REQUEST FOR PROPOSALS

Separate sealed proposals will be received by the Office of the City Controller for the City of Scranton, 340 North Washington Avenue, Scranton, Pa. 18503 until 10:00 a.m. Thursday, November 19, 2020, at which time such proposals will be read aloud in City Council Chambers located on the second (2nd) floor in City Hall and will be made available for public viewing at: **www.youtube.com/user/electriccitytv570** for the following:

CITY OF SCRANTON
CITY MANAGEMENT OPERATING SYSTEM

All proposals shall be in accordance with the provisions of the Request for Proposals (RFP) which may be obtained from the City of Scranton Purchasing Department, 340 North Washington Ave., Scranton, Pa. 18503 and which may be had by bona fide bidders. Copies can be obtained on the City of Scranton website at: **www.scrantonpa.gov**. If you intend to submit a proposal, you are required to notify Julie Reed, Purchasing Clerk for the City of Scranton via email at: **jreed@scrantonpa.gov**. If you fail to notify the Purchasing Clerk of your intent to submit a proposal, you will not receive any Addenda or answers to any questions that may be submitted by other bidders.

All proposals must be accompanied by signed Affirmative Action, a Certificate of Non-Segregated Facilities, a Non-Collusion Affidavit and Disclosure Forms.

Sealed envelopes containing the proposals will be received and identified by **"Proposal – RFP – City Management Operating System."** The envelopes should be mailed to John Murray, Office of the City Controller, City Hall, 340 North Washington Avenue, Scranton, PA 18503, so as to arrive by the date and time specified above. Envelopes containing proposals can also be hand delivered to the Office of the Treasurer located on the first (1st) floor in City Hall. The City of Scranton will require six (6) copies of this proposal as noted in this RFP.

The City of Scranton is committed to maintaining the health and safety of all employees and visitors. Therefore attendance at the bid opening is not a requirement. If you choose to attend the bid opening, masks are required upon entrance into the building. We will allow each bidder to have one representative attend the bid opening.

If you have any questions, please contact Amanda Hallock at: **ahallock@scrantonpa.gov**.

Amanda Hallock
Information Technology Manager

Introduction

The City of Scranton seeks to engage the services of one or more qualified firms to provide cloud-based (hosted) software, project management, installation, training and support necessary for the implementation of a city management operating system to support the City's processes and workflows. Procuring and implementing a city management operating system for the City can unify a single source of data with accurate residential information as well as integrated workflows for the city's core processes.

The City's goals with a new city management operating system are:

- SERVICE: Improve service delivery, shorter wait times and streamline workflows
- QUALITY: Increase citizens' satisfaction and decrease citizens' calls
- COST: cross-departmental collaboration to reduce duplication, increase productivity, early fraud detection, reduce paper consumption time and improve citizens' trust.

The City has also simultaneously published an RFP for a financial management system. Together these systems will be the fundamental building blocks of the city's digital infrastructure. As such, any vendor who bids on both or either RFP will need to be willing and able to integrate with whichever vendor is chosen for the other RFP.

Timeline

Open Bids: Thursday, November 19, 2020 at 10:00 a.m.
Begin Implementation: Monday, December 14, 2020
Test-Run Date (Keeping present software): Monday, January 25, 2021
Go-Live Date: Wednesday, March 24, 2021

Background

The City of Scranton is the largest city in Lackawanna County, Pennsylvania. The major operating units of the City are: Business Administration, City Clerk's Office and City Council, City Controller's Office, Public Works, Fire Department, Human Resources, Information Technology, Law Department, Licensing, Inspections and Permits, Mayor's Office, Economic and Community Development, Parks and Recreation, Police Department, Single Tax Office, and the Office of the City Treasurer. The City's population is approximately seventy seven thousand (77,000) and the City extends approximately twenty five (25) square miles.

Proposal Submission Process

This RFP is issued for the City of Scranton Information Technology Department. The issuing department is the sole point of contact for questions pertaining to this RFP.

The sealed proposals must be submitted not later than 10:00 a.m. on Thursday, November 19, 2020 to:
City of Scranton
Office of the City Controller
2nd Floor
340 North Washington Avenue
Scranton, PA 18503

Six (6) copies of the proposal shall be received in a sealed envelope and must be marked prominently on the outside:

"Proposal – RFP – City Management Operating System".

