



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

October 27, 2023

REQUEST FOR PROPOSAL

**RFP 2023P056**

## **Virtual Reality Based Training Program**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, November 8, 2023**

Proposals Due: **5:00 P.M. Local Time, November 17, 2023**

**ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies** of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

A handwritten signature in cursive script that reads "Chris Hunter".

Chris Hunter  
Deputy Purchasing Director

# ANCHORAGE POLICE DEPARTMENT

REQUEST FOR PROPOSAL FOR  
VIRTUAL REALITY BASED TRAINING SYSTEM  
2023P056

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## 1.0 GENERAL INFORMATION

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### 1.1 PURPOSE

The Anchorage Police Department is issuing this Request for Proposal (RFP) for the purpose of obtaining information and bids related to installation and implementation of a Virtual Reality (VR) based training program, that includes but not limited to De-Escalation training. The term of the contract will be from the contract signature date through June 30, 2024, unless terminated sooner.

The Anchorage Police Department (hereafter the APD, or Department) is seeking the services of a vendor to provide a VR training platform to include the hardware, software, and requisite support.

APD will enter into an agreement with a single vendor who can provide the complete range of required solutions, along with excellent customer service support.

The APD is seeking a response from Proposers who can demonstrate that they possess the organizational, functional, and technical capabilities to perform the services requested. The APD and the Proposers will negotiate a final contract incorporating pertinent portions of the Proposer's response to the RFP, a comprehensive list of all deliverables and services to be performed by the Proposer, applicable documentation, product literature, and pricing information.

The contractual relationship will be premised on the Proposer as the expert. The APD will rely upon the Proposer's expertise to develop, deliver, assist, implement and maintain a solution that fulfills the defined business requirements. The APD expects all Proposers to exercise the highest degree of integrity in all dealings with their vendors, employees, and the Department.

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### 1.2 BACKGROUND

The Municipality of Anchorage (MOA), with a population of more than 292,000, is Alaska's largest city. The Anchorage Police service area covers the immediate 100 square miles of the Anchorage bowl. The APD has a full complement of police services to include a dispatch center, records department, evidence unit and specialty teams such as Special Weapons and Tactic (SWAT), Crisis Negotiations Team (CNT) and Canine teams. The department staffing is broadly aligned as follows:

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<b>Anchorage Police Department</b>	
Total Full Time Employees	624
Sworn	443
Non-Sworn	181

### Training

The VR system will be located at the APD's Jewel Lake Training Center (JLTC), at 3760 W. Dimond Blvd Anchorage Alaska 99507. The APD maintains an in-house 970 hour police academy which trains up to 60 officers per year. Additionally, the APD maintains in-service training program for sworn and non-sworn staff. The JLTC Staff assigned to the training cadre will become the operators of the VR system and will be responsible for its implementation and maintenance.

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### 1.3 QUESTIONS

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Department

[wwpur@muni.org](mailto:wwpur@muni.org)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

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### 1.4 PREPARATION COSTS

The Municipality of Anchorage shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

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## 2.0 RULES GOVERNING COMPETITION

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### 2.1 EXAMINATION OF PROPOSALS

Proposers should carefully examine the entire RFP and any addenda thereto, all related materials, and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

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### 2.2 PROPOSAL ACCEPTANCE PERIOD

Award of this proposal is anticipated to be announced within 90 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

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### 2.3 CONFIDENTIALITY

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

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### 2.4 PROPOSAL FORMAT

Proposals are to be prepared in such a way as to provide a straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) Conformance to the RFP instructions;
- 2) Responsiveness to the RFP requirements;
- 3) Completeness and clarity of content.

