



**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VA 22201  
(703) 228-3410**

**REQUEST FOR INFORMATION NO. 21-DMF-RFI-401**

**ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 2:00 P.M. ON THE 31ST DAY OF MARCH 2021 FOR:**

**WEB-BASED COMMERCIAL REAL ESTATE MARKET DATA REPORTING**

**VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR INFORMATION. NO RESPONSES WILL BE ACCEPTED AFTER THE PROPOSAL DUE DATE AND TIME.**

NOTICE: ANY OFFEROR ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA PRIOR TO SUBMITTING A PROPOSAL (REFER TO AUTHORITY TO TRANSACT BUSINESS SECTION OF THE SOLICITATION FOR FURTHER INFORMATION).

Proposals will not be publicly opened.

Arlington County reserves the right to amend this RFI or to cancel this process, in whole or in part, at any time.

Arlington County, Virginia  
Office of the Purchasing Agent

Lucas Alexander, VCA  
Procurement Officer  
[lalexander@arlingtonva.us](mailto:lalexander@arlingtonva.us)

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**PART 1 - INSTRUCTIONS AND OTHER INFORMATION FOR RESPONSES**

**1.1 SOLICITATION SCHEDULE**

**RFI No. 21-DMF-RFI-401 – TENTATIVE SCHEDULE**

RFI ISSUANCE	February 15, 2021
QUESTION DEADLINE	March 12, 2021 at 5:00 p.m.
ADDENDUM ISSUANCE (if applicable)	TBD
<b>PROPOSALS DUE</b>	<b>March 31, 2021 at 2:00 p.m.</b>

**1.2 QUESTIONS AND ADDENDA**

OFFERORS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR INFORMATION.

All communications relating to this solicitation must be submitted online using Vendor Registry. For a question to be considered, the question must be entered in the Question Section of the RFI No.21-DMF-RFI-401. Prior to the award of a contract resulting from this solicitation, Offerors are prohibited from contacting any County staff other than those assigned to the Office of the Purchasing Agent.

**ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL OFFERORS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.**

If any questions or responses require revisions to this solicitation, such revisions will be by formal Addendum only. Offerors are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County’s technical contact, that appear to change any portion of the solicitation, unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

**1.3 TRADE SECRETS OR PROPRIETARY INFORMATION**

Trade secrets or proprietary information that a Respondent submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act (“VFOIA”). However, the Respondent must invoke VFOIA protection clearly and in writing for County review, to include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the Respondent’s sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

**1.4 CONDITIONS AND LIMITATIONS**

This Request for Information does not represent a commitment by Arlington County to enter into an agreement with an offeror, or to pay monies or costs incurred in the preparation of a response to this request. The responses and any information made a part of the responses to this RFI will become a part of the County’s files. The County is not obligated to return the responses to the individual Respondents.

The County reserves the right to amend this RFI or to cancel this process, in whole or in part, at any time.

## **PART 2 – REQUIRED INFORMATION AND RESPONSE GUIDELINES**

### **2.1 PURPOSE/OBJECTIVE**

The purpose of this Request for Information (RFI) is to conduct market research to identify qualified vendors capable of providing information on Commercial Real Estate Data.

This Request for Information (RFI) serves three main purposes:

- I. Acquiring more information about vendor solutions for Commercial Real Estate Data systems to educate the County about the available options for real estate data reporting that the offeror provides.
- II. Obtaining information about vendors that includes, but is not restricted to, identifying vendors who can provide commercial real estate data such as contract rent, effective rent, lease terms, tenant improvement allowance associated with individual lease, free rent associated with individual leases, leasing commissions, signing date, lease expiration dates, analytical products and services, in accordance with the competitive system of government procurement and its approved operational and financial rules and regulations. The County is looking for a vendor that verifies their real estate data and real time transactions with actual market participants, in addition to providing verified data that meets our requirements, ensures an acceptable level of support and service at a competitive cost.
- III. Clarifying system requirements for the information to the Department of Real Estate Assessments, that all viable options are considered fairly and equally and that the overall process of data review.
- IV. It is the County objective to obtain responses from vendors who can provide information that align with the County’s following goals for Commercial Real Estate Data Source:
  - a. Give staff the ability to track actual local market rents rates for office, retail, general commercial, hotel, grocery store properties.
  - b. Give staff the ability to track actual local market concessions such as free rent, tenant improvement allowance, and leasing commissions for office, retail, general commercial, hotel, grocery store properties.
  - c. Give staff access to accurate and transparent commercial real estate data.
  - d. Allow staff to access data via a web-based system.
  - e. Provides staff with training on product, product updates, and system support.

