



# **SAINT PAUL** **MINNESOTA**

**EVENT # \_\_\_\_\_**  
**REQUEST FOR PROPOSALS (RFP)**  
**ON-CALL PROFESSIONAL EVALUATOR**  
**AND/OR RESEARCHER CONSULTANT SERVICES**

**SAINT PAUL CITY COUNCIL AUDIT COMMITTEE**

A request to obtain professional consultant services to assist in conducting up to four research and evaluation projects beyond those that Council or City staff can provide to improve the timing of delivery of services for these projects.

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## SUMMARY AND BACKGROUND

The City of Saint Paul City Council Audit Committee is requesting proposals to obtain professional consultant services to assist in conducting up to four research and evaluation projects beyond those that Council or City staff can provide to improve the timing of delivery of services for these projects

During a fiscal year (starting January 1 and ending December 31), the contractor will be tasked with conducting up to four research and evaluation projects that require professional services in an expedited fashion. The purpose of obtaining retainer professional services is to improve the timing of delivery of services for these projects. The Committee has determined that it is in its best interest to retain the services of professional consultants to be available to assist on these projects to support the work of the City Council. 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.

## PROPOSAL GUIDELINES

Proposals should be organized in tabular format, with each tab containing information as follows:

**Tab 1 – Overall proposal suitability:** Proposals must address scope of work requirements and ability to provide the requested deliverables provided on pages 3 and 4.

**Tab 2 – Project Timeline:** Proposals must address the City’s estimated project timeline provided on page 4.

**Tab 3 – to be submitted separately – Cost:** Proposals must present proposed budget/costs as stated on pages 4.

**Tab 4 – Responder Qualifications:** Proposals must explain and provide examples of how proposers’ experience pertains to the scope of this project.

**Tab 5 – Supplemental Information:** Proposals may include additional materials to illustrate work products with organizations and similar project scopes. They may also provide information on proposers’ technical expertise or specialized study models or work product.

## SCOPE OF WORK REQUESTED

1. To complete up to four research projects within the contract year The Audit Committee will identify topics and 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. Propose and conduct evaluations of 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 City staff and leaders.

## DELIVERABLES

- Evaluation plan and description for each project.
- Summary of recommendations and plan of actions for next step.
- Final Report, and presentation before the Audit Committee and the full City Council and potentially impacted city staff and leaders.

## PROJECT TIMELINE

Estimated 3-month project timeline:

|                                                                                                 |                   |
|-------------------------------------------------------------------------------------------------|-------------------|
| PROJECT WORK INITIATED BY CONSULTANT – DEPARTMENT/STAKEHOLDER ENGAGEMENT AND OUTREACH (XX DAYS) | <b>MONTH 2023</b> |
| MID-POINT REPORT TO AUDIT COMMITTEE (INITIAL FINDINGS)                                          | <b>MONTH 2023</b> |
| FINAL REPORT DELIVERED                                                                          | <b>MONTH 2023</b> |
| FINAL REPORT PRESENTED TO AUDIT COMMITTEE, CITY COUNCIL, MAYOR AND PUBLIC                       | <b>MONTH 2023</b> |

## BUDGET

The City currently has provided up to \$50,000 for the professional services. Proposals should reflect consultant activities within this amount.

At the start of each project, the consultant will provide a cost breakdown for that project. In the proposal, the consultant will provide information on how they will be able to complete up to four projects within the total contract amount and rates typically charged for different types of evaluation services.

All proposals must include the consultant's proposed costs to complete the tasks described in the project scope, deliverables, and timeline. Costs should be divided by task.

All costs and fees must be clearly described in the proposal. Costs should be presented as hours allocated to each project step multiplied by hourly rates for consultant staff involved in the study. Costs for other expenses, such as materials, travel, or technology, may be separately listed. Overall cost should include a not-to-exceed amount. Costs should not be presented in a lump-sum format.

Billing by consultant will occur based upon completion of deliverables which will be agreed upon for each project.

## RESPONDER QUALIFICATIONS

Responder's proposal should include the following:

- Description of experience assisting organizations, particularly local governments, in evaluating departments and its processes. 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.
- Examples of past work that was available to the public.
- 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.

## PROPOSAL EVALUATION CRITERIA

Staff members of the Saint Paul Audit Committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals (RFP), your proposal should be complete and include all of the following criteria:

|                                                                                                                                                                 |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Overall proposal suitability:</b> Response meets the scope and needs included in the request for proposals and is presented in a clear and organized manner. | 25         |
| <b>Project Timeline and Deliverables:</b> Response demonstrates understanding of the project schedule and deliverables.                                         | 20         |
| <b>Cost:</b> The cost of proposed solution(s) based on the work to be performed in accordance with the scope of this project.                                   | 30         |
| <b>Responder Qualifications:</b> Responder has experience that is similar to this project, especially with data collection.                                     | 25         |
| <b>Total</b>                                                                                                                                                    | <b>100</b> |
| <b>Interview</b>                                                                                                                                                | 25         |
| <b>Total Points Possible</b>                                                                                                                                    | <b>125</b> |

Staff members of the Saint Paul Audit Committee will review, assess, and organize the proposals against the criteria in this RFP and score proposals for Committee consideration.

Following the review of the proposals, there will be an interview process prior to the award of this work. The information submitted in the proposal will be used to determine whether proposers are invited for an interview before the Audit Committee. The successful proposal will be chosen based on the information submitted and the results of the interview.

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

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, mutual agreement about the final work plan and completion of a contract agreeable to all parties.

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## REQUEST FOR PROPOSAL TIMELINE

|                                                                |                                |
|----------------------------------------------------------------|--------------------------------|
| RFP ISSUED VIA WWW.STPAULBIDS.COM                              | DAY, MONTH X, 2023             |
| DEADLINE FOR WRITTEN QUESTIONS                                 | DAY, MONTH X, 2023 by 12:00 PM |
| ADDENDA POSTED TO WWW.STPAULBIDS.COM<br>RESPONSES TO QUESTIONS | DAY, MONTH X, 2023             |
| DEADLINE TO SUBMIT PROPOSALS                                   | DAY, MONTH X, 2023 by 12:00 PM |
| CONSULTANT INTERVIEW                                           | MONTH 2023                     |
| CONSULTANT SELECTION                                           | MONTH 2023                     |
| ANTICIPATED PROJECT START                                      | MONTH 2023                     |

## 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.