



City of Seattle

Seattle City Light Department

REQUEST FOR QUALIFICATIONS RFQ-SCL-17218

On-Call Technical Services for the Performance Reporting and Business Intelligence Program

Procurement Schedule

Table 1: Procurement Schedule

Schedule of Events	Date	Location
Solicitation Release	5/31/2016	Daily Journal of Commerce & EBID Exchange
Optional Pre-Submittal Conference Level 6 Parking Entrance is on Sixth Avenue (southbound, one-way street) between Columbia & Cherry Streets	6-7-2016 1:30-3pm	Room 4096 Seattle Municipal Tower, 700 5 th Ave, Floor 40, Seattle, WA 98104
Deadline for Questions/Clarifications	6-7-2016 3:00pm	
Q & A Addendum Issue Date (if needed)	6-9-2016	
Sealed Qualifications Due to the City	6-21-2016 2:00 PM	
Interviews – If needed	Beginning 7/5/2016	
Announcement of Successful Proposer(s)	7-11-2016	
Anticipated Negotiation Schedule	Beginning 7-12-2016	
Contract Execution	7-22-2016	

*The City reserves the right to modify this.
Changes will be posted on the City website or as otherwise stated herein.*

Release Date: May 31, 2016

Solicitation Contact

**The City of Seattle-Seattle City Light
Procurement and Contracting Office**

Cynthia Kopperstad, CPPB, Contract Specialist
Phone: (206) 684-3006 Fax (206) 287-5115
Email: cindy.kopperstad@seattle.gov

Table 2: Delivery Address

Fed Ex & Hand Delivery - Physical Address	US Post Office - Mailing Address
<p>The City of Seattle, Seattle City Light Department Attention: Cynthia Kopperstad 700 Fifth Avenue, Receiving Floor 28 Level P6 – Entrance is on 6th Avenue (one-way south bound) Seattle, Washington, 98104</p> <p>A security guard will provide the delivery worker with freight elevator access to the mailroom on the 28th floor. Deliveries can be dropped off at SMT-2822 (mailroom) where mailroom staff will assist with the delivery.</p>	<p>The City of Seattle, Seattle City Light Department Attention: Cynthia Kopperstad 700 Fifth Avenue, Receiving Floor 28 P.O. Box 34023 Seattle, Washington, 98124-4023</p>

Unless authorized by **Cynthia Kopperstad**, Contract Administrator, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer’s own risk. The City is not bound by such information. The Procurement and Contracting Contract Administrator will send out information to responding companies as decisions are concluded.

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1. Purpose and Background.

The Corporate Performance Division of Seattle City Light (“Corporate Performance”) is working to improve operational and management decisions by providing better access to relevant, timely operational and financial information. The Performance Reporting group including the Business Intelligence Program (“BI”) seeks to address this by delivering an enterprise-level business intelligence data warehouse that supports analytics, data mining and performance reporting, and linking multiple business processes and information systems.

The BI Program allows Corporate Performance’s Performance Reporting team to expand the current reporting and data mining capabilities eventually to include all of major operational and financial systems data. Corporate Performance utilizes improved data access to create enterprise-wide performance reporting and management dashboards, supporting the utility’s vision, mission, and values.

The Seattle City Council approved this project *Enterprise Performance Management & Business Intelligence* (#9933) as part of Corporate Performance’s capital improvement program and expanded the effort as part of the original Six Year Strategic Plan *Initiative #M4, Develop Performance Based Reporting*.

2. Performance Schedule.

The term of this contract shall extend from the date of execution by the General Manager and Chief Executive Officer of Seattle City Light, or designee, through 2021. Corporate Performance has approximately \$500,000.00 available in 2016 for requested work. Funding for each subsequent year throughout the five-year period will be based on budget dollars approval, as well as work expected to be performed.

Section 8 of this RFQ requests information on time and material costs for comparative purposes and to be used in the evaluation of proposals. However, Corporate Performance plans to make payment for deliverables as approved in each agreed scope of work and after the Division accepts each deliverable.

