



## Technology Marketplace Request for Proposals

### **Project Name**

Open Source Voting Project Management Services

February 4, 2019



## Background

The City and County of San Francisco is moving forward with an Open Source Voting (OSV) system. The City has completed a Feasibility Study for the project including options, costs, risks and timeframes. The City continues to gather information to inform the process and define strategies, partnerships, system architectures. Currently, the OSV project team is completing an inventory of all Open Source Voting projects and the outcomes of these projects. This will help identify best practices and potential partners. The OSV project team is building requirements for the system that will define capability, functionality, accessibility, transparency and auditability.

## Purpose of the RFP

As the OSV project is continues, the City requires professional services to develop project deliverables such as scopes, plans, schedules, documentation, Request for Proposal, requirements documentation, alternatives analysis, cost analysis, work breakdown structures, system process descriptions, use cases, open source architecture diagrams and descriptions and executive level presentations.

The DT is seeking the services of a qualified firm (CONSULTANT) experienced preparing project management deliverables for a software development project. Experience with open source technology and voting system is desired but not required. This RFP will result in the procurement of a Consultant(s) to assist the OSV project team with the writing, documenting, planning, and communicating the needs and benefits of the project.

## Anticipated Contract Term

The anticipated contract term will be March 4, 2019 – March 4, 2020 with the option to extend the contract for up to three additional years each. Actual contract term may vary, depending upon service and Project needs at the City's sole, absolute discretion. Proposers selected must be available to commence work on or before March 25, 2019.

## Important Dates

- Issue Date: February 4, 2019
  - Deadline for Questions: February 15, 2019
  - Deadline for Answers: February 18, 2019
  - Deadline for Submittal of Proposals: February 25, 2019
- Late submissions will not be considered.



## Scope of Work

The selected CONSULTANT(s) will be conducting the activities required to perform project management tasks for the OSV project. In conjunction with the OSV project team the work may include the following:

1. Review the existing OSV Project goals and objectives;
2. Identify Milestones for implementation of the defined goals;
3. Identify priorities and timelines;
4. CONSULTANT may develop one or all of the following project deliverables:
  - a. Work product scopes,
  - b. Project plans, phases and schedules,
  - c. Documentation for project charters, status reports, briefings, and presentations,
  - d. Drafting need, requirements and deliverables for a Request for Proposal,
  - e. Completing alternatives analysis and cost analysis,
  - f. Creating work breakdown structures,
  - g. Documenting system process descriptions, and use cases,
  - h. Diagramming open source architecture
5. CONSULTANT shall conduct executive briefings.
6. CONSULTANT shall meet with the OSV project team to discuss the scope of services.

## Implementation and Execution

- Conduct weekly meeting or as deemed necessary to discuss progress and unique issues that may have surfaced
- Provide a weekly status report against each contact performance measure to the management team
- Prepare a detailed listing and schedule of each of the work activities performed by phase, with links to reports and deliverables and the tools used during the implementation.
- Complete Deliverables as described for the identified Scope of Work task.
- The Scope of Work completion date will be agreed with before work begins.
- The OSV project team may choose to implement all or some of the Tasks and Activities described in the Scope of Work.



## Required Experience and Qualifications

The CONSULTANT performing the scope of work must have:

1. Seven(7) years of technical Project Management experience developing the project deliverables defined in the scope of work
2. Three (3) years of the above experience must include experience as a Sr. IT Project/Technical Lead on a technology project within a large organization.

## Proposal Requirements

Proposals shall contain the following information:

1. Project Approach in an Executive Summary (limited to no more than 3 pages)

The Executive Summary shall briefly describe:

The respondent's overall understanding and approach to meet the OSV project team's project management scope of work including details of how the work will be accomplished.

The respondent will describe the key advantages of the respondent's services or value added for these services. Respondents shall identify within the executive summary any Open Source or Voting System project experience previously provided to other government or non-government clients.

