

City of Benton Harbor: Procurement Specialist – Scope of Work Proposal

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Background

Ensure the City administrative team has access to a procurement specialist. The procurement specialist will assist the City with identifying goods and services. The key role of this position is to ensure compliance with local, state, and federal procurement policies and recommend internal policy updates, for the purposes of the water service line replacement program.

Scope of Work – Procurement Specialist:

The City shall appoint a Procurement Specialist to assist the City in monitoring the City’s water service line replacement program in the areas of procurement. The Procurement Specialist must be an employee or contractor of the City and report to the City Manager. The procurement specialist will perform a variety of assignments associated with formal and informal purchasing, including buying, and purchasing.

- a) Responsibilities include but are not limited to; drafts, reviews, and compares vendor documents; evaluates and ensures that City, state, and federal laws are being followed; vendor outreach, contract maintenance and monitoring duties; and specialized assignments in support of City Administration;
- b) Assist the City Administration and stakeholders with the preparation and development of procurement approval packets for the City Council meetings;
- c) Develop and maintain the City’s website and electronic document procurement management system;
- d) The procurement specialist may also: supervise clerical and/or administrative support staff, in order to efficiently complete work projects by instructing staff regarding procurement procedures, assignments, and standards; monitor work in progress; and conduct pertinent training sessions as needed.
- e) Develop bid specifications for advertisement for bids for purchase of higher cost goods and services

Please submit responses and inquiries to the

City of Benton Harbor, 200 E. Wall St, Benton Harbor, MI 49022

Email: jcorralez@bhcity.us

Or contact Director Alex Little at 269-325-1859

Responses must be received by April 22, 2022 at 5 PM EDT

SCHEDULE A - STATEMENT OF WORK CONTRACT ACTIVITIES

For a Procurement Specialist

The Contractor selected will be issued a Contract Change Notice and/or Delivery Order for which the terms will be governed by the Contract Terms from appropriate Pre-Qual contracts: 220000000119, 220000000120, 220000000121, 220000000123, 220000000125, 220000000126, 220000000127, 220000000128, 220000000130, 220000000132, 220000000133 and this SOW.

This RFP will result in a Contract Change Notice (CN) for a Procurement Specialist through the awarded Contractor.

This schedule identifies the anticipated requirements of any Contract resulting from this RFP. The term “Contractor” in this document refers to a bidder responding to this RFP, as well as the Contractor who is awarded the contract. The term “Bidder” is used to identify where specific responses to the RFP are required.

The Contractor must respond to each requirement or question and explain how it will fulfill each requirement. Attach any supplemental information and appropriately reference within your response.

IMPORTANT NOTE TO CONTRACTORS/BIDDERS: There are specific requirements for which acceptance must be simply acknowledged through a checkbox(es), and others that require further explanation. Click the appropriate checkbox and complete the entries as appropriate.

<p>Did your company, an employee, agent, or representative of your company, or any affiliated entity participate in developing any component of this solicitation? For purposes of this question, business concerns, organizations, or individuals are affiliates of each other if, directly or indirectly: (1) either one controls or has power to control the other or (2) a third-party controls or has the power to control both. Indicia of control include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities or equipment, and common use of employees.</p>	<p>Enter YES or NO. If you enter “YES”, you are not eligible for contract award or to work as a subcontractor for the awarded vendor.</p>

BACKGROUND

The need for this position results from the implementation of a \$33 million lead line removal project that will be in operation over the next 18 months in and for the City of Benton Harbor. The City suffered a substantial loss of staff capacity over the past few years and will need assistance to handle the additional workload associated with the financial reporting, processing of payments, and documentation requirements of the project.

SCOPE

This project contains the following scope Under the direction of the City Manager and this project will coordinate with the Assistant City Manager and Finance Director, and the contractors to insure that all procurement documentation that is required by the City as determined by the City Manager and Finance Director is properly prepared, advertised, timely received, bids awarded, processed, and facilitates timely payment of invoices, backup documentation is appropriate as required, and regular reporting produced as required. He/she will review the City’s purchasing process and federal procurement requirements to bring them in line.

