eCityGov Alliance

**REQUEST FOR PROPOSALS
RFP #10-001**

**Geographic Information System
Internet Mapping Platform and Portal**

Issue Date: April 29, 2010
Due Date and Time: 4:00pm PST, June 3, 2010

REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by the eCityGov Alliance for:

RFP # 10-001

GIS Internet Mapping Platform and Portal

by filing with the Service First Desk, at Bellevue City Hall, 1st floor, 450 – 110th Ave. NE, Bellevue, WA, 98004 until:

Date: **June 3, 2010**

Time: **4:00 PM**

Proposals submitted after the due date will not be considered. Proposers accept all risks of late delivery of mailed submittals regardless of fault.

The eCityGov Alliance reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Alliance to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the Alliance to accept or contract for any expressed or implied services.

It is the Alliance's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Alliance is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Alliance's equal opportunity requirements.

Dated this 29 day of April 2010

Kimberly Kallinger
Project Manager
eCityGov Alliance

Request For Proposal #10-001
GIS Internet Mapping Platform and Portal

1. GENERAL INFORMATION

<table>
<tr><td colspan="2">Request for Proposals Information:</td><td colspan="2">Submit Proposals to:</td></tr>
<tr><td>RFP Number:</td><td>RFP # 10-001</td><td>Physical
Address:</td><td>eCityGov Alliance
City of Bellevue
Service First Desk
Attn: Contracting
Services
450 110th Ave NE
Bellevue, WA 98004</td></tr>
<tr><td>RFP Title

Date Issued:</td><td>GIS Internet Mapping
Platform and Portal

April 29, 2010</td><td></td><td></td></tr>
<tr><td>Contact
Persons:

Email
Addresses:

Proposals Due:</td><td>Kimberly Kallinger

kkallinger@ecitygov.net

June 3, 2010</td><td>Mailing
Address:</td><td>eCityGov Alliance
Attn: Kimberly Kallinger,
ITD
PO Box 90012
Bellevue, WA 98009-
9012</td></tr>
</table>

2. NOTICE

2.1. Notice is hereby given that proposals will be received by the eCityGov Alliance, for RFP #10-001 Services Relating to GIS Internet Mapping Platform and Portal, by filing with the Alliance at the above location.

3. PURPOSE

3.1. The purpose of this Request for Proposal is to assist the eCityGov Alliance's NWMaps.net members and subscribers in identifying qualified vendors that can offer an internet based Geographic Information System (GIS) Platform and Portal. The GIS portal will be used by the public on our online mapping portal ("NWMaps"; www.NWMaps.net).

The current product "NWmaps.net" is out of date and no longer supports eCityGov and member city desired functionality and operational goals. It is the intent of the Alliance through this RFP to acquire an entirely new GIS Internet Mapping Platform and Portal to meet the expanded goals and functionality requirements established by the NWMaps.net Business and Technical Committees. The GIS Internet Mapping Platform and Portal is intended to be a complete replacement of the existing site in terms of functionality, architecture, platform and look and feel.

The new GIS Internet Mapping Platform and Portal will utilize from existing NWMaps.net data, add new data sets and provide new integrations with other Alliance and government applications. Some data sets identified by the user stories do not currently exist but are expected to be available in the future. The portal should be capable of accommodating such future data. It will be the responsibility of the eCityGov to provide all data for the website in a standardized format.

The NWMaps.net Committees have expressed interest as noted in the User Stories to group data and associated user views into thematic groups which may include but are not limited to;

- Property and parcel information
- Neighborhood information
- Public service providers (city , county, garbage provider, utility districts, school district, etc)
- Emergency and public safety information
- Community services and events (parks, food banks, community centers like senior center, city hall, farmer's market)

The aforementioned themes should be considered examples of how the GIS and tabular data could be grouped for user navigation and display. The portal could host a single application or a set of applications that address these themes. RFP responders must demonstrate that their proposed solution can provide an easy to navigate solution to support the outcomes outlined by the User Stories.

The existing NWMaps.net architecture requires that all of the data updates be made centrally by a web developer. It will be desirable to implement a system architecture that would allow individual city GIS administrators to be able to quickly and easily update GIS layers and other city specific data sets or provide their data as a map web service.

The GIS Internet Mapping Platform and Portal should incorporate at a minimum the following in addition to the Requirements and User Stories contained herein:

a. An 'easy to use' web mapping application that answers the primary questions asked by typical customers of city services. Information should be packaged for these questions, such that answers are quick and do not require the user to understand GIS or put forth much effort assembling the information.
b. User functionality and customer service information for local government as described by the users stories contained herein.
c. An application designed to be scalable for future enhancements and potential addition of new member cities
d. Easy to maintain with reduced dependency on eCityGov Alliance staff for posting data updates; desired ability to post data independently.
e. Has the ability to display data from disparate sources to provide a seamless customer experience
f. Integration with other eCityGov applications such as MyBuildingPermit.com, MyParksandRecreation.com and NWProperty.net.
g. Provides a system architecture which allows Alliance GIS web developers to add functionality and data sets using system tools and templates.

Vendors are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the scope required; their understanding of what the Alliance intends to accomplish by executing this project, and how the Vendor will help them meet their goals and objectives; their ability to meet the functional and other requirements as identified in this Request for Proposal (RFP); their proposed pricing as requested in this RFP; any other proposed alternatives or options to help the Alliance accomplish their goals and objectives; and their ability to meet the technology, contract terms and conditions, award and contracting options and timing, and payment terms of this RFP.

4. BACKGROUND

4.1. The eCityGov Alliance ("Alliance"; www.ecitygov.net), was formed as an interlocal government agency in 2002 by nine cities[1] located in the Puget Sound region of Washington State. The cities launched the Alliance with a mission of providing regional, shared service web portals for their constituents. The eCityGov Alliance has developed a unique business model by creating portals that are branded by service area and deployed as cross-jurisdictional web services. The portals have been a resounding success and have simultaneously demonstrated the transformative power of the Internet.

The service-specific portals include:

- MyBuildingPermit.com
- MyParksandRecreation.com
- NWMaps.net
- NWProperty.net
- SharedProcurementPortal.com
- GovJobsToday.com
- HSConnect.net

The Alliance now provides services to 48 cities, counties, special purpose agencies, districts and quasi-governmental agencies.

4.2. NWMaps.net, was originally implemented in 2003 by the City of Bellevue. The application was modified and moved to the Alliance as a regional Geographic Information Services (GIS) mapping portal in 2005. The site was developed to provide interactive GIS and other property data for public use. NWMaps was built utilizing ArcIMS and is hosted at the City of Bellevue. The technology and functionality have not changed since inception. While NWMaps has accomplished the goal of bringing some property information online, it was not designed to be scalable or seamless, and will be difficult to maintain as data is updated and new data sets added.