### **2.2 DEFINITIONS**

- I. **COUNTY** means the County and its officers, elected and appointed officials, employees and agents.
- II. **RESPONSE** means information submitted to the County by a Respondent pursuant to the Request for Information.
- III. **REQUEST FOR INFORMATION (RFI)** means the process by which the County is requesting information from Respondents regarding their capability of providing the services described in the RFI and the availability of services, products, and tools that would best

fulfill the County's requirements. The information obtained from the RFI may or may not be used by the County in a subsequent procurement for goods and/or services desired by the County.

IV. **RESPONDENT** means an individual, company, firm, corporation, partnership, or other entity that submits a response to the RFI.

### **2.3 RESPONSE STANDARDS**

Responses submitted to this solicitation should be accurate and grammatically correct and should not contain spelling errors. Whenever possible, responses must comply with the following guidelines:

- I. avoid unnecessary attachments or documents or superfluous use of paper (e.g. separate title sheets or chapter dividers)

### **2.5 EXPENSES INCURRED IN PREPARING RESPONSES**

The County accepts no responsibility for any expense incurred by any Respondent in the preparation or presentation of a Response or related in any way to an offer.

## **PART 3 - RESPONSE FORMAT**

A Response submitted pursuant to the RFI shall include each of the following items in the order in which they appear below.

### **A. Title Page**

The title page shall include the following information:

1. The RFI title and number;
2. The Respondent's name, address, telephone number;
3. The name and email address of the Respondent's authorized contact person with respect to the Response; and
4. The date of preparation of the Response.

### **B. Table of Contents**

The Table of Contents shall indicate the material included in the Response by tab and page number. The Table of Contents shall mirror the format set forth in this section and shall include all the items set forth below.

### **C. Tab I, Statement of Interest**

The Respondent shall provide a statement of interest explaining the Respondent's interest in providing an IT Asset Management System to the County (ITAMS), and the Respondent's willingness and ability to accommodate the requirements of the County.

### **D. Tab II, Respondent Description**

The Respondent shall provide a description of its firm, which shall include the Respondent's experience, years in operation and owners and partners.

### **E. Tab III, Management Team**

The Respondent shall provide a description of the qualifications and experience of the Respondent's management team.

**F. Tab IV, Comparable Projects**

The Respondent shall provide a description of the Respondent's experience with comparable operations.

**G. Tab V, Client Contact Information**

The Respondent shall provide the name, address, and telephone number of at least three (3) public sector entities for which the vendor has provided ITAMS.

**H. Tab VI, Description of Services**

The Respondent shall describe their ITAMS product(s) and services and complete the form below. Particularly important are budget estimates that should include the cost of software and hardware, implementation, training and first year support costs based on 20 administration users and 5250 total County employees with up to 10 assets each. Include the following information:

**1. EXPERIENCE**

- a. How long has your company been selling Commercial Real Estate data?
- b. Do you have experience working with Local Governments? If so, provide examples.

**2. PRODUCT**

- a. List your Product Name, Product Version, and Product URL
- a. Is your Product 100% Cloud based?
- b. Does your software have existing mobile applications and/or services?
  - i. IOS
  - ii. Android
  - iii. Web services
  - iv. Other (Please specify)
  - v. None
- c. Do you provide a report writer/query tool with the software?'
- d. How often are upgrades released for the software?

**3. SOFTWARE FUNCTIONS**

- a. Does the software use a URL and is there anything loaded on the user PC?
- b. If it is web-based does the software work best (or only work) on a browser?
- c. Who handles password and login issues?
- d. Is the data downloadable to excel or text?
- e. Are users involved in software upgrades?

**4. BUDGET ESTIMATE**

- a. How is your software priced and what is the approximate price per available option?
  - i. Per concurrent user
  - ii. Per named user
  - iii. Site/Enterprise license

- iv. Per module/function
  - v. Other (Please Specify)
- b. How much are the estimated first year implementation costs?
- c. What is the estimated annual maintenance fee?
- d. Do you provide consultancy services in the following areas?
  - i. Configuration
  - ii. Integration with other applications
  - iii. Data Conversion
  - iv. Training
  - v. Other (Please Specify)
- e. What webinars, on-site or off-site training and help is available for users?
- f. Please attach any supplementary materials that more fully describe the capabilities of your product.

