

Request for

# Competitive Sealed Proposal

## TAC 1081 Information Technology Talent Audit

NIGP Commodity Code(s):

920-15 Assessment and Profiling Services of Software

**Submit proposals  
(sealed) to:**  
Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>ND</sup> St.  
Suite 260



CITY OF  
**Tulsa**  
A New Kind of Energy.

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**I. STATEMENT OF PURPOSE:**

With this Competitive Sealed Proposal (CSP) request, we are searching to secure services to audit the City of Tulsa's Information Technology (IT) Department for 12 competencies that drive high performance using scientific behavioral assessments. Then to develop a training plan that addresses the deficiencies found and finally to provide the training needed for those deficiencies.

We enthusiastically look forward to receiving your proposal.

**II. INSTRUCTIONS FOR SUBMITTING A PROPOSAL:**

**A. General Requirements**

The proposal **must** be received by **5:00 p.m. on Wednesday, January 25<sup>th</sup>, 2017, Central Standard Time**. Proposals must be sealed in an envelope or box clearly labeled "**CSP TAC 1081-Information Technology Talent Audit**".

Proposals arriving late will be returned unopened.

1. Proposals must be delivered sealed to:

**Deputy City Clerk  
City of Tulsa  
175 E. 2<sup>nd</sup> St.  
Suite 260  
Tulsa, OK 74103**

2. All interested Bidders (Sellers) are required to register with the Buyer, Terry Thomas, in order to receive updates, addenda or any additional information required. The City is not responsible for any failure to register.
3. All Inquiries regarding this request for Competitive Sealed Proposal (CSP), or the content herein, must be made in writing via e-mail to the Buyer listed below, and must be received prior to the end of the business day on **Friday, January 15th, 2017**.

**Terry Thomas, Buyer**  
[tthomas@cityoftulsa.org](mailto:tthomas@cityoftulsa.org)

**Do not contact any other City employees regarding this CSP.**

4. Any questions regarding this CSP request will be handled as promptly and as directly as possible. If a question requires only clarification of the CSP request instructions or specifications, it will be handled via e-mail, or verbally. If there are any question resulting in material change or addition to the CSP request, those changes or additions will be forwarded to all registered Bidders as quickly as possible by addendum.

4. Bidders shall designate a contact person, with appropriate contact information, to address any questions concerning a proposal. The Bidders shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute a contract on the bidder's behalf.

**B. General Notifications**

1. With this Competitive Sealed Proposal request, the City reserves the right to do the following:
  - A. To conduct oral or written discussions with Bidders, after proposals are received, concerning technical and price aspects of the proposals and/or to allow Bidders to revise their proposals, including Price;
  - B. To evaluate, after proposals are received, the relative capabilities of Bidders to perform and deliver, including their technical or professional experience and/or expertise;
  - C. To conduct a comparative evaluation, after proposals are received, of the differing price, service, quality, contractual factors, technical content and/or technical and performance capability of the Bidders;
  - D. To negotiate mutually agreeable terms in a contract;
2. The City of Tulsa notifies all possible Bidders that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
3. All Bidders shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
4. All Bidders shall comply with the Americans with Disabilities Act (ADA) and all proposals and any subsequent contract shall include the following statement:

"The Bidder shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act."

It is understood that the program of the bidder is not a program or activity of the City of Tulsa. The Bidder agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance

will be the responsibility of the Bidder. Under no circumstances will the Bidder conduct any activity which it deems to not be in compliance with the ADA.

5. Although it is the City's intent to choose only the most qualified Bidder to interview, the City reserves the right to choose any number of qualified finalists for interview and/or final selection.
6. This Competitive Sealed Proposal request does not commit the City of Tulsa to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

### **III. SCOPE OF WORK**

1. The bidder shall conduct a definition stage, where they will meet with the City's IT management and develop a project plan; this can be a standard testing plan, or a customized testing plan. This plan will be reviewed and updated in weekly project status calls with the City's IT management.
2. The Bidder shall deliver the assessment using online assessment invitations and track participant completion for the number of participants specified. The window for this assessment shall be no longer than (2) weeks. One set of reminders should be sent during this window.
3. The Bidder shall benchmark the employee test results, pinpointing areas of strength and development. Benchmarking shall be based on other IT organizations.
4. The Bidder shall deliver one (1) overall summary report of results based on the final number of participants assessed and deliver one (1) interactive webinar for review of the presentation with City's IT stakeholders.
5. The Bidder shall train management on how to interpret individual reports, and best practices on how to share assessment results with participants and to facilitate development planning sessions.