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### 2.5 SIGNATURE REQUIREMENTS

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate proposer, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

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## 2.6 PROPOSAL SUBMISSION REQUIREMENT

**ONE ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

IN ADDITION to the copies required by the paragraph above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

All copies of the proposals shall be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

Proposals must be delivered or mailed to:

Physical Address

Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

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## 2.7 NEWS RELEASES

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

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## 2.8 DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

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## 2.9 ORAL CHANGE/INTERPRETATION

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

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## 2.10 MODIFICATION/WITHDRAWAL OF PROPOSALS

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit



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written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

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## 2.11 LATE SUBMISSIONS

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

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## 2.12 REJECTION OF PROPOSALS

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

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## 2.13 EQUAL EMPLOYMENT OPPORTUNITY SPECIAL PROVISIONS CONTRACT COMPLIANCE SPECIFICATIONS REQUIREMENTS

Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

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## 2.14 CONFIDENTIAL / PROPRIETARY INFORMATION

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked, and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally

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known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

### 3.0: SCOPE OF WORK

The Department is soliciting proposals from qualified Proposers to provide a holistic virtual reality training system. The selected solution must meet all industry and governmental standards in effect at time of contract signing including standards or requirements set by, but not limited to CJI and Municipal and State codes. The Proposer will also coordinate with APD for future updates as required.

The Proposer's scope of work response is expected to:

- Deliver a complete law enforcement based virtual reality training system to include supporting hardware, software, and scenarios.
- Provide a clear, detailed implementation/project management plan that defines tasks, deliverables, implementation dates, and assigns costs to deliverables on a one-to-one basis
- Travel to the Municipality of Anchorage to assist in the installation and of the VR system.
- Deliver and execute multiples tests to ensure functionality.
- Deliver training and training documentation to the staff of the APD on the installation, operations, and maintenance of the VR system.
- Provide on-going technical support solution and associated costs
- Provide a detailed post go-live maintenance contract agreement and associated cost.
- If applicable provide sample Service Level Agreement(s).
- Provide a detail of plans for subcontracting work, including work function/area to be subcontracted, estimated hours work, and subcontractor information.
- Complete the RFP Cost Worksheet (See Attachment A) and supply a budget narrative detailing all relevant costs associated with product purchase, equipment purchase, project implementation and maintenance by project, etc.

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- Adhere to all MOA policies and procedures in this RFP.

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### 3.1 PROJECT APPROACH

The APD project team will work closely with the Proposer during all phases of system development, including interface development (if applicable), system testing, and implementation.

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### 3.2 PROJECT GOALS & OBJECTIVES

- The Department desires to have an integrated suite that will provide users with a single Proposer solution.
- Ease of use by staff with varying levels of computer proficiency.
- A company with a proven track record and a solid implementation plan.
- A company that provides implementation, configuration, testing, and the training services identified in this RFP.
- Other value-add modules, products or services may be proposed and considered. Proposer must provide information for value added services or discounts above those specifically requested in this RFP. To be considered value added: proposals should increase services offered to the MOA/APD at no cost or at significantly lower cost, and/or lower the overall cost for MOA/APD's current requirements, or leverage core functions in a price efficient manner to significantly improve services or performance. Proposers should describe and/ or demonstrate how their proposal increases service and lowers overall cost of APD's current requirements and/or provides efficiencies.

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### 3.3 FUNCTIONAL & TECHNICAL REQUIREMENTS

Proposers are required to respond to each specification listed in this RFP.

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### 3.4 APPLICATION SOFTWARE AND COMPUTER ENVIRONMENT

#### Product Description and Features

Provide the following information for the proposed system:

- Name of product
- Description of Product
- Latest Version of Product
- Data Flow/Architecture Diagrams

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### Software and Hardware Requirements

The Proposer should supply software for the enterprise users that will access the system. The system should be compatible with the following APD IT standards:

- Server Operating System – Windows Server 2019 or newer
- Client Operating System – Windows 10
- Database – SQL Server 2019 or newer

### Onsite Software and Hardware Purchase Requirements

- The proposal must describe any additional on-site hardware and/or software elements required for the application to function.

### Infrastructure

- The Proposer should supply software that adheres to the APD IT standard of virtualization. The system should support VMWare virtualization including database deployment.
- The Proposer should provide a system architecture diagram to include hosting and database information.

### MOA Technology Policy

- Proposer should review and be willing to abide by the MOA technology policy: Municipality of Anchorage Policy & Procedure 28-9, Business Use and Access Control.

