
REQUEST FOR PROPOSALS
to
The Utah State Legislature

Issued by:

The Office of Legislative Research and General Counsel
of the Utah State Legislature



Internet-Based Redistricting Solution

RFP No. 2011-01

I. RFP CONTACT

The Office of Legislative Research and General Counsel (OLRGC) of the Utah State Legislature is the issuer of this RFP and all subsequent addenda to this RFP. Inquiries regarding this RFP should be directed, in writing, to:

Thomas R. Vaughn
Associate General Counsel
Office of Legislative Research and General Counsel
Email: tomvaughn@utah.gov

II. DEFINITIONS

As used in this RFP:

1. "LEGISLATURE" means the Utah State Legislature, its members, staff, staff offices, and all employees and agents of the Utah State Legislature and of its staff offices.
2. "MSDST" means Mountain Standard Daylight Savings Time.
3. "MST" means Mountain Standard Time.
4. "OLRGC" means the Office of Legislative Research and General Counsel, a staff office of the Utah State Legislature.
5. "INTERNET-BASED REDISTRICTING SOLUTION" means the Internet-based redistricting solution described in Section IV of this RFP.
6. "REDISTRICTING PLAN" means a statewide plan for redistricting of state school board districts, state House of Representatives districts, state Senate districts, or congressional districts in Utah, based on the 2010 United States census.
7. "RFP" means this Request for Proposals to the Utah State Legislature for "Internet-Based Redistricting Solution, RFP No. 2011-01."

III. PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this RFP is to enter into a contract with a qualified person or entity to obtain an INTERNET-BASED REDISTRICTING SOLUTION by means of one of the following:

1. Purchasing software (or a license to use software) that will be hosted by OLRGC.
2. Purchasing software (or a license to use software) and hosting services for the software.
3. purchasing a hosted service that provides the INTERNET-BASED REDISTRICTING SOLUTION through software owned by, or licensed for use to, the hosted service.

IV. SPECIFICATIONS

The INTERNET-BASED REDISTRICTING SOLUTION shall:

1. Be an Internet-based solution that enables multiple or specified people to design, modify, review, share, limit sharing, and submit REDISTRICTING PLANs online, as specified by the online user or by OLRGC (with OLRGC's specifications taking precedence). Each of these capabilities must function at the census block level.
2. Save each REDISTRICTING PLAN for later online modification, review, or submission by any person or persons specified by the online user or by OLRGC (with OLRGC's specifications taking precedence).
3. Easily and accurately import, export, and manipulate:
 - a. REDISTRICTING PLANs from, or to, block assignment files.
 - b. Population and geographic data from the United States Census Bureau.
 - c. Subsets of population and geographic data from the United States Census Bureau.
4. Be capable of easily transferring data and files to or from the *Autobound Desktop Professional* software being used by OLRGC.
5. Be capable of restricting access to different functions or plans, which may vary by individually assigned passwords, as specified by the user or by OLRGC (with OLRGC's specifications taking precedence).
6. Be robust and secure.
7. Meet or exceed industry standards.

8. Be user friendly.
9. Allow each user to quickly and easily draw and process REDISTRICTING PLANS.
10. Have a high level of versatility and functionality, and be highly customizable.
11. Be capable of requiring that each REDISTRICTING PLAN submitted:
 - a. Meet population deviations specified by OLRGC.
 - b. Is such that all districts are contiguous.
 - c. Is a statewide plan.
 - d. Has all blocks assigned.
12. Allow access and functionality of the service to different users to vary, over time, as specified or altered by OLRGC.
13. The software and service must be fully supported by the provider and have options up to, and including, support on a 24-hour per day, seven-day per week basis.
14. Be available for use and fully functional at the earliest possible date.
15. Be available for use throughout Utah's redistricting process, including any subsequent redistricting that may be required (by court order or other circumstances) after the original redistricting is completed.

V. TIMELINE

The following timeline (subject to change by addendum) will be followed with respect to this RFP and the resulting contract:

1. RFP Opening Date: March 2, 2011 at 10:00 a.m., MST.
2. Final Date for Submission of Questions: March 10, 2011 at 10:00 a.m, MST.
3. Final Date for Addenda to RFP (related to specifications and answering questions submitted before the deadline described in Section V.2 of this RFP): March 16, 2011.
4. RFP Closing Date: March 28, 2011 at Noon, MSDST.
5. Opening of Responses to RFP: March 28, 2011 at 3:00 p.m., MSDST, at the offices of the OLRGC.

6. Preliminary Determination: March 30, 2011 at 3:00 p.m., MSDST, at the offices of the OLRGC
7. Demonstrations of Proposed INTERNET-BASED REDISTRICTING SOLUTIONs by RESPONDERS: March 31 and April 1, 2011.
8. Award of Contract: April 6, 2011 at 3:00 p.m., MSDST, at the offices of the OLRGC.