2. Provide number of years firm has been in business and the firm's qualifications and experience performing similar implementation services.
3. Provide a list of similar engagements that the firm has performed within the last two years.
4. Provide a list of name(s) and professional qualification, responsibilities and resumes of the managerial, technical and support staff identified to conduct the engagement.
5. Provide a contact for any questions and communication about this RFP.
6. Describe how the respondent will meet or not meet the following requirements;
  - a. Ability to perform business analysis, document user requirements, document use cases and prepare workflow diagrams
  - b. Write complete and accurate project documentation that describes the value and purpose of the technology project, business process, or service.
  - c. Develop concise, clear, benefits-focused communications that engages and educates internal and external stakeholders about the OSV project.
  - d. Have technical knowledge of open source systems and the agile development processes used to implement the technology.



7. Reference check. Provide a minimum of three (3) references of similar projects, including date of project, contact person and phone number and brief description of the project.
8. Cost. Provide an hourly cost by Task type as defined in the Scope of Work. Tasks can be completed in a different order than as listed in the Scope of Work.
9. Additional Materials or Services. Provide any additional materials or description of services that may be relevant to this work. These materials will not be considered during the selection process.

## Evaluation Criteria

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements. Failure to meet these requirements will be a cause for eliminating the proposal from further consideration.

The DT reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of the proposal, and to be the sole judge of the suitability of the proposals offered.

Evaluation of the proposals will be made by the OSV project team. In addition to evaluating written proposals, oral interviews may be requested. Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:

- I. Ability, capacity, and skill of the Proposer to perform the scope of work
- II. Proposed fee structure that is the most advantageous to the City
- III. Staff qualifications – quality of staff/team members assigned to the project
- IV. Reference checks

All submittals in response to this RFP are public records and available for inspection and copying upon request.

All costs incurred in the preparation and presentation of the RFP shall be completely borne by the responding party to the RFP. All documents submitted as part of the RFP will become the property of the City and County of San Francisco. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

Vendor’s proposals will be evaluated on the following basis:

<b>Requirement:</b>	<b>Points</b>
1. Project Approach	20
2. Skills & experience of personnel	20
3. Reference checks	20
4. Cost	20
5. Quality of Proposal	20



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**Total**                      **100**

## Administrative Requirements

- Deliverables will be produced according to the project schedule and at the direction of the City.
- Any travel and all incidental expense, incurred by the vendor in association with the execution of this project, must be included in the vendor's response to this RFP.
- CCSF reserves the right to reject any or all quotes received at its sole discretion.
- CCSF reserves the right to choose not to proceed with executing and/or negotiating upon any or all SOW sections.
- This initiative may be extended beyond its scope should unidentified work be discovered in any phase of this project.
- Individual resources assigned to the project must be reviewed and approved by Department of Technology prior to starting work on the project.
- The Department of Technology reserves the right to accept and approve resource substitution throughout the engagement of the project.
- Payment for deliverables will be made after the deliverable is reviewed and accepted by the City.
- All requirements, criteria, performance and deliverables described in this RFP, apply to all consultants, sub-consultants, contractors and people working on tasks to perform this work.
- City departments may use this competitive solicitation when seeking to procure substantially similar services.

## Solicitation Deadlines

- Issue Date: February 4, 2019
  - Deadline for Questions: February 15, 2019
  - Deadline for Answers: February 18, 2019
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**1. All proposal responses ( one digital copy) are due via email by 4:00 PM PDT, February 25, 2019**

The submission time is determined by the time-stamp recorded on the received email.



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## Email Proposal Responses and Questions to:

**First & Last Name:** Ms. Fan-Wa Wong

**Department:** Department of Technology

**Email Address:** [fan-wa.wong@sfgov.org](mailto:fan-wa.wong@sfgov.org) AND [dt.rfp@sfgov.org](mailto:dt.rfp@sfgov.org)