

CITY OF BEEVILLE
400 North Washington Street
Beeville, TX 75081
(361) 358-4641

NOTICE TO OFFERORS
Technology Services

The City of Beeville is soliciting proposals for Technology Services per the specifications, terms, and conditions stated elsewhere in this document. Proposals marked **Request for Proposal Meeting Streaming and File Management and Storage Services** are to be submitted by email, by U.S. Mail or in person to the attention of:

Gabriela Hernandez, City Secretary
Gabby.hernandez@beevilletx.org
CITY OF BEEVILLE
400 North Washington Street
Beeville, TX 78102
Phone: 361-358-4641

Proposals will be received by **2:00 PM CST, on Tuesday August 15, 2017**. Proposals will be opened at 3:00 P.M. at which time the evaluation process will begin.

Proposals received after the deadline will not be considered. The City of Beeville is not responsible for technical malfunction, transmission delay, or any event beyond its control experienced by those submitting proposals.

Offerors must submit proposals on the enclosed Proposal Forms by the time and date specified. All proposals must remain open for 90 days pending acceptance by the City.

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SECTION 1
GENERAL INFORMATION

I. GENERAL INFORMATION

1.1 OVERVIEW:

The City of Beeville is requesting proposals from qualified professional technology vendors or related companies to support video streaming and Cable viewing of City Council meetings; agenda and document management and video and document cataloging and storage. This proposal is presented in three (3) sections; Section I, General Information; Section II, Specifications; and Section III, Vendor Response Forms.

1.2 SCHEDULE OF EVENTS:

EVENTS:	DATE:
Release of RFP	Friday, July 14, 2017
First Proposal Notice to Vendors	Friday, July 14, 2017
Written Questions Due to City Secretary	Wednesday, July 26, 2017 at 2:30 P.M. CST
Proposal submission deadline	Tuesday, August 15, 2017 at 2:00 P.M. CST
Proposal Opening	Tuesday, August 15, 2017 at 3:00P.M. CST
City Council Award of RFP	Tuesday August 22, 2017 at 6:00P.M.

1.3 TERMS AND CONDITIONS

This bid will be awarded to a qualified responding vendor. More than one vendor may be selected for contracts based on specific areas of expertise. Proposal price(s), if accepted, must remain firm or decrease for a period of 12 months from acceptance.

1.4 PROPOSAL SUBMISSION:

Proposals must be submitted by email, by U.S. Mail or in person to the attention of:
Gabriela Hernandez, City Secretary City of Beeville, 400 North Washington Street, Beeville, TX 78102; Phone: 361-358-4641; Gabby.hernandez@beevilletx.org

Proposals will be received by **2:00 PM CST, on Thursday August 17, 2017**. Proposals will be opened at 3:00 P.M. at which time the evaluation process will begin.

Proposals received after the deadline will not be considered. The City of Beeville is not responsible for technical malfunction, transmission delay, or any event beyond its control experienced by those submitting proposals.

1.5 INQUIRIES

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Questions on the RFP should be submitted in writing and addressed to City Secretary Gabriela Hernandez, at Gabby.hernandez@beevilletx.org or City Manager William A. DiLibero, at William.dilibero@beevilletx.org no later than Wednesday, July 26, 2017 at 5:00 PM CST. Answers to vendor questions shall be sent to all requesting vendors by email and will be posted on the City Website at: http://www.beevilletx.org/RFP_Opportunities.php#.WWaKRdQrL4Y in the form of a Frequently Asked Questions (FAQ) document.

1.6 DISCRIMINATORY PRACTICES

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, gender, marital or veteran status, or handicapping condition.

1.7 NO GUARANTEE ANNUAL VOLUME

This is an “open catalog” proposal for purchases as funds become available; however, there is no commitment to purchase any given level of services.

1.8 The City of Beeville reserves the right to reject any and all proposals, waive all formalities, and award the proposal in the interest of the Center and participating school districts.

1.9 Offeror agrees to comply with the requirements of the Texas Education Agency (TEA) General Terms and Conditions (General Provisions) and applicable federal provisions for both statewide and local projects bound by those terms and conditions. The TEA holds ESC-City of Beeville and its subcontractors responsible for all provisions as allowable by state and federal law.

SECTION II
SPECIFICATIONS

II. SPECIFICATIONS

2.1 BACKGROUND INFORMATION

The Beeville City Council holds meetings on the second and fourth Tuesday of each month. On a rare occasion, the Council holds a special meeting. The meetings are short and general do not run for more than one hour. It is the City’s interest to set up a system to record these meetings that is easy to operate by either the City Secretary or City Manager, and to provide cataloging and storage of meeting agenda’s documents and meeting recordings. As an alternate, the City would consider an expanded system that would include, Planning and Zoning Commission meetings, Board of Adjuster’s meetings and the Municipal Court hearings.