Proposals must be mailed or hand delivered. No faxed or emailed proposals will be accepted. Proposals shall be binding for a period of ninety (90) days from the due date for submission. The City of Scranton will not be responsible for any expenses incurred by a proposer in connection with this procurement.

Any questions regarding this RFP should be directed to the Information Technology Department via email only to: ahallock@scrantonpa.gov. All questions must be received by 2:00 p.m. on Friday, November 13, 2020. Late inquiries will not receive responses. To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all respondents in the form of an Addendum to the RFP. No telephone calls with questions will be taken.

Proposals will be handled confidentially by the City during the pre-award process. Sealed Proposals will be opened publicly on Thursday, November 19, 2020 at 10:00am.

Proposal Contents
Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy, completeness, and clarity of content. The proposal should include:

Cover Letter
The cover letter shall identify and introduce the Proposer and provide other general information about Proposer's business organization including, at least, Proposer's name, principal address, federal ID number, telephone number, and e-mail address. This part of the response to the RFP should be limited to a brief narrative highlighting the firm's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

Qualifications
Vendors should state in detail their qualifications and experience. It should also state how their services and/or products are unique and best suited to meet the requirements and intent of this RFP. Vendors may include as much information as needed to differentiate its services and product(s) from other vendors. Please answer the following at minimum:

    A. **Vendor Background**
- A brief description of the vendor's background and organizational history.
- A statement of how long the vendor has been performing the services required by this RFP.
- Identify the location of headquarters, technical support, and field offices.
- Identify the location of the office which would service the City.
- Identify vendor's annual company revenues and profit for the last three company fiscal years.
- Identify the years the system being offered has been released.
- Provide information about the team that would be servicing our account including public sector experience.
- Identify all vendors you have experience integrating with along with counts or other details about those integrations, especially financial management systems.

    B. **Additional Services**
- Identify any additional functionality, recommended modules or services that were not identified in RFP Section 5 but that the Proposer recommends that the City consider. Include a description of the features and functions of each additional proposed module.

    C. **Vendor Qualifications**
- Describe vendor's familiarity with public sector ERP systems and associated business processes, and experience with the requirements of the State of Pennsylvania.
- Identify vendor's existing client base including the number of existing clients using the version / release of the software being proposed. Clearly identify the number of Pennsylvania public agency

installations.
- Identify the percentage (%) of vendor business dedicated to government and specifically City government.
  D. **References:** Vendors must provide at least five City references that have implemented the product in the last five years. The City prefers references of similar size and complexity to the City. For each reference:
- Agency name and contact information (i.e. name, title, address, phone, and email);
- City population, square miles, and operating budget;
- Brief project description, including identifying the software version and modules implemented;
- Implementation date, timeline, and cost.

Responses to Technical Specifications

Vendors should answer the questions in the format provided and add any explanatory details necessary in a separate column to the right of the item being referenced. The following answer key should be used when responding to the specifications:

Y = Fully meets specification, "out-of-the box"
T = Specification is provided through third-party software
M = Modifications necessary to meet specification
W= Specification is not provided, but there is a reasonable work-around
C = Custom development required to meet specification
N = Specification is not, and cannot, be provided

If any symbol other than "Y" or "A" is the response for a specification, the vendor must write an additional comment. Any specification that is answered with a symbol other than what is listed above will be treated as a negative/non-response.

Vendor Services

Scope of Work: The City is seeking proposals for several municipal software modules with interfacing capability. The firm(s) chosen will provide software, implementation and integration services, ongoing training, and technical support. In addition to the software functionality, the City requests that vendors provide professional services that will ensure a successful implementation. The professional services may include the following:
- Project Management;
- Software Installation and Configuration;
- Implementation Consulting;
- Business Process Review and Redesign;
- Training;
- Documentation;
- Software Maintenance and Support;
- Conversion Services.

