

Wyoming Association of Special Districts

REQUEST FOR PROPOSAL

Title: Request for Proposal of Web-based Educational Training Program for Special Districts

Due Date/Time: May 3, 2019 by 5 p.m. Late proposals will not be considered.

Representatives:

Contact: Craig Haslam, President, Wy. Assoc. of Special Districts

Phone: 307-850-4613

E-mail: chaslam@wyoming.com

Contact: Bobbie Frank, Wyoming Assoc. of Conservation Districts

Phone: 307-630-6695

E-mail: bobbie.frank@conservewy.com

INFORMATION AND INSTRUCTIONS TO BIDDERS

I. Introduction:

Subject to the conditions set forth in this Request for Proposal, Wyoming Association of Special Districts is requesting bids for the following project:

Bid Name: Web based Educational Training Program for Special Districts

Bid Deadline: May 3, 2019

Submission of Bids:

Bidders shall submit their via email to: wvspecialdistricts@gmail.com c/o Craig Haslam, President, Wyoming Association of Special District

Compliance with Federal, State and Local Laws

Bidder warrants in submitting a Bid and in the performance of an award as a result of the Bid that Bidder has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations hereunder. The Bidder, by submitting the Bid or performance that results from an award by WASD, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, sexual orientation, marital status, medical condition (cancer-related) and disability, and otherwise as required or permitted by law. Bidder further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.

Limitation of Liability

WASD makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work now or in the future. The furnishing of such information by WASD shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold WASD liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of WASD, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Request for Bid and that it shall not hold WASD liable or responsible therefore in any manner whatsoever.

Neither the Trustees of WASD, nor any officer, agent, nor employee thereof shall be charged

personally with any liability by a Bidder or another or held liable to a Bidder or another under any term or provision of this RFP or any statements made herein or because of the submission or attempted submission of a response hereto or otherwise.

Qualification of Bidder

Bidder must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Bidder integrity; record of past performance; and financial and technical resources.

WASD shall make such investigations as deemed necessary to determine the ability of a Bidder to provide the specified equipment and perform professional services.

WASD reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy WASD that said Bidder is properly qualified to carry out the obligations of the final Contract.

II. Submission of Bids

Preparation of Bid

By submission of its Bid, the Bidder agrees that the Bid is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Bidder in its Bid. Part or all of the RFP and the successful Bid may be incorporated into the Contract.

Each Bidder shall furnish the information and documents required by the RFP. Failure to submit all required information may deem a Bid as non-responsive.

A person who is legally authorized to bind Bidder to a Contract shall sign the Bid. WASD does not assume any liability for any pre-contract activity and/or cost incurred by Bidders responding to this RFP.

Bid information is not considered confidential or proprietary.

If a Bidder intends to use subcontractor(s), the Bidder must identify in its Bid the names of the subcontractors and the portions of the work the subcontractors will perform.

Communications Regarding the RFP

Requests for clarification and interpretations of the RFP must be made in writing during the period of April 10, 2019 to April 30, 2019. All questions regarding the RFP shall be directed to the WASD Representatives by e-mail.

Addenda to RFP

WASD reserves the right to change the RFP schedule and to issue addenda. WASD also reserves the right to cancel, reissue, or to make corrections or amendments to the RFP due to errors or changes identified by WASD or suggested by a Bidder, and to otherwise modify the terms of the RFP at any time in its sole discretion.

Submission of Bids

Bids are to be submitted to the designated email address on or before the date and time specified as the Bid Deadline in the RFP. Bids shall be submitted in the following format:

1. Show the Bid Name, “**Web-based Educational Training Program for Special Districts RFP**”;
2. Give the Bidder’s name, primary contact mailing and email address and telephone number.

Alternate or Substitute Bids

Bidders may submit more than one Bid. Alternate or substitute Bids must comply with the terms and conditions of the RFP and must contain all required documents as specified in the RFP.

WASD is seeking Bids that meet its **minimum** requirements as outlined in the Scope of Work. If more than one method of meeting these requirements is proposed, each should be labeled primary, secondary, etc., submitted separately, and they will be evaluated in the specific priorities.

Late Submissions, Modifications, and Withdrawals of Bids

Late Bids: Bids received after the specified Bid Deadline will not be considered.

Bid Modifications: Prior to the Bid Deadline, a submitted Bid may be modified by written notice, signed by a duly authorized person on behalf of the Bidder, to the WASD Representative.

Bid Modifications must contain all required documents as specified in the RFP. Failure to submit all required information can deem the Bid Modification as non-compliant and the contents of the Bid Modification will not be considered.

Bid Withdrawal Notifications: Prior to the Bid Deadline, a submitted Bid may be withdrawn by written notice to the WASD Representative up until the Bid Deadline.

A withdrawn Bid may be resubmitted prior to the Bid Deadline. All resubmitted Bids must fully comply with the RFP. WASD will only consider the latest version of the Bid.

III. Evaluation of Bids

Bids will be reviewed and evaluated by WASD. At any time, and from time to time after the opening of the Bids, WASD may give oral or written notice to one or more Bidders to furnish additional information relating to its Bid and/or qualifications to perform the services contained in the RFP, or to meet with designated representatives of WASD. The giving of such notice shall not be construed as an acceptance of a Bidder's Bid. It is WASD's intent to evaluate bids and award a contract by May 31, 2019.

All materials submitted in response to this RFP become the property of WASD. Selection or rejection of a response does not affect this right. All copyright of materials produced under any contract or subcontract awarded as a result of this RFP shall be retained by WASD. All forms of documents and data generated as a result of this contract are owned by and shall be delivered to WASD at the direction of the WASD Representative. During the period of performance, the information may not be disclosed by the Bidder to third parties, except as expressly provided in the Contract.