### Cloud and Off-site Hosting Solutions

- Cost for proposed cloud and/or off-site hosting solutions must be fully disclosed. Costs for application upgrades, configuration modifications, and additional functionality must be disclosed.
- The MOA Cloud and/or Off-site Hosting Specific Terms and Conditions will become part of the final contract. Terms and conditions are mandatory for every engagement. Exceptions will be considered non-compliant and non-responsive. (See Attachment B)

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## 3.5 SECURITY REQUIREMENTS

### Encryption and Physical Security Requirements

The new system will:

- Provide details of the security environment used in the Proposers solution

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- Provide details of the proposed system's security features, including a description of the number and levels of security access allowed within the system, and any audit functions built into the system to track user activity and access.
- The proposed system must meet MOA IT security standards
- Adhere to MOA terms and policies to include:
  - MOA Cloud and/or Off-site Hosting Specific Terms and Conditions (Attachment B)
  - MOA Policy and Procedures 28-9 Business Use and Access Control (Attachment C)

*If Criminal Justice Information (CJI) data is present the system will:*

- Incorporate data encryption methods, as appropriate, that meet or exceed all CJIS and other legal requirements for CJI data storage, transfer, access, and audit.
- Provide detailed information about system's CJIS compliance and available tools for providing required data for CJIS audits.
- Utilize or incorporate one or more of these, or other approved data encryption technologies: RSA, AES, or FIPS 140-2.

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### 3.6 PROJECT KICK-OFF, STAFFING, PROJECT MANAGEMENT

Upon contract award: the Proposer's project team and the APD's project team will conduct a kick-off meeting with all associated personnel to discuss the timeline for systems implementation (as defined in the contract), the objectives and scope of the proposed project, and resource and scheduling requirements for the Proposer and APD.

The successful Proposer must assign a Project Manager for the complete project who will be responsible for planning and executing all professional services provided by the successful Proposer. The APD will provide a Project Manager for the duration of the implementation project. The successful Proposer's Project Manager will work closely with the APD's Project Manager and other designated APD representatives to ensure coordination of all project activities. All communications between the APD and the successful Proposer shall be coordinated through their respective Project Managers.

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### 3.7 BUSINESS PROCESS REVIEW

The selected Proposer will perform an assessment of the existing business processes with APD. The purpose of this task will be to familiarize the vendor with the needs and expectations of APD primary users.

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### 3.8 HARDWARE CERTIFICATION AND APPROVAL

As a next step the Proposer shall review any hardware, software or communication requirements that needs to be addressed by the APD. The purpose of this step is to ensure that all components and services provided by the Contractor will be easily administered within the Municipality.

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### 3.9 IMPLEMENTATION

The selected Proposer will work with APD information systems staff to install and set up all hardware and software components and configure the database and servers as necessary to support the software both for testing and when the system is accepted by APD for production.

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### 3.10 TESTING

The selected Proposer will work with APD to develop a test plan to determine if the system meets all functional and technical requirements. Testing will be performed by the vendor and APD project staff. The system will not be considered for a production release until APD is satisfied that all issues identified during the testing process have been resolved.

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### 3.11 TRAINING

- The selected Proposer will provide training to APD staff. It is expected that the selected Proposer will provide, at a minimum, both system administration training and end-user training (train the trainer).
- Training should include overviews as well as detailed hands-on training. This training should be led by a qualified trainer. Submittal of a training plan is required as part of the RFP. If other training methods such as web based or computer-based training are available, this should be indicated in the response to this RFP.
- Training shall be in accordance with the pre-approved plan submitted to and accepted by APD. Training shall be considered complete when all applicable topics in the training plan have been covered and competency of trained individuals has been established.
- The selected Proposer will provide documentation for end users to support training and regular system use. It is desirable that this documentation is available in a searchable and editable electronic format.
- The Proposer shall also provide comprehensive user manuals documenting all operations of the software and shall include sample reports, screen illustrations and instructions, and detailed step-by-step training materials to teach non-technical operations and

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administrative personnel how to use the application in relation to their assigned business processes.

