

CITY OF BEAUFORT, SC

REQUEST FOR PROPOSAL
RFP NO. 2024-106



CITY OF BEAUFORT
GEOGRAPHIC INFORMATION SYSTEMS (GIS)
ANALYST
DUE: SEPTEMBER 8, 2023 by 2:00 PM

CITY OF BEAUFORT, SC
REQUEST FOR PROPOSAL
GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST
RFP NO. 2024-106

SEALED PROPOSALS will be received in the Finance Department, 2nd Floor, City Hall, 1911 Boundary Street, Beaufort, South Carolina until 2:00 P.M. ET Friday, September 8, 2023. All qualified vendors are invited to submit proposals to the City of Beaufort for the following:

SUBMIT: One (1) unbound original and three (3) bound copies of all requested documentation must be received on or before 2:00 P.M. ET Friday, September 8, 2023.

OR;

One (1) portable document format (pdf) format file as an email attachment on or before 2:00 P.M. ET Friday, September 8, 2023.

Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending the proposal by email, proposers must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will follow up to confirm receipt or to advise accordingly if a Dropbox submission is necessary.

EMAIL ADDRESS: kmcintyre@cityofbeaufort.org, **PHONE NUMBER:** 843-525-7079

ADDRESS TO: City of Beaufort, City Hall, 2nd Floor Finance Department, Attention: Kay McIntyre

MAILING ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

OFFICE ADDRESS: 1911 Boundary St., Beaufort, South Carolina 29902

MARK OUTSIDE ENVELOPE: "RFP NO. 2024-106 – GIS ANALYST - ATTN: KAY MCINTYRE"

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS.

Any offer submitted as a result of this RFP shall be binding on the offeror for **NINETY (90)** calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

CONTACT INFORMATION

Written questions about this RFP may be sent by e-mail to kmcintyre@cityofbeaufort.org prior to the submission deadline. Responses will be shared with all interested responders to the RFP.

The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City of Beaufort and its employees.

Public Bid Opening

Bid Opening: A Public Bid Opening will be held via Zoom at 2:01 P.M. ET on September 8, 2023.

Link to Zoom: <https://us05web.zoom.us/j/89880945878?pwd=i7K5nCuBfgG7xIEQhXNFfs72olgtzU.1>

Proprietary and/or Confidential Information

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

This Request for Proposal is being issued by the City of Beaufort. Direct all questions or request for clarification of this RFP by email contact information listed above.

Offerors are specifically directed not to contact any other City personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Offerors ARE CAUTIONED that any statement made by City staff persons that materially change any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the Request for Proposal may be accessed on the City of Beaufort website under Quick Links – “Bid Opportunities” at www.cityofbeaufort.org.

All Offerors should consult this website for updates before submitting bids.

THE DEADLINE FOR QUESTIONS IS: 5:00 P.M., SEPTEMBER 1, 2023. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE CITY WEBSITE BY 5:00 PM ON SEPTEMBER 5, 2023.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Company entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Company intends to verify any new employees' status, and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

POLICY CONCERNING MINORITY AND WOMAN OWNED BUSINESS ENTERPRISES

Intent

Business vendors owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Company to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFP.

Required Forms

Bidders submitting proposals are required to include completed forms that are found in the General Terms and Conditions Section on City Website <https://www.cityofbeaufort.org/166/General-Terms-Conditions>.

City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed (not typed) in the appropriate space(s) by an authorized officer or employee of the offeror.

The words "Bidder", "Offeror", "Proposer", "Vendor", "Operator", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

REQUIREMENTS AND TERMS

INTRODUCTION

The City of Beaufort, South Carolina (the “City”) invites written proposals from qualified firms wishing to serve the City as GIS analyst. As GIS Analyst, the selected firm or individual will be expected to manage and direct the City’s Information Technology (IT) and Geographical Information Systems (GIS) functions in support of the City’s strategic priorities and daily operations. Information Technology is currently contracted, and this position will oversee contract deliverables, ensuring that the department provides efficient and effective technical support service. Position reports to the Office of the City Manager.

GIS Analyst will be expected to provide services full-time on-site for 40 hours a week. The City will provide an acceptable workspace and equipment for on-site work. The City currently uses the Esri ArcGIS suite of products for GIS data workflows, analysis and data visualization.

SCOPE OF WORK

This Scope of Work defines the minimal acceptable performance by the proposer in providing the defined services, documentation, and related information identified below. The proposer will demonstrate both qualifications and ability to perform these services for the City of Beaufort.

The purpose of this Request for Proposal (“RFP”) is to solicit submissions from various firms, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate which can best meet the needs of the City.

Services shall include, but not be limited to the following:

- Together with service provider, analyze IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements and other metrics as needed.
- Ensures cyber security protocols are current to effectively detect, deter and defend against cyber-attacks to City’s IT hardware, software, and user accounts.
- Creates, updates, or directs the same regarding updating all official City maps and GIS databases that are critical to planning, economic development, environmental protection, and governmental transparency.
- Maintain data for infrastructure within the City, i.e., addresses, roads, utilities, and parks.
- Innovates through creation of online and mobile mapping tools which provide web-based interface and instant access to a variety of information to include, but not limited to permit applications, and capital projects data.

