



Request for Proposal

City of Fife – Information Technology Department

Asset Management/Tracking Project

Issued: November 5th, 2018

Date / Time Due: 1:00pm PST on November 21st, 2018

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1 Introduction

The City of Fife (“The City”) is requesting cost information and systems analysis from vendors who can provide a RFID asset tracking system for approximately 4,600 combined assets in the Information Technology and Public Works departments.






2 Project Information










2.1 Project Background

The City intends to implement a RFID tracking system for small desirable IT assets such as desktop computers, laptops and servers. The total number of IT based assets is around 600, spread across 3 buildings. The RFID system would also be used to categorize and maintain road signs for the Public Works department. The total number of Public Works based assets is around 4,000. Public Works assets are located outside, where weather conditions are a concern. The City prefers to select a single contract with one vendor, instead of having multiple vendors provide different pieces of the solution.

2.2 Project Checklist

The city will evaluate proposals based on the following features:

No.	Criteria	Mandatory	Desired	✓
1	Vendor can provide 600 or more RFID tags that are readable on metallic surfaces (like servers)			
2	Vendor can provide 4,000 or more weatherproof RFID tags for use on outdoor road signs with a life span of =>5 years			
3	Vendor can provide 2 or more handheld readers that sync data from device to asset database			
4	Asset software has unlimited user licenses			
5	Bluetooth enabled RFID reader available for mobile phones			

6	Asset software contains reporting features that show missing devices	
7	Vendor can provide fixed readers in order to support a "checkout" station for IT equipment	
8	Server side software can be installed on premise on a Windows 2012r2 or newer server	
9	Vendor can provide all hardware equipment, software and support related to project	
10	RFID readers have warranty of =>2 years	
11	Software is user friendly and allows for customization of categories, locations & attributes without third party intervention	
12	RFID system is able to easily expand or contract based on business needs	
13	Software integrates with SQL Server 2008 or newer	
14	Overall cost of system	

2.3 Schedule Requirements

Vendors must be able to deliver hardware equipment and software to the City before December 31st, 2018.

3 Project Schedule

The solicitation, receipt, and evaluation of the RFP responses are anticipated to follow the schedule outlined below. The City reserves the exclusive right to modify the schedule as circumstances may warrant. In the event of any change to the schedule below, notification will be provided to those entities who have submitted proposals.

EVENT	TARGET DATE
Release RFP	November 5 st , 2018
Vendor Questions Due	November 8 th – November 14 th , 2018
City Response to Questions Due	November 16 th , 2018
Proposals Due	November 21 st , 2018 by 1:00pm

Selection of Vendor	November 27 th , 2018 by 1:00pm
Council Approval	November 27 th , 2018
City Manager's Signature/Purchase Order	November 30 th , 2018
Hardware/Software Delivered to the City	December 3 rd – December 31 st , 2018

4 RFP Submission Instructions

A paper original and one electronic copy of your proposal are required. The electronic copy should be provided on a USB flash drive or DVD. Materials should be sent to:

City of Fife
 c/o Information Technology Department
 5411 23rd St E
 Fife, WA 98424

The proposal and copies must be received at the above location no later than 1:00pm Pacific Time on November 21st, 2018. No oral or electronically transmitted proposals will be accepted. Proposals not received at the above location by the proposal deadline may be rejected and automatically disqualified from further consideration.

4.1 RFP Contact

All communications regarding this RFP should be directed to:

Julie Dyer







Programmer Analyst
 Information Technology Department
 City of Fife
 5411 23rd St E
 Fife, WA 98424
 (253) 896-8610 Phone
 Email: jdyer@cityoffife.org

The individual identified above is the sole point of contact at the City for this procurement. Specific questions concerning this RFP must be submitted in writing, which may be sent by mail

or email to the RFP Coordinator. **However, questions must be received by 3:00 p.m., Pacific Time, on November 14th, 2018.** Copies of questions relevant to the RFP process, together with the City's responses will be distributed to all participating vendors via the vendors provided email point of contact.

5 Vendor Qualifications

In addition to the solution features, vendors will be evaluated on the following:

No.	Criteria	Mandatory	Desired
1	Vendor is legally authorized to do business in WA state		
2	Vendor has the business capability to provide a high level of support before, during and after implementation.		
3	Vendor can provide all software and hardware equipment relevant to this procurement.		
4	Vendor's solution has been implemented by at least one other local or state government agency.		
5	Vendor has been in business at least 5 years		
6	Vendor can provide 2-5 current client references, similar in size and scope to the City's project		

The vendor must provide a detailed description of:

1. Service levels and availability of the vendor's project team to perform the implementation, and ability to troubleshoot problems .
2. Proposed service and maintenance agreement including coverage and levels of service post project sign off.
3. Data collection and billing processes and timeframes
4. Training requirements for product implementation and deployment.

6 Selection Process

Vendors will be evaluated and scored based on their merits in response to this RFP and according to the non-exclusive criteria set forth in this document. Other factors not listed here may be considered as the selection process develops. This evaluation and scoring process will guide the City's decision, but will not control the City's decision. The RFP process is inherently subjective and qualitative, and the City will consider scoring results and all other submission materials, presentations, and interviews when making a final decision. The City has complete discretion in selecting proposal from a qualified Vendor whose proposal is most advantageous to the City.

6.1 RFP Evaluation

The City will make a final determination based on, but not limited to, the following: technical architecture, functional requirements, vendor experience, maintenance and support, and project management approach.

No.	Criteria	%
1	Overall cost	35%
2	Functional Requirements (see section 2.2)	30%
3	Technical Architecture	15%
4	Vendor Experience (see section 5)	10%
5	Maintenance & Support	5%
6	Project Management Approach	5%

The City reserves the right to make an award without further discussion of the proposal submitted. The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. If the City and the successful Vendor are unable to agree on terms and conditions within a reasonable time period, the City may exercise its right to negotiate with other Vendors.

The City reserves the right to obtain clarification of any point in a proposal, or to obtain additional information necessary to properly evaluate a proposal. Failure of a Vendor to respond to such request for additional information or clarification may result in rejection of the proposal.