

# City of Hyattsville – RFP



## **Request for Proposal Information Technology Assessment RFP #07062022**

**Issuance: July 6, 2022  
Proposal Responses Due: July 20, 2022**

# Table of Contents

REQUEST FOR PROPOSAL .....	1
BACKGROUND AND OBJECTIVE .....	1
RFP SOLICITATION SCHEDULE .....	2
RECORDS & REPORTS .....	2
SCOPE OF PROPOSAL.....	2
COMPENSATION FOR SERVICES (FEE) .....	3
EVALUATION CRITERIA AND SELECTION PROCEDURES .....	3
GENERAL CONDITIONS FOR PROPOSALS.....	3
SUBMISSION OF QUALIFICATIONS .....	3
RFP GUIDELINES SECTION .....	4
EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT.....	4
PRICE TO REMAIN FIRM.....	4
AMENDMENT OR CANCELLATION OF THE RFP .....	4
PROPOSAL MODIFICATIONS.....	4
SUSPENSION AND/OR DEBARMENT .....	5
PRESENTATION OF SUPPORTING EVIDENCE.....	5
ERRONEOUS DISBURSEMENT OF FUNDS.....	5
PROPOSAL PREPARATION COSTS .....	5
THIS SOLICITATION IS NOT A CONTRACT .....	5
SUB-CONTRACTORS .....	5
LEGAL TERMS .....	5

## **REQUEST FOR PROPOSAL**

The City of Hyattsville, Maryland invites sealed proposals to perform an information technology assessment.

The City intends on evaluating its information technology processes, equipment, software, and contracted and onsite staffing. In its evaluation, the City is seeking a person or firm to review, at a high level, the functioning and security of the City's information technology systems, including police information technology systems, and provide recommendations related to urgent priorities, process improvements, and the appropriate level of financial expenditures to sustain the systems consistent with best practices in government procurement.

The purpose of this solicitation is for the City of Hyattsville to select a consultant to assist the City in performing this assessment and delivering to the City a report with recommendations.

## **BACKGROUND AND OBJECTIVE**

The City of Hyattsville is a Smart-Growth community making it a prime candidate for assistance offered by the State of Maryland and the Federal Government for investment. Hyattsville is located only one mile from Washington DC and is approximately 2.7 square miles of historic and urban residential, commercial, industrial and high-density mixed-use residential/commercial/office and development. The residential neighborhoods of Hyattsville were a short time ago, one of the community's best-kept secrets, however in more recent years, the local housing market has become very sought after.

The City of Hyattsville has convenient access to transit and transportation options for residents and visitors. We are located on the Metro's Green and Yellow line, served by two stations: West Hyattsville and Hyattsville Crossing. In addition to Metro, the City is traversed by an excellent network of roads, buses, freight transportation, and rail services including THE BUS, AMTRAK, and MARC. We are also located near the region's three airports: Baltimore Washington International, Reagan National (accessible via Metro) and Dulles.

The City of Hyattsville is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha Catholic High School.

Since 2010, the City has experienced significant population growth and commercial revitalization. The success of the community has been intentional and attributed to a variety of factors including the City's focus on reinvestment in public infrastructure, prioritization of walkable transit-oriented development, high quality public services and proximity to Washington DC. With a raised profile, the City's efforts are now focused on addressing the challenges that come with being a successful destination community.

In response to the City's planned growth, the City has made infrastructure investments necessary to support our growing resident and commercial base. The City has recently completed construction on a new Department of Public Works Operations Facility, which services the City's sanitation, street maintenance, fleet maintenance and building maintenance operations. The City is also finalizing a design and preparing for retrofitting a former banking facility to serve as the City's public safety operations center, housing the City of Hyattsville Police Department. The City will also be undertaking a space utilization study regarding the City's existing Administration Building to inform the space needs of City Council and Departments including, but not limited to Administration, Human Resources, Finance, Community & Economic Development, Community Services and Legislative Affairs.

## **RFP SOLICITATION SCHEDULE**

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

July 6, 2022:	Request for Proposals Issuance
July 20, 2022:	Proposals Due by 4:00 pm EDT
July 20, 2022:	Proposal Opening, 4:30 pm EDT
July 22, 2022:	Virtual Interview of Top 3 Responders (optional)
July 25, 2022:	Evaluation Period Concludes; Notice to Proceed

## **RECORDS & REPORTS**

The City will require the firm to maintain an original set of records on work performed including dates, property address, specific work performed and Contract employees. The City will be provided a duplicate set of records, but, upon request, may require the firm to provide specific records for the purpose of confirming City records or use in litigation.

## **SCOPE OF PROPOSAL**

Through this solicitation, the City intends on evaluating its information technology processes, equipment, software, and contracted and onsite staffing. In its evaluation, the City is seeking a person or firm to review, at a high level, the functioning and security of the City's information technology systems, including police information technology systems, and provide recommendations related to urgent priorities, process improvements, and the appropriate level of financial expenditures to sustain the systems consistent with best practices in government procurement.

The City has performed assessments in the past and will make that information available to the selected firm, however the City has undergone significant changes in processes and IT requirements since those assessments were done.

