

CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402

Request for Proposal No.: **195406**

Ordering Dept.: Department of Public Works/Fleet Management Division

Buyer: Mark McKeel; e-mail: mmckeel@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7236; Fax No.: 423-643-7244

Products or Services Being Purchased: **Real Time Fleet GPS Tracking**

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON APRIL 23, 2020

ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON MARCH 19, 2020

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: [http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

Contact Person for RFP: _____

E-Mail Address for all RFP communications: _____

SIGNATURE: _____

Name of Signer if other person: _____

COMPLETED COVER PAGE MUST BE RETURNED WITH PROPOSAL

City of Chattanooga, Tennessee
Department of Public Works



Request for Proposal

Real Time Fleet GPS Tracking

March 12, 2020

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Section I: General Information

Introduction

The City of Chattanooga seeks proposed solutions for a Real Time Fleet GPS Tracking. This includes all software, hardware, implementation services including data transfer, and continued maintenance and support to meet the City's needs.

This solicitation document describes the minimum required and the desired features of a solution for The City. The vendor may propose additional features and options to be considered. The sequence in which the following items appear in this document does not represent any priority of importance for this proposal. The City requests that prospective vendors use these specifications to develop proposals within the guidelines. All responses to this proposal should be all inclusive to the specifications to be considered valid.

Background

The current AVL GPS Tracking is outdated and no longer supported by its current vendor. The Public Works Department is seeking to replace that system with a Real Time Fleet GPS Tracking System for all wheeled vehicles to include Dash Cameras, routing, fuel usage, idle times, GEO fencing, sudden braking and any other features the proposer's software offers. Use of the system shall include all Public Work divisions. The goal is better management of Fleet vehicles to prevent accidents.

Contract Term and Information

Any resulting blanket contract(s) will be for an initial contract term of one (1) year with four optional one (1) year renewals at the agreement of both parties and using the same Terms and Conditions. The City solely determines the number of contracts awarded, if any. No minimum or maximum quantity of product or service is guaranteed to be ordered.

Section II: Functional and Technical Requirements (Scope of Work)

Functional Requirements

- Hardware requirements:
 - Dash Camera- both dual facing and outward facing.
 - Record a minimum of 8 seconds before and 4 seconds after a harsh event.
 - Real time GPS with built-in WIFI
- GPS/AVL requirements:
 - Dash Camera- both dual facing and outward facing
 - Live Sharing of information
- Alerts:
 - Safety maintenance.
 - Location.
 - Critical events/conditions (i.e. hard braking, crash, rolling stop).
 - Idling.
 - Speeding.
 - Geofencing.
- Real time vehicle diagnostics.
- ESRI API
- Technical Requirements for installation:
 - Compatibility to existing data port in vehicle.
 - OBD2 connector/J1708, J1939
- All Video will be the property of the City of Chattanooga. The City will decide with whom to share.
- Must meet Federal Motor Carrier Safety Administration regulations.
- Driver identification
- Ability to monitor engine hours on vehicles without odometers.
- User dashboard:
 - Customizable user permissions.
 - Customizable viewing structure.

- Maintenance management:
 - Daily Vehicle Inspection Report (DVIR).
 - Maintenance reminders.
- Fuel management:
 - Reporting on fuel level and MPG.
 - Hours of service reporting.
 - Time on site reporting.
 - Utilization reporting.
- Other reporting:
 - Fuel consumption.
 - Utilization.
 - Route performance.
 - Driver behavior.
 - Multiple report formats.
 - Safety and idle reports daily

Technical Requirements

Vendor must incorporate the items in the list of standardizations within Appendix A (Software Standards) and Appendix B (Cloud / Hosted Standards) into a contract or exhibit to the City's Standard Terms and Conditions that is to be agreed upon, if the proposed solution involves software and/or cloud/hosting environment.

Section III: GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by no later than 4:00 p.m., e.s.t., on April 23, 2020, to the attention of:

City of Chattanooga/Purchasing
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230

Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.

REQUESTS FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted until 4:00 pm, est, on March 19, 2020, and shall be sent to:

Preferred method: email to rfp@chattanooga.gov with Subject line reading: **QUESTION: RFP No. 195406 Real Time Fleet GPS Tracking System**

Alternative method: mail or fax with clear marking on outside of package or cover sheet
QUESTION: RFP No. 195406 Real Time Fleet GPS Tracking System

City of Chattanooga Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Number of Copies and Format

Proposer shall submit three (3) complete copies of the proposal as follows: **one (1) original - unbound; one (1) copy - bound; and one (1) electronic copy in PDF format** on a flash drive or jump drive. Discs will not be accepted. All proposals shall be submitted in a sealed, non-

transparent envelope or box clearly labeled with the issuer's name, address, and phone number, and "**RFP No. 195406 Real Time Fleet GPS Tracking System**" on the label or outside of box or envelope.