VI. PRELIMINARY DETERMINATION

Utah's State Liaison for the 2010 Census Redistricting Data Program may conduct a preliminary review of responses and determine those that will be asked to make demonstrations and that will receive final consideration for award of a contract. Others may be eliminated from further consideration.

VII. SUBMISSION OF PROPOSALS

1. SUBMISSION TIME, PLACE, AND MANNER

Five written copies of the proposal and one electronic copy (in PDF format) must be received at the following address on or before March 28, 2011 at Noon, MSDST:

Attention: Thomas Vaughn
Associate General Counsel
Office of Legislative Research and General Counsel
Utah State Capitol Complex
W210 House Building
Salt Lake City, Utah 84114

2. LATE SUBMISSIONS

Proposals received after March 28, 2011 at Noon, MSDST will not be considered.

VIII. ORGANIZATION OF PROPOSAL

The proposal must include the following information and must be organized in the following order:

1. PROPOSER INFORMATION

The first page of the proposal must include the following information, in the following format:

a. Title: "Response to RFP for Internet-Based Redistricting Solution, RFP No. 2011-01."

b. Proposer Summary Information:

Name:

Contact Person:

Address:

Telephone:

Fax:

Email:

Federal Tax ID Number:

c. Name of INTERNET-BASED REDISTRICTING SOLUTION.

2. EXECUTIVE SUMMARY

A brief description of the proposer's INTERNET-BASED REDISTRICTING SOLUTION and support.

3. DETAILED RESPONSE

This section constitutes the major portion of the proposal and must include the following information:

a. A detailed description of the proposer's INTERNET-BASED REDISTRICTING SOLUTION, including:

i. A description of its compliance with the specifications described in Section IV of this RFP.

ii. The type of INTERNET-BASED REDISTRICTING SOLUTION or INTERNET-BASED REDISTRICTING SOLUTIONs, described in Section III of this RFP that the proposer is offering.

iii. The date that the INTERNET-BASED REDISTRICTING SOLUTION will be available for use and fully functioning.

iv. The length of time that the INTERNET-BASED REDISTRICTING SOLUTION will be provided.

v. The expiration of any applicable licenses, including the software licenses, if any expiration applies.

- b. A detailed description of the proposer's support services described in Section IV.13 of this RFP.
 - c. A specific point-by-point response to each requirement of this RFP and all addenda, in the order the requirement is listed in this RFP and all addenda, including a statement that the proposer agrees to comply with that requirement. A response to this RFP that fails to clearly respond to, and agree to comply with, each requirement of this RFP and all addenda may be determined to be non-responsive and invalid.
 - d. If proprietary or other information is included in the proposer's response to the RFP that the proposer believes should not be subject to disclosure, the proposer shall designate that information here and comply with the requirements referred to in Section XIV of this RFP.
4. COST
- a. The total cost for the INTERNET-BASED REDISTRICTING SOLUTION, including the proposer's support services described in Section IV.13 of this RFP.
 - b. Each cost category, and the amount attributable to that category, of the total cost for the INTERNET-BASED REDISTRICTING SOLUTION.

IX. OTHER REQUIREMENTS

1. TRIAL VERSION

Include with the response a complete copy of, or complete online access to, a trial version of the INTERNET-BASED REDISTRICTING SOLUTION (including any necessary licenses) that the proposer is offering, free of charge, for unlimited trial use of the INTERNET-BASED REDISTRICTING SOLUTION for 60 days for evaluation purposes.

2. MISCELLANEOUS

The proposer's name must appear on each page of the proposal. Erasures, cross-outs, alterations, corrections, or other changes must be initialed by the person who signs the proposal. The proposal must contain evidence that the person who signs the proposal is authorized to bind the proposer to fulfill the proposal and to conduct negotiations and discussions relating to the proposal on the proposer's behalf.

X. CONTRACT

The successful proposer will be required to enter into the contract attached to this RFP as Attachment "1". The contract will be modified and completed prior to execution of the contract to include the name of the successful proposer, specific details relating to the proposer and the proposer's response to this RFP, and correct dates and times. The contract will be awarded by John Q. Cannon, Utah's State Liaison for the 2010 Census Redistricting Data Program.

XI. PROPOSAL AND PRICE GUARANTEE PERIOD

Each proposal submitted in response to this RFP and the prices included in that proposal are binding on the proposer from the date and time of the closing of this RFP until the later of 100 days after the day on which the RFP closes, or, if the proposer's proposal is accepted, upon provision of the INTERNET-BASED REDISTRICTING SOLUTION and the support services described in Section IV.13 of this RFP for the entire contract term.

XII. QUESTIONS

Questions, requests for changes to this RFP, and requests for clarification must be submitted by email to tomvaughn@utah.gov on or before March 10, 2011 at 10:00 a.m, MST. Responses to substantive questions, responses to requests for clarification, and responses to requests for changes will be provided in the form of an addendum to this RFP.

