

PATRICIA A. PESHKA

PURCHASING AGENT



SCOTT AVEDISIAN

MAYOR

CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
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TEL (401) 738-2000 EXT. 6240
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The following notice is to appear on the City of Warwick's website Thursday, February 11, 2015. The website address is <http://www.warwickri.gov> (Online Resources Tab).

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP #2016-268 Internet-Based System for Police Recruitment Management

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, February 11, 2016. Please note that our offices will be closed on Monday, February 15, 2016.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Tuesday, February 23, 2016. The proposals will be opened publicly commencing 10:00 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at 401-739-9150 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

PLEASE INCLUDE THIS PAGE WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

RFP #2016-268

PURCHASING AGENT

CITY OF WARWICK

NOTICE TO BIDDERS

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Recruitment Management**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposal on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and one (1) copy. If submitting your proposal via a carrier, please include a separate sealed proposal response in your package identifying the response as “ RFP #2016-268 Internet-Based System for Police Recruitment Management.”

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

Should you have any questions, please contact Captain Thomas Hannon, Warwick Police Department, at 401-468-4314.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the proposal.

The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

When a proposal is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded proposal, that corporation, company or legal entity may be required to provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the proposal award was made.

The successful bidder will provide said required Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate documentation within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

Prices to be held firm two (2) years from date of award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The IRS Form W-9 attached should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

**WARWICK POLICE DEPARTMENT
INTERNET-BASED SYSTEM FOR POLICE RECRUITMENT MANAGEMENT**

SPECIFICATIONS

I. Introduction

The Warwick Police Department is seeking an internet-based system for police applicant recruitment, process management and background investigation management. This interactive electronically based system should also have the ability to archive recruitment documentation for easy retrieval by department personnel.

The desired intent of the electronic system is to streamline the police recruitment, application and selection process for all future police recruitment efforts. The Warwick Police Department also hopes to achieve the additional benefit of alleviating some of the administrative burden that this bi-annual process creates. Lastly, the Warwick Police Department expects that this measure will eliminate some of the expense that police advertising generates, as some companies may create and produce potential applicant literature, therefore reducing wear and tear on office equipment.

The desired system should allow for easy electronic access to potential Warwick Police Department applicants and easy management by selected department personnel. The successful bidder will be allowed to retain a mutually agreed upon portion of the application fee collected from the internet customer, while forwarding the balance to the City of Warwick.

This will be a bid for a two-year contract.

II. System Features

The basic system features must include:

Nationally publicized police recruitment opportunities available within the Warwick Police Department through the use of social media (Facebook, Twitter, LinkedIn, etc.).

Clearly explain the hiring criteria and job description of a Warwick police officer.

Free access to internal staff and sworn department personnel.

System must be implemented and maintained without the Warwick Police Department or the City of Warwick incurring any hardware or software costs.

Provide clear, high resolution images of each application and document for optimal viewing and printing.

No indexing is to be required of Warwick Police Staff.

Complex features must include:

Archive Capabilities- The system must provide the ability to store and retrieve applicant information through a redundant secure server program.

24 Hour Access- Electronic management system must be accessible 24 hours a day, 7 days a week.

128 bit Encryption- The system must use Secure Socket Layer technology with 128-bit encryption.

Firewall Technology- The system servers must be placed behind a state of the art firewall configured to provide minimum access and maximum protection. Port scanning tools must be in place to ensure that these measures are always operating at full efficiency.

Advanced Logging- The successful bidder must use advanced logging system monitors to record every action taken within the system. In addition to denying access to unauthorized visitors, software must notify the vendor's security personnel of any unauthorized activity.

Physical Security- Redundant servers must be in a minimum of two geographically separate locations and secured in a location that has climate control and fire suppression capabilities.

Strict Password Rules- At the request of the Warwick Police Department, administrator's passwords will be provided and reset upon request within a 24-hour period.

Total Accountability- The system must track the progress of recruit applications from the time they are initiated to the time that they completed and available to Warwick Police Department personnel.

Outside Access- The police recruitment management system will NOT share or allow access of any Warwick Police applicant information to any outside source. This includes but is not limited to the sharing of any potential applicant's identity and information with any other law enforcement agency or marketing/sales firm.

Full-Fee Compensation- The police recruit management company must collect and remit to the Warwick Police Department the pre-determined fee charged to each applicant. Payment shall be sent within 30 days following the conclusion of the application period. The Warwick Police Department reserves the right to change its fees and compensation for the full amount at any time.

Free Access to Staff- The recruitment management software must provide a login to each staff member that needs access to the recruit management software.

III. Proposal Format and Content

Title Page:

Indicate the proposal subject, vendor name and telephone number, name of contact person, and date of request for proposal submission.

Request for Proposal Format:

Provide a brief overview of your firm and describe its ability to provide, install, and support an electronic recruitment management system.

Provide references including phone numbers from entities that your firm has furnished with an electronic recruitment management system.

Provide your firm's true cost to a potential police recruit applicant in processing a police recruit's application.

Provide the name of the persons who will be authorized to make representations for and to bind the firm, their titles and telephone numbers.

IV. Evaluation Criteria

Conformance to Request for Proposal Requirements	60%
Vendor's Qualifications and Reputation	40%

V. Contact Information

Any questions regarding this proposal should be directed to:

Captain Thomas C. Hannon
Professional Standards Division
Warwick Police Department
Warwick, RI 02886
(401)468-4314
thomas.hannon@warwickri.com

CITY OF WARWICK
PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP #2016-268 Internet-Based System for Police
Recruitment Management

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

(Please specify if prices are different for multi-year contracts)

Flat Price per Recruit
Application (no limit on pages) _____

or

Price per Page _____

List Any Additional Fees per Application or Page _____