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### 3.12 SUPPORT AND MAINTENANCE

The Proposer shall submit its software maintenance and support plan, which must address the tasks required in the scope of services and include the following components:

- Procedures to resolve critical system issues
- Policy regarding future enhancements and upgrades
- Frequency of software updates and new software releases (i.e., patches and major revision levels) for the solution
- Anticipated life cycle of the software being proposed
- Availability of tiered support options to handle potential escalations
- A description of extended agreements if they are available
- Hourly cost for on-site support that may be required
- Description of periods of scheduled maintenance and system availability during such scheduled maintenance periods
- The Proposer must include a copy of their annual maintenance agreement in the Proposal and provide annual pricing as requested in the Cost Worksheet (See Attachment A).

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### 3.13 SERVICE LEVEL AGREEMENTS

Proposer shall provide documentation of responsive Service Level Agreements (SLAs) that would ensure operational continuity for the APD.

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### 3.14 FINAL APPROVAL

The selected system will not be considered for a production release until APD is satisfied that all issues identified during the testing process have been resolved and that the final product has been accepted and all applicable users have completed training. APD will supply a formal written acceptance.

## 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty-five (25) pages in length (excluding letter of transmittal, resumes, title page(s), and index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed,

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8 1/2" X 11", piece of paper. **Excess Pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.**

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#### 4.1 TITLE PAGE

Show the RFP number and subject, the name of your firm, address, telephone number(s), email address, name of contact person, and date.

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#### 4.2 TABLE OF CONTENTS

Clearly identify the materials by section and page number.

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#### 4.3 LETTER OF TRANSMITTAL

- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- List your company's contact for this RFP along with their phone number and email address on the proposal cover page.
- Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email address, and telephone numbers.
- The letter of transmittal is limited to 2 pages.
- **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

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#### 4.4 EVALUATION CRITERIA

##### PROJECT APPROACH

**Evaluation Criteria Information:** Proposers must restate in writing the below section number and text for each section, then provide a written response. Proposals will be evaluated on completeness and responsiveness to RFP requirements.

Scope of Work Section(s)

- (3.1) Project Approach
- (3.2) Project Goals and Objectives
- (3.6) Project Kick-off, Staffing, Project Management



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### (3.7) Business Process Review

#### (3.11) Training

- Describe the proposed approach for installation, configuration, and project management services.
- Describe processes to be used for communication, problem and issue tracking, and configuration/release management.
- Confirm and explain the plan for assignment of a project manager and roles, assignment duration and availability for project and emergencies as required by this RFP.
- Describe detailed information on the background of the Project Manager, length of time with the organization and relevant experience. Provide resume.

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## 4.5 ABILITY TO PERFORM

Provide information and documentation regarding organizational qualifications and experience including:

- Company Name, Address, State and Country
- Contact Name, Telephone Number, Email Addresses
- Business location nearest to Anchorage
- Number of years the company has been in business
- Describe the company business structure and provide a visual flow chart of the organization. Include number of staff/position roles including staff who would provide services to the MOA, and length of time with the company.

Proposers must demonstrate proven knowledge and experience supplying the proposed solution:

- Provide a list of projects that demonstrate experience and knowledge in projects like the one requested by this RFP. Please include the project name, contract amount, summary of elements implemented, proposed completion date, actual completion date, software used, and location of the projects.
- From the list of projects listed above, identify three (3) multi-platform installation projects that represent or closely reflect the project specified herein and provide a brief description. Provide key contact information of individuals who are knowledgeable about the project and its implementation.
- In addition, Proposers should describe their experience and expertise in all areas of implementation service delivery, including business requirements development and system configuration, training, deployment, etc.
- Provide a complete list of current customers, services provided and duration of contract. Identify at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.
- Detail the planned role/provision of services of each member of contractor's project team as shown in the Organizational Chart and note if worker is remote. Include each

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member's total involvement in the APD project expressed as estimated total # work hours. To help demonstrate contractor commitments and work distribution, also show total # work hours that contractor is anticipating from APD personnel, expressed as total # work hours per APD member of the project.

- Describe the firm's location where the primary services are to be provided, explain the ability and availability to meet in person with APD personnel when required during the performance of the contract, explain the availability of contractor to provide on-site and telephone resources, including availability during the APD work hours in Alaska.
- Explain the planned use of subcontractors for any part of the proposer's performance hereunder, state the total percentage of work and work function/area to be subcontracted, identify each subcontractor by name, address, and telephone numbers.
- Provide a timeline for the delivery of all hardware required to complete this project. The timeline provided will be made part of the contract.

