

**City of Saint Paul RFP
Event # 1314
For SAINT PAUL CITY COUNCIL AUDIT
COMMITTEE**

Release Date: September 25, 2023

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I. Overview

The St. Paul City Council Audit Committee is interested in obtaining professional consultant services to assist in conducting up to two research and evaluation projects beyond those that Council or City staff can provide to improve the timing of delivery of services for these projects.

II. Background

Section 4 of the Saint Paul City Charter gives City Council the authority to “make investigations into the affairs of the city and the conduct of any department, office or agency” and to “provide for an annual independent audit of all city accounts and may provide for such additional audits as it deems necessary.” Appendix A-2 of the Saint Paul Administrative Code established the creation of the audit committee as a committee of City Council to oversee the evaluation of financial and program performance of city departments to build public trust and ensure outstanding service delivery, transparency, and accountability. The City of Saint Paul City Council Audit Committee is requesting proposals to obtain professional consultant services to assist in conducting up to two research and evaluation projects beyond those that Council or City staff can provide to improve the timing of delivery of services for these projects. (Sample studies can be viewed at www.stpaul.gov/auditcommittee). The assigned research and evaluation projects will be directly related to the duties of the audit committee to evaluate the financial and program performance of city departments.

The contract period is for one year and the contractor will be tasked with conducting up to two research and evaluation projects that require professional services in an expedited fashion. The purpose of obtaining professional services is to improve the timing of delivery of services for these projects. It is expected that each project will take up to 12 weeks, depending upon the number of projects, type of project, and cost of individual projects. The specific research and evaluation project is unknown at this time.

III. Scope of Work

The RFP response by firms under consideration should address the following:

1. To complete up to two research projects within the contract year. The Audit Committee will identify topics related to the financial and program performance of city departments. The Audit Committee and evaluator consultant will agree upon scope, evaluation questions, evaluation plan, deliverables, and cost of individual projects as topics arise.
2. Be available to start projects within two weeks of the Audit Committee’s request.
3. Upon assignment of a named study or identified research project, the consultant will work with the Audit Committee and their designee to propose, and conduct evaluations of specified City programs, projects, and/or policies using appropriate methods for the research question, such as surveys, focus groups, quantitative data analyses, or literature

review, and provide a written report with recommendations for improvements as well as presentations to the City Council, Audit Committee, and, if requested, to City staff and leaders.

IV. Specific Project Requirements

1. Business

2. Technical

3. Responder Qualifications

- Description of experience assisting organizations, particularly local governments, in evaluating departments and its processes. Please provide examples.
- Description of experience, if any, relating to managing research projects on a broad range of studies.
- Experience and ability to engage and build trust with staff and community.
- Ability to work efficiently and to complete projects on task and on time.
- List policy and research areas of expertise.
- Preferred experience working with staff and residents in St. Paul.
- Experience doing qualitative and quantitative studies.
- Evaluation plan, expectations of both parties
- Listing of staff in your organization who will be directly involved in conducting the study, including their roles and areas of expertise.
- References with organizations assisted by consultant where optimal improvements were achieved.

4. Estimated 3-month project timeline (example of the first project):

| | |
|---|----------------|
| PROJECT WORK INIATED BY CONSULTANT – DEPARTMENT/STAKEHOLDER ENGAGEMENT AND OUTREACH | Month 1 |
| MID-POINT REPORT TO AUDIT COMMITTEE (INITIAL FINDINGS) | Month 2 |
| FINAL REPORT DELIVERED | Month 3 |
| FINAL REPORT PRESENTED TO AUDIT COMMITTEE, CITY COUNCIL, MAYOR, AND PUBLIC | Month 3 |

V. Required Information/Content of Proposals

To facilitate review of the information submitted, proposals must contain the following information presented in the order listed:

Tab 1 - Firm Information

- Name of firm
- Complete address
- Contact person
- Telephone number
- Fax number
- Website
- Email Address

Tab 2 – Respondent’s philosophy and approach to project conditions

- Describe your team’s approach and provide a general statement of qualifications that respond to the project information in the project scope.

Tab 3 - Outline of Project

For each project phase listed identify:

- **Deliverables**
 - Develop an evaluation plan and description for each project.
 - Prepare and conduct required data collection.
 - Develop a summary of recommendations.
 - Prepare a final report, and present the final report to the City Council, Audit Committee, and, if requested, to City staff and leaders.
- **City responsibilities**
- **Methods used to maintain schedule**
- **Other pertinent details, i.e., description of your firm’s process through approval of the final design**

Tab 4 - Costs

- All costs to be charged to the city by phase, including estimated reimbursable expenses
- Billing structure
- Assumptions used in determining overall project costs
- Provide information about cost control methods and how cost estimates are established; include information regarding estimates concerning expansion and renovation of existing facilities

The City Audit Committee currently has provided up to \$50,000 for the professional services for the contract year to conduct up to two research and evaluation projects beyond those that Council or City staff can provide to improve the timing of delivery of services for these projects.