4.3. NWMaps.net team has developed new vision and mission for the future of the product

VISION

NWmaps.net is the primary portal citizens and agencies use to obtain geographic based information and services.
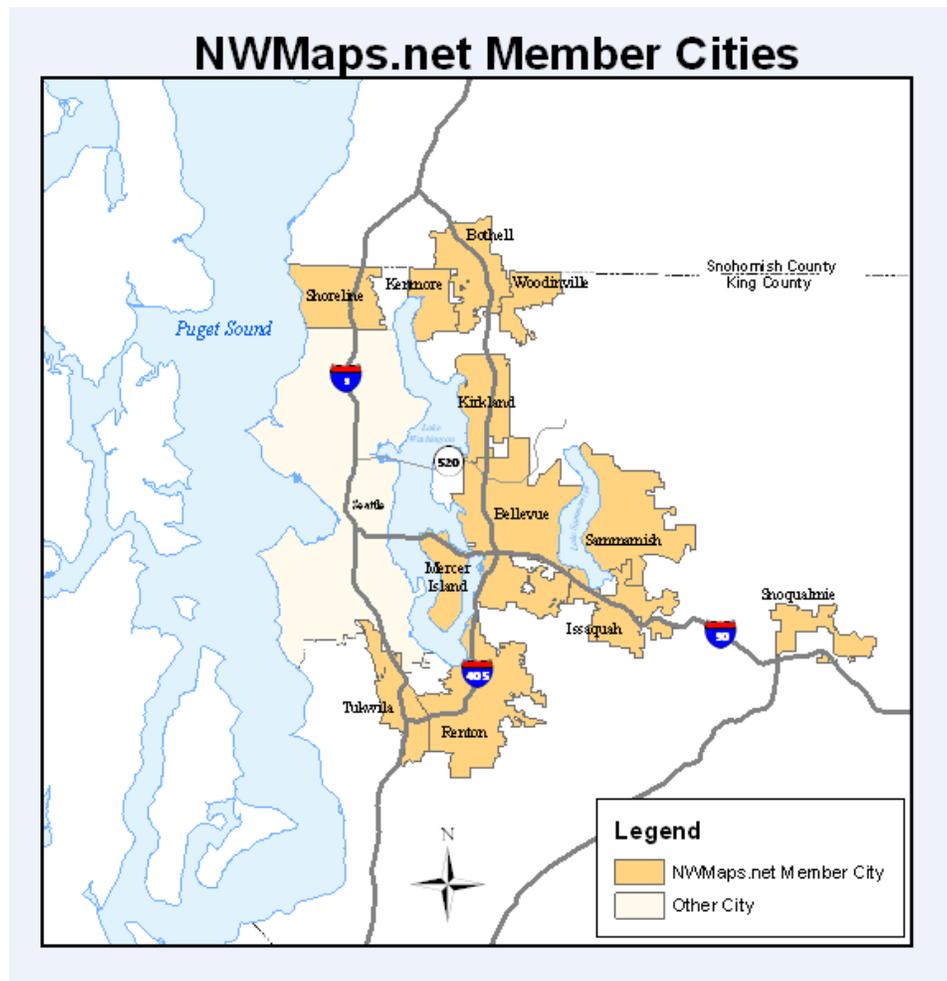
MISSION

Create an interactive geographic and data tool that empowers customers to view and research community information; provides for enhanced interagency coordination; and generates standard and custom mapping products.

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[1] The founding partners of the Alliance are the cities of Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Sammamish, Snoqualmie and Woodinville. The city of Renton became a full Alliance partner in 2009.

4.4. The Internal Stakeholders represented in this RFP include the following NWMaps member cities:

City of Bellevue

City of Bothell

City of Issaquah

City of Kenmore

City of Kirkland

City of Mercer Island

City of Renton

City of Sammamish

City of Woodinville

City of Shoreline

City of Snoqualmie

City of Tukwila

5. DEFINITIONS

eCityGov Alliance, inter-local government agency	The Alliance is a group of cities within Washington State that have committed to partner together to provide on-line services and information to our customers. The Alliance goal is to provide - convenient service and information for residents, businesses, and visitors; consistent service that is simple to use and that strips out complexity; save taxpayers money by working together on joint solutions.
Alliance Services	eCityGov.net MyBuildingPermit.com MyParksandRecreation.com NWMaps.net NWProperty.net SharedProcurementPortal.com GovJobsToday.com HSConnect.net
Alliance Executive Board	The Alliance Executive Board is the governing body for eCityGov Alliance. The Alliance Executive Board is made up of the city manager, chief administrative officer or mayor of partner level member agencies.
Agile Scrum	The NWMaps committees are using the Agile Scrum framework. Agile Scrum is an iterative incremental framework for managing complex work (such as new product development).
Commercial Off the Shelf Solution (COTS)	COTS is a term for software or hardware, generally technology or computer products, that are ready-made and available for sale, lease, or license.
Host City	The City of Bellevue, Washington, and its departments. (The City of Bellevue is the IT host and fiscal agent for the eCityGov Alliance)
NWMaps.net	NWMaps.net currently provides commonly used "layers" of GIS data such as parcels, streets, parks, aerial photos, zoning, schools and many others. The web portal also provides demographic and county assessor data for each parcel. Users can zoom in on cities, neighborhoods or individual properties. It is also possible to build customized maps by combining different layers of information.
Stakeholders (internal)	Member cities that subscribe to, and offer services to the public through

	NWMaps.net
Stakeholders (external)	Residents/citizens, businesses, and visitors that use NWMaps.net
Proposing Party	The vendor, firm or individual submitting the proposal.
Selection Committee	The RFP Selection Committee is comprised of internal stakeholders, including technical and business staff from each member city.
Successful Party	The vendor, firm or individual awarded the contract.
User Stories	A very high-level definition of a requirement, containing just enough information so that the application developers can produce a reasonable estimate of the effort to implement it.

6. SCOPE OF SERVICES

6.1. The Alliance is looking for a vendor that can provide and implement an internet based Geographic Information System (GIS) platform & portal that will create a seamless experience for our NWMaps users which may take the form of a commercial off the shelf or custom developed solution.

7. BUDGET FOR SERVICES

7.1. The Alliance has a budget of $50,000 for the GIS Internet Mapping Platform and Portal project.

8. SUBMITTAL REQUIREMENTS

8.1. Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. Where required, all referenced forms are to be signed by an authorized representative of your organization.

To prepare your proposal, follow these instructions:

A. Open the electronic version of this RFP in your word processing application (Microsoft Word 2003 or later is highly recommended).

B. Copy all the forms in this RFP into your response and complete them.

C. Your RFP response (your proposal) must adhere to the format described below with Sections (numbered as shown) and the content to be included in each Section.

D. Your RFP response should be clearly tabbed, indexed and organized. All sections, pages, figures and tables must be numbered and clearly labeled. E.g. Section 1 is to be located behind the first tab, Section 2 is to be located behind the second tab, etc.

E. Focus on accuracy of content, clarity and conciseness.

SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 1	Cover Letter	Signed Cover Letter. A Cover Letter should be: ▪ On your letterhead ▪ Signed by an official in your organization authorized to bind his or her firm to all statements, including services, terms and conditions, and prices, contained in the proposal. ▪ State the length of time the proposal terms remain firm, which must be for a minimum of 120 days from the proposal due date. *Please note that an unsigned cover letter may be cause for rejection of the proposal.*
Section 2	Company Information and Qualifications	▪ Complete the Company Information and Qualifications for in **Form #3**, Company Information and Qualifications, and put it in this Section 2. ▪ If a 3rd party implementation partner or a Value Added Reseller (VAR) is part of this proposal, complete the Implementation Partner/VAR Company Information and Qualifications form in **Form #3**. *Please note that in the space provided in the Company Information and Qualifications form, vendors must identify the primary engagement contact for the software vendor –including a valid e-mail address. We reserve the right to require a vendor to provide additional information and/or request clarification of information provided.*
Section 3	Audited Financial Statement & Annual Report	▪ Copy of the Software Vendor's most recent audited financial statement. ▪ Copy of the Software Vendor's most recent annual report. ▪ If applicable, copy of the Implementation Partner's or VAR's most recent audited financial statement. ▪ If applicable, copy of the Implementation Partner's or VAR's most recent annual report. *If you are privately held and do not disclose this information in your proposal, please include a signed statement in this Section that states how you will provide us with financial information that will assure us of your viability.*
Section 4	RFP Exceptions	Complete and sign the RFP Exceptions form in **Form #4** – RFP

SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
		Exceptions, and include it this Section 4. Identify **ALL** Exceptions to this RFP, including contract terms and conditions, and proposed payment schedule. If you provide a sample of your contract, you are still required to identify in this Section 4 all exceptions you have to the minimum contract terms and conditions we identified in Attachment E – Terms and Conditions, and Sample Professional Services Agreement. *We will not recognize any exceptions to this RFP unless they are **clearly** identified **IN THIS SECTION** of the RFP Response.*
Section 5	Scope of Services	Include the following in this Section 5: ▪ Summary of your understanding of our project and the scope of work, and how you propose to meet each of our requirements (reference user story numbers in Form #1) and help us achieve each of our goals and objectives (see section 3.1 for specific goals) ▪ Brief high-level summary of the major components/features of your proposed software product. Please include a brief description of your solution architecture. ▪ Summary of any other modules or services that you offer that you feel that we should be aware of ▪ Summary of any alternative approach or option that you would like to propose. Details should be included in Section 15 - Alternative Proposal or Additional Options *Please limit this section to no more than four (4) pages. Vendors are viewed more favorably if they understand our project, and are creative in proposing a solution that is flexible, meets our requirements (including terms and conditions), minimizes our costs (and maximizes our return on investment) and supports our business model of a fluctuating number of Participating Cities and Subscriber entities.*
Section 6	Requirements	Please include the completed Requirements form (**Form #1** – Requirements) in this section. *Provide a response for each requirement. Leaving a requirement blank may deem a vendor unresponsive.*

SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 7	Customer References	Please include the completed Customer References form (**Form #5** – Customer References) in this section. Provide at least five city references that are similar in size and requirements to our Participating Cities, and that have implemented your software in the past three years. Reference sites should be comparable in scope and scale. Please include links to applications. *References will be contacted (this may be an on-site visit) as part of the proposal evaluation process. We are particularly interested in organizations with similar requirements, and size (population, parcels, users, etc.).*
Section 8	Cost Proposal	Complete the Price Proposal form (see **Form #2** – Cost Proposal), and include it in this Section 8.
Section 9	Implementation Methodology	Provide a brief overview of your implementation methodology and expected timeframe for this project including resources that we are required to provide. *Please limit this to no more than three (3) pages.*
Section 10	Contracts, Terms and Conditions	The contract for implementation and other professional services must be similar to the one shown in Attachment B – Contract, Terms and Conditions. Any license, hosting or subscription contracts should also contain terms and conditions similar to those shown in Attachment B – Contract, Terms and Conditions. Include in this Section 10 a copy of your proposed license, maintenance and implementation services agreements. *NOTE: Although you are providing a copy of your proposed agreements, any exceptions to the Contract Terms and Conditions, and our sample professional services contract in Attachment B must be noted on the RFP Exceptions form (see Form #4 – RFP Exceptions) in Section 4 of your proposal. All exceptions (payment schedule, terms and conditions, project scope or anything else in this RFP) must be noted on the RFP Exception form in Section 4 of your proposal. Specific terms and conditions, as well as contract documents used will need to be approved by the applicable City Attorney, and may vary from the samples provided in Attachment E.*

SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 11	Other Requirements	Please provide the following as attachments found in Attachment A – Other Requirements of this RFP in this Section 11 - Other Requirements of your proposal: **Non-Collusion Certificate**. This certificate must be notarized and signed by a person authorized to bind the Vendor to the assertions of compliance in that Certificate sufficiently to enable a cause of action to lie against Consultant in the event those assertions were breached. **Insurance Requirements**. Please provide evidence of insurance in the required amounts. **Equal Opportunity Requirements**. Please complete and sign the Affidavit of Equal Opportunity Compliance form.
Section 12	Alternative Proposal or Other Vendor Information	Use this section if you have an Alternative Proposal that does not fit into the normal structure of the required submittal format for this RFP, or any other material that you feel is important for our evaluation. *Please limit the pages in this section. Clarity and conciseness are very important and any Alternative Proposals must support the project goals, scope, requirements and maximization of return on investment.*

8.2. Delivery

Submittals shall be delivered in a sealed envelope or sealed box clearly marked with: RFP # 10-001 eCityGov Alliance NWMaps.net Geographic Information System Internet Mapping Platform & Portal by the deadline

8.3. Required Number of Proposals

Thirteen (13) completed and bound proposals as well as two (2) electronic copies, one in PDF format and one in the native file format of the form (e.g. Microsoft Word 2003 or 2007) must be received by the date and time listed. The Alliance, at its discretion, may make additional copies of the proposal for the purpose of evaluation only. The original proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature.

8.4. File Format of Proposals

The electronic document must be submitted in native file format (Microsoft Word 2003 or 2007), and in PDF format.

8.5. Consultant's Cost to Develop Proposals

Costs for developing proposals in response to the RFP are entirely the obligation of the consultant and shall not be chargeable in any manner to the Alliance or the member Cities.

9. RFP SCHEDULE

9.1. RFP Preliminary Schedule

These dates are estimates and are subject to change by the Alliance.

Event	Date
Release RFP	April 29, 2010
Questions Due (if any)	May 13, 2010
Responses Posted (if any)	May 21, 2010
Proposal Responses Due	4:00 PM Pacific Time; June 3, 2010
Shortlist Announced	June, 2010
Vendor Demos	Tentatively June 23 & 24
Announce Apparently Successful Vendor	July, 2010
Contract Negotiations	Complete by July, 2010
Implementation	2010

10. RFP COORDINATOR/COMMUNICATIONS

Upon release of this RFP, all vendor communications shall be directed in writing to the RFP Coordinator listed below. **Unauthorized contact regarding this RFP with other eCityGov Alliance or Participating City employees may result in disqualification**. Any oral communications will be considered unofficial and non-binding on the Alliance and the Participating Cities.

The RFP Coordinator for this RFP will be:

Name: Kimberly Kallinger

Address: 450 110th Avenue NE
                     Bellevue, WA 98004

P.O. Box 90012
Bellevue, WA 98009-9012

Telephone: 425-452-5223

E-mail: kkallinger@ecitygov.net

11. EVALUATION CRITERIA

11.1. Evaluation Procedures

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a consultant's proposal and how well the proposal meets the needs of the eCityGov Alliance. In evaluating the proposals, the Committee will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 11.2. All proposals will be evaluated using the same criteria and possible points.

11.2. Scoring and Evaluation Factors

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Committee may select other than the lowest cost proposal. The objective is to choose the Vendor capable of providing quality software and professional services that will help the Alliance achieve the goals and objectives of the requested software and services within a reasonable budget.

Evaluations of submittal packets will be based on criteria as below. All proposals will be evaluated using the same criteria and possible points.

Evaluation Criteria	Possible Points
Responsiveness/Completeness of Proposal (i.e., Were all the forms completed and everything included that was required by the RFP? Were explanations in Comments or Additional Information areas adequate?)	10
Experience/Qualifications (i.e., does the proposing party have experience working within the requested services arena; experience working with municipalities; ability to successfully deliver/implement the scope of services; vendor's ability to successfully work with the Alliance; proposing party's references)	40
Scope of Services (i.e., how well does the solution meet our requirements and will it help the Alliance and/or the Participating Cities to successfully achieve the NWMaps vision and/or an individual City's vision; did the Vendor propose any revisions and/or changes to the draft Scope of Services that would better serve the Alliance; and is the Vendor able to meet the Alliance's and/or Participating Cities' terms and conditions.)	30

Budget (i.e., does the budget seem reasonable for the scope of services proposed; does the budget provide the Alliance good value; and does the budget maximize total return on investment.)	20
Total Points Possible	100

11.3. Vendor Scripted Demo and Presentation, Committee Interview and/or Additional Information or Reviews

After the proposals are evaluated, the Selection Committee will determine whether formal presentations, scripted software demonstrations and interviews are necessary, and if so, which proposing parties may be invited to make a formal presentation, scripted demo and/or sit for a panel interview with the Selection Committee. The Alliance cannot pay for travel during the selection process. The Alliance may choose not to require formal presentations or interviews. The Alliance may choose to contact officials from other jurisdictions regarding the contractor, their prior work experience and their ability to successfully complete the scope of services. The Alliance may request clarification or additional information from a specific contractor in order to assist in the Alliance's evaluation of a proposal, including but not limited to conference calls and Web demos. Finally, the Alliance may require changes in the scope of services as deemed necessary by the Alliance, before execution of the Contract.