1. Requirements

1.1. General Requirements

The Contractor selected shall furnish an experienced professional that has higher level procurement skills, familiar with general State of Michigan procurement, finance and audit requirements. The individual shall have the capacity to develop, propose, and comply with requirements established by the City and the State as to processing information and backup documentation to insure City subcontractor compliance with their agreements, rules and regulations pertaining to the project.

A. Requirement 1

1. Grant and subgrant compliance with rules and regulations
2. Documentation, backup, and procurement in compliance with State, Federal and local laws and regulations
3. Manager as required of all purchasing activity associated with the project.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	
Bidder must describe how they comply with the above requirement(s):	

B. Requirement 2

1. Assist City in implementing a process to document line replacement on deeds or other documents of record in order that future property transacts able to see that the lead line was replaced.
2. Assist the City with such other duties as may be required
3. Maintain record of performance and task achieves

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	
Bidder must describe how they comply with the above requirement(s):	

1.2. Mobile Responsiveness

The Contractor’s Solution must utilize responsive design practices to ensure the application is accessible via a mobile device.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	
Bidders must provide a list of all mobile devices that are compatible with the Solution. Additionally, Bidder must provide list of features that can be performed via a mobile device either in this response box or identified here as an attachment to this RFP labeled.	

1.3. ADA Compliance

The State is required to comply with the Americans with Disabilities Act of 1990 (ADA), and has adopted a formal policy regarding accessibility requirements for websites and software applications. The State is requiring that Contractor’s proposed Solution, where relevant, to level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. Contractor may consider, where relevant, the W3C’s Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies (WCAG2ICT) for non-web software and content. The State may require that Contractor complete a Voluntary Product Accessibility Template for WCAG 2.0 (WCAG 2.0 VPAT) or other comparable document for the proposed Solution.

http://www.michigan.gov/documents/dmb/1650.00_209567_7.pdf?20151026134621

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

2. Acceptance

2.1. Acceptance, Inspection, and Testing

The City will use the following criteria to determine acceptance of the Contract Activities:
Day to day performance

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.

List all exception(s):

2.2. Final Acceptance

- | | |
|--------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> | I have reviewed the above requirement and agree with no exception. |
| <input type="checkbox"/> | I have reviewed the above requirement and have noted all exception(s) below. |

List all exception(s):

3. Staffing

3.1. Contractor Representative

The Contractor must provide one or more qualified individuals specifically assigned to the City of Benton Harbor, who will respond to the City Manager's and the Finance Director's inquiries regarding the Contract Activities, answer questions related to assigned projects and other assignments.

The Contractor must notify the Contract Administrator at least thirty **[30 days]** calendar days before removing or assigning a new Contractor Representative.

- | | |
|--------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> | I have reviewed the above requirement and agree with no exception. |
| <input type="checkbox"/> | I have reviewed the above requirement and have noted all exception(s) below. |

List all exception(s):

Bidder must identify its Contractor Representative:

3.2. Program Manager

The Program Manager for each party related to this SOW will monitor and coordinate the day-to-day activities of the Contract (each a "Program Manager"):

City:	Contractor:
Ellis Mitchell	[Name]
200 E. Main Street	[Street Address]
Benton Harbor, MI 49022	[City, State, Zip]
Emitchell@bhcity.us	[Email]
269 927-8400	[Phone]

3.3. Customer Service Toll-Free Number

See master contract Schedule A - SOW section 4.2 for details.

3.4. Work Hours

See master contract Schedule A - SOW section 4.3 for details.

Regular work hours shall be 8:30 a.m. to 5 p.m. with some extra hours related to meetings and

Special situations.

<Add more rows below as needed>

1. Name	2. Years of Experience in Current Classification	3. Role(s) / Responsibilities	4. Direct / Subcontract / Contract	5. % of Work Time	6. Physical Location

A. The Contractor must provide **detailed, chronological resumes** of all proposed Personnel, including a description of their work experience relevant to their purposed role as it relates to the RFP.

Qualifications will be measured by education and experience with particular reference to experience on projects similar to that described in the RFP.

Bidder must provide the resumes and information as required above – either in this response box or identified here as an attachment to this RFP labelled as “Resume.”

