

# REQUEST FOR PROPOSAL CITY OF SAN ANGELO

## Planning and Development Services Electronic Plan Review Software

RFP No. PL-01-14



City of San Angelo  
72 West College Avenue  
San Angelo, Texas 76903

**RFP SUBMITTAL DEADLINE**  
**December 30, 2014, 2:00 P.M. Local Time**



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## **INTRODUCTION**

### **Project Summary**

The City of San Angelo is requesting proposals for an Electronic Plan Review solution that:

1. Provides a central repository of drawings to manage plan review and approval processes digitally while supporting green initiatives.
2. Allows applicants to upload drawing files anytime, anywhere, using an Internet connection
3. Integrates with our current software vendor - SunGard Private Sector

### **Disqualification**

Disqualification may occur for any of the following reasons:

- The respondent is involved in any litigation against the City of San Angelo;
- The respondent is in arrears on any existing contract or has defaulted on a previous contract with the City;
- The respondent is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs.

### **Confidentiality**

All proposals submitted shall remain confidential. After award, proposals will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the proposal unless clearly identified as such.

### **Document, Plans and Specifications Availability**

Contract documents, including plans and specifications are available and may be examined or obtained without charge in the Purchasing Division, Room 314, City Hall, San Angelo, Texas. The Request for Bid is also available at <http://www.sanangelotexas.us>, City Departments, Purchasing, Bidding Opportunities at no cost.

### **Award of Contract**

The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The City is an equal opportunity employer

The City will select the most highly qualified respondent(s) of the requested services based on demonstrated competence and qualifications and then attempt to negotiate with respondent(s) a contract(s) at a fair and reasonable price.

### **Acceptance of Proposal Content**

Before submitting a proposal, each Respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the proposal will rely. If the Respondent receives an offer because of its proposal, failure to have made such investigation and examinations will in no way relieve the Respondent from its obligation to comply in every detail with all provisions and requirements.

### **Equal Employment Opportunity**

Attention of Respondents to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color religion, sex, national origin, age, or disability.

**Digital Format**

If Bidder obtained the bid specifications in digital format in order to prepare a proposal, the bid must be submitted in hard copy according to the instructions contained in this bid package. If, in its bid response, Bidders makes any changes whatsoever to the published bid specifications, the bid specification as published shall control. Furthermore, if an alteration of any kind to the bid specification is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation without recourse.

**Proposal Term**

Proposal shall be in effect for at least 120 days from the submission date.

**Points of Contact****Roger Banks, Division Manager**

Purchasing Division

City of San Angelo

72 West College Avenue

San Angelo Texas, 76903

Email: sapurch@cosa.tx

Telephone: (325) 657-4220

**Patrick Howard, Director of Planning &  
Development Services**

City of San Angelo

52 West College Avenue

San Angelo Texas, 76903



## **INSURANCE REQUIREMENTS**

The following insurance requirements will be required for the duration of the contract. Failure to maintain the requirements will result in the termination of the contract.

## **INDEMNIFICATION.**

- 1.1 GENERAL INDEMNIFICATION.** CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND HOLD CITY, ITS COUNCIL MEMBERS, BOARD AND COMMISSION MEMBERS, OFFICIALS, AGENTS, GUESTS, INVITEES, CONSULTANTS AND EMPLOYEES FREE AND HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, PROCEEDINGS, SUITS, JUDGMENTS, COSTS, PENALTIES, FINES, DAMAGES, LOSSES, ATTORNEYS' FEES AND EXPENSES ASSERTED BY ANY PERSON OR PERSONS, INCLUDING AGENTS OR EMPLOYEES OF CONTRACTOR OR CITY, BY REASON OF DEATH OR INJURY TO PERSONS, OR LOSS OR DAMAGE TO PROPERTY, RESULTING FROM OR ARISING OUT OF, THE VIOLATION OF ANY LAW OR REGULATION OR IN ANY MANNER ATTRIBUTABLE TO ANY ACT OF COMMISSION, OMISSION, NEGLIGENCE OR FAULT OF CONTRACTOR, ITS AGENTS OR EMPLOYEES, OR THE JOINT NEGLIGENCE OF CONTRACTOR AND ANY OTHER ENTITY, AS A CONSEQUENCE OF ITS EXECUTION OR PERFORMANCE OF THIS CONTRACT OR SUSTAINED IN OR UPON THE PREMISES, OR AS A RESULT OF ANYTHING CLAIMED TO BE DONE OR ADMITTED TO BE DONE BY CONTRACTOR HEREUNDER. THIS INDEMNIFICATION SHALL SURVIVE THE TERM OF THIS CONTRACT AS LONG AS ANY LIABILITY COULD BE ASSERTED. NOTHING HEREIN SHALL REQUIRE CONTRACTOR TO INDEMNIFY, DEFEND OR HOLD HARMLESS ANY INDEMNIFIED PARTY FOR THE INDEMNIFIED PARTY'S OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