11.4. Final Selection

The Selection Committee made up of internal stakeholders, including technical and business staff from each member city, will formulate their recommendation for award of the Contract, and forward their selection to the Alliance Executive Board for approval.

12. QUESTIONS

Questions regarding this project must be directed to RFP coordinator via e-mail at kkallinger@ecitygov.net. Unauthorized contact regarding this RFP with other Alliance or Participating City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Alliance. Any questions will be answered in writing and posted on the Alliance's website at www.ecitygov.net under "Document Center", "RFP". It is the responsibility of individual firms to check the website for any amendments or Q & A's to this RFP.

13. REJECTION OF PROPOSALS

The Alliance reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Alliance to pay any costs incurred by respondents in the preparation and submission of their Proposals. Furthermore, the RFP does not obligate the Alliance to accept or contract for any expressed or implied services.

14. PROPOSING PARTY'S EXCEPTIONS

Submittals must clearly identify on the RFP Exceptions form (see **Form #4**) any and all exceptions that the proposing party takes to this RFP including but not limited to any terms and conditions listed in the RFP

document, the Professional Services Agreement and Terms and Conditions in Attachment E, and the Alliance's Standard Insurance Requirements and other requirements in Attachment I.

15. CONTRACT NEGOTIATION

The Alliance reserves the right to negotiate with the selected Vendor that, in the opinion of the Alliance, has submitted a proposal that is the "best value". In no event will the Alliance be required to offer any modified terms to any other Vendor prior to entering into an agreement with a proposer and the Alliance shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the Alliance to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as:

Minor changes to scope of work

Contract details

Contract payment details

Service requirements

16. CONTRACT AWARD

The Alliance and the Participating Cities reserve the right to make an award without further discussion of the proposals. The selected Vendor will be expected to enter into a contract with the Alliance and/or a Participating City. A sample Professional Services Agreement and general terms and conditions are provided in Attachment B. Please review this agreement and the terms and conditions prior to submitting a proposal. If the selected vendor fails to sign the contract within 5 (five) business days of delivery of the final contract, the Alliance and/or a Participating City may elect to negotiate a contract with the next-highest ranked vendor. The Alliance and the Participating Cities shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

17. EQUAL OPPORTUNITY EMPLOYMENT

The successful Vendor or Vendors must comply with the Alliance's and Participating Cities' equal opportunity requirements. The Alliance and the Participating Cities are committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability or sexual orientation.

18. TITLE VI

It is the Alliance's and participating Cities' policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

19. INSURANCE REQUIREMENTS

The selected Vendor or Vendors shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in the Alliance's and Participating Cities' Standard Insurance Requirements in Attachment A. Please review insurance requirements prior to submitting a proposal. If the selected Vendor is unable to meet these standard requirements, please note current or proposed insurance coverages as an exception to the RFP.   Standard requirements may be negotiated if it is in the best interest of the Alliance and/or the Participating Cities.

20. BUSINESS REGISTRATION AND TAXATION

The Vendor or Vendors awarded the contract may be subject to local business registration and taxation. It is the Proposing Party's responsibility to contact the individual jurisdiction(s) in which they do business to determine these requirements.

21. NON-ENDORSEMENT

As a result of the selection of a Vendor to supply products and/or services to the Alliance and the Participating Cities, the Vendor must agree to make no reference to the Alliance and the Participating Cities in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Alliance and the Participating Cities.

22. NON-COLLUSION

The proposal submitted for this RFP shall include the Non-Collusion Certificate (See Attachment A).

23. COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination compliance requirements previously listed, the Vendor or Vendors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects. The Vendor or Vendors ultimately awarded a contract must be organized and validly exist as a corporation or partnership in good standing, and licensed to do business in the City which awarded the contract, or, in the case of a contract award by the Alliance, in the City of Bellevue, Washington.

24. PUBLIC RECORDS

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the Alliance and the Participating Cities, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the Alliance and/or Participating Cities receive a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the Alliance and/or Participating City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the Alliance and/or Participating City within five (5) days of the mailing of such notice, will postpone disclosure of the

documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The Alliance and the Participating Cities assume no contractual obligation to enforce any exemption.

25. COOPERATIVE PURCHASING

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with the Alliance may also wish to procure the goods and/or services herein offered by the selected Vendor or Vendors. The selected Vendor or Vendors shall have the option of extending its offer to the Alliance and the Participating Cities to other agencies for the same cost, terms and conditions.

The Alliance and the Participating Cities do not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the Vendor. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. The Alliance and the Participating Vendors accept no responsibility for the performance of the Vendor in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the Vendor for other public agency purchases.

26. OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions and summaries prepared by the Vendor shall become the property of the Alliance.

Form #1

REQUIREMENTS FORM

Complete the form below by filling out the Provided and Approach columns. The provided column should have a Yes, No or a partial indicating your intent to provide this service/functionality. The Approach column should describe the following:

- Description of how you will deliver this functionality or service
- If your application has the capability of delivering the functionality
- If applicable, links (URL) to live examples of previous work that is the same or similar

Complete the Requirements form and submit it in the appropriate section of the proposal.

SERVICE/FUNCTIONALITY		PROVIDED	Approach
Technical			
1	The Alliance prefers to standardize on Arc GIS Server and SQL Server	Click here to enter text.	*Indicate in your response as to the software platform and version that you have experience with:*
2	**Hosted solution providers only;** To insure maximum availability of this internet mapping software to staff and citizens, the vendor must provide the hosting service with robust infrastructure. *This section only applies to vendors if they are proposing a hosted solution.*	Click here to enter text.	*Describe your experience with hosting systems. Indicate in detail your systems redundancy; load balancing, and disaster recovery methods:*
3	The application should be scalable and flexible to allow for growth in terms of map layers and future features and additional geographic areas.	Click here to enter text.	*Provide an example of previous work where you met this requirement:*
4	The application should be compatible with all web browsers that support the World Wide Web Consortium (W3C) standards. These include IE6+, Mozilla, Netscape 7+, Opera 7+, Google Chrome, and Apple Safari.	Click here to enter text.	*Indicate in your response as to what versions your application is compatible and or incompatible with:*

	SERVICE/FUNCTIONALITY	PROVIDED	Approach
5	The application must have the ability to integrate data to and/or from other sources and systems. Example; The users establishes a buffer area and the application has the ability to return a list of permits from an external database for the defined area. Functionality is limited to data for which interfaces/integration which has been previously established.	Click here to enter text.	*Describe your experience with system interfacing:*
6	Describe the application's Web 2.0 functionality and/or future roadmap with respect to Web 2.0 functionality	Click here to enter text.	*Indicate, list or provide examples of Web 2.0 functionality. Are there plans to add new or additional Web 2.0 functionality?*
	Support		
1	Support contract shall include help desk support for Alliance staff (escalation point) and a limited number of Internal Stakeholders	Click here to enter text.	*If applicable to your solution, please respond.*
2	Support shall include all updates and upgrades generally made available to licensees of the software without additional license fee	Click here to enter text.	*If applicable to your solution, please respond.*
3	Support shall include error corrections (hot fix releases)	Click here to enter text.	*If applicable to your solution, please respond.*
4	Support and Maintenance contract shall include support for any customizations that are necessary to meet the requirements of this RFP and/or contract	Click here to enter text.	*If applicable to your solution, please respond.*
5	Support shall include technical assistance on the installation, use, performance tuning, maintenance, and repair of the software/hardware necessary to meet the requirements of this RFP and/or contract	Click here to enter text.	*If applicable to your solution, please respond.*
6	Support and maintenance contract shall include all third party licensed technology that is necessary to meet the requirements of this RFP and/or contract. If any third party licensed technology is not covered by proposing part's	Click here to enter text.	*If applicable to your solution, please respond.*