3. Solicitation Objectives.

Corporate Performance seeks to find one or more firms or consultants through this Request for Qualifications. The selected consultants shall assist Corporate Performance in the technical design and development to expand the enterprise data warehouse as needed and to develop reporting and analytics as requested. Work tasks associated with the contract(s) could include:

- Reviewing and advising on the overall program plan and order of data warehouse development;
- Reviewing business analyses of source systems and business reporting needs conducted by Corporate Performance;
- Developing technical data warehouse design based on business requirements;
- Advising Corporate Performance on the overall architecture of its enterprise data warehouse;
- Collaborating with Corporate Performance developers to create data extract, transform, and load processes using the Oracle Data Integrator or another Extract Transform Load (ETL) tool;
- Collaborating with Corporate Performance developers to create and publish front end packages in Cognos Framework Manage and/or Oracle Business Intelligence Enterprise Edition and/or Tableau;
- Conducting quality assurance testing of data warehouse and extract, transform, load process;
Creating system documentation, including entity relationship diagrams and source target mapping using Corporate Performance documentation standards;

- Partnering with internal Corporate Performance technical staff to provide knowledge transfer and formal training throughout the project;
- Conducting design reviews and code walkthroughs with Corporate Performance’s BI Team and/or Seattle IT resources;
- Providing advice on incorporating BI into data governance and managing data quality; and
- Assisting in the development of reports and/or a dashboard to present the performance metric data.

Corporate Performance expects to complete selection of a consultant(s) around mid-year 2016. Work may start as soon as a contract or contracts are signed and could continue until requested deliverables are completed within the five years. Specific work tasks will be developed in phases associated with specified business processes and source data systems.

4. Minimum Qualifications.

Minimum qualifications are required for a Consultant to be eligible to submit an RFQ response. The submittal must show compliance with the minimum qualifications. Any submittals that are not responsive to these qualifications will be rejected by the City without further consideration:

- Consultant firm must have a minimum of five years experience during which data warehouse design, business intelligence, and/or analytics has been the primary business service; and
- Consultant firm must have successfully performed one contract with a public or private agency of similar size to the City of Seattle, with services similar to those expected by the City for this contract.

5. Scope of Work.

Following selection of one or more qualified firms Corporate Performance will work with the selected firms to complete development as needed through assigned work tasks. Corporate Performance plans to manage the work in phases by assigning various phases to qualified consultants as needed.

Phases of Development:

Each phase of development will be focused on a separate operational system or business area. Statements of work with qualified consultants will be executed for each individual phase. The work will be coordinated based upon the overall program plan established by Corporate Performance. The program plan and order of development may change at the direction of Corporate Performance. The current program plan includes development of the following areas of source data as part of the enterprise data warehouse.

- Inventory Data
- Financial Data
- Timekeeping Data
- Conservation Data
- Generation Data
- Asset Data
- Outage Management Data

- Customer Data
- Billing Data
- Environmental Data
- AMI Data
- Enterprise Performance Management Dashboard Reporting

Contractors selected for participation may also be asked to perform other work related to tasks listed herein, on new data marts not yet in the queue, and other business intelligence or reporting needs not yet identified .

Proposed Milestones:

Each of the phases identified above is based on a separate source system or distinct business process. As a result, for each phase the selected consultant(s) shall be expected to utilize and complete milestones or propose alternative milestones as part of their statement of work. Corporate Performance will track and manage the assignment. A list of potential milestones to be met by the consultant(s) follows.

Milestone 1 – The consultant shall establish a project plan and budget for Milestone 1 & 2 for the specific phase in conjunction with Corporate Performance.

Milestone 2 - The consultant shall interview Corporate Performance (and/or Seattle IT technical & subject matter experts if requested) and shall review existing business analysis and reports.

Deliverables shall include:

- An agreed upon scoping document for that phase,
- A project plan for Milestones 3 – 5,
- An estimate for labor hours and cost required for development in Milestones 3 – 5,
- A clear requirements and scoping document, and
- An agreed upon cost estimate for the phase.

Milestone 3 – The consultant shall develop a technical requirements document and propose a fact table star schema(s) design for the phase if applicable.

Deliverables shall include:

- A clear fact table/star schema design and documentation
- Source target mapping documentation
- Supporting queries to support ETL development in Oracle Data Integrator.

Milestone 4 – The consultant shall work with Corporate Performance’s developers to complete development of an agreed upon ETL process and data mart design. The ETL process will be developed using Oracle Data Integrator in conjunction with Corporate Performance’s development staff.