- Administers the GIS System databases, and SQL; installs/upgrades system; handles backup and recovery for system and writes scripts as needed.
- Meets with department directors and members of City Manager’s Office to determine IT and GIS support needs.
- Provides GIS training to staff as necessary.
- Provide end-user support services for City GIS software (ESRI ArcGIS) including diagnosing and resolving issues.

KNOWLEDGE, SKILLS, AND ABILITY

All potential offerors must possess the following:

- Knowledge of and proficiency in working with the Esri ArcGIS suite of products for GIS data.
- Skilled in forecasting IT and GIS organizational needs, with the ability to advocate for acquisition of the same.
- Ability to plan, organize motivate people and direct activities toward the accomplishment of common goals or well-defined objectives³
- Must have effective interpersonal skills.

Submission Requirements

I. **Proposal Development**

- a) **Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will be considered non-responsive and disqualified. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the Proposer.

- b) **Proposal format:** The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional proposals, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order.

In order to be considered for selection, respondent proposers shall submit a proposal that addresses each of the following criteria and shall also provide resumes and evidence of qualifications to provide the services listed in this RFP.

i) **Transmittal Letter**

A transmittal letter must be submitted with a Proposer's proposal which shall include:

- (1) The RFP subject and RFP number in which Proposer is submitting.
- (2) Name of the Proposer responding, including mailing address, e-mail address, telephone number, and names of contact person.
- (3) The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
- (4) Prepare an executive summary stating the Proposer's understanding of this proposal including an affirmative statement that Proposer will provide the necessary resources to provide the highest level of service to the City, its residents, patrons, and visitors. Include any general information the proposer wishes the City to consider about the proposal.

ii) **Proposer's Work History and References**

- (1) Provide references from three clients for whom the facilitator has recently (within last two years) conducted GIS services. Information on this list shall include the following for each location:
 - a. Service location
 - b. Name and contact information for a reference with knowledge of the respondent's work at the specified location
 - c. Dates services were provided
 - d. Summary of Scope of Services provided
 - e. Explain the reasons, if any, that your company's agreements for providing GIS services were cancelled or terminated early.

i) **Operations, Transition and Implementation Plan**

- 1) Describe the the approach the firm will use in providing the services requested and qualifications for providing GIS services. Describe how the firm is positioned to provide the services requested, with a history of experience on providing similar services.
- 2) Include a professional chronology for the individual who will be designated to serve as GIS Analyst as well as for others who you anticipate being involved with providing GIS services to the City.
 - a. who is available to provide services;
 - b. experience and expertise of staff;
 - c. local availability of staff is an important consideration;
 - d. role and responsibilities of staff;
- 3) Describe how you would structure the working relationship between the GIS Analyst and City Manager, Department Directors, and other staff members.
- 4) Describe the system that would be established for monthly reporting or the status of projects, requests, etc.

ii) **Pricing**

1. The City is requesting that the firm submit a FIXED FEE service contract for a thirty-six (36) month period, with an option to renew for an additional two (2) twelve (12) month periods. Each twelve-month period must be shown separately. Payment schedule should also be included (e.g. monthly, quarterly).
2. Please identify the following for those services not included under the fixed fee:
 - a. A description of how services will be billed.
 - b. A description of additional charges, as in out-of-pocket expenses for travel, subsistence, etc.

d. **Other Information to Provide**

- (i) Other information and materials which the proposer wishes to submit in support of his proposal, qualifications, etc.
- (ii) List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.

e. Required Forms:

- (i) Proposals must include the required forms.
 1. Certificates of Insurance showing present coverage as described in the “Insurance” sections of General Terms and Conditions.
 2. Ethics in Public Contracting Certification
 3. Non-Collusion Affidavit
 4. Small / Woman-Owned / Minority Business Enterprise Form
 5. Non-Resident Taxpayer Affidavit (S.S. Department of Revenue I-312)
 6. RFP Signature page (must be signed in ink)

Award Criteria

It is the City's intent to contract with one proposer to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

The City may choose to interview one or more contractor(s) responding to this RFP. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.

The selection committee will evaluate proposals and rank the bidders based on the following criteria:

1) **Professional Qualifications and Experience (maximum 25 points)**

Proposals will be evaluated for the firm's pertinent qualifications and experience.

2) **Proposed Methodology and Scope of Work compliance (maximum 20 points)**

Proposals will be evaluated based on the stated approach to the work, the detailed organization of tasks, schedules to implement the approach, and demonstrated understanding of the requirements of the City of Beaufort.

3) **Cost effectiveness and reasonableness of Offeror's proposed pricing of Services (20 points)**

Proposals will be evaluated based on pricing format as well as amount proposed.

