

CITY OF HELENA, MT
REQUEST FOR PROPOSALS (RFP) TO
HIRE A CONSULTANT TO/FOR UTILITY BILL, DELQUENCY NOTICE,
AND LICENSE RENEWAL NOTICE, PRINTING & MAILING

I. PROJECT OVERVIEW

The City of Helena (the City) invites qualified businesses (the vendor) to submit proposals for providing printing, stuffing, and mailing services for the City's utility bills at a competitive price.

II. AGREEMENT FOR SERVICES AND COMPENSATION

One respondent will be selected as the finalist and offered an opportunity to negotiate an agreement with the City. If an appropriate agreement cannot be reached with the highest-ranked respondent, the second-ranked respondent may be invited to negotiate an agreement with the City, and so on.

A sample agreement is provided as Attachment "A" hereto, however, the City reserves the right to change any terms prior to entering into an agreement with the successful respondent.

☐ Evaluation criteria will NOT include consideration of the proposed compensation schedule and respondents are NOT to submit compensation proposals as part of their responses.

☒ Evaluation criteria WILL include consideration of the proposed compensation schedule and responders are required to submit a compensation proposal as part of their response.

III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE

See Attachment "C"

IV. ATTACHMENTS

The following information is provided for informational purposes only:

Attachment "A" - City of Helena Printing Services Agreement

Attachment "B" - Scope of Services

Attachment "C" - RFP and Qualifications

Attachment "D" – Costs

V. PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal submission must be:

- no more than [N/A] one-sided bound pages, inclusive of a cover page and back page;
- no smaller than 12-point font;
- must contain the information required by this RFP and address all required topics;
- acknowledgment that responder has reviewed any addenda issued for this RFP; and

- signed by an authorized agent.

B. Proposal submission must include all of the following:

1. Respondent's legal name, address, and contact information.
2. Brief description of the respondent firm, including but not limited to, identification of the principals, the approximate number of employees, how long the firm has been in business, and how long the respondent has been engaged in relevant types of work. Include information that demonstrates the respondent's experience in completing projects similar to that which is required by this RFP.
3. Identify individuals who will be assigned to this project, their role on the project team, a brief resume, and their experience and qualifications on similar projects.
4. Description of how the respondent will accomplish the tasks, goals, and objectives identified in section III of this RFP.
5. Provide anticipated project schedule including a description of how this project will fit with the firm's current workload.
6. If this project includes a public participation requirement, describe proposed public participation process.

C. References

List 3 recent professional references who can provide information regarding the respondent's ability to perform the services described herein. References must include the name of the person to be contacted, phone number, email, and the type of project the respondent completed for the reference.

VI. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee, based on the following criteria:

	Criteria	Points
1	Legal and other qualifications have been met by vender.	
2	Completeness of proposal.	
3	Availability and quality of services (both basic and optional) described within this RFP.	
4	Vendor's experience with other entities similar to the City of Helena.	
5	Provided Criteria 1 through 4 are met, costs will be considered.	

	TOTAL	
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The selection committee may select one or more respondents submitting proposals as finalists. Finalists may be interviewed to further establish qualifications. If the selection committee determines that interviews are appropriate, the finalists will be contacted to schedule the interviews.

VII. SOLICITATION SCHEDULE

Request for Proposals Released	March 1, 2023
Proposal Packets Due – Close date	March 31, 2023
Service Provider Selection and Negotiation	April 30, 2023
Agreement Approval	May 15, 2023
Work to Begin	August 1, 2023

VIII. CONTACT:

The city contact for the purposes of this RFP is:

[Amy Hall](#)

[Utility Customer Service Supervisor](#)

[316 North Park Avenue, Room 150, Helena, MT 59623](#)

[\(406\) 447-8074](#)

ahall@helenamt.gov

IX. QUESTIONS AND INQUIRIES

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to this RFP, a copy of which will be posted on the city's website.

X. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFP number and project name.

2 hard copies and one electronic copy (PDF format) of the proposal must be submitted to:

City of Helena
Attn: [Amy Hall](#)
316 N. Park Avenue
Helena, MT 59623

PROPOSALS MUST BE RECEIVED NO LATER THAN: **March 31, 2023**, at **5:00 p.m.** (MST)

Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

The City is not responsible for costs associated with preparing proposals in response to this RFP.

XI. RESERVATION OF RIGHTS BY THE CITY

The City reserves the right to reject any or all proposals, readvertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

XII. PUBLIC RECORDS DISCLOSURE

All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 *et. seq.*

XIII. LOBBYING

Respondents are prohibited from lobbying the City Commission, the Mayor, or members of the selection committee relative to the respondent's proposal or response to this RFP.