



*Covered Bridge Capital of the West*

*City of Scio*

*P. O. Box 37*

*Scio, OR 97374*

*Phone: 503-394-3342*

*Fax: 503-394-2340*

**City of Scio Oregon  
Request for Proposal (RFP)  
For  
Codification & Online City Code Publishing Services**

The City of Scio is seeking proposals from online code publishing companies who can demonstrate an understanding of and capability to assume responsibility for the provision of Online City Code Publishing Services to the City of Scio.

Please submit your proposal to the attention of Cathy Martin, Scio Administrative Assistant, P.O. Box 37, Scio, Oregon 97374. If you have any questions regarding this request feel free to contact Ginger Allen, City Manager, at 503-394-3342 or email [ci.scio.v.allen@smt-net.com](mailto:ci.scio.v.allen@smt-net.com) .

**ALL PROPOSALS MUST BE SUBMITTED ON OR BEFORE 12 NOON ON NOVEMBER 30, 2018.** The City of Scio is not responsible for delays in the delivery of the U.S. Mail or U.S. Postal Service, private couriers, or any form of inter-office mail systems. It is the sole responsibility of the Offeror to ensure that its' proposal reaches Scio City Hall by the designated date and hour. All proposals shall abide by all applicable State and Federal laws.

The City of Scio is in need of Ordinance and Resolution codification and publication on the City's website in a searchable format. The City would like to enter into a contractual agreement with an established online municipal publishing service so that a link to the online municipal code may be accessed via the city's website from various locations.

Scio Municipal Codes includes its reference to various uniform codes such as State of Oregon Building Codes and Oregon Revised Statutes; however those uniform codes would not be uploaded to the city's online publication.

Scio has approximately 300 Ordinances and 200 Resolutions needing codification.

Your proposals should include:

1. Charges for the initial setup, including loading and conversion of the current ordinances and resolutions currently in both PDF format and some in Work format.
2. Describe any customer user interface that may be necessary for the codification process, research and reference purposes.
3. Identify what type of website location and implementation process is needed for: a searchable data base, hyperlinks to various sections and outside agencies, setup of graphics, maps, tables, etc.
4. The quote should identify any charges for continued uploading of new ordinances as the same are enacted, any annual (or periodic) charges for hosting and any charges for any supplemental services including support service.
5. Describe, in detail, all lead-up work required by city staff.

Your proposed solutions must be capable of providing sufficient security measures to prevent compromise and fraudulent use. The software must provide granular permissions for user and administrative tasks, and default passwords for the system shall be changed implementation.

### **Evaluation Criteria**

The following criteria will be used to evaluate the proposals but not necessarily in the order given:

1. The ability, capacity and skill of the bidder to perform the contract or provide the services required within the time specified.
2. Features and functionality of the proposed solution(s).

3. Cost of the proposed system(s) and related maintenance contracts and payment terms, including terms and discounts.
4. The ability of the bidder to provide future maintenance, parts and services/
5. Compliance with the RFP terms and conditions.

**The City of Scio Reserves the Right to:**

1. Accept or reject any and all proposals received in response to this RFP, and to re-advertise for new submittals.
2. Request clarification and additional information from the vendor during the proposal evaluation process.
3. In the event of termination of negotiations with the successful vendor, the City reserves the right to enter into negotiations with other qualified firms that submitted acceptable proposals, rather than restart the proposal process for the project.
4. Negotiate with the selected vendor to include further services not identified in the RFP.
4. Have sole discretion of vendor selection; the respondents to this formal request have no appeal rights or procedures guaranteed to them.

***Deadline for submission: Friday, November 30, 2018, by 12:00 noon. (No Exceptions)***

***Reservation: While price is a major consideration, the City of Scio will consider all aspects of each proposal. This RFP does not commit Scio to award a contract or pay costs incurred in the preparation of responses to this RFP. The City reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new RFP, or make modifications, corrections, or additions to the information contained herein. Offerors are cautioned this is a Request for Proposal, not a request for contract.***