

CITY OF WARRENSBURG, MISSOURI

REQUEST FOR QUALIFICATIONS (RFQ)

PREQUALIFICATION PROGRAM
INFORMATION TECHNOLOGY PROFESSIONALS

DUE DATE: QUALIFICATIONS RECEIVED ON AN ON-GOING BASIS

Date Issued: _____, 2015

1. **Purpose.** Pursuant to City policies, the City of Warrensburg is accepting Statements of Qualifications (SOQ) from firms providing IT consulting services, for inclusion in established Prequalifications Lists for a Prequalification Program for projects with the City of Warrensburg.

Submission of an SOQ indicates that the firm is willing to execute an annual Master Agreement for Services as a condition of the prequalification process in the form attached. This form is the pre-approved required Service Agreement required of any firm wishing to provide services to the City of Warrensburg. Prequalified firms will be solicited during the contract year to provide specific scopes of service under the terms of the Service Agreement.

2. **SOQ Due Date.** The City is accepting SOQs on an **on-going basis** as set forth in item 3 below.

3. **Submittal of SOQ.** The SOQ must be submitted to the Director of Information Technology, either electronically or in hard copy, and **shall not exceed 4MB total size**, as follows:

(A) e-mail electronic files (Microsoft Word and/or Adobe PDF); OR

(B) deliver hard copy printout and a CD-ROM of scanned files, in a sealed envelope.

4. **Definition of Request for Qualifications.** This RFQ is an invitation by the City to firms to submit their qualifications to the City. This RFQ is not a request for a competitive bid. Firm's submittal of an SOQ in response to this RFQ does not create any right in or expectation to a contract with the City. The City reserves the right to add to, delete, modify or enlarge this RFQ, including any specifications and/or statement of work, the proposed contract, the terms and conditions, and any subsequently executed contract.

5. **SOQ Requirements.** Firm must provide the following information in the submission of the SOQ document:

Firm's mailing address;
Principal contact information;
Year present Firm was established;
Federal Tax Number;
MBE/WBE/DBE status;
Resume of Firm (2 Page Limit);
Resumes of key personnel expected to be assigned to City projects (2 page limit each);
Confirmation that Firm agrees to execute the Master Agreement in the form attached;
Firm's number of employees by discipline and location;
Each category of work in which Firm engages as outlined in the attached list of potential services;
List of projects completed for similarly situated municipalities in the last three years;
Whether the firm has ever failed to qualify on any project supervised by any department of the state or federal government:
Pricing Structure.

6. **Selection for the Prequalification List.** The City will evaluate each SOQ submitted. Firms must clearly demonstrate in the SOQ that it has sufficient qualifications and experience. Selections for inclusion in established Prequalification Lists will be based solely upon the judgement of the City in obtaining firms that will serve the best interests of the City.

7. **Master Agreement.** The Master Agreement is attached for reference. Upon completion of the City's evaluation of submittals and the City's determination to offer prequalification, the City will issue a notice of prequalification contingent upon the firm returning three (3) originals of the executed Master Agreement. Upon receipt of the executed Master Agreement requested by the City, a formal prequalification notice will be issued to the firm and its name placed on the Prequalification List. The Master Agreement defines the general terms and conditions of contracting between the City and the firm but it does not include a specific scope of work, compensation, schedule or other contract matters applicable to a specific City project. Firms on the Prequalifications List may be assigned work on specific projects through subsequent individual proposals that define the scope of work, compensation, schedule and other contract conditions specific to the project. Execution of a Master Agreement does not obligate the City to use the firm on any project or to execute any subsequent proposals with the firm. No individual proposal will be issued to any firm that has not signed the Master Agreement.

8. **Proposals.** If a firm is contacted by the City to submit a proposal for a particular project the firm will submit a proposal which will include the scope of work, compensation, schedule, and other applicable contract matters. All submitted scopes of work will be subject to the terms and conditions of the Master Agreement.

9. **Selection for Proposals.** The City will use, in its sole discretion, the selection method that is in the best interest of the City to obtain the necessary design professional services for any individual project. The City may, but is not required to, contract with firms on the Prequalification Lists. The City, in its sole discretion, may select a firm on a Prequalification List to perform services without any additional solicitation and attempt to negotiate a fee, scope of work and schedule. The City may seek requests for interest, request for proposals or directly negotiate with firms on the Prequalification List.

10. **Expiration of the Prequalification List.** The City, in its sole discretion, may request SOQs from firms on an annual basis or any other frequency, may extend or reduce the term of or cancel the Prequalification List, or may allow for continuous prequalification in any or all of the prequalification categories.

11. **Program Modifications.** The City may, at its sole discretion, modify the program requirements or categories, or reissue the Program as may be in the City's best interest.

12. **Current Contact Information.** Prequalified firms are required to maintain current contact information with the Public Works Director.

13. **Program Administrator.** Forward all inquiries regarding this RFQ in writing by email or fax to:

Gary Swanson
102 S. Holden Street
Warrensburg, Missouri 64093
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Email: gary.swanson@warrensburg-mo-com