



RFP #120423
REQUEST FOR PROPOSALS
for
Curb Management Technologies with Related Services

Proposal Due Date: December 4, 2023, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Curb Management Technologies with Related Services to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than December 4, 2023, at 4:30 p.m. Central Time, and late proposals will not be considered.

SOLICITATION SCHEDULE

Public Notice of RFP Published:	October 19, 2023
Pre-proposal Conference:	November 9, 2023, 10:00 a.m., Central Time
Question Submission Deadline:	November 21, 2023, 4:30 p.m., Central Time
Proposal Due Date:	December 4, 2023, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	December 4, 2023, 4:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements (including Canadian Free Trade Agreement, Ontario-Quebec Trade and Cooperation Agreement, and Canada-European Union Comprehensive Economic and Trade Agreement, as applicable), and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Indigenous self-governing bodies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest; and
- Members of the Canoe procurement group of Canada, and their partner associations: Canoe members are regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities in Alberta and across Canada, as well as any corporation or entity owned or controlled by one or more of the preceding entities – as well as partner associations, including Saskatchewan Association of Rural Municipalities, Association of Manitoba Municipalities, Local Authorities Services/Association of Municipalities Ontario, Nova Scotia Federation of Municipalities, Federation of Prince Edward Island Municipalities, Municipalities Newfoundland Labrador, Union of New Brunswick Municipalities, North West Territories Association of Communities, CivicInfo BC, and their members.

For a listing of current United States and Canadian Participating Entities visit Sourcewell’s website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities’ needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In addition, where applicable, other purchasing cooperatives and procurement officials receive notice and are encouraged to re-post the solicitation opportunity.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Curb Management Technologies with Related Services to provide participating entities with products and/or services focused on advanced smart city or community technologies and systems to improve transportation efficiency, including, but not limited to:

- a. Digitization of inventory and regulations, including creation of sector or citywide digital curb;
- b. Sensors and cameras, including installation services;
- c. Issue application programming interfaces (APIs) and build services around them:
 - i. Historical and/or real-time monitoring and performance reporting;
 - ii. Curb availability (parking, loading, etc.), reservations, and driving directions;
 - iii. Predictive modeling;
- d. Data, software, and hardware implementation, integration, and management;
 - i. Internal and external integration;
 - ii. Integration of old data and collection of new data;
 - iii. Data warehousing;
- e. Digitized permit systems, including dynamic pricing;
- f. V2I technology with scalability; and,
- g. Intelligent transportation systems, such as transit signal priority, transportation system controllers, and digital signage.

Proposers may include related equipment, accessories, and services to the extent that these solutions are ancillary or complementary to the equipment, products, or services being proposed.

2. This solicitation does not include those equipment, products, or services covered under categories included in pending or planned Sourcewell solicitations, or in contracts currently maintained by Sourcewell, identified below:

- a. Fleet Management Technologies with Related Software Solutions (RFP #020221); and,
- b. Parking Management Systems with Related Equipment, Supplies, and Services (RFP #080321) with the exception of solutions ancillary or complementary to RFP Subsection II. B. 1. a - g. above.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment-only or products-only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell encourages suppliers to offer the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. PROSPECTIVE CONTRACT TERM

The term of any resulting contract(s) awarded by Sourcewell under this solicitation will be four years. Sourcewell and supplier may agree to up to three additional one-year extensions based on the best interests of Sourcewell and its Participating Entities. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$25 Million; therefore, proposers

are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.
3. If a proposer works with a consultant on its proposal, the consultant (an individual or company) may not assist any other entity with a proposal for this solicitation.
4. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
5. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
6. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."

- b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any contract resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers awarded a contract are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.

2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information

provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted in the Sourcewell Procurement Portal immediately following the proposal due date and time. To view the list of proposers resulting from the opening, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed."

Members of the public may attend the Opening at Sourcewell's office located at 202 12th Street NE, Staples, MN to hear the results.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.

Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- Total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals);

- The number and geographic location of highest-scoring proposers that offer:
 - A comprehensive selection of the requested equipment, products, or services;
 - A sales and service network ensuring availability and coverage for Participating Entities' use; and
 - Other attributes of the proposer or contents of its proposal that assist Participating Entities in achieving environmental and social requirements, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the highest-scoring proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty and Performance Standards or Guarantees	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received, and time stamped at the Sourcewell office by 4:30 p.m., Central Time, no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;

- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that

it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



10/20/2023

Addendum No. 1

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Are there any current technologies in place or available on this contract already?

Answer 1:

Sourcewell has not specifically solicited for Curb Management Technologies with Related Services in the past.

Question 2:

Can you provide the scope of curb management needed? Would this include self-parking street parking, surface lots and potentially member garages?

Answer 2:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in RFP Section II. B. 1.

Question 3:

Is this RFP seeking to source one (or more?) vendors to vet and have on contract for members to easily access the requested solutions?

Answer 3:

Refer to RFP Section VI. A. – Evaluation, “It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall

quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities.”

Question 4:

Following the release of the Curb Management Technology and Related Services RFP, can you confirm if you have any plans to issue a mobile payment only RFP?

Answer 4:

Sourcewell’s planned procurements are available for review on the Sourcewell Procurement Portal homepage (<https://proportal.sourcewell-mn.gov>). In the dropdown filter select the “Planned” option to view Sourcewell’s current planned procurements.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 10/20/2023, is required at the time of proposal submittal.



10/27/2023

Addendum No. 2

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can you clarify if only cities in the State of Minnesota would be able to buy off of this contract or if all Sourcewell member cities in the US and Canada can?

Answer 1:

Refer to RFP Section I. A. – Sourcewell, “Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada.”

For a more detailed list of the types of entities eligible to utilize Sourcewell contracts, refer to RFP Section I. B. – Use of Resulting Contracts.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 10/27/2023, is required at the time of proposal submittal.



10/30/2023

Addendum No. 3

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

RFP Section IV. CONTRACT, states that to request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. We did not note said Table in the RFP, will Sourcewell be providing an Exceptions to Terms, Conditions, or Specifications table by means of addendum?

Answer 1:

Refer to Table 15 of the proposer questionnaire as part of the submission process. "To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract."

Question 2:

If willing to do business in Canada, should proponents provide pricing in both USD and CAD, or only USD and then convert pricing to CAD based on the applicable exchange date at the time of order?

Answer 2:

Refer to RFP Section III. A. 3. – "All proposed pricing must be: Stated in U.S. and Canadian dollars (as applicable)." A proposer is not required to cover every geographic region to be considered for award. Each proposer will use its discretion in addressing

the exchange rate fluctuation challenge, as applicable. Without limiting the available alternatives, reference to applicable indexes, rates, or metrics, is allowable in a proposal. Each proposal is evaluated based on the criteria stated in the RFP.

Question 3:

How should proponents plan to address exchange rate fluctuations over the term of the contract?

Answer 3:

See Answer 2 above.

Question 4:

How should proponents plan to address applicable business licenses for each state/city that are interested in engaging?

Answer 4:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities. Proposers are responsible for attaining any applicable or required business licenses for any locations they intend to offer their solutions. Proposals are evaluated based on the criteria stated in the RFP.

Question 5:

Expanding on Question 2 in Addendum No. 1, please confirm if Sourcewell will consider offerings that some, but not all, of the requested equipment, products, or services identified in Section II. B. 1.?

Answer 5:

A proposer is not required to offer all possible items or services within the scope of the solicitation to be considered for award. However, proposals are evaluated based on the criteria as stated in the RFP.

Question 6:

Regarding Section III. Pricing, considering this offering includes services like digitization of inventory and regulations that will vary based on the scope of subsequent contracts, what is Sourcewell's preference on pricing for service and labor hours? Will Sourcewell consider a price sheet that includes a billing rate schedule based on job classification and perhaps a list of sample project tasks with associated total not to exceed (NTE)

estimates that include specific metrics or limitations, such as identifying a cost per block-face of curb asset digitization?