Deliverables shall include:

- Collaboration with Corporate Performance to deliver an ETL and data package that meets requirements laid out in Milestone 1-3,
- Development of a stable nightly ETL process in Oracle Data Integrator,
- Providing a reporting package for user acceptance testing, and
- Providing knowledge transfer sessions on the proposed fact table/star schema design for both the Corporate Performance Information Technology and Business Intelligence team.

Milestone 5 – The Consultant shall complete quality assurance (QA) testing and user acceptance testing (UAT) in collaboration with Corporate Performance staff. This shall include incorporating any user modifications and addressing any identified problems to the satisfaction of Corporate Performance.

Deliverables shall include:

- Completing QA testing of a datamart,
- Receiving Corporate Performance signoff on successful QA and UAT, and
- Promoting and moving package/ETL from QA – to Production.

Milestone 6 – Consultant shall complete system documentation

Deliverables shall include:

- Maintenance Specification Documentation
- ETL Documentation,
- Source Target Mapping,
- Entity Relationship Diagrams, and
- Conducting a knowledge transfer session and handoff ETL for Corporate Performance Information Technology and Business Intelligence staff

Milestone 7 – The consultant shall assist with the development of reporting in Cognos Report Studio and the testing of requested reports.

Deliverables shall include:

- Collaborating with Corporate Performance report authors to build required reports and dashboards
- Reviewing feedback from users to identify any changes required for the data warehouse to achieve desired reporting.

Payments to consultants will be made within thirty days of deliverable completion and acceptance by Corporate Performance.

6. Contract Modifications.

The City consultant contract is attached.

Consultants submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the attached Contract form, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

7. General Instructions, Procedures and Requirements.

This section details City instructions and requirements for your response. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

7.1 Registration into City Registration System.

If you have not previously done so, register at: <http://www2.seattle.gov/ConsultantRegistration/> . The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call 206-684-0444.

7.2 Pre-Proposal Conference.

The City offers an optional pre-proposal conference at the time, date and location on page 1. Proposers are encouraged to attend but it is not required. The conference answers questions, clarifies issues, and invites Proposers to raise concerns. Failure to raise concerns over issues during this opportunity will be a consideration if any protest is filed regarding items known as of this pre-proposal conference.

7.3 Questions.

Proposers may submit written questions to Cynthia Kopperstad, Contract Administrator until the deadline stated on page 1. The City prefers questions be through e-mail to Cynthia Kopperstad, Contract Administrator. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under in any subsequent contract. It is the responsibility of the interested Consultant to assure they receive responses to Questions if any are issued.

7.4 Changes to the RFQ/Addenda.

A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City's objectives in this acquisition. A change to this RFQ will be made by formal written addendum issued by Cynthia Kopperstad, Contract Administrator. Addenda and shall become part of this RFQ and included as part of the Contract.

7.5 Receiving Addenda and/or Question and Answers.

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the City.

Note that some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

All submittals sent to the City may be considered compliant to all Addendums, with or without specific confirmation from the Consultant that the Addendum was received and incorporated, at the sole discretion of Cynthia Kopperstad, Contract Administrator. The Project Manager may reject the submittal if it does not fully incorporate an Addendum.

7.6 Proposal Submittal.

- a. Proposals must be received into the City no later than the date and time on page 1 except as revised by Addenda.
- b. All pages are to be numbered sequentially, and closely follow the requested formats.
- c. The City does not have page limits specified in the submittal instructions section.
- d. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances. Responses arriving after the deadline may be returned unopened to the Consultant; or the City may accept the package and make a determination as to lateness.

Hard Copy Submittal.

Submit one original (1) unbound, (5) of bound copies, and one (1) electronic USB/DVD/CD copy of the response. Fax, e-mail, and USB/DVD/CD copies are not an alternative to the hard copy. If a USB/DVD/CD, fax, or e-mail version is delivered, the hard copy will be the official version. Delivery is to the location specified on Page 2, Table 1.

- a. Hard-copy responses should be in a sealed box or envelope marked and addressed with the City Solicitation Contact name, the solicitation title and number. If submittals are not marked, the Proposer has risks of the response being misplaced and not properly delivered.
- b. The Submittal may be hand-delivered or otherwise be received by the Program Administrator at the address provided, by the submittal deadline. Delivery errors will result without careful attention to the proper address.
- c. Please use no plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, you use fully 100% recycled stock. Such binders are available from Keeney's Office Supply at 425-285-0541 or Complete Office Solutions at 206-650-9195.