ALL COPIES MUST BE COMPLETE AND IDENTICAL TO THE ORIGINAL, INCLUDING COPIES OF SIGNATURES, NOTARY STAMPS, ETC.

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurred Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions posted at:

[http://www.chattanooga.gov/images/City of Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

Exceptions to City of Chattanooga Standard Terms and Conditions

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

[http://www.chattanooga.gov/images/City of Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Please isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Please do not simply provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document or as otherwise required by the City Purchasing Division.

Section IV: RFP PROCESS

Initial Screening

The initial screening of submitted proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, clarity, and conformity to all RFP requirements.

Proposals not meeting minimum requirements may not receive further consideration. The City, at its sole judgment will determine if a proposal is viable.

For a list of required submission materials, see the **CHECKLIST OF REQUIRED SUBMISSION MATERIALS**. Proposals missing required submission materials may not receive further consideration.

Proposal Evaluation

Viable proposals will be evaluated by an Evaluation Committee.

Evaluation Committee

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals. Each Proposal will be awarded a maximum of 5 points based on the evaluation criteria.

A Proposer may be selected based solely on evaluation of viable written Proposals. The City reserves the right to determine whether or not a Proposer can be selected based solely on the viable written Proposals submitted.

Selection of Finalist(s) and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the Proposals submitted, the City may invite any number of qualified firms for formal presentations. Selection of Proposers for Finalist formal presentations (if any) and for contract negotiations will be determined based on an objective evaluation of the criteria listed above. Formal presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists. A presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

The Evaluation Team may revise the initial scores based upon clarification of proposal(s) received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

After review of the proposals and formal presentations (if any), the Evaluation Team will make a recommendation. The City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

The City reserves the right to invite any number of Proposers if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

Presentation costs are not compensable.

Selection of Awardee(s)

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

Section V: Evaluation Criteria and Scoring

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer(s) for the contract, are as follows:

30 percent: Competence to Perform Scope of Work

- Technical quality of goods/services proposed
- Ability of goods/services to address City's functional needs
- Demonstration of ability of firm and product to perform
- May include firm and/or product accreditations, awards, accolades, or similar
- May include firm's financial strength
- May include previous or pending lawsuits and/or mediation with other municipalities, etc.
- And may include other similar factors

25 percent: Approach to Scope of Work

- Demonstration of understanding of City's needs
- Plan to address City's needs
- Detailed plan of implementation
- Plan for support and maintenance
- Timeline for implementation by task and day(s), not date specific
- Key personnel to be assigned to City's project, team and individual and support network
- May include other obligations of vendor
- May include commitment to City project
- And may include other similar factors

30 percent: Qualifications, firm/team/individual experience, and reference projects

- Qualifications of firm, team, and individual(s) assigned
- Knowledge and experience in general
 - i. Experience doing similar work, especially for similar government bodies
 - ii. And may include other similar factors

15 percent: Price/Value/Cost Efforts

Appendix A: Software Standard Requirements

The items set forth below are intended to be informational and provide a minimum list of expected requirements for any software product. It is not exhaustive and is not intended to serve as a contract or a replacement for or exhibit to the City Purchase Order Standard Terms and Conditions. It would be expected that the items on this checklist would be incorporated into a contract or exhibit to the City's Standard Terms to be agreed upon and signed by the contracting parties.

Definitions

- **API:** Application Program Interface; functions and procedures available to developers by which certain software functions may be automated.
- **COTS:** Commercial, Off-the-Shelf software. This refers to software packages by the City of Chattanooga as opposed to custom software written for the City of Chattanooga (either by a vendor or Applications Development).
- **Geocoding:** A method by which a street address is converted to information for mapping or other geo-location purposes.
- **LTS:** A Long-Term Support version of a given software package. Vendors sometimes alternate between LTS and non-LTS version; LTS should be selected for enterprise use in most cases.
- **No SQL:** A non-relational DBMS. This format is increasing in popularity at the time of this writing.
- **SME:** Subject-Matter Expert; an end-user that is exceptionally well versed in a particular software package, prepared for and available to provide guidance to his or her peers.