2.2 PURPOSE OF THE RFP

The City of Beeville is seeking qualified vendors to assist the City IT Department in providing economical and efficient technology services for the City of Beeville City Council meetings and, as an alternate, possibly include Planning and Zoning Commission meetings, Board of Adjuster’s meetings and the Municipal Court hearings Video Streaming technology that: allows the City Secretary to record the City Council meetings while performing her regular meeting duties; allows the public to watch the City Council meetings live by utilizing the City of Beeville’s website or a website with a seamless link to the City’s website; and, allows the public to review

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agendas, related documents, and watch the City Council meetings, or subsections thereof (via agenda links) utilizing the City of Beeville's website at a later date. Services would include:

- System to upload City Council meeting agendas and related document for viewing prior to the start of a Council Meeting;
- System to record City Council meeting and tag each agenda item to allow subsequent viewing of individual agenda items;
- System to allow streaming of City Council meetings for individuals to view meetings in real time.
- System to allow viewing of City Council meetings for individuals to view meetings subsequent to a City Council meeting;
- System to allow review of City Council agenda / minutes and related documents subsequent to a City Council meeting;
- System to allow viewing of certain agenda item recordings from City Council meetings subsequent to the City Council meeting;
- System for storage, cataloging and archive of City Council meeting documents and video files for files generated
- System to upload prior meeting documents and recordings for archiving;
- System to accommodate the interface of video program with Local Cable Access channel;
- Recommendations for hardware and software and pricing for equipment necessary to facilitate the system operation;
- Training and phone/web-based support;

ALTERNATE ONE:

- Addition of above related services for Planning and Zoning Commission monthly (at most), meeting and addition of above related services for Board of Adjustment monthly (at most) meeting.

ALTERNATE TWO:

- Addition of above related services for Beeville Municipal Court.

The award does not obligate the City to purchase computer equipment, hardware devices, cabling, licensing, software from a successful vendor. Replacement parts are not part of this contract. The scope does not include computer equipment and networks not owned or controlled by the City unless the City elects to use the service.

2.3. ESTIMATED FEES

The proposal must include the billing or payment terms and schedule for each type of service that might be requested.

Individual projects may have a fixed fee whereby the vendor will need to estimate the entire cost of the service and charge no more than that amount unless there is a mutual agreement

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or a change in the scope of work.

For certain services, the vendor may be hired on an hourly or monthly basis, task completion, other mutually agreed upon payment schedule.

Annual and multi-year licensing and/or subscription fees.

2.4 MANAGEMENT COMPONENT

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the technology services requested. To meet this requirement, the proposer must provide:

1. Evidence that the proposer has experience in providing similar services;
2. Five references on projects similar to the scope of work defined above; and,
3. Resumes of representative staff that highlight previous experience with technology services it has noted on the Technology Service Offer Form.

2.5 EVALUATION CRITERIA

Each proposal will be evaluated based on the following criteria:

- Experience in providing efficiency services to municipalities within or outside the State of Texas with an emphasis on communities with municipal operations similar in size and scale to that of the City of Beeville.
- Qualifications and experience of staff
- Client satisfaction
- Cost

2.6 AWARD BASIS

50% pricing, 25% content quality, and 25% on satisfaction of client references

2.7 RESPONSE CHECKLIST

1. Contact Form with References
2. HUB / MWOBE Certification Status (if applicable)
3. Cooperative Purchasing Participation (if applicable)
4. Educational Purchasing Cooperative of North Texas (EPCNT) RFP Price Sharing (optional)
5. Technology Service Offer Form
6. Additional pricing documentation (optional)
7. Proprietary information notification (if applicable)
8. Felony Conviction Notice
9. Certification of Debarment
10. Resumes of Representative Staff - (a minimum of 1, a maximum of 3)

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BID FORM

Document Management System:

Video Technology:

Training/ Technical Support:

Annual Licensing/Subscription:

Hardware/Software:

ALTERNATE 1. Planning and Zoning/ Board of Adjustment

ALTERNATE 2: Beeville Municipal Court

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HUB or MWOBE Status

If your proposer is a minority owned business, women's enterprise (MWOBE), registered Historically Underutilized Business (HUB), please check and, if certified, attach a copy of Texas certificate.

- HUB Minority Woman Owned Business

Texas Cooperative Purchasing Participation

Indicate if the proposer currently offers technology services pricing through any of the purchasing co-operatives. Check all that apply.

- Department of Information Resources (DIR)
- The Cooperative Purchasing Network (TCPN)
- Interlocal Purchasing System (TIPS/TAPS)
- Texas Multiple Award Schedule (TXMAS)
- Texas Procurement and Support Services (TPASS)
- Other:

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References

Include at least three (3) references including entity name, address, contact person's name, email, and phone for each reference. Provide a brief description technology services rendered for each reference; in particular, those technology services and tasks the proposer proposes on the Offer Form.

1. Entity : _____

Address: _____

Contact Name: _____ Contact Phone: _____ Contact Email: _____

Description: _____

2. Entity: _____

Address: _____

Contact Name: _____ Contact Phone: _____ Contact Email: _____

Description: _____

3. Entity : _____

Address: _____

Contact Name: _____ Contact Phone: _____ Contact Email: _____

Description: _____

4. Entity: _____

Address: _____

Contact Name: _____ Contact Phone: _____ Contact Email: _____

Description: _____

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CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

In accordance with Executive Order 12549 DEBARMENT AND SUSPENSION, the prospective vendor certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.

Where the prospective proposer is unable to certify to any of the statements of this certification, such prospective participant shall attach an explanation to this Quote.

The certification in this clause is material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective proposer knowingly entered an erroneous certification, in addition to other remedies available to the Federal Government, or the City of Beeville may pursue any and all available remedies, including suspension and/or debarment.

Additionally, the prospective vendor shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective vendor agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any transactions with a person or firm who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by CITY OF BEEVILLE.

Except for transactions authorized under the previous paragraph, if a prospective proposer in a covered transaction knowingly enters into a transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the Federal Government, Education Service Center City of Beeville may pursue and all available remedies, including suspension and/or debarment.

Potential Vendor Name: _____

Title of Authorized Representative: _____

Mailing Address: _____

Signature: _____

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RESUMES

Upload resumes of up to 3 representative staff