SERVICE/FUNCTIONALITY		PROVIDED	Approach
	support services, this shall be identified in the proposal.		
7	Where are your support services located?	Click here to enter text.	*If applicable to your solution, please respond.*
8	Define standard hours of operation	Click here to enter text.	*If applicable to your solution, please respond.*
9	Describe user self-help tools	Click here to enter text.	*If applicable to your solution, please respond.*
10	Define each level of support	Click here to enter text.	*If applicable to your solution, please respond.*
11	Explain the helpdesk escalation procedures/processes	Click here to enter text.	*If applicable to your solution, please respond.*
12	Define response times	Click here to enter text.	*If applicable to your solution, please respond.*
13	Describe how software and/or database updates are transmitted/communicated to customers	Click here to enter text.	*If applicable to your solution, please respond.*

User Persona Key: CTZN - Citizen, BIS – Business, GOV – Government,

Phase Key: P1 – Phase 1, FP – Future Phase, NTH – Nice to Have

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
#	Functional - User Story Title	User Persona	Phase		
1	As a citizen, I want to be able to find my property by address or tax account number, so I can see it on a map.	CTZN, BIS	P 1	GIS feature classes	Yes
2	As a homeowner, I want to see the development around me so I can be more informed.	CTZN, BIS	P 1	MyBuildingPermit.com[2],	Yes
3	As a homeowner, I want the system to tell me what jurisdiction I live in.	CTZN, BIS	P1	GIS feature classes	Yes
4	As a citizen, I want to see the Assessor's information on my property (for example I'd like to see what my assessed value is).	CTZN	P 1	King County Assessor and Snohomish County Assessor	Yes
5	As a real estate agent, I want to look up the permit status and history of a home or commercial property that I am selling.	CTZN, BIS	P1	MyBuildingPermit.com [2]	Yes

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[2] This functionality will not be available for Shoreline or Tukwila or other cities which are not members of MyBuildingPermit.com and/or provide permit status data to MBP.com. The MBP.com permit status data is located in a single SQL database.

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
6	As a contractor/developer, I want to find the status of my permits so I can plan my work.	CTZN, BIS	P 1	MyBuildingPermit.com[2],	Yes
7	As a citizen, I want to know what school district I live in.	CTZN	P 1	GIS feature classes	Yes
8	As a citizen, I want to know what utility district I am in so that I can get service or lodge a complaint.	CTZN, BIS	P 1	GIS feature classes	Yes
9	As a citizen or developer, I want to see the zoning comprehensive plan designation, sensitive areas and other available information for my property so I can research options for building or remodeling.	CTZN, BIS	P 1	GIS feature classes	Yes
10	As a potential citizen, I want to know if the property I may buy is susceptible to flooding, so that I can make an informed decision about buying a property or properly insuring it.	CTZN, BIS	P 1	GIS feature classes	Yes
11	As a business or citizen, I want to know if there are commercial properties available for sale or lease in my city.	CTZN, BIS	P 1	NWProperty.net	Yes
12	As a government employee, I want our maps application to be innovative/leading edge, so that citizens are	GOV	P 1	n/a	

	REQUIREMENTS/SERVICE			DATA SOURCE	SOURCE EXISTS?
	impressed with the work we do. As a government employee, I want the application to meet today's usability standards and looks professionally designed, so that citizens find our site easy to use.				
13	As a government employee, I want the system to be easy and comprehensive, so I get fewer calls from citizens.	GOV	P 1	n/a	
14	As a government employee, I want the accuracy, currency, and limitations of the data to be clear, so the city is not sued.	GOV	P 1	Metadata, disclaimers, etc.	Yes
15	As a citizen or government employee, I want to be able to email a hyperlink of the map I am looking at and/or the associated information to someone else.	CTZN, BIS, GOV	P 1	n/a	
16	As a user, I want to be able to turn on/off layers or get different layer sets, so I only see what I want to see.	CTZN, BIS, GOV	P 1	n/a	
17	As a builder/developer, I want to print a vicinity map so that it can be included in my permit application.	CTZN, BIS	P 1	n/a	
18	As a user of the system, I want it to be fast and reliable, so that I can use it	CTZN, BIS	P 1	n/a	

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
	easily.				
19	As a citizen, I want to pan across jurisdictional boundaries so that I can see critical areas, orthophotography and other important data at the same time.	CTZN, BIS	P 1	GIS feature classes, orthophoto imagery	Yes
19	As a customer I want the data sets displayed in a unified or seamless fashion to enhance my experience	CTZN, BIS	P 1	n/a	
20	As a citizen, I want to have at a minimum all the mapping tools such as scale, zoom, pan available on comparable mapping web sites.	CTZN, BIS	P 1	n/a	
21	As an admin user of the site, I need the query to be configurable and scalable so that it will allow us to create queries for layers that we may want to add in the future (Query proximity).	GOV	P 1	n/a	
22	NWMaps.net can be linked to a specific parcel from other sites such as MBP.com to display parcel specific data.	CTZN, BIS	P 1	MyBuildingPermit.com, NWProperty.net, GIS feature classes	Yes
23	As a citizen, I would like the ability to toggle different map sets or base map	CTZN, BIS	P 1	Bing map license, GIS feature classes	Yes

REQUIREMENTS/SERVICE			DATA SOURCE	SOURCE EXISTS?
	views, such as Bing Maps, Google Maps, orthophotography, or cartographic.			
24	As a government employee (and admin of this application), I need to run web statistics reports, so that I can see what part of the application is most frequently used and when.	GOV	P 1	n/a	
25	As a government employee (and admin of this application), I need to be able to configure bookmarks & quick links, so that users can quickly navigate to the most frequently used content.	GOV	P 1	n/a	
26	As a citizen, I need the ability to hide a task bar or a button so that I can maximize the map's view.	CTZN, BIS	P 1	n/a	
27	As a citizen, I want to know what's around my neighborhood and am able to turn the set themes on and off. Themes may include: • Property and parcel information • Neighborhood information • Public service	CTZN, BIS	P 1	Property data: King and Snohomish County Assessor and other available data sets Public service providers: GIS feature classes Permit data:	Partial

REQUIREMENTS/SERVICE			DATA SOURCE	SOURCE EXISTS?
	providers (city , county, garbage provider, utility districts, school district, etc) • Emergency and public safety information • Community services and events (parks, food banks, community centers like senior center, city hall, farmer's market)		MyBuildingPermit.com EOC data: Dispatch system Crime data: Dispatch system Community services data: MyParksAndRecreation.com and other unknown sources Public safety data: GIS feature classes	
28	As a government employee, I want to make it easy for citizens to find out about local planning efforts to encourage public participation.	GOV, CTZN, BIS	P 1	GIS feature classes Or temporary layers	No
29	As a citizen, I want to know what legislative district I live in so that I can vote or lodge a complaint.	CTZN, BIS	P 1	GIS feature classes	Yes
30	As a citizen, I want to know where all the parks, recreation facilities and trails are located around my neighborhood.	CTZN	P 1	GIS feature classes MyParkAndRecreation.com	Yes
31	As a government employee, I want the ability to add/delete a temporary layer. For example, allow	GOV	P 1	GIS feature classes Temporary layers	No

