

RFP ATTACHMENT V: PROPOSAL TEMPLATE

JUVENILE PROBATION DEPARTMENT INFORMAL REQUEST FOR PROPOSALS JUVENILE MANAGEMENT SYSTEM

CONTACT: Sheila.Layton@sfgov.org

Please ensure your proposal meets the Minimum Qualifications so that it will be evaluated. Proposals received under this RFP that fail to address each of the requested items in this Attachment V, Proposal Template in sufficient and complete detail to substantiate that the Proposer has met the City's Minimum Qualifications, will be deemed non-responsive and will not be considered. Note that responses of "To be provided upon request" or "To be determined" or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable.

Instructions are provided in blue and may be deleted. Please complete your proposal in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section.

Note that all documents under this RFP process are subject to public disclosure. Please redact confidential or proprietary information, as appropriate.

A. Executive Summary

1. *Proposer Information and Partner(s)*

Proposer's Firm Name

Proposer's Firm
Address (Principal
Place of Business)

Location of Proposer's
Lead Office to Perform
Services under this
RFP

Proposer's Website
Address

Proposer's City Vendor
ID

Note: Possession of this number serves as partial verification that the Proposer has completed the City's administrative requirements (see Attachment III, Section A for more details).

Proposer's Partner(s)
Name(s), if applicable

RFP ATTACHMENT V: PROPOSAL TEMPLATE

2. *RFP Contact*

Identify the person that will serve as your RFP contact. This contact will receive e-mail notifications regarding the RFP process.

Name

Title

Email

Phone

3. *How did you find out about this RFP Opportunity?*

Insert response here.

B. Minimum Qualifications

Any proposal that does not demonstrate that the Proposer meets these Minimum Qualifications by the proposal deadline will be issued a notice of non-responsiveness and will not be evaluated or eligible for contract award under this RFP.

1. *Proposer Certification*

The Proposer certifies that:

A. **RFP ATTACHMENTS:**

It has completed the requirements and submitted the forms described in RFP Attachments III, IV, and V as part of its RFP proposal, as applicable.

Yes

B. **EXPERIENCE:**

Vendor must submit one Prior Project Descriptions in accordance with this RFP Attachment V, Section B and demonstrated in those descriptions that the Proposer has met **each and all of the following experience requirements:**

- ✓ **Experience with scope of Program described in this RFP with comparable clients:**
Experience working with and delivering a Juvenile Management System to at least one government client with a population of at least 250,000, other than City and County of San Francisco
 Yes
- ✓ **Experience is current:** Project experience must have occurred within five (5) years of the date of this RFP
 Yes
- ✓ **Experience of Key Personnel:** The proposed Project Manager (or other title for the role directly responsible for serving as the point of contact managing project resources, budget, timeline, deliverables and completion), as verified in the

RFP ATTACHMENT V: PROPOSAL TEMPLATE

Proposer's Program Staffing Structure and/or Program Staff Qualifications, is the same Project Manager or client point of contact on at least one of the Proposer's submitted Prior Project Description.

Yes

2. *Prior Project Descriptions*

Using the following template, Proposers must submit one Prior Project Descriptions in accordance with the Minimum Qualifications stated above in Section B. Proposers submitting more than one Prior Project Descriptions are advised that the City will only review one Prior Project Description to determine whether the Proposer has met the RFP Minimum Qualifications.

Contacts for the project are required, and may serve as references for the Proposer. The City will not inform Proposers when references will be contacted. The Proposer should ensure that client contact information listed in the proposal is up-to-date and should notify references that the City may be contacting them.

Failure to provide the information as requested will result in rejection of your proposal.

RFP ATTACHMENT V: PROPOSAL TEMPLATE

PRIOR PROJECT DESCRIPTION

Project	<u>Project Name</u>
Government Client	<u>Client Name (City, County, etc.)</u>
Client Unit (if applicable)	<u>Client Agency, Department, or Unit Name</u>
Client Contact Name and Title	
Client Contact Phone	
Client Contact E-mail	
Timeline	<u>Month/Year to Month/Year; Length of project beginning to end</u>
Consultant Firm Name	
Consultant Key Personnel	<u>Key Personnel – same as Key Personnel proposed to City?</u>
Annualized Budget	<u>\$00,000.00</u>

Project Background Include background information regarding the client and/or program, as applicable. What were the project goals and desired outcomes?

Insert Response Here.

Project Scope What were the project activities your firm completed? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

Insert Response Here.

Project Approach How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them.

Insert Response Here.

Project Staffing Identify each Key Personnel on the project team with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

Insert Response Here.

