



**CITY OF TORRINGTON
REQUEST FOR PROPOSAL
MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY
RFP #MSF-011-110515**

The City of Torrington is requesting Proposals for the purpose of obtaining qualifications and fee proposals from a qualified professional consultant (the “Consultant”) to prepare a high-level feasibility study (the “Study”) to provide a comprehensive study examining the feasibility, benefit and disadvantages from efficiency and/or cost perspective of combining municipal and school district operations related to Finance, Payroll and Human Resources functions.

Specifications may be obtained at the office of the Purchasing Agent or by accessing the City’s website at www.torringtonct.org. Each respondent is requested to submit one (1) original and eight (8) copies of the proposal and qualifications (the “proposal”) in a sealed envelope, clearly marked “**RFP #MSF-011-110515, MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY**” (with the cost proposal submitted in a separate sealed envelope). Submitted proposals should be clearly marked on the outside with the name of the firm, full address, name of the project for which the proposal is submitted and the date and time this proposal is due.

All questions must be submitted by email to Pennie Zucco, Purchasing Agent at pennie_zucco@torringtonct.org by **October 28, 2015 by 12:00 noon**. All questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms by an addendum which will be posted on the City of Torrington web site. Interested firms should check the website 48 hours before the closing date. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by fax or e-mail.**

Except as authorized by Ms. Zucco, no vendor may contact any other employee or elected or appointed official of the City of Torrington with respect to the RFP or the submission of a proposal.

The City of Torrington reserves the right to take into account the residency of respondents within the City of Torrington and/or the location of the respondent’s business within the City of Torrington in awarding this bid.

The City of Torrington reserves the right to accept or reject any or all proposals; to waive any informalities; or to accept any proposal deemed in the best interests of the City of Torrington.

All proposals will be considered valid for a period of sixty (60) days. The successful respondent shall not withdraw, cancel or modify their proposal.

Pennie Zucco
Purchasing Agent

City of Torrington
Dated: October 22, 2015

**CITY OF TORRINGTON
REQUEST FOR PROPOSALS
MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY
RFP #MSF-011-110515**

PURPOSE:

The City of Torrington is requesting proposals for the purpose of obtaining qualifications and fee proposals from a qualified professional consultant (the “Consultant”) to prepare a high-level feasibility study (the “Study”) to provide a comprehensive study examining the feasibility, benefit and disadvantages from efficiency and/or cost perspective of combining municipal and school district operations related to Finance, Payroll and Human Resources functions.

STUDY OVERVIEW

The goal of the municipal and school district operations feasibility study is to provide a comprehensive analysis of the existing operations of each business office, evaluate the current positions with all related staff, evaluate the way each department and its employees work within their respective department and how the department works within the organization as a whole and develop an implementation plan for consolidation of support services and financial operations of the City and school district.

SCOPE OF WORK

The successful bidder will gather information from the school districts as prescribed. The role of the bidder is to collect and analyze the following:

1. Review the current policies (including charter and city ordinances), procedures, and protocols and processes managing the flow of information within and between the various operating areas (Finance, Payroll and Human Resources). The following processes and functional areas to be reviewed include, but are not limited to:

- | | |
|-------------------|----------------------|
| * Purchasing | * Accounts Payable |
| * Human Resources | * Payroll / Benefits |

2. Evaluate current staff positions and structure by identifying the roles and responsibilities of key personnel within the City and School District’s operations for the Finance, Payroll and Human Resources.

3. Confirm the current technology initiatives implemented by the City and School District of Torrington by reviewing the use of key applications, including New World Systems and AppliTrack.

WORK-PLAN & TIMELINE

A detailed work-plan and schedule with milestones shall be provided in both a narrative and graph format for the work to be performed in developing this Study. The narrative should describe the firm’s approach to the project and detail how the services will be provided.

SUBMITTAL REQUIREMENTS

Responses must set forth accurate and complete information. At the City's discretion, failure to do so could result in disqualification.

