

City of Portsmouth
Portsmouth, New Hampshire
REQUEST FOR PROPOSALS

RFP #53-23

Invitation

The City of Portsmouth is seeking proposals for a codification solution for its local ordinances. Interested vendors should deliver a **sealed** proposals **plainly marked, “RFP #53-23 Codification & Publication Solution” on the outside of the mailing envelope as well as the sealed proposal envelope**, delivered to the Finance/Purchasing Department 3rd floor, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **June 26, 2023 at 10:30 a.m.**

Specifications may be obtained from the City’s web site:
www.cityofportsmouth.com/finance/purchasing-bids-and-proposals. Questions shall be directed to purchasing@cityofportsmouth.com no later than June 20, 2023 @ 2:00. Addenda to this proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading by June 22, 2023 @ 4:30. Addenda will **not** be provided directly to proposers.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept and negotiate the terms of any proposal that may be in the best interest of the City.

City of Portsmouth, NH
Request for Proposals
RFP #53-23 Codification & Publication Solution

INTRODUCTION

The City of Portsmouth (City) is seeking proposals for a codification solution for its local ordinances.

Sealed Proposals, plainly marked with “RFP #53-23 Codification and Publication Solution” on the outside of the mailing envelope as well as the sealed proposal envelope, shall be delivered to the Finance/Purchasing Department 3rd floor, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Proposals will be accepted until **June 26, 2023 @ 10:30 a.m.**

BACKGROUND AND PURPOSE

The City currently publishes its local ordinances in pdf format on the City Clerk’s webpage, www.cityofportsmouth.com/cityclerk/city-ordinances.

The City’s land use ordinances in pdf format can be found on the Planning Department webpage, www.cityofportsmouth.com/planportsmouth/land-use-and-zoning-regulations#zoning.

These ordinances, as currently published and made available, can be difficult to navigate and lack usability features that are common in other codification and publication formats. City staff have viewed preliminarily a demonstration of the product available through General Code and found that it has features and elements that make codification an attractive next step for the City. This RFP is intended to investigate potential products/vendor solutions more fully.

PROPOSAL SUBMISSION REQUIREMENTS

Interested vendors should include the following information:

- A. Description of the codification and publication solution with such links to the Vendor’s webpage and other resources as Vendor determines to be helpful to the City’s evaluation of the product;
- B. Identification of a point of contact for the purposes of responding to questions and setting up a demonstration if the City so desires;
- C. Consultant shall provide four (4) copies of the proposal.
- D. List of at least three (3) references with contact information;

- E. Summary of the technical specifications and requirements; and
- F. Tentative schedule (for example, 18 months from date of contract execution) if the City were to proceed to contract with the vendor.

In the event that the City identifies a vendor with a product of interest, that vendor will be asked to submit a price proposal. It is not necessary to submit a price proposal as part of the City's initial evaluation of the codification solution.

The proposal shall be printed on two sides of the page and shall not have a plastic cover. Four (4) hard copies shall be submitted at the time and date described above.

SELECTION CRITERIA AND CONTRACTING PROCESS

Proposals will be evaluated by a team of City staff. The following criteria will be used:

1. Features of the software solution including ease of use by both City staff and the public;
2. Vendor's reputation for performance and stability of the product – this will include review of references and other investigation;
3. Information Technology Department approval relative to the coordination, implementation, and integration of the solution;
4. Schedule for deployment; and
5. Pricing both for initial set up and ongoing maintenance services

The City, at its discretion, may select a firm outright or select a finalist(s) for a demonstration and follow-up conversations. Price proposals will be requested of one or more finalists.

The highest-ranking vendor after all selection criteria elements are considered will be invited to enter into contract negotiations with the City. If the City cannot reach agreement on a contract, the City will end negotiations and may proceed to another vendor.

Reservation of Rights - The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept and negotiate the terms and conditions of any proposal that may be in the best interest of the City. The City reserves the right to undertake such investigation as it deems necessary to verify qualifications. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.