Involvement of Client and/or Stakeholders Discuss how client and any stakeholders were involved in the project, opportunities for input, client staff contributions, etc.

Insert Response Here.

Project Outcomes What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value for the client?

Insert Response Here.

RFP ATTACHMENT V: PROPOSAL TEMPLATE

C. Firm and Program Staff Qualifications – 40 points

Even if using an alternative format for your proposal, the following information must be included in the order specified to be scored appropriately.

1. **Proposer's Firm History and Structure**

a. Briefly describe your firm, including history, number of years in business, organizational structure, ownership structure, names of principals, staff size and composition.

Insert Response Here.

b. Briefly describe any of your firm's merger/acquisition activities over the past two years. If any, how will it affect your services or other relationships or resources during the next two years?

Insert Response Here.

c. Provide a list of your government clients where the contractual relationship was not completed and was severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the client and the client's project manager are also required. If none, state "None."

Insert Response Here.

2. **Proposer's Demonstration of Capacity, Credentials and Standards**

a. Capacity. The Contractor will be expected to have the capacity to provide RFID Wristbands, RFID Tags, Complicance Monitors, Ethernet Cradles and Spare Batteries. **Describe how you will meet this requirement.** *Insert Response Here.*

c. Standards. The Contractor shall ensure that over the term of the contracts awarded from this RFP that its policies and procedures for implementing a Juvenile Management System adhere to confidentiality. **Describe how you will meet these requirements.** *Insert Response Here.*

3. **List of All Current and Past Government Clients in California for Whom You Delivered Juvenile Management System Services with Start and End Dates of Services**

Insert Response Here.

4. **Program Staffing Structure**

Describe the staffing structure proposed for services under this RFP. Include a proposed staff organization chart. The organization chart should be in graphic format. The organization chart should clearly identify Key Personnel, and include sufficient detail on the staff levels to be assigned to the services by specialization and FTE counts, as appropriate.

RFP ATTACHMENT V: PROPOSAL TEMPLATE

Insert Response Here.

5. Program Staff Qualifications

Expanding on the proposed staff organization chart information provided above, use the following tables or alternative format to provide detailed narrative information on the proposed staff roles and responsibilities, qualifications, licenses, certifications and/or educational background of Key Personnel, including subcontractor staff, if applicable, proposed to perform services for the City. Include as many tables as needed.

Name, Title	<i>Insert Response Here.</i>
Proposed Program Role and Responsibilities	<i>Insert Response Here.</i>
Experience providing Juvenile Management Systems	Describe your staff's experience providing <i>Juvenile Management Systems</i> for government clients. <i>Insert Response Here. If not applicable, write "Not Applicable."</i>
Education, Qualifications, Licenses and/or Certifications	<i>Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.</i> <i>Attach other applicable documentation.</i>

RFP ATTACHMENT V: PROPOSAL TEMPLATE

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RFP ATTACHMENT V: PROPOSAL TEMPLATE

D. Program Approach – 50 points

In your responses, be sure to address and integrate the relevant components described in RFP Section 2, Scope of Work. Include tasks, activities and dependencies for successful completion. Use as much space as needed, but be concise and focused on addressing the questions and issues, as stated. Avoid a “kitchen sink” approach.

1. Approach to meet requirements outlined in RFP Section 2, Scope of Work

Describe your work plan/approach for each set of requirements described in RFP Section 2, Scope of Work, including tasks, activities and dependencies for successfully completing Scope of Work deliverables for JPD.

Insert Response Here. Be sure to use as much space as needed.

2. Timeline and Program Management Approach

a. Provide an implementation timeline to “kick-off” the Program and complete the requirements, milestones and deliverables described in RFP Section 2, Scope of Work.

Insert Response Here.

b. How will you direct and review work to provide services to JPD? How will you coordinate subcontractors, partners or a joint venture partnership, if applicable?

Insert Response Here.

d. What makes your firm’s approach to the services superior to other firms in your industry? Describe any other asset, expertise, experience, data or technology that provides your firm with a competitive edge or advantage that will provide a benefit to your clients. Include any lessons learned.

Insert Response Here.

e. Describe any other services or programs you offer clients that may benefit the City.

Insert Response Here.

RFP ATTACHMENT V: PROPOSAL TEMPLATE

E. Program Cost Estimate 10 Points

In accordance with RFP Section 2, the City plans to negotiate a firm fixed price with a unit cost-based payment structure. The City recognizes that estimating costs may be difficult and is asking Proposers to state their assumptions. Proposers should factor in previous experience with projects similar in size and scope of this RFP.

Please provide a cost estimate below:

Insert Response Here or Attachment.