XIII. ADDENDA

All addenda to this RFP will be posted on the Utah Legislature's website at:

<http://le.utah.gov>

Addenda and notifications of addenda are not required to be provided in any other manner. All proposers, potential proposers, and other interested persons are required to check the website on a regular basis in order to receive notice of, or a copy of, any addendum.

The OLRGC may attempt to, but is not required to, provide email notification of an addendum to any person who sends a request to receive notification to:

tomvaughn@utah.gov

Each proposer is required to acknowledge receipt of each addendum by email to:

tomvaughn@utah.gov

XIV. PROTECTED INFORMATION

Protection or disclosure of information submitted in response to this RFP is governed by Title 63G, Chapter 2, Government Records Access and Management Act. A proposer who desires to request protected status of any information submitted in the proposer's response to this RFP must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the proposer shall comply with the requirements of Utah Code Section 63G-2-305, Utah Code Section 63G-2-309, and all other applicable requirements of law. The OLRGC's decision regarding the protected status of information shall be final and binding on the proposer. Each proposer will indemnify, defend, and hold forever harmless the Utah Legislature, its members, offices, and staff from any and all liability relating to the disclosure of information included in the proposer's response to this RFP, even if the proposer requested protected or other confidential status for the information.

XV. MODIFICATIONS TO, OR WITHDRAWAL OF, PROPOSAL

1. PROCEDURE

A proposer may modify or withdraw the proposer's response to this RFP at any time before the closing date and time of this RFP by providing a written modification or a written statement withdrawing the proposal to OLRGC. Except as provided in Section XV.2, modifications or letters of withdrawal received by the OLRGC after the closing date and time for this RFP will be rejected as invalid. Except as provided in Section XV.2, the version of a response to this RFP, as it exists at the closing date and time of this RFP, will be binding on the proposer.

2. EXCEPTION

Discussions may be conducted with offerors (proposers) who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions. Pursuant to Utah Code Subsection 63G-6-408(5)(b), ". . . revisions may be permitted after submissions and before the contract is awarded for the purpose of obtaining best and final offers." Pursuant to Utah Code Subsection 63G-6-408(5)(c), "[i]n conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors." Revisions to proposals after the closing date and time of this

RFP may only be permitted by written permission of the RFP contact. Each proposer will receive equal treatment. If the OLRGC decides to enter into discussions with proposers after the closing date of this RFP, but before award of the contract, the OLRGC will inform each proposer who submitted a timely, valid proposal of the schedule for these discussions and procedures for submission of a revised proposal.

XVI. COST OF RESPONDING TO RFP AND CONTRACT NEGOTIATIONS

All expenses relating to responding to this RFP, including, but not limited to, preparing, submitting, and presenting a proposal, attending meetings in relation to this RFP, site visit expenses, and all travel, dining, lodging, and communication expenses will be borne by the proposer. The LEGISLATURE assumes no liability for any costs incurred by a proposer in responding to this RFP.

All expenses of the successful proposer relating to conducting contract negotiations, including, but not limited to, drafting, research, legal review, preparation, attending meetings, site visits, travel, dining, lodging, and communication expenses will be borne by the proposer. The LEGISLATURE assumes no liability for any costs incurred by a proposer relating to contract negotiations.

Proposer will not bill the LEGISLATURE for any expense incurred prior to the time that the contract is signed by all parties.

XVII. PROPOSAL EVALUATION CRITERIA

John Q. Cannon, Utah's State Liaison for the 2010 Census Redistricting Data Program, will evaluate each response to this RFP and will award the contract. John Q. Cannon will evaluate each proposer and each response to this RFP based on the following factors:

Points	Criteria
70	The extent to which the INTERNET-BASED REDISTRICTING SOLUTION meets the specifications described in Section IV of this RFP.
10	The experience of the responder in providing the INTERNET-BASED REDISTRICTING SOLUTION and support services.
20	Overall cost of the INTERNET-BASED REDISTRICTING SOLUTION.

XVIII. MISCELLANEOUS RESERVATION OF RIGHTS

The OLRGC reserves the right to not award a contract to any of the proposers who respond to this RFP, to cancel this RFP at any time, or to issue a new RFP for the same or similar services. The OLRGC reserves the right to reject and not consider any response to this RFP that does not strictly comply with the requirements of this RFP or with the requirements of law.

XIX. RESTRICTIONS ON PUBLICITY

The successful proposer may not, without the prior written approval of the OLRGC, do any of the following:

1. Make any announcement regarding the award of the contract relating to this RFP.
2. Refer to the Utah Legislature, or use any data, pictures, or other representation of the Utah Legislature, in its advertising, marketing, or other promotional efforts.

XX. DEVIATIONS AND EXCEPTIONS

The proposer shall describe, in writing, any deviations or exceptions from the requirements, terms, and conditions of this RFP. This description shall be in a separate document that is attached to the proposer's response to this RFP and is signed by the proposer or the proposer's authorized agent. In the absence of such a document, the proposal shall be interpreted to agree to the requirements, terms, and conditions of this RFP and the proposer shall be held liable for any deviations from the RFP.