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## 4.6 FUNCTIONAL CAPABILITIES

Scope of Work Section(s)

(3.3) Functional and Technical Requirements

(3.4) Application Software and Computer Environment: include Data Flow/Architecture and System Diagrams

(3.5) Security Requirements

(3.8) Hardware Certification and Approval

(3.9) Implementation

(3.10) Testing

(3.12) Support and Maintenance

(3.13) Service Level Agreements

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## 4.7 COST PROPOSAL

- For ease of comparing costs between proposers, Proposer's cost proposals must be fully documented and disclosed in Attachment A, Cost Worksheet.
- Core Requirement VS Optional Elements: All Proposers must also ensure all costs associated with required CORE SYSTEM and features are included in the core function section and cost totals. Listed separately are the OPTIONAL features and costs, included in that named section.
- Proposers must also provide a budget narrative stating line # and brief explanation for the cost; this will help provide clarifications of costs and what is being covered. Provide any additional details as necessary to fully explain the cost proposal and highlight any costs that do not fit cleanly into the Cost Worksheet (See Attachment A). Proposers shall submit a

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detailed outline of all project costs including, but not limited to, software licensing, maintenance, subscription services, implementation services, required or optional hardware/equipment and maintenance, and any other necessary integrations, services, or fees.

- Proposers are encouraged to include optional product features, value added and/or innovations that are available.
- Be sure to explain the method of billing and hourly rates for professional services. Include sample invoices to show the method of billing for a sample project.
- All proposed CORE SERVICES costs (excluding optional costs) must be a fixed price and in writing. Costs must reflect all discounts and cost reductions based on multiple licenses/sites or other considerations. The APD anticipates awarding a contract and issuing a Notice-to-Proceed to the selected Proposer under this RFP for a firm, fixed price.

## 5.0 EVALUATION CRITERIA AND PROCESS

### 5.1 CRITERIA

Evaluation of the proposals will be based on a competitive selection process, in which the evaluation of proposals will not be limited to price alone. The capability of the Proposer to satisfy the Municipality of Anchorage requirements identified in the Scope of Work, and the experience of the Proposer in providing services of this type, size and scope will also be considered in the selection. A minimum of three (3) years of experience providing similar services is required. This RFP has been structured to provide specific requirements which function as a standardized framework for the evaluation of a prospective consultant's qualifications.

Municipality of Anchorage, in consultation with the selection panel, reserves the right to reject any and all proposals. The selection panel will grade and score responsive proposals with the following criteria and weights: The competitive selection evaluation criteria are as follows:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<u>Project Approach</u>	Points Based	25 <i>(25% of Total)</i>
2.	<u>Ability to Perform</u>	Points Based	25 <i>(25% of Total)</i>
3.	<u>Functional Capabilities</u>	Points Based	30 <i>(30% of Total)</i>
4.	<u>Cost Proposal</u>	Points Based	20 <i>(20% of Total)</i>

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## 5.2 QUALITATIVE EVALUATION PROCESS

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

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## 5.3 QUANTITATIVE EVALUATION PROCESS

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

**EXAMPLE**

Method used to convert Total Cost to Points (30 Points Maximum)

**[STEP 1]**

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

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**[STEP 2]**

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

**Proposer #1 receives 30 points.**

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

**Proposer #2 receives 26.7 points.**

$$\frac{\$40,000 \times 30}{\$45,000}$$

**Proposer #3 receives 25.0 points.**

$$\frac{\$40,000 \times 30}{\$48,000}$$

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## 5.4 EVALUATION PROCESS

A committee of individuals representing the APD will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

## 6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

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## 7.0 SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

All Proposers must carefully read and review ATTACHMENT D- Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract (See Attachment D), the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT (See Attachment D) HAVE BEEN ACCEPTED.

## 8.0 ATTACHMENTS

Attachment A – Cost Worksheet

Attachment B – MOA Cloud and/or Offsite Hosting Terms and Conditions

Attachment C – MOA Policy & Procedure 28-9 Business Use and Access Control

Attachment D – Sample Contract