Answer 6:

It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III - Pricing. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 10/30/2023, is required at the time of proposal submittal.



11/08/2023

Addendum No. 4

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Can you clarify whether financial information about the company can be considered confidential and prevented from being shared with other parties?

Answer 1:

Refer to RFP Section VI. E. – Disposition of Proposals, “All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete.” and, “Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.”

For further information on Minnesota Government Data Practices refer to Minnesota Statutes Chapter 13.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/08/2023, is required at the time of proposal submittal.



11/10/2023

Addendum No. 5

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The submission process requires that the vendor provide a CAGE code. If this number is not available at the time of submission, what should the vendor provide in its place?

Answer 1:

A CAGE or Unique Entity Identifier (SAM) code is not required to be considered for, or awarded, a Sourcewell contract. Proposals are evaluated based on the criteria as stated in the RFP.

Refer to the General Instructions above Questionnaire Table 1. Respond "N/A" if a question does not apply (preferably with an explanation).

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/10/2023, is required at the time of proposal submittal.



11/14/2023

Addendum No. 6

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Regarding question 69: are proposing vendors allowed to include multiple subcontractors for the same sourced service so that Sourcewell participating agencies can choose their preferred provider for these services and still leverage the awarded prime vendor's Sourcewell contract to procure them?

Answer 1:

Refer to RFP Section II. B. – Requested Equipment, Products, or Services – “If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.” It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities and satisfy all the requirements included in the questionnaire tables. Proposals are evaluated based on the criteria stated in the RFP.

Question 2:

Can vendors who provide some but not all of the products/services listed in Table 14B submit bids as both a prime and a subcontractor, and be awarded as both? With the intention being to allow Sourcewell participating agencies to have multiple category needs met through a single Sourcewell contract, versus the agency separately needing to contract with multiple vendors who each hold Sourcewell contracts.

And is this advisable?

Answer 2:

Sourcewell only accepts proposals and offers contract awards at the prime vendor level. Refer to Answer 1 above regarding the use of subcontractors in a proposal.

Refer also to RFP Section II. G. 2 – Additional Considerations, “A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion.”

Proposers must also review and acknowledge the Proposer Affidavit and Assurance of Compliance in Step 3, “Addenda, Terms & Conditions” of the proposal submission process.

Question 3:

Will references from each submission be contacted to verify accuracy of claims made in submissions? And will these call include verifying the specific products/services used by that vendor?

Answer 3:

Refer to RFP Section VI. D. – Rights Reserved, “Sourcewell reserves the right to: Independently verify any information provided in a proposal.”

Question 4:

Would Sourcewell consider adjusting the scoring matrix to lower the weight of pricing on scores? It has been explained that Sourcewell intends to issue a value-focused procurement rather than price focused, but the scoring matrix currently allocates 40% of scoring criteria to price, which is significant.

Answer 4:

Sourcewell does not intend to adjust the evaluation criteria at this time. As part of the proposal submission process in Step 1 – Specifications, proposers have the opportunity to describe the value provided to Sourcewell participating entities in Tables 10-12 as part of the Pricing evaluation.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/14/2023, is required at the time of proposal submittal.



11/20/2023

Addendum No. 7

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Would Sourcewell accept a cover letter to be submitted in the supplemental document upload section?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the content and format of the data that best represents their proposal.

Question 2:

Regarding the References/Testimonials section, can Sourcewell define what 'eligible' to be Sourcewell participating entities means?

Answer 2:

Refer to RFP Section I. B. – Use of Resulting Contracts, for a listing of the types of entities eligible to be Sourcewell participating entities.

Question 3:

Can Sourcewell elaborate on what Digital Permits means in this offering?

Answer 3:

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities for our cooperative contract awards. A

proposer can propose its entire line of equipment, products, and services falling within the scope of the RFP.