## **2 Insurance.**

- 2.1 Types and Amounts of Insurance Required.** Contractor shall obtain and continuously maintain in effect at all times during the term hereof, at Contractor's sole expense, insurance coverages as follows with limits not less than those set forth below:

- 2.2.1 Commercial General Liability.** This policy shall be an occurrence-type policy and shall protect the Contractor and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than the Contractor's employees) and damage to property of the City or others arising out of the act or omission of the Contractor or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Contractor under the paragraph of this Contract entitled "Indemnification," including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent contractors (to remain in force for two years after final payment). Coverage shall not be less than:

\$ 2,000,000.00	General Aggregate
\$ 1,000,000.00	Products- Completed Operations
\$ 1,000,000.00	Personal & Advertising Injury
\$ 1,000,000.00	Each Occurrence

2.2.2 Professional Liability. This insurance shall include contractual liability in its coverage, and the coverage under this policy shall survive the term of this Contract as long as any liability could be asserted. Coverage shall not be less than:

\$1,000,000.00





**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, TX 76903  
Tel: (325) 657-4219 or 657-4220

## **DEADLINE AND DELIVERY LOCATION**

### **Deadline**

Sealed submittals must be received and time stamped by **December 30, 2014, 2:00 P.M., Local Time**. The clock located in Purchasing will be the official time.

Faxed or electronically transmitted RFP submittals will not be accepted

*It is the sole responsibility of the respondent to ensure that the sealed RFP submittal arrives at the above location by specified deadline regardless of method chosen by the respondent for delivery.*

### **Copies**

Submit one (1) unbound original and six (6) complete copies.

### **Sealed Envelope/Container Addressing**

Lower Left Hand Corner: "RFP: PL-01-14/*Electronic Plan Review Software*"

### **Delivery Addresses**

**USPS:** Purchasing Division  
City of San Angelo  
72 West College Avenue  
San Angelo, Texas 76903

**Delivery Services (FedEx, UPS, etc):** Purchasing Division, Suite 330  
City of San Angelo  
72 West College Avenue  
San Angelo, Texas 76903

***Please ensure the delivery envelope/container is marked, "RFP Enclosed".***

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## **PROPOSAL FORMAT**

Proposals shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFP are **mandatory**.

City of San Angelo will not participate in any cost the Respondent may incur in the preparation and submission of a proposal. The City will not be liable in any manner with regard to this RFP and the Respondent's response to it.

## **FAILURE TO ADHERE TO THE REQUIRED FORMAT MAY BE CAUSE FOR REJECTION OF PROPOSAL.**

### **Proposal Format Instructions**

Each response should be organized in a fashion as outline below with sections labeled (not numbered):

- Cover Letter
- Table of Contents
- Vendor Background and Experience
- Maintenance and Support
- System Specifications
- Submission Forms

Cover Letter: Provide a summarization of the overall proposal, which should include key features of the proposed system as well as project implementation methodology.

Vendor Background and Experience: Provide the following information about the vendor's company that demonstrates its stability and ability to support the commitments set forth in the RFP. The vendor should outline the company's background, including:

1. Provide corporate details, including company name, mailing address, phone number, years in business, location of business, products and services offered.
2. Provide primary contact information.
3. Provide a summary overview of your organization, which includes your experience working with government agencies. Also, describe your experience in delivering solutions of a similar size and scale as requested in this RFP.
4. Provide brief resumes of key personnel who will be working on the proposed system.

### Support and Maintenance:

Describe all support services for hardware and software, including:

- a. Hours of availability
- b. Access via toll free 800 number
- c. Call tracking system
- d. Priority code system used to help distinguish the level of urgency for each call
- e. Web site support
- f. How customers are notified of urgent software issues and how to resolve them
2. Provide information regarding your organized national users group, including frequency and location of meetings.
3. List regional users groups, state frequency of meetings, and specify the closest one San Angelo, Texas.
4. Provide information about periodic system enhancements and updates.

### System Specifications

1. Describe the networking requirements for running the application.
2. How many servers will be required for the proposed installation?
3. Provide hardware specifications.

### **Proposal Length**

The proposal should be limited to a length of 50 pages; single sided print, including attachments.



## SYSTEM SPECIFICATIONS

Please complete the software features, functions, and capabilities checklist contained in the Word document provided with this document.

