

# Request for Proposals (RFP)

RFP 22-LAW-001

## Prostitution Solicitation Diversion Program

April 19, 2022 10:00 AM

**City of Phoenix**

Law Dept./Prosecutor's Office



# Agenda

1. Introductions
  - Procurement Liaison: Martin Nordby
  - 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

<b>ACTIVITY</b>	<b>DATE</b> (All times are local Phoenix time)
RFP Issued	April 14, 2022
Pre-Proposal Conference	April 19, 2022 10:00 am
Written Inquiries Due Date	April 21, 2022 12:00 pm
Offer Due Date	May 4, 2022 2:00 pm
Award Recommendation to City Council (tentative date)	June 15, 2022



# 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 21, 2022, 12:00 pm local Phoenix time
- Email: [rfpdiversion@phoenix.gov](mailto: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
- **Electronic Submission**
  - Submission to [rfpdiversion@phoenix.gov](mailto: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 4, 2022**

**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 Liaison.

\*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.