3.5. Contractor Personnel”

The Contractor must identify the roles and responsibilities of all Contractor Personnel that will be performing services under this Contract in the table below:

<Add more rows below as needed>

Functional Role(s)/ Responsibilities					
1.					

Bidder must provide the information as required above – either in this response box or identified here as an attachment to this RFP labelled as “Additional Personnel”

3.6. Disclosure of Subcontractors

If the Contractor intends to utilize subcontractors, the Contractor must disclose the following:

- The legal business name; address; telephone number; a description of subcontractor’s organization and the services it will provide; and information concerning subcontractor’s ability to provide the Contract Activities.
- The relationship of the subcontractor to the Contractor.
- Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.

- A complete description of the Contract Activities that will be performed or provided by the subcontractor.

Bidder must provide detailed information as requested in the above requirement(s).	
The legal business name, address, telephone number of the subcontractor(s).	If no subcontractor is being used, respond with N/A.
A description of subcontractor's organization and the services it will provide and information concerning subcontractor's ability to provide the Contract Activities.	
The relationship of the subcontractor to the Bidder.	
Whether the Bidder has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.	
A complete description of the Contract Activities that will be performed or provided by the subcontractor.	
Of the total bid, the price of the subcontractor's work.	

- **Geographically Disadvantaged Business Enterprise Sub-Contractors:** If Contractors plan to utilize subcontractors to perform more than 20% of the deliverables under this contract, at least 20% of that subcontracted work must be awarded to Michigan-based Geographically Disadvantaged Business Enterprises (GDBE). Contractor will submit a plan detailing all subcontractors to be used, including the percentage of the work to be done by each. Contractor must inform the State to the name and address of the GDBE, the percentage of the work they will complete, the total amount estimated to be paid to the GDBE, and provide evidence for their qualifications as a GDBE. If Contractor cannot find GDBE subcontractors to meet this requirement they must provide reasoning and justification to receive an exemption from this requirement from the State. (Existing business relationships will not be an approved reason for this.)

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

4. Project Management

4.1. Project Plan

The Contractor will carry out this project under the direction and control of the City Manager. Within 15 calendar days of the Effective Date, the Contractor must submit the name and resume of the qualified personnel to the City Manager for approval

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	
Bidder must submit its personnel information for this engagement as described above:	

4.2. Meetings

The Contractor's assigned personnel must attend the following meetings:
External and internal meetings as requested

The City may request other meetings, as it deems appropriate.

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exceptions):	

5. Pricing

5.1. Price Term

Pricing is firm for the entire length of the engagement related to this SOW. Contractor pricing must not exceed rates provided in Schedule B of the master contract.

6. Ordering

6.1. Authorizing Document

See master contract Schedule A - SOW section 7.1 for details.

7. Invoice and Payment

7.1. Invoice Requirements

See master contract Schedule A - SOW section 8.1 for details.

7.2. Payment Methods

See master contract Schedule A - SOW section 8.2 for details.

7.3. Procedure

<input type="checkbox"/>	I have reviewed the above requirement and agree with no exception.
<input type="checkbox"/>	I have reviewed the above requirement and have noted all exception(s) below.
List all exception(s):	

Enter company name here

SCHEDULE B PRICING

Request for Proposal No. [REDACTED]
(proposal title/description)

1. The Contractor must provide a pricing schedule for the proposed Contract Activities using the table below. The pricing schedule should be submitted in a modifiable format (e.g., Microsoft Word or Excel); however, you may also submit an additional pricing schedule in a non-modifiable format (e.g., PDF). Failure to complete the pricing schedule as requested may result in disqualification of your proposal.
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.
4. By submitting its proposal, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.
5. **NOTES:**
 - a. As a reminder, *overtime, holiday pay, and travel expenses will **not** be paid.*
 - b. **Provide the hourly rate (not-to-exceed) for each staff level and all applicable personnel assigned to the Contract for the proposed services. For example, please indicate positions at Senior Manager, Director, Manager, etc. Senior levels, entry level staff, as well as Specialty Services (e.g., Cyber engineer, Subject Matter Expert, etc.).**
 - c. **Hourly Rates must not exceed rates provided in Schedule B of the master contract.**

Position	Hourly Rate (Not to Exceed)