<b>Category: Category/Public Facing</b>			
	Requirement	Response	Comments
1	Ability to use the solution with common Internet browser platforms and not be limited to a specific browser platform(s)		
2	No cost to External users (public) in terms of any additional software / plug-ins to use the application.		
<b>Category: Qualifications</b>			
	Requirement	Response	Comments
3	Provide industry expertise to municipalities for at least five years		
4	The ability to provide at least five references that have been in production for at least two years		
5	Provide established customers running the integration to the SunGard NaviLine Permitting application.		
<b>Category: Versioning</b>			
	Requirement	Response	Comments
6	The system displays and tracks versions of all plan submissions, re-submittals and reviews. Versions and mark-ups must be clearly identified throughout the system and process.		
7	Ability to display and track versions of all plan submissions, re-submissions and reviews.		
<b>Category: Workflow and Notifications</b>			
	Requirement	Response	Comments
8	Ability for workflow configuration to allow for linear and/or concurrent review process.		
9	Ability to generate automatic notifications to internal and external users at configurable milestones or on an ad hoc basis including but not limited to during the pre-screening of the application request process or at the discretion of the reviewer during the review process.		

<b>Category: GIS</b>			
	Requirement	Response	Comments
10	The system provides the ability to perform geographic information research using jurisdiction-owned Geographic Information System (GIS) information. These features include the ability to overlay plan sheet with one or more GIS layers.		
<b>Category: File and User Administration</b>			
	Requirement	Response	Comments
11	Ability to easily configure system to allow for upload and review of plans and documents in different format types (including but not limited to PDF, DGN, DWG, TXT, DOC and DOCX).		
12	The system shall provide role-based security access to constrain features and functions based on business role.		
<b>Category: Reporting/Transparency</b>			
	Requirement	Response	Comments
13	Ability to track various performance measures to ensure quality and timelines are met. Ad-hoc reporting capabilities through such software such as Crystal Reports, SQL Reports etc.		
<b>Category: Technology/Integration/System Monitoring</b>			
	Requirement	Response	Comments
14	Integration with SunGard NavLine Community Development Applications		
15	Maintain an active, established partnership with SunGard Public Sector so that SunGard personnel will perform installation, configuration, training of the electronic plan review system.		
16	Ability to Import /Export different types of Data from disparate Systems		
17	Ability to integrate with ICC codes		
18	Ability to restrict the archived information to be in "Read Only" format only with an audit trail containing information including but not limited to when file was archived, created, last updated, accessed / viewed (user name, date, time stamp etc.).		

19	The system shall be compatible with multiple mobile operating systems, devices and touch screen devices.		
20	Ability to have Threaded Discussions with other departments as part of the project and kept as part of the history and audit trail.		
<b>Category: Stamping Secured Electronic Approval</b>			
	<b>Requirement</b>	<b>Response</b>	<b>Comments</b>
21	Electronic approval stamps to be applied on single pages and bulk on all pages in a plan or a specified range of pages in a plan.		

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## SELECTION PROCESS

All submittals shall be evaluated by a selection committee and those applicants selected for the short list may be invited to attend an interview, at the applicants own expense.

- A. The selection committee will consist of: representatives from various department in the City.
- B. The selection committee will evaluate all proposals that are submitted. Selection ratings will be based on 100-point scale. Ranking will be as reflected below:
  - Ability Of Solution To Meet City Needs..... 30%
  - Qualifications & Experience ..... 30%
  - Clearly Includes All Information Requested, Including Requirements..... 20%
  - Cost (including maintenance, training additional hardware, etc)..... 20%
  - Total ..... 100%**
- C. Respondents are advised that the City reserves the right to evaluate and rank the proposals without input from the respondents. Therefore, proposals should be complete as initially submitted. However, if you are selected for an interview, you will be expected to present not only your proposal, but also your approach.
- D. City staff shall make a recommendation to City Council of the selection of the most qualified respondent to enter into contract negotiations with the City.
- E. The selected respondent shall enter into negotiations with the City for the services to be performed.
- F. If satisfactory negotiations cannot be concluded, the City reserves the right to negotiate with the next highest-ranking respondent.
- G. When services and fees are agreed upon, the selected respondent shall be offered a contract subject to City Council approval.
- H. Should negotiations be unsuccessful, the City may shall formally end negotiations with the company and then enter into negotiations with the next, highest ranked respondent until an agreement for services and fees are reached. This process may continue until an agreement is reached.
- I. This RFP does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending the interviews. The City reserves the right to accept or reject all or part of proposals.

## RESTRICTIONS ON COMMUNICATION

- A. Respondents should not communicate with: 1) elected City officials and their staff regarding the RFP or Proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that

results in the direct or indirect discussion of the RFP and/or Proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Conversations with the current contract holder (if applicable);
2. Private (non-business) contacts with the City by the Proposer's employees acting in their personal capacity;
3. Casual social contacts that do not include mention of this RFP;
4. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **December 19, 2014, 12:00 p.m.**, local time. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by email to:

Roger Banks, Purchasing Division Manager  
Email: [sapurch@cosatx.us](mailto:sapurch@cosatx.us)

***Please ensure the RFP Number and Title is in the Subject Line.***

Questions submitted and the City's responses will be posted in the form of an Addendum to the City's web site at [www.cosatx.us](http://www.cosatx.us). Respondent is responsible for verifying addendums issued prior submittal.

5. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
  6. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than seven (7) calendar days from the date letter was sent.
- B.** The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process.
- C.** City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons, shall not be considered a violation by Respondent of this section.



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PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, TX 76903  
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## **SUBMISSION FORMS**

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### References

Please list three (3) government agencies or business, who can verify the quality of service your company provides. References should be of similar size and scope of the Request.

#### Reference One

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Two

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

#### Reference Three

Government/Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contract Period: \_\_\_\_\_

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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## **NOTICE TO VENDORS**

### **Disclosure of Certain Relationships**

**Effective January 1, 2006**, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete to comply with this law, are available at the Texas Ethics Commission website at <http://www.ethics.state.tx.us/whasnew/conflictforms.htm>.

A current list of City of San Angelo and City of San Angelo Development Corporations officers is available in the office of the City of San Angelo City Clerk's office located in Room 201 of City Hall or on the City's website at <http://sanangelotexas.org>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo no later than the seventh (7<sup>th</sup>) business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

**By Submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.**

A handwritten signature in black ink, appearing to read "Roger S. Banks".

Roger S. Banks  
Division Manager

**LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO**  
**As defined by Chapter 176 of the Texas Local Government Code**  
**(Revised 8/6/13)**

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all Vendors who submit bids/proposals), Local Government Officers are:

**City of San Angelo City Council:**

Mayor: Dwain Morrison, Mayor

Councilmembers: Rodney Fleming, SMD 1  
Marty Self, SMD 2  
Johnny Silvas, SMD 3  
Don Vardeman, SMD 4  
Elizabeth Grindstaff, SMD5  
Charlotte Farmer, SMD 6 - Mayor Pro-Tempore:

City Manager: Daniel Valenzuela

**City of San Angelo Development Corporation officers are:**

Scott Tankersley, President  
John Edward Bariou, Jr. - First Vice President  
Tony Villarreal - Second Vice President  
Daniel Anderson - Director  
Richard Crisp - Director  
Tommy Hiebert - Director  
Pedro Ramirez – Director

Executive Director: Roland Peña



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes

☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes

☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

Adopted 06/29/2007

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**Debarment and Suspension Certification**

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

(Please print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip Code

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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**Debarment and Suspension Certification  
INSTRUCTIONS**

1. By signing and submitting this proposal, the prospective participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective participant shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.

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**Letter of Interest**

**RFP: PL-01-14/Electronic Plan Review Software**

The undersigned firm submits the following information in response to Request for Proposal (as amended by Addenda), issued by the City of San Angelo, Texas ("City") for an **Electronic Plan Review Software**. This proposal includes:

- ☐ Completed RFP Letter Of Interest (**REQUIRED**)
- ☐ List of References (**REQUIRED**)
- ☐ Completed Conflict Of Interest form (if applicable)
- ☐ Completed Debarment and Suspension Certificate (**REQUIRED**)
- ☐ IRS W-9 Form (**REQUIRED**)
- ☐ One (1) original and six (6) copies of proposal (**REQUIRED**)

Respondent is responsible for calling the City to determine if any addendums have been issued.

Respondent also understands that the City is not bound to select any proposals for the final pre-qualified list and may reject any RFP submittal that the City receives.

Respondent further understands that all costs and expenses incurred by it in preparing this RFP and participating in this process will be borne solely by the respondent, and that the RFP submittal materials will become the property of the City and will not be returned.

Respondent agrees that the City will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFP and accepts all terms of the RFP submittal process by signing this letter of interest and making the RFP submittal.

The respondent certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State departments or agencies.

Any offer submitted because of this RFP shall be binding on the Respondent for 120 calendar days following the specified opening date. Any proposal for which the respondent specifies a shorter acceptance period may be rejected.

This RFP shall be governed by and construed in all respects according to the laws of the State of Texas.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

THIS FORM MUST BE RETURNED WITH THE PROPOSAL

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**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, TX 76903  
Tel: (325) 657-4219 or 657-4220

**Pricing Proposal**

1. Provide comprehensive pricing for the system you are proposing
2. Include your proposed ongoing support and maintenance plan.

Item	Description	Price
1	Basic System & Installation, Training, etc	\$
2	Ongoing Support and Maintenance, etc	\$

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**CITY OF SAN ANGELO**  
PURCHASING DEPARTMENT  
72 West College Avenue, San Angelo, TX 76903  
Tel: (325) 657-4219 or 657-4220

**Contact Information**

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

***Attach IRS W-9 Form***

THIS FORM MUST BE RETURNED WITH THE PROPOSAL