It is requested that written proposals include the following information:

1. Firm name, address, telephone & fax numbers and email address.
2. Date firm organized

3. Type of organization (partnership, corporation, etc.)
4. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers.
5. Provide a brief background of the firm and any proposed consultants, including both school finance and educational expertise and number of years the firm has been in the business of conducting the described services. Provide a brief description of the consultant's qualifications for this project including a short history of the consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described.
6. Location of office(s) where the bulk of the work will be carried out
7. If the above designed office is not local, what will be done locally and by whom
8. Provide a detailed description of the consultant's proposed technical approach and scope of services for the completion of the tasks identified in this RFP. A preliminary schedule for completing the study along with key study tasks should be included.
9. Copy of business registration certification
10. Copies of other required disclosure certifications
11. Supply resumes of lead personnel and other personnel who would be assigned to this project. Each resume should include identification of the consultant's key project team members by name, field of expertise, years of experience, specific responsibilities on the project and the estimated number of hours they will work on the project. Include any relevant experience, such as the number of similar projects in which the employee has directly participated.
12. The proposal must include a list of at least three (3) most recent references and a project summary where similar services have been completed. The list should include the contact name, address, and phone numbers of the client contact person.
13. Disclose any current (within the last 3 years) business, financial, personal or other types of relationships which may pose a conflict of interest.
14. Provide any additional information about your firm that is relevant to this RFP that you believe will assist the City in making its selection.
15. Required Forms: Non-Collusion Affidavit, Appendix A & B and any additional forms the City may require
16. **Lump sum fee (separate sealed envelope)**

TIMELINES

Consultants interested in providing the services described in this Request for Proposal are asked to submit one (1) original and eight (8) copies of the proposal in a sealed envelope (**with the cost proposal submitted in a separate sealed envelope**) and clearly marked "**RFP #MSF-011-110515, MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY**" (**with the cost proposal submitted in a separate sealed envelope**) by 11:00 A.M. on November 5, 2015. Proposals received later than time and date specified will not be considered.

In the event of the closure of City Hall, the bid will be opened on the following business day that City Hall is opened. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **No fax or e-mail Bids will be accepted.**

The City will not be liable for any costs incurred by vendor in the preparation or submission of a proposal. All proposal submissions and materials become property of the City and will not be returned.

Additional questions or clarifications regarding this Proposal must be addressed and submitted in writing to Ms. Zucco no later than Wednesday, October 28, 2015 by 12:00 noon to be considered. Oral explanations will not be binding on the City.

Pennie Zucco, Purchasing Agent
City of Torrington
140 Main Street
Torrington, CT 06790
Email: Pennie_Zucco@torringtonct.org

The feasibility study will be completed within 60-90 days after the award of the contract (each bidder should state whether this deadline is sufficient to allow for a well-presented and comprehensive study).

RESERVATION OF RIGHTS

The City of Torrington reserves the right to reject any or all proposals or any part thereof; to waive any informalities or technicalities, to advertise for new proposals, to negotiate and award a contract that it determines best meets their needs and best serve the public interests of the City of Torrington. This Request for Proposals does not commit the City of Torrington to award a contract or be liable for any costs incurred by vendor in the preparation or submission of a proposal. The successful respondent shall not withdraw, cancel or modify their proposal.

The City of Torrington reserves the right to make an award based solely on the proposals or to negotiate further with one or more respondent.

Acceptance of any firm's response does not place the City of Torrington under any obligation to accept the lowest priced response.

PROPOSAL REVIEW AND SELECTION OF CONSULTANT

The selected consulting firm will work under the direction of a project Steering committee consisting of members of the financial department of the City of Torrington and the Board of Education.

FEASIBILITY STUDY MEETINGS & CONSULTANT COORDINATION

If selected, the Consultant would primarily hold meetings with the Steering Committee throughout the preparation of the Study. The Consultant should also be prepared, if necessary, to attend a public meeting of the City Council, Board of Finance and School Board to present or clarify the findings. The Consultant's primary point of contact will be Pennie Zucco, Purchasing Agent for the City of Torrington, who will coordinate the meetings and the distribution of Consultant provided material to the Steering Committee members. The Consultant and City will work together to coordinate any public meetings, deciding on meeting content, preparing the public meeting agendas, and preparing documents for distribution.

BUDGET, SAMPLE AGREEMENT & INSURANCE

The Proposal shall include a sealed lump-sum fee with an estimated number of hours to be performed by each staff member(s) assigned to this project. The lump sum fee should include all anticipated reimbursable or other expenses. The Proposal shall include a sample agreement to be entered into with the Consultant at the time of award.

DELIVERY OF PRELIMINARY AND FINAL REPORTS

The Consultant should anticipate providing one (1) original, eight (8) hard copies and one (1) electronic version of the Preliminary and Final Reports. A final report will be submitted to the Steering Committee and will map out a pathway toward the most desirable outcome for the City and Board of Education, as identified collaboratively by the Steering Committee. It should contain specific implementable actions that will have been identified during the process by members of impacted departments.