7.7 License and Business Tax Requirements.

Any resultant contract may require the additional licensing listed below. The Consultant must meet all applicable licensing requirements that apply to their business immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if required by the laws of those jurisdictions. The Consultant should carefully consider those costs prior to submitting their offer, as the City will not separately pay or reimburse those costs to the Consultant.

Seattle Business Licensing and associated taxes. [SEE ATTACHMENT 3 & 4]

- a. If you have a "physical nexus" in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
- b. A "physical nexus" means you have physical presence, such as: a building/facility in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
- c. We provide a Consultant Questionnaire Form in our submittal package items later in this RFQ, and it will ask you to specify if you have "physical nexus."
- d. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
- e. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
- f. Self-Filing You can pay your license and taxes on-line using a credit card <https://dea.seattle.gov/self/>
- g. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is rca@seattle.gov. The main phone is 206-684-8484, or call RCA staff for assistance (Anna Pedroso at 206-615-1611, Wendy Valadez at 206-684-8509 or Brenda Strickland at 206 684-8404).
- h. The licensing website is <http://www.seattle.gov/rca/taxes/taxmain.htm>.
- i. The City of Seattle website allows you to apply and pay on-line with a Credit Card if you choose.
- j. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the RCA office (see contacts above in #7) to request additional assistance. A cover-sheet providing further explanation, with the application and instructions for a Seattle Business License is provided below.

k. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

State Business Licensing.

Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as UBI #). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits, and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://www.dol.wa.gov/business/file.html> and the State of Washington Department of Revenue is available at 1-800-647-7706.

Federal Excise Tax.

The City is exempt from Federal Excise Tax (Certificate of Registry #9173 0099K exempts the City).

7.8 Proposer Responsibility to Provide Full Response.

It is the Proposer’s responsibility to respond that does not require interpretation or clarification by the City. The Proposer is to provide all requested materials, forms, and information. The Proposer is to ensure the materials submitted properly and accurately reflects the Proposer’s offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Proposer after the RFQ deadline; this does not limit the City right to consider additional information (such as references that are not provided by the Proposer but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

7.9 No Guaranteed Utilization.

The City does not guarantee utilization of this contract. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts, to obtain these same or similar services. The City may resolicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

7.10 Expansion Clause.

Note that the contract strictly limits the expansion of scope and addition of new work not expressly provided for within the RFQ Scope of Work. The Proposers are to bring forward any questions about the scope that should be named within the solicitation, during the Q&A period.

7.11 Right to Award to next ranked Consultant.

If a contract is executed because of this solicitation process and is terminated within 90-days, the City reserves the option to return to the solicitation process to award the contract to the next highest ranked responsive Consultant by mutual agreement with such Consultant. Any new award may also be allowed this right.

7.12 Background Checks.

The City may require background/criminal checks during the course of contract for essential City purposes.

The City does not intend to request such background checks unless essential.

Corporate Performance has regulatory requirements promulgated by organizations with jurisdiction over Corporate Performance, which require any contract worker with access to certain locations/systems/data to undergo a background/criminal check before that worker can have authorized cyber or authorized unescorted physical access to those locations/systems/data. Such requirements may also require Corporate Performance to mandate that a worker sign a Non-Disclosure Agreement, undergo a Personnel Risk Assessment and/or security awareness training.

7.13 Negotiations.

The City may conduct open discussions with the apparent successful Proposer, to negotiate costs and modifications to the proposal or the contract, to align the proposal or contract to meet City needs within the scope sought by the solicitation.

7.14 Effective Dates of Offer.

Solicitation responses are valid until the City completes award. Should any Proposer object to this condition, the Proposer must object prior to the Q&A deadline on page 2.

7.15 Cost of Preparing Proposals.

The City will not be liable for any costs incurred by the Proposer to prepare, submit, and present proposals, interviews and/or demonstrations.

7.16 Readability.

Proposers are advised that the City's ability to evaluate proposals depends on the Proposer's submittal document, including organization, level of detail, comprehensive material and readable.

