This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a qualified firm to provide FOIA management system implementation for The Village of Tinley Park.

**GENERAL REQUIREMENTS:**
Proposers are to submit ten (10) packets, to be opened and evaluated in private. Submit one (1) original plus nine (9) complete copies of the proposals.

**SUBMISSION LOCATION:**
Village of Tinley Park—Clerk’s Office
16250 South Oak Park Avenue
Tinley Park, IL 60477

**SUBMISSION DATE:**
Friday August 5, 2016 by 4:30 p.m.
Qualifications received after the time specified will not be opened.

**CONTACT/QUESTIONS:**
Submit questions via email to The Village of Tinley Park, attention Laura Godette, at lgodette@tinleypark.org or via fax at (708) 444-5099. Questions are required no less than three (3) business days prior to the qualifications submission date. Phone: (708) 444-5000 ex. 5001. Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror’s or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.

**CONTENTS:**
The following sections, including the cover sheet, shall be considered integral parts of this solicitation:
* Notice of RFQ (1 Page)
* General Terms and Conditions (3 Pages)
* Project Overview (1 Page)
* Additional Submission Requirements (2 Pages)
GENERAL TERMS AND CONDITIONS

1. Negotiations:
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.

2. Confidentiality:
RFQ’s and the responses thereto, are subject to the Illinois Freedom of Information Act.

3. Reserved Rights:
The Village of Tinley Park Reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all RFQ’s, and to take any other action determined to be in its best interests. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible responder. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible responder, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible responder.

4. Incurred Costs:
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.

5. Award:
Award will be based on the highest ranked responsive, responsible responder as determined by the Village of Tinley Park. The award, if any, will be based on the Village’s determination as to the best-qualified and most cost effective responder.

6. Discussion of RFQ:
The Village of Tinley Park may conduct discussions with any responder who submits a response. During the course of such discussions, the Village shall not disclose any information derived from one RFQ to any other responder.

7. Contract Period:
Time is of the essence. The responder shall be able to devote sufficient resources to this project.

8. Responsibility & Default:
The responder shall be required to assume responsibility for all items listed in this RFQ. The successful responder shall be considered the sole point of contact purposes for this contract.

9. Payments:
Payments shall be made in accordance with the Local Government Prompt Payment Act.

10. Interpretations or Correction of Request for Qualifications:
Responders shall promptly notify the Village of any ambiguity, inconsistency, or error that they may discover upon examination of the RFQ’s. Interpretation, correction and changes to the RFQ’s will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

11. Addenda:
Addenda are written instruments issued by the Village of Tinley Park prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections.

12. Taxes:
The Village is exempt from paying certain Illinois State Taxes.
13. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

14. **Insurance:** *Please submit certificate with your proposal.*
The responders must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of insurance. Insurance in the following types and amounts is necessary:

- **Worker’s Compensation Insurance** covering all liability of the Proposer arising under the Worker’s Compensation Act and Worker’s Occupational Disease Act at statutory limits.

- **General Liability:**
  
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<th>Type</th>
<th>General Aggregate Limit</th>
<th>Each Occurrence Limit</th>
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<td>$2,000,000</td>
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- **Professional Liability** to include, but not limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.
  
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- **Comprehensive Automobile Liability, Bodily Injury, Property Damage:**
  
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Responder agrees that with respect to the above-required insurance, The Village of Tinley Park shall:

- Be named as additional insured by endorsement as their interest may appear;
- Be provided within thirty (30) days notice, in writing, of cancellation or material change; and
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

15. **Change in Status:**
The responder shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) responder is acquired by another party; (b) responder becomes insolvent; (c) responder, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) responder ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

16. **Precedence:**
Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Qualifications; and the Responders Response to RFQ.
17. **Submittal and Evaluation Factors:**

The contract will be awarded to the responsible, responsive responder, or any other responder determined by The Village of Tinley Park to be in the best interest of the Village, who meets or exceeds the criteria, provisions sought by The Village. The Village reserves the right to reject any or all qualifications or to waive any details in the qualifications received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the RFQ of a responder who has previously failed to satisfactorily perform the contract.

