

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR PROPOSAL**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue 6<sup>th</sup> floor, Scranton, Pennsylvania 18503, on October 29<sup>th</sup>, 2012 at 4:00 P.M. prevailing time for an ON LINE DOG LICENSE SALES PROGRAM.

**A. PURPOSE:** The purpose of this Request for Proposal is to solicit interest from qualified firms and/or individuals to provide Proposals for the County. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the County.

**B. PROCEDURES FOR RESPONDING TO THIS REQUEST FOR PROPOSAL:**

1. Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6<sup>th</sup> Floor Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the Proposal clearly marked on the outside of the envelope. It is recommended that each submission packaged be hand-delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-reference due date and time. **Submission by fax, telephone, or email is not permitted.** The final selection shall be made in the sole discretion of the Board of Commissioners.
2. All questions regarding this Request for Proposal should be made in writing to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503.

**C. CRITERIA FOR EVALUATION OF PROPOSAL:** The Board of Commissioners will Independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the service to be provided to the County;
3. Knowledge of the County, its affairs and operations;
4. Availability to accommodate any required meetings of the County;

5. Compliance with the minimum qualification established by the County for the position;
6. Other factors determined to be in best interest of the County;
7. Ability to provide required information in a timely manner;
8. Ability to provide timely payments resulting from sales;
9. Costs associated with the proposal;
10. Ability to provide technical support.

D. **QUALIFICATION REQUIREMENTS:** The Board of Commissioners is requesting qualifications from PROPOSERS, which should include:

1. Scope of Services;
2. Resume(s);
3. Facilities; and
4. Conflict of Interest.

The following explains what the Board of Commissioners expects in each of the major sections:

1. **Scope of Service** - Proposers must provide detailed explanation of systems, services and cost.
2. **Resume** – All resumes submitted to the County shall include following:
  - a) Name and address of your firm and the corporate officer authorized to execute agreements;
  - b) A Brief description of your firm's history, ownership, organizational structure, location of its management, licenses to do business in the Commonwealth of Pennsylvania;
  - c) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
  - d) A listing of local government clients with which you have similar contracts; include the name, address and telephone number of the contact person.
  - e) A statement of your firm's insurance coverage. Firms must provide an insurance certificate specific to the County in responding to this RFP.
  - f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact to your firm's operations.
3. **Facilities – Office Locations**
  - a) For your firm's facilities which will service this project :

- i. The location;
- ii. Firm personnel assigned to this location; and
- iii. Activities of the firm performed at this location.

b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

4. **Conflict of Interests**

- a) All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested On-line Dog Licensing System on behalf of the County.
- b) A statement that your firm is not involved in any current litigation both directly or indirectly with Lackawanna County.

E. **Communication with Elected or Appointed Officials:** All communications during this process should be directed to the appropriate contact listed in this Request for Proposal. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

E. **RESERVATION OF RIGHTS:** The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.