Bid Evaluation and Selection Criteria

Evaluation Criteria

WASD reserves the right to reject any Bid that does not meet prerequisites or minimum requirements or which scores below average on any of the criteria.

Selection

WASD reserves the right to make an award without further discussion of the Bids submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the Bidders, but there shall be no obligation to receive further information from any Bidder. Therefore each initial offer should contain the Bidder's best terms from a cost or price, service, and technical standpoint.

WASD may consult references familiar with the Bidder regarding its prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Bid shall constitute permission for WASD to make such inquiries and authorization to third parties to respond thereto.

WASD may elect to initiate contract negotiations with one or more Bidders including negotiation of costs/price(s) and any other issues or terms and conditions, including modifying any requirement in the RFP. The option of whether or not to initiate contract negotiations rest solely with WASD. No Bidder shall have any rights against WASD arising from such negotiations. The Bidders will be responsible for their travel and per diem expenses, required for any presentations, discussions, and/or negotiations.

WASD reserves the right to award the Contract to a consultant other than the Bidder presenting the lowest price. The Contract resulting from this solicitation will be awarded to the Bidder(s) whose Bid(s) WASD believes will be the most advantageous to WASD. The release of the RFP does not compel WASD to make an award. WASD shall not be obligated in any manner to any Bidder whatsoever until a written Contract has been duly executed relating to an approved Bid.

WASD reserves the right to award multiple contracts for the products, work and/or services that are the subject matter of this Bid and Bidder(s) are hereby given notice that they may not be WASD's only Contractor or Bidder for such products, work and/or services.

As a result of the selection of a Bidder to supply products and/or services to WASD, WASD is neither endorsing nor suggesting that the Bidder's product or service is the best or only solution. The Bidder agrees to make no reference to WASD in any literature, promotional material, brochures, sales presentation or the like without the express written consent of WASD.

The Bidder will be expected to enter into a Contract with WASD.

Rejection of Bids

WASD has the right to reject any and all Bids for any reason.

Notification of Award

The WASD Representative will issue “Notification of Award” letter(s) once a selection has been made.

IV. Scope of Work

General Information

Background:

In 2018, several special district representatives convened and initiated the formation of the Wyoming Association of Special Districts. The Association has two primary objectives 1) to serve as a means to communicate on behalf of and between Wyoming's Special Districts and 2) Develop and deliver Special District Training program.

There are currently 27 different types of special districts authorized under state statute. There are approximately 663 special districts functioning across the state.

In 2016, the Wyoming State Legislature formed a Wyoming Special District Task Force to review and make legislative recommendations pertaining to governance, compliance and efficiencies within Special districts. One outcome of the Task Force was the formation of a small informal training committee. The Committee initiated a very preliminary training program outline. Further, legislation was adopted in the 2017 session which included statutory requirements for special districts, if requested to do so by their County officials, to demonstrate training had been completed.

Currently, there is not one statewide, consistent and endorsed training program for all types of special districts. Those special districts with state organizations have varying degrees of training which can be drawn upon for the development of a broad scope training program. Some Counties have provided various levels of training to their local districts. The Wyoming Association of Special Districts (WASD) seeks to have a comprehensive special district training program developed that would be endorsed by the appropriate state and local jurisdictions.

Topics and training modules shall include, but not be limited to:

Brief overview of the Principal Acts of various Special Districts (primarily links to appropriate state statutes)

Special district budgeting, financial reporting and accountability requirements – Wyoming Uniform Municipal Procedures Act

Applicable State and Federal Employment laws

Open Meetings Act requirements

Public Records Act requirements and Records Archive requirements

Public Officials Ethics Act

Special District Boundary reporting requirements (Department of Revenue)

Procurement Requirements and/or best practices

Administrative Procedure Act

Local Government Liability Pool

Special district elections

The contractor shall work with the leadership of the Association to outline the training program, utilizing existing training materials, modify and expand training in consultation with the appropriate state agency, entity or association. Create an online information site including a

listing of all types of special districts, links to appropriate principal acts, maps of all special district boundaries, links to the state agency with jurisdiction on specific subject matter, and modules of all training subject matters above.

The contractor shall have experience in research of state statutes and rules and the ability to communicate and coordinate with state agencies, associations, etc. to reach consensus and consistency in training materials.

Further, technical capabilities including developing and uploading web based training program.

V. BID Proposal Content Requirements

A. Bidder Business Structure

1. Provide your company's name and address, and the primary RFP contact's name, phone number, e-mail address and fax number.
2. Please give a brief history of the firm including the year organized.
3. Please provide the location of each of your firm's offices. Indicate which office would service this account.
4. Please discuss the overall business objectives of your firm. Comment on any present or planned areas of emphasis over the near future

B. Business Information

1. List 3 of your customers using the service covered by this Bid similar in size, industry sector, and geographical presence to WASD. Please provide:
 - Customer name and address
 - Customer employee size
 - Contact names and telephones (business and technical)
 - Brief description of the service provided
 - How long has Customer been using Bidder to provide services?
2. Describe the relevant aspects of your staffing:
List the name and location of primary individual(s) who would be responsible for our account and provide brief biographies including titles, functions, academic credentials, and relevant experience. Include the role of each consultant for this assignment, the role of back-up personnel and how many clients are assigned to each person named above?

E. Other Bidder Information

1. Based on the information provided in the RFP, please provide a fee quote for the related services to WASD.
 - a. Please include the billing rates of each person
 - b. Describe your billing structure
 - c. Please include per diem, mileage rates.