REQUIREMENTS/SERVICE			DATA SOURCE	SOURCE EXISTS?
	red line or mark up by city staff, able to put simple mark ups such as text or simple shapes.			
32	As a city NWMaps administrator, I'd like to link to a media file (video file) overlay or layer, extracting the data source, so that I can post media such as sewer camera, traffic camera, video clips, or construction camera.	GOV P 1	Video and other media files	Yes
33	As a government employee, I need the ability to see an inset map of the NWMaps.net coverage area so that people know the scope of our application. The coverage area may expand over time.	CTZN P 1	GIS feature classes	Yes
34	As a citizen, I need the ability to find a street address, jurisdiction, and or parcel number by dropping a pin or selecting a parcel on the map.	CTZN, BIS P 1	GIS feature classes	Yes
35	As a citizen, I want to know what the nearest elementary/middle/high school is that my child would be attending.	CTZN P 1	GIS feature classes	Yes

REQUIREMENTS/SERVICE			DATA SOURCE	SOURCE EXISTS?
36	As a government employee, I want to update my city's base GIS data myself so I can maintain the latest info on the NWMaps.net web site.	GOV	P 1	n/a	
37	As a citizen, I want to be able to access publicly available environmental hazard maps and information, such as fault lines, steep slopes, floodplains. (These sensitive areas may need specialized treatment and education for the user.)	CTZN, BIS	P 1	GIS feature classes	Yes
38	As a citizen, I want to be able to measure physical distance on the screen (measuring tool).	CTZN, BIS	P1	n/a	
39	As a new/relocating business, I want to see the location of (established) commercial properties and business demographics so that I can analyze where best to put my new business.	BIS	P1	NWProperty.com	Yes
40	As a government employee, I want to be able to create a parcel address list for public notification requirements.	GOV	NTH	GIS feature classes	Yes

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
41	As a citizen or business, I want to be able to create formatted maps and reports for printing or email.	BIS, CTZN	P1	n/a	
42	As a citizen, I want to know what nearby road/utility construction project is keeping me up at night. As a citizen, I want to find out where road construction is occurring to avoid traffic and congestion.	CTZN	NTH	GIS feature classes MyBuildingPermit.com[2]	Partial
43	As a citizen, I want the ability to save and send locations as lat/longs to portable GPS enabled devices, such as GPS navigation device or cell phones equipped with navigation application.	CTZN	NTH	n/a	Yes
44	As a citizen, I want the ability to use NWMaps.net on my web-enabled mobile phone.	CTZN, BIS	NTH		
45	As a citizen, I want to know about crime within the last 24 hrs/wk/mo/yr near my home/school/work.	CTZN, BIS	NTH	Police database Dispatch system	Yes
46	As a citizen, I want the ability to interactively reveal a layer underneath the top layer (swipe tool) so that I can view certain content.	CTZN	NTH	n/a	

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
47	As a government employee, in the future I would like to offer 3D navigation tools (Pictometry) on NWMaps.net.	GOV	NTH	n/a	No
48	As someone relocating to the area, I want to know the performance ratings and average class sizes of the area schools/ districts	CTZN	NTH	Unknown	No
49	As a concerned citizen, I want to know where my money is being spent (Tax dollar investments) so I can hold my city accountable.	CTZN, BIS	NTH	Unknown	
50	As a user, I want to change/customize the line colors, so it is more pleasing or easy to see.	CTZN	NTH	n/a	
51	As a citizen, I want to know how to locate water/sewer/gas connections to my house so that I know where to dig. Example; http://www.pse.com/solutions/forbuilders/Pages/callB4youDig.aspx.	CTZN	NTH	GIS feature classes, scanned documents	Yes
52	As a developer, I would like to consume NWMaps.net web services since it is data rich and well designed.	GOV, BIS	NTH	n/a	
53	As a citizen, I would like to have a link to overlay my map to Google maps or	CTZN, BIS	NTH	n/a	

REQUIREMENTS/SERVICE				DATA SOURCE	SOURCE EXISTS?
	Bing maps.				

Note: Not all cities currently have all data but could be developed or accessed in the future.

Form #2

COST PROPOSAL

In order to facilitate a thorough understanding of your Cost or Price Proposal, the following information shall be provided and organized into the following subsections.

Cost estimate shall reflect the proposing party's costs to provide services or products described in this RFP. All fees, including travel, must be included on this form. All cost subsections must be filled out completely. Proposers may attach their own cost sheets so long as all requested information is also provided in the format of this section. *Complete the Cost form and submit it in the appropriate section of the proposal.*

C. 1   Estimating Approach

Provide a narrative which describes your estimating approach used for this proposal. Explain the basis for your estimates.

C.2   Fee Structure
Provide a narrative which describes your fee structuring methodology

C.3   Cost Breakdown
A detailed cost breakdown shall be submitted in a format which will ensure detailed cost identification and organized into the following subsections:

C.3.1   Software Licensing

Identify software licensing included in your proposal. Provide an itemized list of the cost of all software being proposed, including software as a service and third party technology.

C.3.2   Functionality

Identify all services and costs associated with the technical requirements stated in the scope of work.

C.3.3   Technical
Identify all services and costs associated with the technical requirements stated in the scope of work.

C.3.4   Hardware
Provide an itemized list of all hardware included in this proposal. *If applicable*

C.3.5   Interface

Identify the cost of customization proposed to meet the requirements outlined in the scope of work, including the cost for integration with external systems

C.3.5   Training

Identify all services and costs associated with the training requirements stated in the scope of work.

C.3.6   Support

Identify all services and costs associated with the technical requirements stated in the scope of work.

C.3.7 Implementation Management

Describe and list all costs that would be associated with implementation of the solution. These include project management, installation, testing, etc.

C.3.8 Other Costs

Provide itemized list of any costs not identified elsewhere in the proposal.

C.4 Cost Summary

Provides the means to carry forward detailed costs from preceding pages and summarize all one-time and annually recurring costs

C.5 Excluded Costs

Provide a summary of costs specifically excluded from the proposal.

C.6 Cost Proposal Assumptions

Describe in detail any assumptions associated with the cost proposal.

C.7 Payment Schedule

Provide a preliminary payment schedule.

Form #3

COMPANY INFORMATION AND QUALIFICATIONS

This project will require the Vendor to have the following qualifications. Identify your response in a YES or No fashion for each item as well as a description how you meet this qualification.

Complete the Requirements form and submit it in the appropriate section of the proposal.

Company Information	Response
1. **Contact Information**	Click here to enter text.
▪ Company Name	Click here to enter text.
▪ Name and Title of Contact Primary Person	Click here to enter text.
▪ Company Address	Click here to enter text.
▪ Phone	Click here to enter text.
▪ Email Address	Click here to enter text.
▪ Company Website	Click here to enter text.
2. **Regional Offices and Staff**	Click here to enter text.
▪ Describe whether your organization is local, regional, national or international.	Click here to enter text.