7.17 Changes or Corrections to Proposal Submittal.

Prior to the submittal closing date and time, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

7.18 Errors in Proposals.

Proposers are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Proposer's obligations to the City.

7.19 Withdrawal of Proposal.

A submittal may be withdrawn by written request of the submitter, prior to the closing date and time. After the closing date and time, the submittal may be withdrawn only with permission by the City.

7.20 Rejection of Proposals.

The City reserves the right to reject any or all proposals with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal.

7.21 Incorporation of RFQ and Proposal in Contract.

This RFQ and the Proposer's response, including all promises, warranties, commitments, and representations made in the successful proposal as accepted by the City, shall be binding and incorporated by reference in the City's contract with the Proposer.

7.22 Independent Contractor.

The Consultant works as an independent contractor. Although the City provides responsible contract and project management, this is distinguished from a traditional employer-employee function. This contract prohibits Consultant workers from supervising City employees, and prohibits Consultant workers from supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be provided for over 36 months without specific authorization from the City Project Manager.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

7.23 Equal Benefits.

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes an "Equal Benefits Compliance Declaration," which is the mandatory form on which you make a designation about the status of such benefits. If your company does not comply with Equal Benefits and does not intend to do so, you must still supply the information on the Declaration. Instructions are provided on the Declaration. This applies to all City contracts with an estimated value at or above \$49,000 a year.

7.24 Women and Minority Subcontracting.

The Mayor's Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. All proposers must agree to SMC Chapter 20.42, and seek meaningful subcontracting opportunities with WMBE firms. The City requires a plan for including minority- and women-owned firms, which becomes a material part of the contract. The Plan must be responsive in the opinion of the City, which means a meaningful and successful search and commitments to include WMBE firms for subcontracting work. The City reserves the right to improve the Plan with the winning Consultant before contract execution. Consultants should use selection methods and strategies sufficiently effective for successful WMBE participation. At City request, Consultants must furnish evidence such as copies of agreements with WMBE subcontractors either before contract execution or during contract performance. The winning Consultant must request written approval for changes to the Inclusion Plan once it is agreed upon. This includes changes to goals, subconsultant awards, and efforts.

7.25 Insurance Requirements.

Any special insurance requirements are provided as an Attachment. If attached, provide proof of insurance to the City before Contract execution. The City will remind the apparent successful Proposer in the Intent to Award letter. The apparent successful Proposer must promptly provide proof of insurance to the City Solicitation Contact.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Proposers may elect to provide the requested insurance documents within their Proposal.

7.26 Proprietary and Confidential Material.

Requesting Disclosure of Public Records

The City asks interested parties to not request public disclosure of proposal records until a contract is executed. This measure should shelter the solicitation process, particularly during the evaluation and selection process or if a cancellation occurs or resolicitation. With this preference stated, the City will continue to respond to all requests for disclosure of public records as required by State Law.

Marking and Disclosing Material.

Washington's Public Records Act (Release/Disclosure of Public Records)

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are **public records**. These records include but are not limited to proposal submittals, agreement documents, contract work product, or other material.

Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules that RCW or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If you believe any records you are submitting to the City as part of your submittal or contract work product, are exempt from disclosure you can request that the City not release the records until the City notifies you about the pending disclosure. To make that request, you must complete the appropriate portion of the Consultant Questionnaire (Non-Disclosure Request Section) and identify each record and the exemption(s) that may apply. If you are awarded a City contract, the same exemption designation will carry forward to the contract records.

The City will not withhold materials from disclosure because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Identify no entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on in the Consultant Questionnaire. Only the specific records or portions of records properly listed on the Consultant Questionnaire will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and listed on the Consultant Questionnaire, the City will notify you in writing of the request and postpone disclosure, providing sufficient time for you to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

By submitting for this solicitation, the Consultant acknowledges the obligation to identify such records within the Consultant Questionnaire, and that the City has no obligation or liability to the proposer if the records are disclosed.

7.27 Ethics Code. [See Attachment 8]

Please familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. Attached is a pamphlet for Consultants, Customers and Clients. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, wayne.barnett@seattle.gov or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).

No Gifts and Gratuities.

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving a City employee sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than \$25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

Involvement of Current and Former City Employees.

