



REGIONAL COUNCIL

Request for Proposal (RFP)

Capital Improvement Project Pilot Program (Dashboard/Software Development Only)
For: R6 Regional Council

Issued: September 10, 2024

Deadline: September 25, 2024

Introduction

The R6 Regional Council (R6) is seeking a qualified contractor to develop a Capital Improvement Project (CIP) Dashboard (Software) for a CIP Pilot Program. R6 requests the creation of a highly functional dashboard that allows for projects to be input and tracked, as well as priorities to be listed for all 49 communities and 6 counties in the six-county region.

Budget

The project budget is set at a maximum of \$30,000.

Deadline for Proposal Submission

Proposals must be received by JaLyne Roundy, Chief Financial Officer, by email before 5:00 pm on Wednesday, September 25, 2024. Proposals shall be emailed to jalyne@r6.utah.gov. No proposals will be accepted after the closing date and time.

Scope of Work

1. **Creation of a Transferable Dashboard:** Develop a highly functioning dashboard (software) that allows for the input, tracking, and prioritization of capital improvement projects across all 49 communities and 6 counties within the R6 region. The dashboard should be web-based and transferable so that what is created can be hosted and run by any party involved in the future of the project.
2. **Data Management:** Ensure the dashboard supports data input for various types of projects and allows users to update project statuses, set priorities, track project cost estimates and timelines, and track overall project progress effectively.
3. **User Interface:** Design and implement a user-friendly interface that accommodates the needs of different users, including community leaders, county officials, and regional planners.

4. Training and Support: Provide training to R6 staff and relevant stakeholders on how to use the dashboard effectively. Offer ongoing support for any technical issues or updates required during the contract period.

5. Customization and Flexibility: Ensure the dashboard is customizable to accommodate the unique needs of different communities and counties. The dashboard should also be adaptable to future changes or additions to the scope of the Capital Improvement Project Pilot Program. It is expected that the consultant selected will work closely with R6 to produce a desired dashboard.

Selection Team

An evaluation of the proposals will be made by the R6 Regional Council's Purchasing Committee. The committee will evaluate and score the proposals in accordance with the criteria specified below. If any member of the committee has a conflict of interest with a consultant or proposal, that member will be recused from participating in the selection process.

Proposal Scoring

The proposal shall consist of the four sections listed below. Each section will be reviewed and assigned a point score from 1 to 25. R6 reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest-ranked consultants to participate in phone interviews but is not required to do so. If interviews are held, the selected consultants will be provided with additional information about the format, length, content, and scoring to be used.

The selected consultant will be the one with the highest overall point score. R6 reserves the right to reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Section	Evaluation Criteria	Maximum Points
1	Understanding of Project	25
2	Relevant Experience	25
3	Fees	25
4	Experience with Local Governments	25

Proposal Format

Proposals should be submitted electronically in PDF format to JaLyne Roundy, Chief Financial Officer, at jalyne@r6.utah.gov.

The purpose of these guidelines is to ensure consistency in format and content of proposals that are prepared by consultants and submitted to the R6 Regional Council. The proposal should contain the following information in the order listed:

1. Introductory Letter
2. Section #1 – Understanding of Project
3. Section #2 – Relevant Experience
4. Section #3 – Fees
5. Section #4 – Experience with Local Governments

All submittals must be clear, concise, and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the committee. The four (4) sections in the proposal should be labeled for easy reference (#1, #2, #3, #4).

Section 1: Understanding of Project

Includes evaluation of the consultant's understanding of what R6 has requested in the RFP as well as their input about experience and knowledge of developing dashboards for similar projects.

Section 2: Relevant Experience

Includes evaluation of the consultant's experience working with local agencies and similar organizations on projects of comparable scope and complexity.

Section 3: Fees

The proposal should outline the anticipated fees for the services provided to R6. (The budget for this project can only be spent on development of the software.)

Section 4: Experience with Local Governments

The proposal should outline the consultant's experience working with local governments.

Contract Term

The R6 Regional Council will enter into a contract with the successful consultant for a term of 6-12 months to provide the services outlined in this RFP. This contract may be extended to facilitate project completion.

Disclosure and Disposal

Once submitted, the proposal becomes the property of the R6 Regional Council and is treated as a public document. The proposal will be disposed of according to R6 policies, including the right to reject any and all proposals. Proposals shall be open to public inspection according to R6 policies. The consultant may request in writing the non-disclosure of trade secrets and other proprietary data. Upon request from the consultant, R6 will examine the proposal to determine the request's validity prior to the award of the contract. If R6 disagrees with the consultant's request, R6 will inform the consultant in writing which portion of the proposal will need to be disclosed. At that time, the consultant will have an opportunity to withdraw their proposal. Otherwise, the data will be disclosed.