**5. ADDITIONAL INFORMATION**

In addition to the required information stated above, the Respondent shall describe other services, products, and tools that would add value to the County's Commercial Real Estate market studies activities.

**ARLINGTON COUNTY, VIRGINIA  
REQUEST FOR INFORMATION NO. 21-DMF-RFI-401**

**PROPOSAL FORM**

**ELECTRONIC PROPOSALS WILL BE RECEIVED BY THE COUNTY VIA VENDOR REGISTRY NOT LATER THAN  
2:00 P.M. ON THE 31<sup>ST</sup> OF MARCH 2021**

**FOR PROVIDING WEB-BASED COMMERCIAL REAL ESTATE MARKET DATA REPORTS PER THE  
SOLICITATION.**

**THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS PROPOSAL MUST BE WRITTEN IN THE SPACE  
BELOW. THIS PROPOSAL FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE  
FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE  
OFFEROR, OR THE PROPOSAL MAY BE REJECTED:**

**SUBMITTED BY:**

*(legal name of entity)*

**AUTHORIZED SIGNATURE:**

**PRINT NAME AND TITLE:**

**ADDRESS:**

**CITY/STATE/ZIP:**

**TELEPHONE NO.:**

**E-MAIL**

**ADDRESS:**

**THIS ENTITY IS INCORPORATED  
IN:**

**THIS ENTITY IS A:**

*(check the applicable  
option)*

CORPORATION

LIMITED PARTNERSHIP

GENERAL PARTNERSHIP

UNINCORPORATED ASSOCIATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP



**IS OFFEROR AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA?** YES  NO

**IDENTIFICATION NO. ISSUED TO THE ENTITY BY THE SCC:**

*Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.*

**ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER: (if available)**

**HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS?** YES  NO

**HAS YOUR FIRM DEFAULTED ON ANY PROJECT IN THE LAST THREE YEARS?** YES  NO

**HAS YOUR FIRM HAD ANY TYPE OF BUSINESS, CONTRACTING OR TRADE LICENSE, REGISTRATION OR CERTIFICATION REVOKED OR SUSPENDED IN THE PAST THREE YEARS?** YES  NO

**HAS YOUR FIRM AND ITS PRINCIPALS/OWNERS BEEN CONVICTED OF ANY CRIME RELATING TO ITS CONTRACTING BUSINESS IN THE PAST TEN YEARS?** YES  NO

**HAS YOUR FIRM BEEN FOUND IN VIOLATION OF ANY LAW APPLICABLE TO ITS CONTRACTING BUSINESS (LICENSING LAWS, TAX LAWS, WAGE AND HOUR LAWS, PREVAILING WAGE LAWS, ENVIRONMENTAL) WHERE THE RESULT OF SUCH VIOLATION WAS THE PAYMENT OF A FINE, BACK PAY DAMAGES, OR ANY OTHER PENALTY IN THE AMOUNT OF \$5000 OR MORE?** YES  NO

**BIDDER STATUS:** MINORITY OWNED:  WOMAN OWNED:  NEITHER:

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:  
  
THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE FROM THE VENDOR REGISTRY WEBSITE AT:

[HTTPS://VRAPP.VENDORREGISTRY.COM/BIDS/VIEW/BIDSLST?BUYERID=A596C7C4-0123-4202-BF15-3583300EE088.](https://vrapp.vendorregistry.com/bids/view/bidslst?buyerid=A596C7C4-0123-4202-BF15-3583300EE088)

POTENTIAL OFFERORS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

1. OFFEROR MUST SUBMIT: ONE ELECTRONIC COMPLETE SIGNED PROPOSAL THAT INCLUDES AS ITS FIRST PAGE THIS PROPOSAL FORM.
2. INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO QUESTIONS REGARDING THIS PROPOSAL.

NAME (PRINTED): \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, an Offeror seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

No, the proposal that I have submitted does not contain any trade secrets and/or proprietary information.

Yes, the proposal that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers, sections, and paragraphs, of the proposal that contain such data or materials:

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State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:

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If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the proposal will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this proposal is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

OFFEROR'S PRINTED NAME: \_\_\_\_\_