If a Consultant has any current or former City employees, official or volunteer, working or assisting on solicitation of City business or on completion of an awarded contract, you must provide written notice to City Purchasing of the current or former City official, employee or volunteer’s name. The Consultant Questionnaire within your submittal documents prompts you to answer that question. You must continue to update that information to City Purchasing during the full course of the contract. The Consultant is to be aware and familiar with the Ethics Code, and educate Consultant workers accordingly.

Contract Workers with over 1,000 Hours.

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such Consultant company employee covered by the Ethics Code must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code, and educate Consultant workers accordingly.

No Conflict of Interest.

Consultant (including officer, director, trustee, partner, or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration, or evaluating Consultant performance. The City shall make sole determination as to compliance.

8. Response Materials and Submittal.

Below is the response to prepare and submit to the City. Use the following format and provide all required attachments. Failure to provide all information below on the proper forms and in order requested, may cause the City to reject your response.

1. Letter of interest (optional).

2. Legal Name: Submit a certificate, copy of web-page, or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a “Doing Business As” name or nickname in daily business; the City requires the legal name for your company. When

preparing the rest of your materials, use your company legal name:
<http://www.coordinatedlegal.com/SecretaryOfState.html>

3. Minimum Qualifications: Provide a page to prove you meet the Minimum Qualifications. The decision you meet all minimum qualifications is made from this page. The City is not obligated to check references or search other materials to seek out proof, if you did not provide sufficient detail on this page alone.

- Consultant Firm Qualifications – provide an introduction identifying the prime consultant and all proposed subconsultants. Identify the role each individual or firm shall have in conducting the scope of work areas described.
- Provide examples of at least three projects conducted in the previous five years in any of the scope areas listed in the Scope of Work section of this RFQ.

4. Consultant Questionnaire (Mandatory): Submit the completed Consultant Questionnaire in your response, even if you sent one in to the City for previous solicitations. [See Attachment 6 – Consultant Questionnaire]

5. Consultant Inclusion Plan (Mandatory): You must submit the following in your response. [See Attachment 7]

6. Proposal Response(Mandatory): This document details the forms, documents, and format for your proposal response to the City.

1) Project Approach:

- a. Please provide a brief description of your firm’s general methodology/approach for data warehousing and business Intelligence projects.

2) Your Team:

- a. Please provide the resumes of all proposed personnel that who shall be providing services as part of this project.

3) Your Team’s Experience:

- a. Please describe the individual’s or team’s experience developing enterprise-level conformed data warehouses to support business intelligence and performance management efforts.
- b. Please describe the challenges you have encountered in designing and developing enterprise-level conformed data warehouses and how you addressed them.
- c. Please describe and quantify (number of years) the individual or team has experience working with Cognos Framework Manager, Report Studio).
- d. Please describe and quantify (number of years) the individual or team has experience working with Oracle & PL/SQL.
- e. Please describe and quantify (number of years) the individual or team has experience working with Oracle Data Integrator.
- f. Please describe and quantify (number of years) the individual or team has experience working with Cognos (Framework Manager, Report Studio)
- g. Please describe and quantify (number of years) the individual or team has experience working with Oracle Business Intelligence Enterprise Edition

- h. Please describe and quantify (number of years) the individual or team has experience working with Oracle Utilities Business Intelligence.
- i. Please describe and quantify (number of years) the individual or team has experience working with Oracle data bases
- j. Please describe and quantify (number of years) the individual or team has experience developing star schemas and ETL processes for data.
- k. Please describe any experience you have with Tableau.
- l. Please describe the biggest challenges your clients typically face in designing star schemas.
- m. Please describe your experience working with utilities.

4) Samples of Work:

Please note that all samples of work are for demonstration of expertise and will be kept confidential and will not be shared with outside parties. You may remove any identifying or sensitive information about the client.

- a. Please provide an example of technical requirements documentation and data warehouse design that your firm has developed. It is preferable if the design is for a client included as a reference. Please provide a brief explanation of what the design objective was (if not explicit in the example).
- b. Please provide an example that shows your data package design in Cognos Framework Manager, Oracle Business Intelligence Enterprise Edition, or Tableau. Please also provide a brief description of what the document or artifact shows.
- c. Please provide an example that shows a design and the various layers of your ETL process. Please also briefly describe what the ETL was trying to accomplish and how you achieved that through your ETL design.

