



INVITATION TO BID

The Town of Rye, New Hampshire is accepting sealed proposals for Codification Services for the Town of Rye ordinances, lawfully enacted rules and regulations and policies. Proposals must be submitted in a sealed envelope plainly marked:

“Codification Services”

Town of Rye
10 Central Road
Rye, NH 03870
Attn: Selectmen’s Office

All proposals must be received no later 3:00 p.m. than Friday, November 3, 2017. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.town.rye.nh.us under “legal notices” or by emailing mmagnant@town.rye.nh.us. All bid questions must be submitted in writing (email preferred) to the Town Administrator.

Town of Rye, New Hampshire

Office of the Selectmen

10 Central Road, Rye, NH 03870

(603) 964-5523 Fax (603) 964-1516

REQUEST FOR PROPOSALS FOR: “Codification Services”

The Town of Rye (“Town”) seeks proposals for the codification of its ordinances, lawfully enacted rules and regulations and policies, hosting of its Code online and Code update services.

I. General Information and Proposal Submission Requirements

A. Proposal Submission

1. All proposals must be received in the Town of Rye Selectmen’s Office, 10 Central Road, Rye, NH on or before Friday, November 3, 2017.
2. Each firm or company must submit SEVEN (7) identical copies of their proposal and ONE (1) electronic copy.
3. Each proposal must be clearly marked on the outside of the envelope “Codification Services”.

B. Changes

If any changes are made to this RFP, an addendum will be posted on the Town website under Request for Proposals, Codification Services.

II. Qualifications of Codifier

The codifier shall submit proof of competence by providing information that describes the size, experience, and stability of the codifier and which supports its ability to complete the project specified in this Request for Proposal. At a minimum, this shall include:

- A. Number of years in municipal codification services.
- B. Size, capabilities and experience of the codifier, specific to the codification.
- C. References, including contact information, from municipalities within the State of New Hampshire.
- D. Average turnaround time data for routine Code updates, along with contact information for references of clients who may verify data.

- E. Empirical data from ongoing customer satisfaction surveys, if available.
- F. Project contact person(s) and resumes of staff members who will work on the project.

III. Scope of Services: The Town of Rye is seeking proposals for codifying the Ordinances, lawfully enacted rules and regulations and polices of the Town of Rye, New Hampshire.

- A. Review all legislation, ordinances, rules, regulations and policies to determine and properly incorporate all Code relevant legislation into the Code and shall provide written documentation to the Town.
- B. The codifier shall recommend an organizational and numbering system to be used for the Code with the understanding that the Town of Rye shall have the final approval of the organizational and numbering system for the Code.
- C. The codifier shall provide for a complete review of the municipality's legislation, ordinances, regulations and policies identifying any conflicts or inconsistencies within the municipality's legislation or between the legislation and applicable state statutes. The codifier shall provide an example of the format of the report(s) of its findings as part of its response/proposal.
- D. Conduct a conference or conferences, by telephone or via webinar, as needed to research the materials and review the proposed final product.
- E. The codifier shall provide the Town of Rye with a draft copy of the final Code for review and approval.
- F. Provide materials to assist the Town in adoption of the Code as the official body of the law of the Town.
- G. The base project will include the preparation and publication of a comprehensive, detailed Code Index. The codifier will include an example of a typical index in its response/proposal.
- H. The codifier shall provide **10** copies of the new Code volumes, printed in an 8-1/2 x 11 inch single-column page format, housed in heavy-duty post binders, imprinted with the name and seal of the Town of Rye on the front and spine.
- I. The codifier shall provide materials to assist the municipality in the adoption of the Code as the official body of law of the municipality.

IV. Functionality

The codifier shall provide proposals including a complete description of the services and procedures involved and all applicable costs.

