

**CITY OF MOBILE, ALABAMA  
DEPARTMENT OF COMMUNITY & HOUSING DEVELOPMENT  
MINORITY, WOMEN, AND/OR DISADVANTAGED BUSINESS ENTERPRISES  
TRACKING AND REPORTING PROCESS AND SYSTEMS ASSISTANCE  
RFP 2019-02**

**Request for Proposals**

Introduction

The City of Mobile, Alabama, (City), is soliciting proposals for assistance with building a system that tracks and tabulates report data with regard to its Minority, Women, and/or Disadvantaged Business Enterprises (M/W/DBE), primarily as it relates to federal funding and assisting these businesses to become certified entities within multiple federal departments. A portion of the funding for this assistance is projected to be Community Development Block Grant funds provided by the U.S. Department of Housing and Urban Development (HUD).

For all federal funds, there are specific administrative duties that must be performed in order to ensure that the City complies with all applicable federal rules and regulations. These rules and regulations include both those published by the individual federal agencies, as well as those standard grant administrative procedures applicable throughout the federal system of intergovernmental assistance (including OMB Circulars and those codified at 2 CFR 200). In addition, compliance with the Codes of Alabama and the City of Mobile is required.

Scope of Services

The City is requesting proposals that include designing a custom online portal that assists the City in furthering the above referenced type of businesses with their development and long-term goals. The Portal should include, at minimum, the following functionality:

1. A public facing website that allows easy access to potential vendors that qualify or could potentially qualify as a M/W/DBE.
2. Allow M/W/DBE an online location to become a City vendor or feed into the City's existing vendor portal.
3. Assist M/W/DBE in becoming certified as a M/W/DBE with various federal, state, and local funders, including the Department of Transportation (DOT) and HUD.
4. An internal tracking system for use by the City's Minority Diversity Manager. This tracking system should include NAICS Codes, Business Contact information, and other items pertinent to the City in providing assistance to further the business.
5. An ability to easily extract information for use by the City that will assist in reporting Labor Department Statistics as required for various federal grants, including those grants funded or derived from DOT or HUD.
6. Provide self-serve tools to improve access to up-to-date and easy-to-understand information about contracting and certification for small business owners.

7. Facilitate efficient and effective communication between small business owners and the City procurement and contracting staff
8. Enable City staff to efficiently and reliably connect small businesses with the broad network of local business support organizations.
9. Offer a secure digital way for vendors to share critical business information with the city and local support organizations.
10. Give City staff the data they need to make important and strategic adjustments to optimize city procurement and contracting processes to better serve M/W/DBE businesses.

### Proposal Evaluation

All submitted proposals will be evaluated on the following criteria:

- A) Cost to the City. Hourly rates or total annualized cost (with few exceptions, under Federal Regulations, retainers may not be paid for services of various personnel). Any indirect cost allocations must have prior approval by a federal agency to be eligible for use (Rate 1-10).
- B) Demonstrated experience in the area(s) of interest. Experience should be thoroughly demonstrated in the proposal. Proposals should be as specific as possible regarding proposed staffing and should demonstrate adequate available staffing capacity sufficient to prioritize any work assignments received from the City (Rate 1-20).
- C) Specific work examples/references demonstrating required experience. (Rate 1-10).
- D) Prior successful experience demonstrating knowledge of federal program requirements related to the scope of work. (Rate 1-10).
- E) Qualifications of firm and proposed staff. (Rate 1-10).
- F) Maximum Points Available: 60

### Method of Payments/Term of Agreements

Only specific hourly rates for various categories of personnel will be acceptable. If a lump sum proposal is chosen, payment will be after satisfactory completion of the activity or on a pro rata basis using pre-approved benchmarks, as determined by the City. Retainers may not be paid in accordance with Federal Regulations and any agreements awarded under this request for proposals may be for a maximum period of up to three (3) years.

Payments will be made on a reimbursement basis, with payments based on invoices documenting time, tasks, job title, hourly or task fee rates, and materials required for tasks performed under the terms of any agreement awarded. Any timesheets submitted as documentation for invoices will require two signatures, one of which should be the employee or contractor and the other should be a supervisor or personnel involved in budgetary duties of the entity.

## Content of Proposals

Proposals should be submitted to the Procurement Department in a format of your selection. Proposals should address all concerns previously stated and should focus on the documented capabilities of the firm/individual and delineate a detailed proposed hourly or task schedule of fees for services or other acceptable format as previously described.

The proposal should also include an Equal Employment Statement whereby the firm/individual states that "In its employment practices and services rendered, it does not and shall not discriminate, based on an individual's race, national origin, sex or religion."

The proposal should also include these required documents and information for file setup purposes: Financial Statement (non-profit only), W-9, E-verify confirmation, Submitting Entity Fiscal Year, DUNS Number, Current Board of Directors, Personnel Policies and Procedures, Organizational Chart, and Business License. Upon any agreement being awarded from this request the City will require it be listed on any liability or fidelity bond as required by agreement.

To be considered, proposals must be received in the office of the City's Procurement Department **no later than Friday, August 9, 2019 by 4:00 p.m.**, and should be addressed as follows:

Via Hand Delivery:

Ms. Archnique L. Kidd, Supplier Diversity Manager  
City of Mobile  
Procurement Department  
205 Government Street  
South Tower, 4<sup>th</sup> Floor  
Mobile, Alabama 36602

Via USPS:

Ms. Archnique Kidd, Supplier Diversity Manager  
City of Mobile  
Procurement Department  
P.O. Box 1948  
Mobile, Alabama 36633

Competitive Procurement Selection Process: The competitive procurement selection process by which the City contracts with the selected Proposer may be acknowledged and used by other entities that are subject to the same procurement process. In doing so, this would allow the entity to utilize this process in place of repeating the substantially similar process, as allowed under their required procurement process. Further this allows that other government entities may contract with Proposers for the same or substantially similar product(s) or service(s) without undergoing a

separate competitive procurement selection process, if they choose to do so. Any entities wishing to do this should contact Archnique Kidd at one of the above addresses for any documentation requirements needed”.

Piggy-Back Contracting: The terms, conditions, and prices of this contract executed between the City and selected Proposer may be used by other government entities to contract with Proposer for the same or substantially similar product(s) and service(s) under either the same or a separate contract.

The City reserves the right to reject any and all proposals received in response to this request for proposals.

July 17, 2019

Date of Publication

Mobile Press-Register

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## PURCHASING DEPARTMENT

**Potential vendors are responsible to check this site for any ADDENDUMS that are issued. It is the responsibility of the VENDOR to check for, download, and include with their PROPOSAL any and all ADDENDUMS that are issued for a specific REQUEST FOR PROPOSAL published by the City of Mobile. Failure to download and include ADDENDUMS in your PROPOSAL may cause your proposal to be rejected.**

**This is a sealed proposal. Any responses faxed or e-mailed will be rejected.**

**This is a sealed proposal. Any response must be submitted in a sealed envelope with the proposal number and opening date on the outside of the envelope.**

**Any response that arrives improperly marked or with no proposal number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.**

**It is the responsibility of the vendor to insure that their response is delivered to and received in the Purchasing Department before the date and time of the opening.**

**Be sure to read the Terms and Conditions.**

**Be sure to sign your proposal!**

**Package/Proposal Delivery Address:  
Purchasing Department  
205 Government St. Room S408  
Mobile, AL 36644**

**(Request First Delivery)**