Proposals must reflect consultant activities within this amount. Please be aware that Respondent may update the original response once the specific project has been identified.

In the proposal, the consultant must provide information on how they will be able to complete up to two projects within the total contract amount and rates typically charged for different types of evaluation services.

Following the Contract award, but prior to commencing work, a meeting shall be scheduled and held to review all the requirements of this contract and to answer any questions of the Contractor. At a minimum, the Contractor's person assigned to administer this contract and the Contractor's onsite supervisor shall attend this meeting.

At the start of each assigned project, the consultant will provide a cost breakdown for that project. Billing by consultant will occur based upon completion of deliverables which will be agreed upon for each phase of the assigned project.

The term of this service contract shall be for one (1) year, beginning on the date the contract is accepted and signed by the City. This service contract may be extended for up to two (2) additional 12-month periods, subject to the approval of the Contractor and the City.

Tab 5 –Project Team

Please identify the Project Manager, Project Designer(s), and other important members of your team and include the following information for each:

- Name
- Roles and responsibility on this project by phase
- Experience with projects of similar scope and scale
- Years with the firm
- Identify the individual who will assume overall leadership for the project and responsibility for the contract
- Also provide a list of subconsultants whom you propose would provide services as part of the project team, including their roles and responsibilities.

Tab 6 – Related Project Experience

Include examples of past projects providing similar services to public and private sector. Note: Please limit to four examples or less for lead firm and 2 examples for subconsultants.

- Name of project with a brief description
- Client contact
- Owner's initial budget
- Total project cost
- Date of proposal
- Scheduled completion date
- Actual completion date
- Work sample images

Tab 7 - Appended materials

- Corporate qualifications
- Other relevant materials Respondent would like to include.

VI. Proposal Selection Process and Criteria

Staff members of the Saint Paul Audit Committee will evaluate Proposals against the evaluation criteria to the degree of which each meets the criteria as follows:

Criteria and Scoring:

| <i>Criteria</i> | <i>Possible</i> |
|---|-----------------|
| Overall Proposal Suitability: Response meets the scope and needs included in the request for proposals and is presented in a clear and organized manner. | 25 |
| Specific Project Requirements | 25 |
| Tab 2 – Respondent’s Philosophy and Approach | 10 |
| Tab 3 – Outline of Project | 10 |
| Tab 4 – Costs | 15 |
| Tab 6 – Related Project Experience | 15 |
| Sub Total - Tech Score + Cost of Proposal Score | 100 |
| Top Two Teams will be interviewed based on this score. | |
| Interview (If selected) | 25 |
| Final Score (possible) | 125 |

Following a review of the proposals, a shortlist of two professional evaluator and/or researcher consultant with the highest rated responses will be invited for interviews. The shortlisted Respondents will be required to participate in an interview. The city may interview all critical team members of the respondent’s team. All proposed team members must be available in person for interviews on the date specified in this RFP. At the City of Saint Paul’s discretion, substitutes, proxies, phone interviews, or electronic interviews may be allowed.

The City of Saint Paul may also request to interview additional personnel. The City of Saint Paul may request additional information prior to interviews.

The interview phase may include a Respondent presentation. The interview itself will follow a question-and-answer format.

Award of the work for the project will be made based on the criteria in the RFP response and the interview members of the Saint Paul Audit Committee. The final contract award will be conditioned upon the successful proposer's agreeing to comply with all City terms and conditions, which are attached to this RFP (See Attachment 3, pages 2-11), mutual agreement about the final work plan and completion of a contract agreeable to all parties.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

VII. Request for Proposal Timeline

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| RFP ISSUED VIA WWW.STPAULBIDS.COM | MONDAY, SEPTEMBER 25, 2023 |
| DEADLINE FOR WRITTEN QUESTIONS | FRIDAY, OCTOBER 6, 2023, by 4:00 PM |
| ADDENDA POSTED TO WWW.STPAULBIDS.COM RESPONSES TO QUESTIONS | WEDNESDAY, OCTOBER 11, 2023 |
| DEADLINE TO SUBMIT PROPOSALS | FRIDAY, OCTOBER 20, 2023, by 4:00 PM |
| CONSULTANT INTERVIEW | NOVEMBER 2023 |
| CONSULTANT SELECTION | NOVEMBER 2023 |
| ANTICIPATED PROJECT START | DECEMBER 2023/JANUARY 2024 |

VIII. Public Information

Data submitted by a business to the city in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected Vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public.

IX. Proposal Rejection

This Request for Proposal (RFP) does not obligate the City of Saint Paul to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. City of Saint Paul reserves the right to reject a proposal if required information is not provided or is not organized as directed.

The City of Saint Paul also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in The City of Saint Paul's sole discretion. The City of Saint Paul also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the www.stpaulbids.com. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.