SPECIAL CONDITIONS:

Oral Agreements – Any alleged oral agreement or arrangement made by a consultant with any agency or employee will be superseded by the written agreement.

Collusion – By responding, the firm implicitly states that the proposal is not made in connection with any competing firm submitting a separate response to the RFP, and is in all respect fair and without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the City participated directly or indirectly in the firm's proposal preparation. The respondent shall be required to complete and submit the Non-collusive Statement incorporated herein with their proposal.

COMPLIANCE WITH LAWS:

Each firm shall at all times, observe and comply with all laws, ordinances and regulation of the Federal, State of Connecticut and Local governments.

MISCELLANEOUS:

Respondent should submit as part of their proposal a copy of their standard terms and conditions of the contract.

HOLD HARMLESS CLAUSE:

Proposals shall provide that during the term of the engagement, for the firm indemnifying, defending, and holding harmless the City, it's officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, or violation of rights, sustained by any person or property in consequence of any neglect in safeguarding engagement work, or on account of any act or omission by the Proposers or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The firm agrees that this clause shall include claims involving infringement of patent or copyrights. This indemnification shall expressly apply to any failure to comply with state, federal and/or municipal laws, statutes, ordinances, rules and regulations. This indemnification shall not be affected by any other portions of the Agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

NON-DISCRIMINATION:

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

INSURANCE REQUIREMENTS:

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the “Additional Insured” and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

SELECTION PROCESS:

Review Process: All proposals will be reviewed by the Steering committee.

The City reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the City, including such factors as the firms experience and expertise in providing a Municipal and School District Consolidation Feasibility Study of the City of Torrington and Torrington Public School. Cost will not be the sole factor in evaluating proposals.

Selection as the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the City and the firm execute a binding contract. The City reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the City. If the City fails to reach an agreement with the selected firm, the City may commence negotiations with an alternative firm or reject all firms and reinstitute the RFP process.

TERMINATION:

Following implementation, should the City find that the firm has failed in any material respect to perform its agreed upon obligations under the agreement, the engagement may be terminated by the Mayor upon thirty (30) days advance written notice to the other party. In the event of termination of this agreement as a result of a breach by contractor hereunder, the City shall not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder. The contractor shall be responsible for direct and consequential damages as a result of its breach, including but not limited to extra costs required under the new agreement for similar services.

**CITY OF TORRINGTON
REQUEST FOR PROPOSALS
MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY
RFP #MSF-011-110515**

Issued: October 23, 2015

Reply Date: November 5, 2015

To: City of Torrington
Pennie Zucco, Purchasing Agent
140 Main Street, Room 206, Torrington, CT 06790

| | |
|--|----------------------------|
| THE PROPOSAL MUST BE SIGNED BY THE RESPONDENT TO BE ACCEPTED: | |
| _____ | _____ |
| COMPANY NAME | SIGNATURE AND TITLE |

We, the undersigned submit our proposal to provide a Municipal and School District Consolidation Feasibility Study in accordance with the Scope of Services outlined in this request and submit for your consideration the following:

RESPONDENT CHECKLIST

We have submitted the following for your review:

- 1. Letter of Transmittal _____
- 2. Statement of Firms Experience & Qualification _____
- 3. Resume of Key Personnel _____
- 4. Fee Schedule (separate sealed envelope) _____
- 5. Non-Collusive Statement _____
- 6. Submit eight (8) copies of proposal _____

Receipt of Addenda is acknowledged:

| | |
|--------------------|------------|
| Addendum No. _____ | Date _____ |
| Addendum No. _____ | Date _____ |
| Addendum No. _____ | Date _____ |

We understand that the proposal page must be submitted with this request and be signed by an authorized agent of our organization to be accepted by the City of Torrington.

Date: _____

Name of Organization: _____

Address of Local Office: _____

Address of Principal Office: _____

Name and Title of Agent Submitting Proposal (Who may be contacted with questions regarding this proposal).

Telephone Number: _____ Fax Number: _____

Name and Title of Individual with engagement authority:

APPENDIX A
CITY OF TORRINGTON
MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY
RFP #MSF-011-110515

The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Proposal for the Feasibility of Consolidation of Business Services for the City of Torrington and Torrington Public Schools. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Social Security or Federal ID#

Signature of Authorized Representative:

Date

**APPENDIX B
CITY OF TORRINGTON
REQUEST FOR PROPOSALS
MUNICIPAL AND SCHOOL DISTRICT CONSOLIDATION FEASIBILITY STUDY
RFP #MSF-011-110515**

Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.