4) **Quality and Satisfaction of reference responses (20 points)**

Reference responses for selected proposers will be evaluated and considered as evidence of past performance.

5) **Quality of the sample work provided. (15 points)**

Sample work will be evaluated and considered as a demonstration of performance expectation.

The City will evaluate proposals based on the factors outlined within this RFP, which shall be applied to all eligible, responsive proposals in selecting the lowest responsible bidder. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the Proposer as it deems appropriate.

Lowest responsible bidder. Contracts shall be awarded to the lowest responsible bidder. In determining “lowest responsible bidder”, in addition to price, the City shall consider:

- (a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- (d) The quality of performance of previous contracts or services.
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
- (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (h) The ability of the bidder to provide future maintenance and service for the use of the subject: of the contract.
- (i) The number and scope of conditions attached to the bid.

CITY OF BEAUFORT
SOUTH CAROLINA
RFP SIGNATURE PAGE
RFP NO. 2024-106

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the **Proposer**, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; **Proposer** has not directly induced or solicited any other **Proposer** to submit false or sham bid; **Proposer** has not solicited or sought by collusion to obtain for itself any advantage over any other **Proposer** or other **Owner**.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: _____ Zip: _____
Street: _____ Zip: _____
City: _____ State: _____
Telephone: _____ Fax: _____
Email: _____

*Signature: _____ Title: _____

Proposal will not be accepted unless signed in ink (not typed) in the appropriate space by an authorized officer or employee of the bidder.

Printed Name: _____ Date: _____

ETHICS IN PUBLIC CONTRACTING AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____(title) for/of _____ (company/business), the Proposer that has submitted the attached Statement of Proposals;
2. He/She is legally qualified and capable of signing this affidavit and is authorized to do so by Proposer;
3. He/She is fully informed regarding the preparation and contents of the attached Statement of Proposal and of all pertinent circumstances respecting such Proposal;
4. Such Proposal is genuine and is made without fraud;
5. Neither the said Proposer, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has offered or received any kickbacks or inducements from any offeror, suppliers, manufacturer, or company in connection with the offer, and they have not conferred on any public employee, public member, or public official having official responsibility for this procurement or transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of value as defined in Section 8-13-100 of the South Carolina Code of Laws; and
6. Furthermore, neither the Proposer, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest has any relationship with the City, another person, or organization that interferes with fair competition or that constitutes a conflict of interest with respect to a contract with the City.

DATE

COMPANY/BUSINESS

BY: _____
SIGNATURE

PRINTED NAME

SWORN to before me this _____
day of _____, 20____

ITS: _____
TITLE

Notary Public for _____(state)

My commission expires: _____

By: _____
(signature)

NONCOLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ of _____, the Proposer that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such Proposal is genuine and is not a collusive or sham proposal;
4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Proposer, company or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, company or person to fix the price or prices in the attached Proposal or of any other proposer, or to secure through any other proposal, or to fix any overhead, profit or cost element of the bid price or the bid price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Beaufort, SC or any person interested in the proposed contract.

 (signed)

 (title)

SWORN to before me this _____ day of _____, 20_____

Notary Public for _____(state)
 My commission expires: _____
 By: _____
 (signature)

SMALL/WOMAN-OWNED/MINORITY BUSINESS ENTERPRISE FORM	
YOUR COMPANY'S CURRENT STATUS	SUPPLIER BUSINESS CLASSIFICATIONS
<p>Is this a small business?</p> <p>Yes No</p>	<p>A small business is a business which is independently owned and operated, not dominant in its field of operation, and can qualify under criteria concerning number of employees, average annual receipts, or other criteria as outlined by the Small Business Administration. (See CFR Title 13, Part 121, as amended)</p>
<p>Is this a woman-owned business?</p> <p>Yes No</p>	<p>A woman-owned business is a business which is at least 51% owned by a woman or women who also control and operate the business.</p>
<p>Is this a minority-owned business?</p> <p>Yes No</p> <p>If Yes, please indicate minority group: <input type="checkbox"/> Asian American <input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American</p>	<p>A minority-owned business is a business which is at least 51% owned, controlled and operated by socially and economically disadvantaged individuals. The following groups are among those presumed to be socially and economically disadvantaged: Asian Americans, Black Americans, Hispanic Americans, and Native Americans.</p>
<p>Is this a disabled-owned business?</p> <p>Yes No</p>	<p>A disabled-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are disabled.</p>
<p>Is this a veteran-owned business?</p> <p>Yes No</p>	<p>A veteran-owned business a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans.</p>
<p>Is this a disabled veteran-owned business?</p> <p>Yes No</p>	<p>A disabled veteran-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans and disabled.</p>
<p>Are the individuals who own, control and operate this business U.S. citizens?</p>	<p>Yes No</p>
<p>Is this business a non-profit organization?</p>	<p>Yes No</p>
<p>Is this business incorporated?</p>	<p>Yes No</p>