### **IV. TIME FRAME FOR REVIEW:**

The time frame for review of proposals is expected to be four (4) weeks, but the City reserves the right to vary that as necessary to meet its objectives. At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of their proposals.

### **V. DELIVERABLES:**

The products, reports, and plans to be delivered to the City will include:

1. Online assessment invitations for each of the participants included in this SOW.
2. One (1) one-hour recorded training for the participants' managers on the

- interpretation and use of the assessment results.
3. Individual Assessment Report for each participant completing the assessment in the predetermined window.
  4. One (1) written aggregate report that summarizes group-level trends, strengths, and development needs.
  5. One (1) presentation (via webinar) of the aggregate report.

## **VI. BIDDER AND PROPOSAL REQUIREMENTS**

To be considered, interested Respondents should submit or address the following:

- A. One (1) unbound original and 0 bound copies of the proposal plus one electronic (1) copy on CD, DVD, or flash drive.
- B. A description of the Bidder's qualifications and experience and that of key personnel assigned to this project (and that of each firm proposed as part of the Bidder's team). It is noted that equipment, material and staff shall be provided by the Bidder.
- C. A description of previous projects that Bidder's firm has conducted for organizations of similar size and complexity. Provide contact names and telephone numbers of references from these organizations.
- D. Provide a project schedule, identifying beginning and ending dates of work, as well as project target dates.
- E. At the discretion of the City, one or more Bidders may be invited to be interviewed for purposes of clarification or discussion of the proposal.
- F. Any expenses incurred by the Bidder(s) in appearing for an interview or in any way providing additional information as part of the response to this Competitive Sealed Proposal request are solely the responsibility of the Bidder. The City of Tulsa is not liable for any costs incurred by Bidders in the preparation of proposals or any work performed by the Bidder prior to the approval of an executed contract by the City of Tulsa. The City assumes no responsibility or liability for any costs you may incur in responding to this CSP request, including attending meetings or contract negotiations.

## **VII. EVALUATION OF PROPOSALS:**

A panel consisting of not less than three (3) City of Tulsa employees will evaluate proposals. Selection shall be determined to be in the best interest of the City as evaluated by the City of Tulsa. The approval of the selected Bidder will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the successful Bidder.

**VIII. AWARD OF PROPOSALS:**

The City evaluates proposals based on the general criteria identified in Tulsa Revised Ordinance (TRO) Title 6, Chapter 4, and listed below:

1. The ability, capacity and skill of the respondent to perform the contract or provide the service required,
2. Whether the respondent can perform the contract or provide the service promptly or within the time specified, without delay or interference,
3. The character, integrity, reputation, judgment, experience and efficiency of the respondent,
4. The quality of performance by respondent of previous contracts or services,
5. The previous and existing compliance by the respondent with laws and ordinances relating to the contract or service,
6. The sufficiency of the financial resources and ability of the respondent to perform the contract or provide the service,
7. The quality, availability and adaptability of the Services offered by respondent to the particular use required,
8. The ability of the respondent to provide future maintenance, support and service related to respondent's offer,
9. Where an earlier delivery date would be of great benefit to the Using Department, the date and terms of delivery may be considered in the Proposal award,
10. The degree to which the proposal submitted is complete, clear, and addresses the requirements in the CSP request specifications,
11. If a point system has been utilized in the CSP request specifications, the number of points earned by the respondent.
12. The total cost of ownership, including the costs of supplies, materials, maintenance, and support necessary to perform the item's intended function.
13. If an evaluation committee performs the evaluation, the recommendation of such committee.

**IX. MISCELLANEOUS**

- A. Your response to this CSP request and any subsequent correspondence related to this proposal process will be considered part of the contract, if one is awarded to you.
- B. All data included in this CSP request, as well as any attachments, are proprietary to the City of Tulsa.
- C. The use of the City of Tulsa's name in any way as a potential customer is strictly prohibited except as authorized in writing by the City of Tulsa.
- D. Your proposal must clearly indicate the name of the responding organization, including the Bidder's e-mail address and web site information, if applicable, as well as the name, address, telephone number and e-mail address of the organization's primary contact for this proposal. Your proposal must include the name, address, telephone number and e-mail address of the Bidder and/or team of Bidders assigned to the City account.
- E. The City is bound to comply with Oklahoma's Open Records Act, and information submitted with your proposal, with few exceptions, is a matter of public record. For specifics, see the provisions of the City of Tulsa Open Records Policy, available via the following link:

[www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf](http://www.cityoftulsa.org/OurCity/documents/OpenRecordsActPolicy.pdf)

The City shall not be under any obligation to return any materials submitted in response to this CSP request.