5) References:

- a. Please provide three references for clients of data warehousing or business intelligence projects. References should represent completed projects.
- b. Please describe the scope of work that you completed for each reference.

6) Cost & Pricing Information on time and material costs is for comparative purposes and to be used in the evaluation of proposals. However, Corporate Performance plans to use work authorization forms for each project with payment(s) by deliverables as approved in each agreed scope of work and after the Division accepts each deliverable.

Please include estimated cost summary information about each individual on your team:

- a. All-Inclusive Hourly rate,
- b. Location and travel requirements,
- c. Percentage of time that individual anticipates working on a project,
- d. Typical % of time spent onsite, and
- e. Percentage of responsibility for the overall contract

Package Checklist.

Your response should be packaged with each of the following. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions:

1. Letter of Interest (optional)
2. Proof of Legal Name
3. Minimum Qualifications Sheet
4. Consultant Questionnaire [Attachment 6]
5. WMBE Inclusion Plan [Attachment 7]
6. Proposal Response (Mandatory--see Section 8 Proposal Response, sub-section 6).

9. Selection Process.

9.1 Initial Screening: Cynthia Kopperstad, Contract Administrator, will review responses for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2. Equal Benefits, Minimum Qualifications, responsive Inclusion Plan, satisfactory past performance if applicable, satisfactory financial responsibility and other elements are screened in this Step.

9.2 Proposal Evaluation: The City will evaluate proposals using the criteria below. Responses will be evaluated and ranked or scored.

Evaluation Criteria:

	Maximum Points
Cost Review	10 points
Resume Review	15 points
Oracle, Cognos, & Tableau Experience	10 points
Oracle Data Integrator Experience	10 points
General Business Intelligence Experience	10 points
Data Warehouse Architecture Experience	15 points
Project Approach & Documentation	10 points
WMBE Inclusion Plan	10 points
Dash Boarding and Report Development Experience	10 points
Interview (if needed)	10 points
Total Possible Points	110

9.3 Interviews: The City may interview top ranked firms that are most competitive. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and proposal submittals. Consultants invited to interview are to bring the assigned Project Manager named by the Consultant in the Proposal, and may bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are on the project team without advance authorization by the City Solicitation Contact.

9.4 Professional References: The City may contact one or more professional references have been provided by the Proposer in the Consultant, or other sources that may not have been named by the Proposer but can assist the City in determining performance.

a. Please provide 3 references for clients of data warehousing our business intelligence projects. References should represent completed projects.

b. Please describe the scope of work that you completed for each client.

9.5 Selection: The City shall select the highest ranked Proposer(s) for award including the interview and written proposal.

9.6 Contract Negotiations. The City may negotiate elements of the proposal as required to best meet the needs of the City, with the apparent successful Proposer. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the base contract, which has been attached (See Attachments).

9.7 Repeat of Evaluation: If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

10. Award and Contract Execution.

The Solicitation Contact will provide timely notice of intent to award to all Consultants responding to the Solicitation.

Protests to Corporate Performance.

Interested parties that wish to protest any aspect of this RFP selection process are to provide written notice to the Corporate Performance Procurement and Contracting Office, Attention: Cynthia Kopperstad, Contract Administrator, for this solicitation.

Debriefs.

For a debrief contact the Cynthia Kopperstad, Contract Administrator.

Instructions to the Apparently Successful Consultant(s).

The Apparently Successful Consultant(s) will receive Intent to Award Letter from the Solicitation Contact after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

Checklist of Final Submittals Prior to Award.

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

- Seattle Business License is current and all taxes due have been paid.
- State of Washington Business License.
- Certificate of Insurance (if required)
- Special Licenses (if any)

Taxpayer Identification Number and W-9.

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date. [See Attachment 8]

Attachments

For convenience, the following documents have been embedded in Icon form within this document. To open, double click on Icon.

Attachment #1: Insurance Transmittal (Required)

Attachment #2: Contract Boilerplate

Attachment #3: Business License Application

Attachment #4: Business License Application Instructions

Attachment #5: Ethical Standards

Attachment #6: Consultant Questionnaire (Required)

Attachment #7: Inclusion Plan (Required)

Attachment #8: W-9 Tax Payer Identification Number and Certification Request