In determining responsibility, the following qualifications will be considered by the Village. The relative important of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

- a. Transparency of system (20%);
- b. Ease of communication between all parties involved in FOIA process (20%);
- c. System contains such features as: data tracking (including time tracking) and reports, online storage, reliable redaction tool, ability to track FOIA process, ability to facilitate large file transfers, and any other feature that may help accomplish other listed criteria (15%);
- d. Ease of usability to the public (15%);
- e. Familiarity and experience with the Village of Tinley Park and/or other local government entities (10%);
- f. The character, integrity, reputation, judgement, experience, and efficiency of the proposer (10%); and
- g. Ability to dedicate sufficient resources to the Village (10%).

Responders are instructed to submit their qualifications (A-G above), Firm References, and Firm Qualifications in a bound format.

As part of its evaluation process, the Village may seek additional information from firms found to have resources and methodologies best suited to provide services.
PROJECT OVERVIEW:

1. **Intent:**
The Village intends to enter into a contract with a qualified firm to provide a FOIA management system and facilitate its implementation and project support services for the Village of Tinley Park.

2. **Project Scope of Services:**
The Village intends to retain a qualified and committed professional firm to provide a FOIA management system. The Village will be considering a firm to provide the following FOIA technological services to the Village;

   1) FOIA system implementation
   2) Project support services

**FOIA System Implementation:**
- Install and configure system;
- Setup, configure, and integrate new system with current FOIA structure; and
- Configure security and search capabilities.

**Support Services:**
- Create site branding;
- Create site content, templates, and permission levels;
- Provide initial training for power users and site owners; and
- Oversee project status and generate timely reports.

Please note the task list above does not represent the final scope of the work for each technological service area. The Village will begin negotiations with the top firm(s) on actual scope and fee.

3. **Preliminary Selection Schedule**

<table>
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<tr>
<th>Task</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>a) RFQ Issuance</td>
<td>July 22, 2016</td>
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<tr>
<td>b) RFQ due @ 4:30 p.m.</td>
<td>August 5, 2016</td>
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<td>c) Firm Interviews (as necessary)</td>
<td>August 2016</td>
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<td>d) Firm recommendation to Budget and Audit Committee</td>
<td>August 16, 2016</td>
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<tr>
<td>e) Approval at Village Board Meeting</td>
<td>September 6, 2016</td>
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ADDITIONAL SUBMISSION REQUIREMENTS

Section 1.0—Executive Summary
Provide a brief summary, which describes and highlights your firm’s experience, qualifications, and expertise and why your team would be the best choice for the Village. Please state your firm’s business organization type (Sole Proprietor, Partnership, Corporation, etc.)

Section 2.0—Relevant Experience
Provide a detailed and/or profile sheets for services your firm has provided that are similar to those requested by The Village. Emphasis should be placed on work completed within the last three years by the specific personnel being proposed to work with the Village. Experience with government entities is preferred.

Section 3.0—Management Team
Provide an organization chart graphically illustrating how your firm would staff and structure your proposed services. List specific personnel proposed for the implementation team, including the area(s) of responsibility of each individual. Provide a resume for each proposed team member, specifically stating tenure with your firm, experience and qualifications of each individual.

Section 4.0—Firm Differentiation
This section represents one of the most important sections for the selection of the recommended firm. Please respond to the individual questions carefully and succinctly.

Team Leadership
- Who on your team will provide consistent day-to-day leadership and management for the implementation services?
- How much time will they spend on the services on a day-to-day basis?
- What are your expectations for performance from this individual?
- List and rank five (5) key attributes or abilities the individual(s) possesses?

Firm Staffing
- What manpower is available from the firm, as needed?
- What steps would the firm take in order to make up schedule time on projects/services, if necessary?
- Please provide an explanation of your firm’s ability to provide specialization in the following technological areas:
  - Project management
  - Implementation within a VMware virtualized environment
  - Data migration

Innovation
- Describe the most innovative relevant project/service undertaken by your firm in the last five years?
- Provide a description of the attributes and/or experiences that differentiates your firm from other firms.

Budget
- How does your firm maximize and maintain high quality services while maintaining tight budget constraints? Cite examples of specific things that you have done with other clients to meet this objective?
- Please describe your method of billing and provide hourly rates for your staff?

Quality of Documents
- List the steps and describe the quality control processes we can expect from your firm?
- Why is careful coordination and quality of documentation important to the firm?
Section 5.0—References

Provide three (3) company references and three (3) references for any proposed staff members that would be providing implementation services to the Village.