- F. The City expects to enter into a written Agreement with the chosen Respondent that will incorporate this CSP request and your proposal. In addition to any terms and conditions included in this CSP request, the City may include in the Agreement other terms and conditions as deemed necessary.

**IX. REFERENCES**

Bidder will provide four (4) references from organizations to which your company has provided similar services in the past five (5) years.

1. The references shall come from organizations that are comparable in size, complexity, and scope of work sought by this CSP.

2. The references shall confirm the Bidder's experience and qualifications for providing the services being proposed.
3. All references shall include the name, title, telephone number and e-mail address for the owner of the organization to which the services were provided.

**X. EVALUATION CRITERIA**

The following evaluation criteria and points schedule will be used by the City of Tulsa's evaluation committee for the selection of a Bidder to provide auditing, evaluation and training services for the City of Tulsa. The evaluation committee will review the initial proposal responses and score them according to the criteria listed below. Depending on the total number of proposal responses to this CSP, the committee may "short list" the Bidders receiving the highest scores and conduct formal discussions/presentations to make a final evaluation. After final evaluation of proposal responses, the City may narrow the total number of responses down to approximately three (3) and may request "Best and Final" offers.

<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>
1. The ability of the respondent to perform all services required	40
2. Pricing Evaluation - Exhibit A	30
3. Experience	30
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>

The City reserves the right to reject any and all proposals, or any part thereof; to accept any proposal or any part thereof; or to waive any informality when it is deemed to be in the City's best interest.

**XI. PRICING**

- Bidder will include the all costs of their proposals on Exhibit A.
- Bidder will complete the Cost for every item they intend to provide to the City as part of their proposal.
- Items provided at no cost to the City should have a Cost of \$0.00.
- The failure to include all necessary items will disqualify the proposal.



**INTEREST AFFIDAVIT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that I am the agent authorized by Seller to submit the attached Proposal. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Respondent's business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers, including any Trustee, and/or employee of the City of Tulsa own an interest in the Respondent's business which is less than a controlling interest, either direct or indirect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**

**NON-COLLUSION AFFIDAVIT**

(Required by Oklahoma law, 74 O.S. §85.22-85.25)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, state that:

**(Seller's Authorized Agent)**

1. I am the authorized agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Respondents and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the Proposal to which this statement is attached.
  
2. I am fully aware of the facts and circumstances surrounding the making of Seller's Proposal to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Proposal; and
  
3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
  - a. to any collusion among Respondents in restraint of freedom of competition by agreement to Propose at a fixed price or to refrain from responding,
  - b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between Respondents and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public  
My Commission Expires: \_\_\_\_\_

Notary Commission Number: \_\_\_\_\_

County & State Where Notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**

**AFFIDAVIT OF CLAIMANT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The undersigned person, of lawful age, being first duly sworn on oath, says that all invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct. Affiant further states that the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests and/or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the City of Tulsa, or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

Company: \_\_\_\_\_  
Remit to Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
My commission number: \_\_\_\_\_  
County and State where notarized: \_\_\_\_\_

**The Affidavit must be signed by an authorized agent and  
notarized**

**RESPONDENT INFORMATION SHEET**

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name exactly as reflected on its organizational documents, filed with the state in which Respondent is organized; not simply a DBA.)

**State of Organization:** \_\_\_\_\_

**Respondent's Type of Legal Entity: (check one)**

- Sole Proprietorship
- Partnership
- Corporation
- Limited Partnership
- Limited Liability Company
- Limited Liability Partnership
- Other: \_\_\_\_\_

**Address:** \_\_\_\_\_

Street City State Zip

**Website Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

\_\_\_\_\_

**Sales Contact:**

**Legal or Alternate Sales Contact:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

## Exhibit A

### PRICING

<b>Auditing Services for an initial group of 1-50</b>			
<b>Qty</b>	<b>Description</b>	<b>Cost</b>	<b>Extended</b>
1	Auditing and benchmark evaluation for an initial group of 1-50 to determine skills gaps and targeting training (Standard testing plan)		
1	Auditing and benchmark evaluation for an initial group of 1-50 to determine skills gaps and targeting training (Customized testing plan)		
<b>TOTAL EXTENDED COST</b>			