The City anticipates the selected firm will be responsible for performing and delivering the following project scope:

- Employee and contractor interviews, with emphasis on learning
  - Extent and status of IT systems within the City government; including servers, computers, cell phones, and related components as well as financial and security systems
  - Unique municipal police technology needs
  - Administrative staff user needs
  - Survey of key City staff regarding what works well and where improvements are desired
  - Management needs and desires regarding oversight, access restrictions, and budgeting
- Review of existing hardware and facilities
- Review of processes and contracts for service and costs of services and staffing
- Preparation of a report with recommendations related to urgent priorities, process improvements and the appropriate level of financial expenditures to sustain the systems consistent with best practices in government procurement.

## **COMPENSATION FOR SERVICES (FEE)**

The City intends to enter into a professional services contract(s) for the proposed project. Compensation for the services rendered will be based upon a contract and is not to exceed a total of \$9,500 in hourly fees, materials or travel reimbursement. Payment will be made on a biweekly basis upon submission of itemization of work performed, including interviews, on-site inspections, and written report of findings and recommendations. Work should be completed promptly, with the goal of completion by September 16, 2022 but in no event should continue past October 31, 2022.

## **EVALUATION CRITERIA AND SELECTION PROCEDURES**

### **Evaluation Criteria:**

Selection of successful responder will be based upon the submission required in this section. The responder is required to demonstrate:

- Experience in municipal information technology systems and security, including with police department technology
- Ability to quickly assess municipal systems and policies
- Ability to write a summary report with recommendations that can be understood and acted upon by senior management
- Ability to complete the project within the prescribed budget and timeframe
- References: Point of contact information of three (3) clients

### **Selection Procedures:**

- The City of Hyattsville selection committee will review all submissions
- The City may choose to interview any or all of the responders
- The selection committee will make a recommendation to the City Administrator, whose decision is final. Staff will proceed with negotiation and execution of an agreement. If the City is unable to agree to terms with the top-rated responder, the City will consider negotiating with the responder with the second highest evaluation.

## **GENERAL CONDITIONS FOR PROPOSALS**

Failure to read the RFP and comply with its instructions will be at the firm's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth.

## **SUBMISSION OF QUALIFICATIONS**

The proposal will be received by the City Clerk, no later than **4:00 pm, on Wednesday, July 20, 2022**, and shall be submitted via email to [rfp@hyattsville.org](mailto:rfp@hyattsville.org) to the attention of the following:

**The City of Hyattsville  
4310 Gallatin Street  
Hyattsville, Maryland 20781  
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Suzanne Ludlow, Interim Deputy City Administrator in writing by email at [sludlow@hyattsville.org](mailto:sludlow@hyattsville.org). Questions specific to this solicitation will be accepted until 3:00 PM on July 15, 2022.

### **RFP GUIDELINES SECTION**

An individual or firm responding to this Request for Proposal (RFP) for “City of Hyattsville: Information Technology Assessment” must submit a proposal prepared in accordance with the guidelines stated in the RFP. Failure to comply with these requirements will result in a disqualification of the application. The Proposal Section must include the following information:

- The name of the individual or, if a firm, the managing principal/executive director;
- The individual’s or firm’s principal place of business;
- If a firm, the firm’s tax status, company structure and board of directors;
- Identification, experience and role of key individuals in the management team and proposed Account Representative to serve as the City’s point of contact.
- Identification of any proposed sub-contractors
- One to two-page summary of the information to be considered in Evaluation Criteria, identified above
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the individual’s or firm’s proposal will be available through September 2022, provided a Notification of Award and agreement are executed by August 2, 2022.

### **EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT**

The proposals will be opened and read on **July 20, 2022 at 4:30 pm.**

Proposals from all firms meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The firms best meeting the evaluation criteria will then be selected for interviews, if the selection committee wishes to hold interviews.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

### **PRICE TO REMAIN FIRM**

Any costs proffered with a proposal must be valid for a period of **90-calendar days** from the due date of the proposal once the firm is selected.

### **AMENDMENT OR CANCELLATION OF THE RFP**

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

### **PROPOSAL MODIFICATIONS**

No additions or changes to any proposal will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification

by an applicant regarding any discrepancy or contradiction found during its review of applications.

**SUSPENSION AND/OR DEBARMENT**

Firms, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George’s County, Maryland are prohibited from submitting an application under this Program. If a firm that submits a proposal is found to have been suspended and/or debarred from conducting business within Prince George’s County, Maryland, such firm will be reported to the State’s Attorney General and Comptroller’s Office.

**PRESENTATION OF SUPPORTING EVIDENCE**

Firms responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

**ERRONEOUS DISBURSEMENT OF FUNDS**

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

**PROPOSAL PREPARATION COSTS**

Firms are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

**THIS SOLICITATION IS NOT A CONTRACT**

This solicitation is not a contract and will not be interpreted as such.

**SUB-CONTRACTORS**

The firm submitting a proposal certifies and warrants that all payments of fees charged by any sub-contractors pursuant to that contract are the sole responsibility of the contractor.

**LEGAL TERMS**

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George’s County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

**The City of Hyattsville will not agree to terms that are not consistent with this policy.**

**END OF RFP**