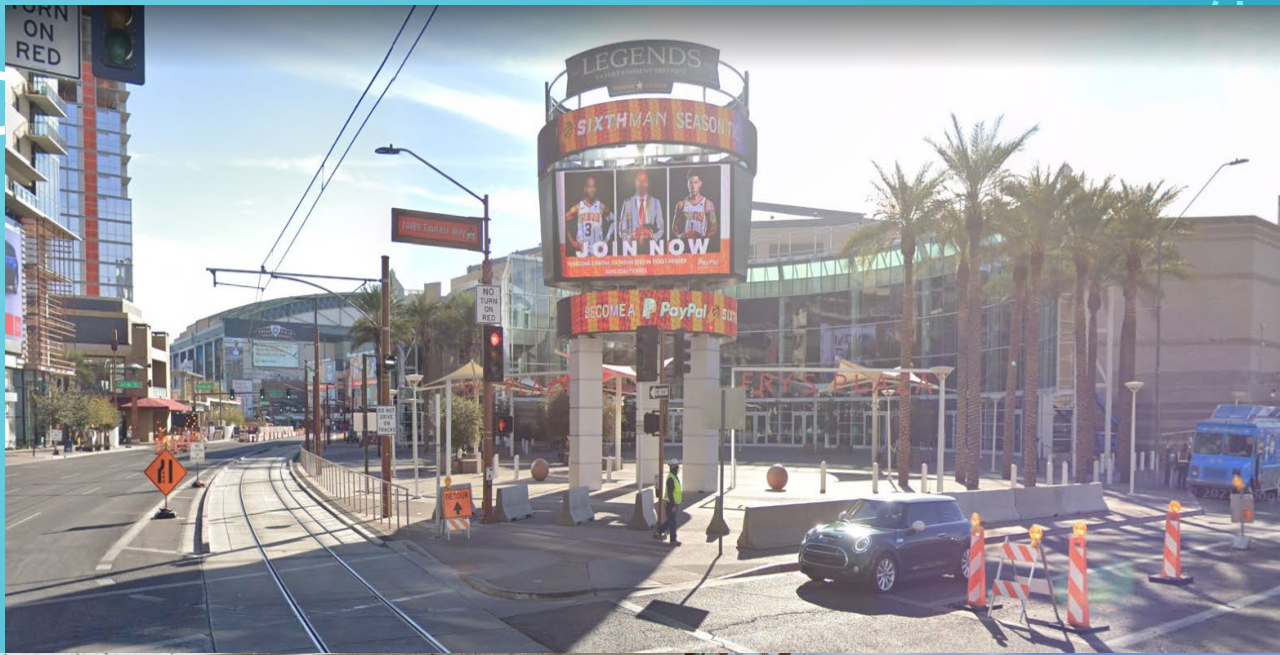


SCOPE OF SERVICES – POTENTIAL LOCATIONS



# SCOPE OF SERVICES – POTENTIAL LOCATIONS







QUESTIONS  
FOR MR. EWELL

# Evaluation Criteria

- A. Method of Approach – 250 points**
- B. Revenue Sharing Plan – 250 points**
- C. Specifications and Technical Abilities – 200 points**
- D. Qualifications and Experience – 125 points**
- E. Content Management & Communications System – 75 points**
- F. Value Added Services – 75 points**
- G. Reference Checks– 25 points**

- Provide responses in the order listed in the RFP
- Be complete, be concise.

# Submittal Requirements

- ❑ Information Sheet– 1 page, include project title, project number, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project
- ❑ Evaluation Criteria, address all criteria including project organizational chart
- ❑ Additional Content, may include resumes or other information
- ❑ Bonding Statement/Letter of Credit or other Financial Qualifications will not be counted towards the maximum pages permitted

## Submittal Requirements (continued)

- MAXIMUM pages permitted is **25 pages**:
- Each side of a piece of paper with criteria information on it will be counted.
- Front and back covers, Table of Contents, Information sheet, and tab dividers will NOT be counted, **UNLESS** they include information that may be considered by the selection panel.

## Submittal Requirements (continued)

**PROPOSAL and REFERENCES due:**

**11:59pm MIDNIGHT – Arizona local time**

**Friday, February 18, 2022**

**Submit only one proposal in PDF format only, addressing all evaluation criteria. No hard copies will be accepted.**

## Grounds for Disqualification

- Failure to submit by the due date and time
- Violating the “Contact with City Employees” policy
- Failure to meet minimum qualifications



# SELECTION PROCESS

- ▶ Each proposal will be evaluated according to the evaluation criteria in the RFP.
- ▶ No interviews will be conducted.
- ▶ A contract will be executed upon completion of negotiations of contract terms and City Council approval.

# Schedule of Events

<u>ACTIVITY (All times are local Phoenix time)</u>	<u>DATE</u>	<u>DETAILS</u>
Issue RFP	<u>January 24, 2022</u>	<u><a href="https://www.phoenix.gov/procure">https://www.phoenix.gov/procure</a></u> click on the "solicitations" button
Pre-Proposal Meeting at <del>11:00 a.m.</del> 3:00 p.m.	<del>January 26, 2022</del> January 27, 2022	Via WebEx (link): <u><a href="https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mada6cd721886f27ca1c23aaf4f8be12c">https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mada6cd721886f27ca1c23aaf4f8be12c</a></u>  Join by phone +1-415-655-0001 US Toll <u>Global call-in numbers</u>
Submittal of Written Questions by 5:00 p.m.	February 1, 2022	<u>Email to: <a href="mailto:dana.garr@phoenix.gov">dana.garr@phoenix.gov</a></u>
City Responses to Written Questions	February 4, 2022	By close of business
Proposal Submittal by 11:59 p.m.	February 18, 2022	<u>EMAIL SUBMITTAL:</u>  <u><a href="mailto:dana.garr@phoenix.gov">dana.garr@phoenix.gov</a></u>  NOTE: Only an electronic copy is  required (no paper copies)
Award Recommendation to Phoenix City Council	April 20, 2022	<u><a href="https://solicitations.phoenix.gov/awards">https://solicitations.phoenix.gov/awards</a></u>

# Street Transportation Department Procurement Section WEBPAGE

- Request for Proposal
- Notifications (if any)
- Pre-submittal Power Point Presentation
- Pre-submittal Sign-in Sheet
- Award

▶ <https://solicitations.phoenix.gov>

# Questions After Today

E-mail questions to:

[dana.garr@phoenix.gov](mailto:dana.garr@phoenix.gov)

**Dana Garr**

**Contracts Specialist – Team Lead**

**(602) 495-2461**

The background is a dark teal gradient. In the corners, there are decorative white line-art elements resembling circuit boards or neural networks, with lines connecting to small circles.

**OPEN FOR QUESTIONS**  
**&**  
**THANK YOU FOR ATTENDING**



**procure**PHX

Have you  
signed up?

# VENDOR REGISTRATION

**REGISTRATION HELP**



Call Help Desk  
**(602) 262-1819**  
Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)

 **procurePHX**  
Have you signed up?

**BECOME A VENDOR**



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System *Steps to Success!*
4. **Set-Up** ID & Password

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

- Instructions >
- Registration >
- ProcurePHX Login >

- **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A SOQ**

- Information on how to register with the City is available at:

<https://www.phoenix.gov/finance/vendorsreg>

- **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days

- If your firm is already registered with the City of Phoenix’s ProcurePHX system, login and access the electronic solicitation at:

<https://eprocurement.phoenix.gov/irj/portal>

- The **VENDOR NUMBER** is to be included on the cover of the Proposal