<b>Auditing Services for a group of 110</b>			
<b>Qty</b>	<b>Description</b>	<b>Cost</b>	<b>Extended</b>
1	Auditing and benchmark evaluation for an group of 110 to determine skills gaps and targeting training (Standard testing plan)		
1	Auditing and benchmark evaluation for an group of 110 to determine skills gaps and targeting training (Customized testing plan)		
<b>TOTAL EXTENDED COST</b>			

<b>Training Services</b>			
<b>Qty</b>	<b>Description</b>	<b>Cost</b>	<b>Extended</b>
1	Manager Training to interpret the individual reports.		
1	Gap training for 50 employees		
2	Gap training for 110 employees		
<b>TOTAL EXTENDED COST</b>			

<b>Optional Services</b>			
<b>Qty</b>	<b>Description</b>	<b>Cost</b>	<b>Extended</b>
1	Track improvements over time		
1	Audit of ten job families against their specific competency/skills profiles		
<b>TOTAL EXTENDED COST</b>			

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

## City of Tulsa General Contract Terms

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It is anticipated that the City of Tulsa will enter into a contract with the selected Respondent for an initial term ending one (1) year from the date of its execution by the City's Mayor, with four (4) one-year renewals available at the option of the City. Contracts entered into by the City of Tulsa generally include, but are not limited to, the following terms:

1. **Renewals.** Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. The continuing purchase by City of the Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) in which such Services are purchased. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by City.
2. **No Indemnification or Arbitration by City.** Contractor understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Contractor harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Contractor shall not limit its liability to City for actual loss or direct damages for any claim based on a breach of this Agreement and the documents incorporated herein. City reserves the right to pursue all legal and equitable remedies to which it may be entitled. City will not agree to binding arbitration of any disputes.
3. **Intellectual Property Indemnification by Contractor.** Contractor agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of every nature brought against them due to the use of patented, trademarked or copyright-protected appliances, products, materials or processes provided by Contractor hereunder. Contractor shall pay all royalties and charges incident to such patents, trademarks or copyrights.
4. **General Liability.** Contractor shall hold City harmless from any loss, damage or claims arising from or related to the performance of the Agreement herein. Contractor must exercise all reasonable and customary precaution to prevent any harm or loss to all persons and property related to this Agreement.
5. **Liens.** Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and material furnished by Contractor or Contractor's subcontractors under the scope of this Agreement.
6. **No Confidentiality.** Contractor understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 *et seq.*) and therefore cannot assure the confidentiality of contract terms or other information provided by Contractor pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements there under.
7. **Compliance with Laws.** Contractor shall be responsible for complying with all applicable federal, state and local laws. Contractor is responsible for any costs of such compliance. Contractor shall take the necessary actions to ensure its operations in performance of this contract and its employment practices are in compliance with the requirements of the Americans with Disabilities Act. Contractor certifies that it and all of its subcontractors to be used in the performance of this agreement are in compliance with 25 O.S. Sec. 1313 and

participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1313 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

8. **Right to Audit.** The parties agree that books, records, documents, accounting procedures, practices, price lists or any other items related to the Services provided hereunder are subject to inspection, examination, and copying by City or its designees. Contractor shall retain all records related to this Agreement for the duration of the contract term and a period of three years following completion and/or termination of the contract. If an audit, litigation or other action involving such records begins before the end of the three year period, the records shall be maintained for three years from the date that all issues arising out of the action are resolved or until the end of the three year retention period, whichever is later.
9. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue.
10. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.
11. **Entire Agreement/No Assignment.** This Agreement and any documents incorporated herein constitute the entire agreement of the parties and supersede any and all prior agreements, oral or otherwise, relating to the subject matter of this Agreement. This Agreement may only be modified or amended in writing and must be signed by both parties. Notwithstanding anything to the contrary herein, the City does not agree to the terms of any future agreements, revisions or modifications that may be required under this Agreement unless such terms, revisions or modifications have been reduced to writing and signed by both parties. Contractor may not assign this Agreement or use subcontractors to provide the Goods and/or Services without City's prior written consent. Contractor shall not be entitled to any claim for extras of any kind or nature.
12. **Equal Employment Opportunity.** Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination

**The undersigned agrees to the inclusion of the above provisions, among others, in any contract with the City of Tulsa.**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_