Internet Online Code:

- A. Provide reliable 24/7 hosting services for the online Code.
- B. Support keyword and phrase searches.
- C. Allow posting online of searchable copies of ordinances approved between codifications, i.e., not yet incorporated into the Code.
- D. Insert a notation automatically into the online Code when a new approved ordinance is received by codifier.
- E. Allow users to print or email at the section, article and chapter level of the online Code.
- F. Provide easy and logical navigation of online Code content.
- G. Allow municipality staff to insert password-protected annotations.
- H. Provide electronic copy for backup or archive purposes.
- I. Provide alternative viewing options to support slower internet connections.

V. Chapter Reprints (Pamphlets)

Municipality to identify chapters along with number of reprints of each required.

VI. Other Project Options

Codifier to describe additional or alternative project options available.

VII. Additional Capabilities

Codifier to provide information on additional services it provides to municipal customers.

VIII. Code Update Services

The codifier shall provide information regarding what is required of the Town of Rye during requests for updates to the Ordinances, subsequent to the completion of this project, including turnaround time.

IX. Price Quotation Sheet

The codifier shall indicate below the firm not-to-exceed prices for the Codification project and any optional products and services described in Sections III, IV, V, and VI. The price for the codification project shall reflect the total cost to the Town of Rye for the project as described.

Base Price:

\$ _____

Receipt of materials

Editorial Analysis

Manuscript

Editing

Stylizing

Word processing

Proofreading

Draft

Comprehensive Index

10 Code volumes

Shipping and Handling

Internet On-line Code – Cost of Annual Fee

Options:

1. Additional copies of Code book in binders

\$ _____

2. Training on site

\$ _____

X. Training, Support, Experience

- A. Vendor shall provide live training sessions given by a dedicated training specialist via video conference webinars.
- B. Vendor shall provide live support services during Town's normal business hours for entire term of contract.
- C. Vendor must have a minimum of two existing government clients in New Hampshire.

XI. Other Items to Address in Proposal

- A. Identify how the website will be maintained.
- B. Identify guarantees against down time, specify restoration within 8 hours.
- C. What is the minimum contract term required? If greater than one (1) year, do you adjust pricing based upon annual reviews of merchant activity?
- D. Maintenance of online archived versions of the Code for historical reference.

XII. Other Terms and Conditions

- A. The Town will accept SEALED PROPOSALS Monday through Friday, 8:00 A.M. – 4:30 P.M.
- B. Proposals must be delivered in HARD COPY form to the Selectmen's Office located in the second floor of Town Hall, 10 Central Road, Rye, NH 03870 no later than 3:00 P.M. on Friday, November 3, 2017. No emailed, phone or faxed bids will be considered.
- C. Proposals must be received by the SELECTMEN'S OFFICE before the specified due date and hour (noted above).
- D. A total of SEVEN (7) COPIES and ONE (1) ELECTRONIC COPY of each firm's proposal must be submitted. This is so each member of the evaluation/selection committee has an original copy.
- E. All Proposals must be clearly LABELED with RFP name.
- F. Late Proposals will not be opened and will not be considered under any circumstances.
- G. Proposals cannot be altered after opening time and cannot be withdrawn after opening time without express written approval of the Town.
- H. The Town reserves the right to revise and/or amend the Terms and Conditions and revise and/or amend the specification prior to the date and time set for opening.

Such revisions or amendments, if any, will be posted on the Town website.

- I. If any interested party finds discrepancies or omissions in the Terms and Conditions or Specifications, or are in doubt as to their precise meanings, said party should notify the Town immediately in writing.
- J. Proposals submitted will be deemed valid and binding for ninety (90) days from Opening Date.
- K. The Town will take pricing into consideration in making its selection, but is not obligated to contract with the lowest priced codifier if the lowest priced codifier is not the most qualified codifier in the judgement of the Town. The Town reserves the right to contact firms and request a demonstration of products.
- L. If a Proposal contains proprietary information, the Respondent must declare such information as proprietary; otherwise, all information contained in Proposal is deemed public and will be disclosed once the bid results are finalized.
- M. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Town; it is in the best interest of the Town of Rye.