Purpose

This document should serve as a guide for the selection, purchase, and implementation of Commercial Off-the-Shelf (COTS) software, as well as any custom software developed for or by the City of Chattanooga.

Scope

This procedure applies to all DIT staff who make decisions with regard to the purchase of COTS software, and DIT partners who seek to purchase and use COTS software. Likewise this applies to custom-developed software created for or by the City of Chattanooga

Responsibility

Any City of Chattanooga staff member, whether a member of the DIT or not, who is involved in the decision-making process for the purchase and selection of COTS software or custom-developed software created for or by the City of Chattanooga.

Policy

- Database Systems:

COTS software must use an approved Database Management System (DBMS) from the following list, based upon what is currently in use at the City of Chattanooga and what is regarded as acceptable industry-wide for enterprise use: Oracle DBMS, Microsoft SQL Server, Oracle MySQL/MariaDB, PostgreSQL, NoSQL (MongoDB/Cassandra).

- Data:

- Data Access:

- Vendor must provide an industry-standard method of accessing stored database information:
- Vendor must provide documentation of methods;
- Vendor must provide reasonable support for said methods.

- Data Ownership:

- Data belongs to the City.
- Provider does not acquire any rights or licenses to use the data for its own purposes by virtue of the transaction.
- Provider is obligated to return the City's data in both the Provider's format and in a platform-agnostic format.
- Provider does not acquire or may not claim any security interest in the data.

- Upgrades:
 - Database as provided must be the current production/LTS version of the DBMS or its -1 version. Vendor should agree to database upgrades as follows:
 - A new DBMS release is deemed “current” when it has been in production release for 180 days;
 - Upon designation of a new “current” version, the previous “current” version becomes Current -1;
 - The previous Current -1 goes into a 270-day countdown period, by then end of which vendor should make available the current version.
- Address validation:
 - An approved geocoding interface must exist for the validation of entered and modified street addresses;
 - Address formats should conform to industry standards and best practices.
- Hosting: *(also refer to Appendix E: Cloud/Hosted Solution Standards)*
- Software must be hosted by vendor or approved alternative. Hosting agreement must include:
 - Technical Support
 - Test instance(s)
 - One (1) or more as deemed necessary;
 - Regular clones from production instance to test instance(s) must be provided;
 - A mechanism by which an additional test instances can be requested, should be provided.
 - Interfaces
 - Vendor should provide accessible interface “hooks” via tools such as APIs and/or web services;
 - Vendor should provide reasonable access for DIT personnel.
- Support:
 - Technical Support
 - Issues relating to network and client devices (desktops, laptops, tablets, etc.) shall be provided by DIT when relevant;
 - The software vendor and/or a third-party vendor must provide other forms of technical support.

- Functional Support
 - Vendors should provide access to an online user community supported by and/or participated in by vendor representatives;
 - Vendor must provide an avenue for functional support, whether through said vendor or an approved third-party.
- Maintenance:
 - Vendor to provide patching schedule and version upgrade roll out;
 - Standard managed services.
- Training:
 - Vendor Commitment:
 - Vendor to provide training material for all software versions;
 - Vendor should provide release notes for new versions or patches including pushed notifications for security related fixes.
 - Vendor to provide at minimum “train the trainer” sessions during initial installation and as needed after major upgrades.
- City Departmental Partner Commitment:
 - Sponsoring partner must designate an appropriate number of SMEs (based upon planned user base);
 - Partner shall provided for initial and ongoing training of said users including, but not necessarily limited to:
 - In-person, instructor-led online, or CD/DVD based-training;
 - Periodic attendance of user groups and conferences.
 - Partner shall name replacements and/or new SMEs when necessary and provide for their training.
 - Sponsoring partner must provide for and agree to an internal methodology by which end-users may contact SMEs for education and issue resolution.
 - Sponsoring partner must designate one or more SMEs to act as liaisons to vendor support if required by vendor.

Appendix B: Cloud/Hosted Solution Standards

The items set forth below are intended to be informational and provide a minimum list of expected requirements for any cloud-based product. It is not exhaustive and is not intended to serve as a contract or a replacement for or exhibit to the City Purchase Order Standard Terms and Conditions. It would be expected that the items on this checklist would be incorporated into a contract or exhibit to the City's Standard Terms to be agreed upon and signed by the contracting parties.

User Licenses

- Specify the quantity of licenses provided to cover the number of users.
- User license types (Concurrent or Seat).
- Renewal options (Subscription or Maintenance).
- Are user licenses transferable?