▪ Regional office performing this engagement.	*Click here to enter text.*
▪ Describe the range of services provided by the office performing the engagement.	*Click here to enter text.*
3. Company Information	*Click here to enter text.*
▪ Briefly describe your company and the characteristics that set your company apart.	*Click here to enter text.*
▪ Briefly describe how you will meet our requirements and maximize our return on investment.	*Click here to enter text.*
▪ Year Founded	*Click here to enter text.*
▪ Private vs. Public (Listing Exchange and Listing Code)	*Click here to enter text.*
▪ Fiscal year end	*Click here to enter text.*
▪ Revenue: Current Year	*Click here to enter text.*
▪ Revenue: Prior Year	*Click here to enter text.*
▪ Net Income/Loss: Current Year	*Click here to enter text.*
▪ Net Income/Loss: Prior Year	*Click here to enter text.*
▪ % of gross revenue generated by proposed software & related maintenance and services.	*Click here to enter text.*

▪ Parent Company (If separate)	*Click here to enter text.*
▪ Describe parent company's relationship with the proposing party.	*Click here to enter text.*
▪ Genealogy of Organization (Changing business, name changes, acquisitions/mergers, etc.)	*Click here to enter text.*
▪ Describe if your organization is international, national, regional or local. Please explain.	*Click here to enter text.*
▪ Describe how the company has grown. "Organically," thru acquisition, thru mergers, etc.?	*Click here to enter text.*
▪ Are there any planned acquisitions or mergers in the future?	*Click here to enter text.*
▪ Disclose any recent litigation (and outcomes) and litigation currently underway.	*Click here to enter text.*
4. # of Vendor Employees	*Click here to enter text.*
▪ Total Worldwide	*Click here to enter text.*
▪ Total in U.S.	*Click here to enter text.*
▪ # dedicated to the proposed software	*Click here to enter text.*
▪ U.S. # dedicated to the proposed software	*Click here to enter text.*
▪ Location of office that will be supporting us & # of employees	*Click here to enter text.*
5. Number of Customers Using the Proposed Software	*Click here to enter text.*

▪ Total Worldwide	Click here to enter text.
▪ Total in U.S.	Click here to enter text.
▪ # cities using the proposed software	Click here to enter text.
▪ # cities using the proposed version	Click here to enter text.
▪ # of cities in Washington using the proposed software	Click here to enter text.
6. List customers with similar requirements	Click here to enter text.
7. Vendor's Target User Profile for This Software What is your "sweet spot" customer size (where the majority of your customers using the proposed software are)? E.g. # of citizens and operating budget	Click here to enter text.
8. Vendor's Implementation Model – Direct, VAR, Implementation Partner, etc.	Click here to enter text.
9. Version Schedule	Click here to enter text.
▪ Current version and general availability release date	Click here to enter text.
▪ Proposed version & general availability release date	Click here to enter text.
▪ Estimated release date for next version	Click here to enter text.
▪ Typical release schedule & time to install	Click here to enter text.

▪ Number of prior versions supported			Click here to enter text.
10. User protection plans Briefly describe what user protection plans you have. For example: • Source code held in Escrow • No charge to migrate to a similar new software (e.g. new technology) • Other options			Click here to enter text.

Qualifications		YES	NO	
1	The vendor must have strong web GIS mapping application development experience and be able to show successful experience in providing internet-mapping service to at least three other government agencies in the last two years.			*Please provide resumes for staff who will work on this project. Include government agency references and description of work.*
2	Identifiable practice supporting sustainability that has deliberately changed business practices including products and services in positive ways both economically and environmentally demonstrating reductions in use of energy consumption, paper, plastics, fossil fuels; and programs encouraging recycling and sustainable green products.			*Provide a description of your sustainability practices:*

3	Strong written, verbal and interpersonal communication skills.			Click here to enter text.
4	Ability to meet required deadlines as demonstrated by prior project history.			Click here to enter text.
5	Experience with Arc GIS Server and SQL			Click here to enter text.

Form #4

RFP EXCEPTIONS

PRINT THE WORDS "NO EXCEPTIONS" HERE _____**IF THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE REQUEST FOR PROPOSAL DOCUMENTS.**

IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THESE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE REQUEST FOR PROPOSAL DOCUMENTS, THEY MUST BE CLEARLY STATED ON THE "EXCEPTIONS" TABLE BELOW AND RETURNED WITH YOUR PROPOSAL.

IF YOU PROVIDED A SAMPLE COPY OF YOUR CONTRACT(S) YOU STILL NEED TO IDENTIFY IN THIS DOCUMENT ("RFP EXCEPTIONS") ANY AND ALL EXCEPTIONS YOU HAVE TO THE TERMS AND CONDITIONS.

Firm or Individual	Click here to enter text.
Title	Click here to enter text.
Telephone	Click here to enter text.
Email	Click here to enter text.
Address	Click here to enter text.

PRINT NAME AND TITLE

_____

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the Alliance's Request for Proposal.

AUTHORIZED SIGNATURE

_____

DATE   _____

	RFP Section #, Page #	Exception Describe the nature of the Exception	Explanation of Why This is an Issue for You	Your Proposed Alternative to Meet the Needs of the Alliance and its Participating Cities
1	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Add rows as needed on a separate sheet

Form #5

CLIENT REFERENCES

Client Reference #1

Client Name	Click here to enter text.
Contact Name	Click here to enter text.
Contact Title	Click here to enter text.
Phone Number	Click here to enter text.
Email Address	Click here to enter text.
Type of Services Provided	Click here to enter text.
Services Provided Similar to the Alliance's Scope of Services?	☐ Yes – Explain similarities: ☐ No
Provide link (URL) to live example of this work:	Click here to enter text.
Contract Duration	Click here to enter text.
Contract Amount	Click here to enter text.

Client Reference #2

Client Name	*Click here to enter text.*
Contact Name	*Click here to enter text.*
Title	*Click here to enter text.*
Phone Number	*Click here to enter text.*
Email Address	*Click here to enter text.*
Type of Services Provided	*Click here to enter text.*
Services Provided Similar to the Alliance's Scope of Services?	☐ Yes – Explain similarities: ☐ No
Provide link (URL) to live example of this work:	*Click here to enter text.*
Contract Duration	*Click here to enter text.*
Contract Amount	*Click here to enter text.*

Client Reference #3

Client Name	*Click here to enter text.*
Contact Name	*Click here to enter text.*
Title	*Click here to enter text.*
Phone Number	*Click here to enter text.*
Email Address	*Click here to enter text.*
Type of Services Provided	*Click here to enter text.*
Services Provided Similar to the Alliance's Scope of Services?	☐ Yes – Explain similarities: ☐ No
Provide link (URL) to live example of this work:	*Click here to enter text.*
Contract Duration	*Click here to enter text.*
Contract Amount	*Click here to enter text.*

Client Reference #4

Client Name	Click here to enter text.
Contact Name	Click here to enter text.
Title	Click here to enter text.
Phone Number	Click here to enter text.
Email Address	Click here to enter text.
Type of Services Provided	Click here to enter text.
Services Provided Similar to the Alliance's Scope of Services?	☐ Yes – Explain similarities: ☐ No
Provide link (URL) to live example of this work:	Click here to enter text.
Contract Duration	Click here to enter text.
Contract Amount	Click here to enter text.

Attachment A

OTHER REQUIREMENTS

Review and complete the applicable documents regarding Non Collusion, Insurance Requirements and Equal Opportunity Requirements in this Attachment A as requested in this RFP, and submit them in the appropriate section of the proposal

NON-COLLUSION CERTIFICATE

STATE OF ――――――――――――――――――)

COUNTY OF_____)

The undersigned, being duly sworn, deposes and says that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in the preparation and submission of a proposal to the eCityGov Alliance for consideration in the award of a contract on the improvement described as follows: **Geographic Information System Internet Mapping Browser**

_____

(Name of Firm)

By: ―――――――――――――――――――――

(Authorized Signature)

Title:_____

Sworn to before me this _____ day of _____ 2010.

Notary Public

CORPORATE SEAL:

INSURANCE[3] REQUIREMENTS

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors.

No Limitation. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Alliance's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. <u>Automobile Liability</u> insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. <u>Commercial General Liability</u> insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage. The Alliance shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Alliance using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.

Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

---

[3] Source: Washington Cities Insurance Authority, Feb. 2008

1. <u>Automobile Liability</u> insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. <u>Commercial General Liability</u> insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate and a $2,000,000 products-completed operations aggregate limit.

