



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR PROPOSAL** **PROCESS MANAGEMENT SOFTWARE SYSTEM**

Project Description: The City of Kingman is requesting proposals from qualified firms to implement a comprehensive proposal for an industry leading, global process management software system.

The City is interested in solutions that work seamlessly with our existing infrastructure and investments.

Awards will be made with reasonable promptness by the City Council to the proposer(s) who's RFP(s) is determined to be responsive and responsible that best conforms to the Request for Proposals and will be the most advantageous to the City.

The request for proposals may be obtained by visiting the City of Kingman's website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Jake Rhoades, Fire Chief at (928) 753-2891 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Sealed Proposals will be received at the City of Kingman, 310 North Fourth Street, Kingman, Arizona 86401, until 3:00 P.M., Arizona time, April 22, 2021. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened. The outside of the proposal envelope shall indicate the name and address of the proposer, shall be addressed to **Annie Meredith, City Clerk, City of Kingman**, at the above address and shall be marked: **“SEALED RFP KFD21-001 – “PROCESS MANAGEMENT SOFTWARE SYSTEM”** and shall contain one (1) original and five (5) copies of the proposal as well as provide one (1) USB drive that contains the documentation included in the original bid in a pdf format.

The City anticipates selecting a firm and awarding a contract by July 30, 2021.

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Kingman and the firm selected.

The City reserves the right to reject any and all bids.



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