Service Level Agreements

- Identify the amount of guaranteed "uptime".
- Describe the process and timeline for dealing with "downtime".
- Describe the consequence for any failures (including credits, etc.).
- Notification process of outages and resolution.
- Service package offerings for support (Silver, Gold, Platinum).
- Patch testing to be performed in Test environment with designated City Staff for sign-off and approval.

Data Management

- Data to be hosted and managed by Provider.
- If Test environment is provided - must be maintained and kept current with production.
- What options are available for pulling and pushing data (API, Web services, Database access)?

Ownership of Data

- Data belongs to the City.
- Provider does not acquire any rights or licenses to use the data for its own purposes by virtue of the transaction.
- Provider is obligated to return the City's data in both the Provider's format and in a platform-agnostic format.

- Provider does not acquire or may not claim any security interest in the data.

Data Retention

- Provider to retain all City data consistent with City Retention requirements and all local, state and federal laws.
- Provider to destroy all City data on provider's server within thirty (30) days of written request by the City.

Location of Data

- Location and process that the data is stored and backed up.
- Backup should be stored in multiple physical locations for disaster recovery purposes

Certifications for specific information types

- Provider to produce any required certification for specific data/information types (e.g. PHI, CJI, etc.).
- Provider to identify any special requirements or restrictions for particular information or data types (e.g. if a separate agreement must be entered to store PHI).

Data Accessibility

- Vendor should provide a methodology by which the City can access the data via scheduled ETL (extract, transform, and load) processes.

Data Security

- Provider to specify the specific independent security standard utilized by the Provider.
- Provider to provide an audit (SAS70/Type II audits).
- IT to obtain and review the appropriate audit report before contracting.
- Provider to provide notice of security/data breaches immediately upon learning of such a breach. This notification is in addition to any breach notification requirements set forth in local, state or federal law. How will notifications be provided?
- Logging capabilities that will be available.

Emergency Security Issues

- Describe the objective standard that applies to emergency suspension of services and include a materiality component or similar threshold.

Data Privacy

- Provide the privacy policy that describes the different types of information collected; how it is used, disclosed, and shared; and how the provider protects the information.

Data Encryption

- Provide the encryption of data in both transmission and storage (“at rest”) and explain the encryption standards applied.
- Provide the level of encryption.

Data Redundancy

- Explain the data backup practices, including the frequency of the data backup as well as ongoing access to the data or the delivery of such data to the City.
- Provide any redundant paths.

Data Conversion

- Provider to identify whether any data conversion must take place in order to make the software available to the City and at termination of the agreement in order to return data to the City.
- Provider to provide cost estimates for any hourly rates that may apply to such conversion.
- The cost of any initial data conversion must be included in the initial fee schedule or invoice.
- Conduct appropriate testing to verify the simplicity of the provider’s mapping scheme.

Cyber Security Insurance

- Provider to identify whether it carries cyber security insurance.
- Provider to add the City as an additional insured to any cyber security policy and provide a certificate of insurance naming the City as an additional insured.

Electronic Discovery (e-discovery)

- Identify the format in which data will be produced in the event of a discovery request.
- Identify tools are available to access City data in the event of an e-discovery need.

Suspension of End User Accounts

- Suspension of end user accounts for violations of AUP or terms of service are limited to material violations or violations that significantly threaten the security or integrity of the Provider’s system. With “material” and “significant” to be clearly defined.

Suspension and Termination of Service

- Provider to identify the events or conditions that would allow for suspension or termination of services
- Provider must provide a minimum 60 days advance notification of suspension and termination of services.
- Provider must identify the basis for the suspension or termination.
- Provider must give adequate time for the City to make arrangements for migration of its data and the identification of a new service provider.
- Provider must ensure the data remains available to the City, in a usable format, for a specified period of time following a termination.
- Regardless of the reason for the termination, Provider must return the data to the City in an agreed upon format within 30 days of termination.
- If suspension is due to Provider fault, no payment will be made for the period of suspension or Provider will credit the City for any days when the service is suspended.

Warranty

- Provider to warrant that the service conforms to and will perform to in accordance with its specifications and that it does not infringe on any third-party intellectual property rights.

Incorporation of URL Terms

- While it may be reasonable to deal with technical standards and guidelines or other “non-legal” matters elsewhere, all legal terms must be included in the contract itself or attached as an Exhibit.
- Provider must provide direct, individual notice sufficiently in advance of the effective date of any amendments to incorporate terms, along with the right to terminate if such amendments are unacceptable or materially detrimental to the City’s interests.