Question 4:

For tab Depth & Breadth (b), section Digitized permit systems, including dynamic pricing, we understand we must provide a yes/no response. Is there another section we can provide additional Permit information as we do not currently see where we can elaborate more. Additionally, when referring to dynamic pricing under this section, is Sourcewell seeking a dynamic pricing solution for digital permits only or for other areas like paid parking?

Answer 4:

Table 14B of the proposal response provides a comments field for each selection. Proposers may also upload additional supporting documentation during Step 2, "Documents" of the proposal submission process.

Question 5:

We're responding and making mention of our partnerships. We aren't calling out extensive specifics around those partnerships and as such, aren't including detailed pricing for those partner offerings. What happens if a city procuring through Sourcewell talks to us and learns there's even more we can offer through that partnership? Are they allowed to go outside of Sourcewell to procure those pieces? Or are they locked to just what's been defined and awarded to us through Sourcewell?

Answer 5:

Sourcewell participating entities are not required to utilize Sourcewell contracts. Refer to RFP Section I. B. – Use of Resulting Contracts, "Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources."

Question 6:

In regard to the Integration Services mentioned in the RFP, the scope of these integrations is typically unknown. In order to estimate the cost for this effort, would Sourcewell consider the submission of rates for this additional integration work instead of a fixed price amount?

Answer 6:

It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with their business methods and satisfies the requirements of RFP Section III - Pricing.

Question 7:

Table 5 is asking for our company's confidential business information. Would it be possible to submit Table 5 as a separate attachment to our Response? This will ensure that financial information will be placed on the public portal.

Answer 7:

The entirety of a vendor's proposal must be submitted through the Sourcewell Procurement Portal. Refer to RFP Section VI. E. – Disposition of Proposals, for additional information regarding public data.

Question 8:

Can a Spanish based company participate?

Answer 8:

The Sourcewell RFP is an open and competitive solicitation process. Sourcewell does not restrict a proposer's ability to submit a proposal based on their physical location. It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell participating entities.

Question 9:

The pricing for Canada can be submitted in Canadian Dollars?

Answer 9:

Refer to RFP Section III. A. 3., "All proposed pricing must be: Stated in U.S. and Canadian dollars (as applicable)." If a proposer intends to offer its solutions to Sourcewell's Canadian participating entities it must identify its Canadian pricing.

Question 10:

Regarding question 16 of Table 2 in the forms. If we are manufacturers, do we need to specify who are our distributors/resellers? Do we need to provide details about their workforce?

Answer 10:

Refer to RFP Section II. B. – Requested Equipment, Products, or Services, "If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network

of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

Question 11:

Regarding question 17 of Table 2 in the forms. Can we include certificates that we are in process of having but do not have yet?

Answer 11:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their ability to serve Sourcewell participating entities.

Question 12:

Regarding questions 22 and 23 of Table 3 in the forms. Is this only applicable to US based companies?

Answer 12:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine the information necessary to best demonstrate their past marketplace success and their ability to serve Sourcewell participating entities.

Question 13:

Regarding question 24 of Table 4 in the forms. The reference need to be from our distributors or the end-customer? All the references need to be from USA and/or Canada?

Answer 13:

Table 4 requires that references are from customers eligible to be Sourcewell participating entities. Refer to RFP Section I. B. – Use of Resulting Contracts, for a listing of the types of entities eligible to be Sourcewell participating entities.

Question 14:

Regarding question 25 of Table 5 in the forms. Can they be customers from outside USA and Canada?

Answer 14:

In Table 5, Line Item 25 the “State/Province” field only allows the selection of U.S. states or Canadian provinces or territories.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/20/2023, is required at the time of proposal submittal.



11/21/2023

Addendum No. 8

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Because the following is what Sourcewell will evaluate the vendor submission upon, would it be a fair assumption that we should use this scoring guide as the formal response's Table of Contents?

Conformance to RFP Requirements 50

Financial Viability and Marketplace Success 75

Ability to Sell and Deliver Service 100

Marketing Plan 50

Value Added Attributes 75

Warranty and Performance Standards or Guarantees 50

Depth and Breadth of Offered Equipment, Products, or Services 200

Pricing 400

Answer 1:

Proposers must complete all required steps, tables, and line items within the Sourcewell Procurement Portal to submit a proposal. In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of the proposer to provide the information and documentation they deem necessary to best reflect their proposal.

