



TOOELE COUNTY

REQUEST FOR PROPOSALS

PROJECT:

Tooele County Credit Card Processing System

PREPARED FOR:

TOOELE COUNTY
47 SOUTH MAIN STREET
TOOELE, UTAH 84074

December 2021

INTRODUCTION:

Tooele County (“County”) is composed of several different departments, most of which are currently using different credit card processing systems. The County would like to contract with one company that can provide these services to all of our departments, county-wide. The vendor will need to meet the needs of all County departments and be able to provide customer assistance to each when needed.

SCOPE OF WORK:

The County is looking for a credit card processing system that is simple, user friendly, and able to meet the needs of several departments. The proposer’s system must be able to accept payments made by several card companies, including American Express. As well as be compatible with our current county software’s: Tyler and iWorqs. The system must be able to process payments through a physical credit card machine, online, and through a mobile application. Training on the system and any additional software is required, as well as great customer assistance throughout the life of the contract.

I. Mandatory Requirements

Each proposal must include –

- Company name, website (if applicable), and the name, email and phone number of the project manager.
- Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Project Scope stated in this Request for Proposal (“RFP”).
- Three (3) examples of projects which demonstrate qualifications for providing the Project Scope stated in this RFP.
- A list of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope. Provide a description of their previous work history.
- Any current and applicable certifications of the staff to be assigned to this project.

II. Financial Requirements

All proposals must include a complete budget, detailing the following factors:

- Base Monthly Charge (if any)
- Charge per transaction (specify if charged to the County or the cardholder)
- Differing charges depending on card type / method of transaction (if applicable)
- Customer support fees (if any)

III. Qualifications

Provide three (3) references who are familiar with your work in this field.

IV. Timeline for RFP Process (times are MDT)

Event / Action	Date
Advertise RFP	Monday, December 20, 2021
Questions Due	Friday, January 7, 2022 @ 5:00PM
County's Response to Questions	Monday, January 10, 2022 @ 12:00AM
Deadline for Submission of Proposals	Friday, January 14, 2022 @ 5:00PM

PROPOSAL CONTENTS:

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, while still sufficiently detailed to allow for a fair evaluation. Proposals must include the following:

A) Cover Letter (1 page maximum)

The cover letter shall describe the offeror's business entity (corporation, LLC, partnership, sole proprietorship, etc.), and include: a statement of the offeror's general background, a discussion of the offeror's interest in the project, and the acknowledgement of receipt for any addendums.

B) Project Team

Identify project personnel and define their respective roles.

C) Substantive Content

Describe the offeror's abilities to meet or exceed the qualifications set forth in items I, II, and III above.

D) Project Cost (Separately)

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Offeror must include, on a separate document, a complete budget. If an offeror fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

E) Signature

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

F) Non-Collusion Affidavit (Attachment B)

The attached Non-Collusion Affidavit must be completed and returned with proposal.

PROPOSAL SUBMISSION:

Proposals can be submitted through the U3P (Utah Public Procurement Place, formerly SciQuest), or mailed in to the County directly. All proposals must be submitted and received by January 14, 2022 by 5pm.

Mailed proposal must be submitted as follows - three, individually sealed, copies of the proposal must be received by January 14, 2022 by 5pm.

Submittals must be addressed and sent to:

**Tooele County Administration Building
c/o Aspen Wimmer
47 South Main Street
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)
Tooele County Credit Card Processing System
Tooele County Administration Building**

Questions and clarifications shall be submitted via email to Aspen Wimmer at aspen.wimmer@tooeleco.org, or through the U3P (Utah Public Procurement Place, formerly SciQuest), and are due no later than Friday, January 7 at 5pm. Answers will be posted in a forum style on the website.

Submissions, modifications or corrections received after the closing time on January 14, 2022 will be considered late and will not be opened.

If only one submission is received, State Purchasing will evaluate the proposal for meeting the minimum requirements and score the proposal. If the proposer meets the minimum requirements, County may score and determine if the cost is fair and reasonable. If this is the case, we will award the contract to the proposer.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

PROPOSAL EVALUATION:

Proposals will be reviewed by a selection committee consisting of at least three persons.

Proposals will be scored as follows:

Technical Criteria:	Possible Points:
<i>1- Completion of RFP, timeliness, and ability to follow given instructions.</i>	5
<i>2- Ability to offer acceptance of American Express credit cards.</i>	5
<i>3- Compatibility with existing county departments and listed software requirements</i>	20
<i>4- Ability to provide services onsite, online, and through mobile applications.</i>	30
<i>5- Fees applied to the county</i>	10
<i>6- Overall cost to the county</i>	30
Total:	100

**additional information on scoring is provided in Attachment A*

Award will be given to the highest scoring and the most responsive and responsible proposer, meeting all requirements posted in this RFP document.

PROPOSAL REJECTION:

Tooele County reserves the right to reject all proposals and/or those deemed unqualified, unsatisfactory, or inappropriate, to waive defects or informalities, and to offer a contract with any firm in response to this RFP. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

PROPOSAL ACCEPTANCE:

Tooele County reserves the right to award a contract based on a proposal submitted. By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

Attachment A

Scoring Explanation:

Technical Criteria:	Possible Points:
<i>1- Completion of RFP, timeliness, and ability to follow given instructions.</i>	5
<i>2- Ability to offer acceptance of American Express credit cards.</i>	5
<i>3- Compatibility with existing county departments and listed software requirements</i>	20
<i>4- Ability to provide services onsite, online, and through mobile applications.</i>	30
<i>5- Fees applied to the county</i>	10
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Total:	100

1 – Full points for receiving RFP on time and per submittal instructions. Partial points for on time submittal, but failure to follow other instructions / include necessary documentation.

2 – All or nothing points, full points for being able to, no points if unable.

3 – Proposer who the committee deems to fit best with all our departments county-wide will receive full points. All other proposers will receive a portion of the points based on compatibility throughout the county.

4 – Proposer who the committee deems as providing easy to use products and customer service will receive full points. All other proposers will receive a portion of the points based on their services compared to the number one proposer.

5 – Points for fees applied to the county will be all or nothing, full points if processing fee is charged to the cardholder; no points if the processing fee is charged to us.

6 – County will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$.

Attachment B

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid. The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a Tooele County officer or employee or former Tooele County officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele County officer or employee to breach any of the ethical standards set forth in the county conflict of interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer _____

Title _____

Organization _____

Address _____

STATE OF _____)
COUNTY OF _____) :SS

On this ___ day of _____, 2021, personally appeared before me, _____ who being by me duly sworn did say that he or she is the _____ of _____, and that the foregoing instrument was signed in behalf of said entity by proper authority, and he or she acknowledged to me that said entity executed the same.

NOTARY PUBLIC