3. <u>Consultant's Errors & Omissions or Professional Liability</u> with limits not less than $1,000,000 per claim and as an annual aggregate.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the Alliance. Any Insurance, self-insurance, or insurance pool coverage maintained by the Alliance shall be excess of the Contractor's insurance and shall not contribute with it.

2. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Alliance.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage

Contractor shall furnish the Alliance with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

Subcontractors

Contractor shall ensure that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor. Upon request the Alliance, the Contractor shall provide evidence of such insurance.

EQUAL OPPORTUNITY REQUIREMENTS

General Instructions:

The requirements below for the City of Bellevue shall apply for the Alliance and the Participating Cities.

Applications: The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year must comply with these requirements.

Affidavit: Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal/qualifications or upon the request of the Purchasing Manager.

Compliance: The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements.

Noncompliance: A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

City contact: The City's Compliance Officer is the Purchasing Manager, and specific questions pertaining to this section may be directed to the Purchasing Division at (425) 452-7246.

Bellevue City Code Excerpt

Section 4.28.143 of the Bellevue City Code establishes the requirements for all contractual service providers:

"All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.

2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.

3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.

4. Contractor shall actively consider for promotion and advancement available minorities and women.

5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.

6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.

7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, consultants, vendors or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Purchasing Manager. All documents related to compliance steps listed above shall be presented upon the request of the Purchasing Manager. The Purchasing Manager shall serve as the compliance officer for the city and is authorized to develop and issue procedures for the administration of this section."

Interpretations

In order to more readily determine compliance with BCC 4.28.143, the following interpretations are provided:

Requirement 1. When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.143.

AFFIDAVIT OF EQUAL OPPORTUNITY COMPLIANCE

Click here to enter text.   certifies that:

_____

Respondent

1. If necessary to recruit additional employees, it has:

    1.1. Notified relevant minority and women's organizations, or

    1.2. Hired through a union hall with an equal opportunity policy.

2. It intends to use the following listed construction trades in the work under the contract:

    Click here to enter text.

    _____

    _____

    _____

    _____

    _____

3. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.

4. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.

5. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.

6. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.

By: Click here to enter text.
        _____
        (authorized signature)

Title: Click here to enter text.
        _____
        Click here to enter text.

Date:
        _____

Attachment B

Terms and Conditions, and Sample Professional Services Agreement

Please review the Terms and Conditions, and the Sample Professional Services Agreement.

CONTRACT TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract. Submission of a Proposal will represent your agreement to these conditions unless otherwise listed on the RFP Exceptions form in Form #4 of this RFP.

Business License and Taxation. The successful vendor and all subcontractors must hold a valid business in each City that it executes a contract with or, in the case of the Alliance, in Bellevue, Washington, as well as any additional professional licenses and registrations that may be required by the state of Washington.

Choice of Laws. The contract/agreement shall be subject to and interpreted pursuant to the laws of the state of Washington.

Contract Documents. The contract/agreement shall include the RFP, the vendor's proposal, and an agreed upon Statement of Work. The Statement of Work will contain the project scope, project timeline, assumptions, project milestones and deliverables, rates and fees, roles and responsibilities, hours by role for major tasks and project cost (major components and total cost).

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all City or Alliance records, data and files (regardless of media), including any copyrighted material received from the City or the Alliance.

Guarantee for Future Products. The vendor agrees that as long as the Alliance and/or Participating Cities are current on their annual maintenance with the vendor that the Alliance and/or Participating Cities have the right at their option to migrate to any new software product with similar functionality that the vendor develops, sells or acquires, including but not limited to software written in a new language, on a new platform, and/or on a new database, at no charge except for implementation services and training, modules or major functionality that it had not already licensed, and incremental user licenses that it had not previously licensed.

Insurance Requirements. The vendor awarded the contract will be subject to the City's requirements for insurance reflecting the minimum amounts and conditions as defined by the requirements in Appendix I – Other Requirements.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the applicable court in King County, Washington.

Payment. The City or the Alliance, as applicable, will pay invoices submitted by the selected vendor as progress is made against mutually agreed upon milestones and deliverables on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's or Alliance's Project Manager(s) the payment will be processed and submitted to the vendor.

Payment Holdback. There will be a holdback of 20% of the total system cost which will not be paid until system acceptance by the applicable City or the Alliance. After all included modules have gone live (i.e. running in production mode with live data as the primary system for the City or Alliance), the applicable City or Alliance will have 60 days to develop a list of system problems or errors. Acceptance takes place when the applicable City or Alliance agrees in writing that the problems, except for minor or inconsequential errors, have been corrected by the vendor. The Alliance and Participating Cities agree that acceptance shall not be unreasonably delayed.

Prime vendor. It is recognized that multiple vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information and indicates which vendor shall be responsible for each of the components that make up the complete system. In addition, one of the vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the "Prime vendor". The City and the Alliance reserve the right not to accept all of the vendors in the proposal and to do a separate search for one or more vendors to replace those that were not accepted.

Proposals and Public Information. The Alliance and the Participating Cities will attempt to protect legitimate trade secrets of the vendor. Any proprietary information contained in the vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information." Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the Alliance and the Participating Cities.

All materials provided to the Alliance and the Participating Cities by the vendor are subject to public disclosure laws. The vendor, by submission of materials marked Confidential or Proprietary, acknowledges and agrees that the Alliance and Participating

Cities will have no obligation or liability to the vendor in the event that the Alliance and participating Cities must disclose these materials.

Documents identified as Confidential or Proprietary will not be treated as such if public disclosure laws take precedence, if the information is publicly available, is already in the possession of the Alliance or Participating Cities, is obtained from third parties without restrictions on disclosure, is independently developed by the Alliance or Participating Cities without reference to Confidential Information, or is required to be disclosed by order of a court or other governmental entity.

In order to protect the integrity of the contracting process, proposals will not be disclosed until after award and signing of any and all contracts that may result from this Request for Proposal.

Satisfaction of the City Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City's Project Manager for the Alliance and Participating Cities.

Software Versions. The Alliance and the Participating Cities will not accept Beta versions of the software. All applications are to have a referenceable installed base and thorough testing.

Source Code. This Request for Proposal will require that the selected vendor provide to the Alliance and the Participating Cities the source code, in its entirety for all purchased software modules, either by direct possession or via an escrow account.

Warranties. All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation.

A warranty is sought for both the software and implementation services (professional services warranty).

Software:

1. The selected software vendor will warrant that the proposed software will conform in all respects to the requirements and specifications as stated in the RFP, proposal, Statement of Work and Commentary. "Commentary" includes the detailed requirements as stated in this RFP. The RFP and the vendor's proposal will also become part of the selected software vendor's contract and will be warranted as such.

2. The selected vendor must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP.

3. State that the warranty, at a minimum, should be valid for the duration of the implementation and for a minimum of one year after final acceptance of all modules/suites/applications included in the implementation. The Alliance and the Participating Cities will look more favorably at vendors with an unlimited warranty period or periods longer than the minimum specified herein.

Implementation Services (Professional Services):

1. The Alliance and the Participating Cities expect a warranty for implementation services (e.g. work products, developed modifications, and system configuration) for a minimum of 12 months after the system acceptance date of the respective modules. It is assumed that vendors have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

2. The vendor is expected to warrant that all services will be performed diligently and in a timely manner by experienced and competent personnel with the effort, care and skill ordinarily exercised by members of the profession practicing under similar conditions at the same time and in the same or similar situation in accordance with applicable professional standards. Payment shall be withheld for non-conformance to professional standards, excessive or unauthorized costs, or defects in deliverables until remedied, and no interest or late fees shall apply to such withholdings.

Note: The applicable City or the Alliance will have sixty days after the "go live" date (first production use of the software) to identify software problems. Acceptance takes place when the applicable City or the Alliance agrees that the vendor has corrected the problems (except for minor or inconsequential errors).

<div align="center">END</div>