Appendix C: Proposal Cost Summary Form

An Offeror must present the cost to the City for complete delivery of the proposed solution for the life of the contract. The cost should be provided by item and by year of contract, if applicable. Applicable supporting documentation should be attached. The Offeror's expected fee payment terms should also be presented for consideration. This form or a similar substitute is acceptable. Please price according to your company's normal pricing. The line item examples below may be overwritten.

| Line Item | Price |
|---|-------|
| Initial Consultation and Planning | |
| Implementation including data transfer and management, testing/re-testing, report creation, interfaces, enhancements, etc | |
| Training and training document | |
| Hardware and other related supplies | |
| Software Licensing/Subscriptions | |
| Maintenance and Support | |
| Travel cost (all inclusive) | |
| TOTAL Annual Cost for Year One | |
| TOTAL Annual Cost for Year Two; incl. annual Software Licensing/Subscriptions, maintenance and support | |
| TOTAL Annual Cost for Year Three; incl. annual Software Licensing/Subscriptions, maintenance and support | |
| TOTAL Annual Cost for Year Four; incl. annual Software Licensing/Subscriptions, maintenance and support | |
| TOTAL Annual Cost for Year Five; incl. annual Software Licensing/Subscriptions, maintenance and support | |

Appendix D: Offeror Qualification Data Form

OFFEROR QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of Offeror (Please list official name, and any and all "doing business as" names, if any, associated with the company):

2. Main office address:

3. Phone: _____ Fax: _____

a. Email Address: _____

4. Proposer's federal tax identification number: _____
(Please attach Form W-9)

5. The Offeror is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the Offeror was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?

a. YES

b. NO - Please explain

9. How many years have you served the population described in this solicitation:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. YES - Please list the contract party, and explain

b. NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO

14. Bonding, as applicable

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Appendix E: Experience Reference Form

Experience Reference Form

Bidder/Offeror: _____

(Attach as many copies of this form as may be needed)

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Appendix F: Affirmative Action Plan Form

City of Chattanooga, Purchasing Division

July 2016

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities

- d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
- 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

Appendix G: Iran Divestment Act Form

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement**

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Appendix H: No Contact/No Advocacy Statement

No Contact/No Advocacy Statement
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name) says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____ (business name),
the Submitter of the attached sealed solicitation response to Solicitation
_____;

(2) _____ (agent name) swears or affirms that
the Submitter has taken notice, and will abide by the following No Contact and
No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____

Printed Name: _____

Title: _____

Date: _____

Appendix I: Supplier Information Form

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposals will be examined for the presence of these required materials and *may be rejected* if *all* items, completed *as asked*, are not included:

1. **Sealed Envelope or Box** - exterior surface MUST be labelled with “**RFP 195406 Real Time Fleet GPS Tracking**” and proposer name, address, and phone #
2. Complete Proposal Response Narrative - must address Scope of Work and Proposal Response portions of this document.
3. **TABBED sections as follows:**
 - a. TAB 1 Firm’s Cover Letter, Signed by Authorized Person
 - b. TAB 2 Any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered
 - c. TAB 3 PROPOSAL RESPONSE NARRATIVE
 - d. TAB 4 Pricing/Proposal Cost Summary
 - e. TAB 5 VENDOR INFORMATION requested
 - f. TAB 6 ALL Forms below under #4:
2. **Completed, dated, and signed forms that MUST be present with submittal:**
 - a. Completed and signed RFP cover page providing contact for RFP
 - b. Proposer Qualification Data Form
 - c. Company W-9
 - d. Supplier Information Form (no ACH form required at this time)
 - e. Experience Reference Form(s) if references are required in the document
 - f. Iran Divestment Act Form
 - g. Affirmative Action Plan Form
 - h. No Contact/No Advocacy Affidavit
 - i. Any and all signed Addenda cover pages from Addenda documents posted to www.chattanooga.gov under OPEN BIDS related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. If Proposer must ship its Proposal prior to an addendum added in the 96 hours prior to the RFP due date, a signed Addendum page may be accepted by e-mail. Please contact the Buyer with explanation.

OMISSION OR INCOMPLETE SUBMISSION OF ANY REQUIRED FORMS MAY RESULT IN THE DETERMINATION THAT THE PROPOSAL IS UNRESPONSIVE AND SUBSEQUENT REJECTION OF THE PROPOSAL.