Question 2:

Table 15 is mentioned, but we cannot find the table in the available files.

Answer 2:

Table 15 is the last table of Step 1, “Specifications” in the proposal submission process in the Sourcewell Procurement Portal.

Question 3:

For Table 9B, Line Item 57, can Sourcewell please confirm the difference between Performance Standards and Service Standards?

Answer 3:

Performance standards allow a proposer to describe any minimum or targeted performance standards applicable to their proposed solutions. Service standards allow a proposer to describe any service standards supporting their proposed solutions. Table 9B, Line item 58 provides examples of service standards or guarantees such as policies, metrics, or KPIs.

Question 4:

For Table 5, Line Item 25, can Sourcewell please confirm what is being asked for under the table column heading 'Size of Transactions'?

Answer 4:

Proposers may describe the “Size of Transactions” equating to the “Dollar Volume Past Three Years” in the next column if multiple transactions have been completed. It is left to the discretion of each proposer to determine the type of information provided that they believe best demonstrates their marketplace success.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/21/2023, is required at the time of proposal submittal.



11/22/2023

Addendum No. 9

Solicitation Number: RFP 120423

Solicitation Name: Curb Management Technologies with Related Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Given that the solutions requested in the RFP are complex and non-standard and not directly comparable across vendors, how will the pricing be evaluated? This is important as pricing is 40% of the overall points.

Answer 1:

Refer to Addendum 6, Answer 4.

Question 2:

Attachments describing the solution with figures and photos will greatly explain many of the solutions and components that will be proposed for this RFP. Is there a way to attach these and used in the evaluation process?

Answer 2:

Proposers may upload additional or supporting documents in the Sourcewell Procurement Portal during Step 2, "Documents" of the proposal submission process.

Question 3:

How will Sourcewell ensure highly sensitive and proprietary information submitted by the Proposers be protected since the proposal submitted in response to this RFP is considered public record?

Answer 3:

Refer to Addendum 4, Answer 1.

Question 4:

Is the membership to Sourcewell limited to only entities in the US and Canada?

Answer 4:

Refer to Addendum 2, Answer 1.

Question 5:

Who are the participating entities of Sourcewell and can the Offerors receive a list in order to develop a marketing plan?

Answer 5:

Refer to Addendum 2, Answer 1.

Question 6:

How do new participating entities apply and be accepted to participate in Sourcewell?

Answer 6:

Eligible entities complete an online registration form and are provided a Sourcewell account number.

Question 7:

How will Sourcewell decide on the number of awards since the scope of technologies proposed are likely to be different from proposal to proposal?

Answer 7:

Refer to Addendum 1, Answer 3.

Question 8:

Will Sourcewell award a specific number of products proposed by a proposer while not awarding to other products and services offered from the same proposer?

Answer 8:

Refer to Addendum 1, Answer 2.

Question 9:

How will the line-item prices of services be quantified? Are there any restrictions since services may be offered by different units?

Answer 9:

Refer to Addendum 3, Answer 6.

Question 10:

How should installation and maintenance costs be submitted since the quantities of installation and maintenance are different from the line-item prices?

Answer 10:

Refer to Addendum 3, Answer 6.

Question 11:

Is the not-to-exceed price limited to only products? It is very difficult to anticipate the limits of services offered in this proposal. There are incidents in which a not-to-exceed limit does not apply. Can the Offeror indicate N/A for those products and services where not-to-exceed limits do not apply?

Answer 11:

Refer to Addendum 3, Answer 6.

Question 12:

How will Sourcewell score and compare prices and determine the number of points out of 400 when different proposers will submit prices in different quantities and format?

Answer 12:

Refer to Addendum 6, Answer 4.

End of Addendum

Acknowledgement of this Addendum to RFP 120423 posted to the Sourcewell Procurement Portal on 11/22/2023, is required at the time of proposal submittal.