The information gathered through this RFP process may be used to adjust the project scope, if needed. Depending upon the costs of implementation and the City's availability of resources, the City may consider accelerating or postponing the implementation of one or more of the phases listed in the proposal.
In general, firms will be expected to:
- Deliver quality, cloud-based, fully integrated software solution(s) that meet or exceed the requirements.
- Provide qualified and experienced project management and technical resources to advise City stakeholders during the analysis, design, implementation and support phases of the project.
- Provide appropriate technical expertise to configure all related files to make the system 100% operational.
- Provide comprehensive education and training for system operations and configuration with complete and necessary documentation and training manuals.

- Provide conversion labor to convert any existing system data into the new applications.
- Ensure all modules are complete, have been tested, and are ready for operation when training is complete.
- Provide follow-up training as needed, as well as dedicated support and customer service after the initial training and implementation of the system.

Implementation and Project Management Services: The vendor should provide a detailed plan for implementing the proposed solution. This information should include:
- Detailed project methodology including milestones and average timelines;
- Conversion support;
- City resource requirements;
- Overview of proposed training, including options for onsite or training center services, for end-users and management personnel;
- Implementation and training plan including deliverables for each stage of the project;
- Brief biographies of vendor's key staff who will be involved in the project;
- The Vendor should identify the proposed implementation approach, clearly identifying each phase, the timeline proposed, roles and responsibilities to be performed by the Vendor and those to be performed by the City. The Vendor response should be reflective of the City's timeline, approach for implementation and should clearly indicate the City resource requirements to meet the vendor proposed schedule.
- Describe your implementation and project management methodology and approach to ensure a successful implementation.
- Provide a detailed work plan that identifies major activities, tasks, deliverables, and resources. The work plan should assume a December 2020 initial project kick-off.
- Describe the roles and responsibilities of the City staff during implementation, and provide an estimated number of City resources, expected role and level of effort during each phase of the project.
- Describe the conversion methodology that will be used to implement the Future System. In addition, recommend what the City should convert (content and how many years of history) from the current system.
- Describe your training methodology and how you ensure users are prepared to use the Future System.
- Describe how the use of any alternative service delivery models would impact the proposed implementation approach, work plan, and City staff level of effort.
- Describe ongoing maintenance, release / upgrade, and support services. At a minimum, vendors should address the following items: help desk processes and procedures, hours of support (stated in Eastern Standard Time), escalation procedures, and response time commitments.

Ongoing Support Services: Specify the nature of any post-implementation support provided by the vendor including:
- Telephone support (e.g., toll-free support hotline, hours of operation, etc.);
- Availability of future upgrades and product enhancements;
- Details regarding how future software updates will be accomplished, tested, and then implemented;
- Availability of user groups;
- Problem reporting and resolution procedures;
- Other support (e.g., onsite; remote dial-in; web site access to patches; fixes; knowledge base; etc.).

Cost Summary

The Proposer shall provide their best estimate of expenses including all software licenses, support, training, and implementation services being proposed. If the cost is done by licenses, calculate the cost for 50 users. The fee proposal shall be a firm and final amount including the costs and expenses for all anticipated services. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)". TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five years of annual maintenance fees.

Project Pricing Estimate Outlined (specify amounts of items below):
  a. Days/hours of training, number of employees to be trained on-site or by webinar;
  b. Total fixed price for the project budget;
  c. Guarantees/Warranties- List any guarantees or warranties offered the company offers.

Proposal Evaluation

Procedure: The City evaluation committee will separate proposals into "responsive" and "non-responsive" proposals. Nonresponsive proposals will be eliminated from further consideration. The evaluation committee will then evaluate the remaining proposals and rank them to establish the highest scoring proposals. Vendors may then be asked to provide demonstrations or answer questions. Discussions and negotiations may take place with the short list of vendors to obtain a best and final offer. The award will be based upon the proposal that is determined to be in the best interest of the City's future, not necessarily the lowest cost proposal.

Criteria: Responses to this RFP will be evaluated according to the following criteria:
  - Quality of software, clarity of proposal, and responsiveness of proposal in conformance with instructions, conditions, and format contained herein;
  - Ability to meet technical requirements;
  - Timeliness and professionalism of on-going support;
  - Demonstrated performance of proposed systems in similar local governments to the City;
  - Cost and quality of software and implementation services;
  - Cost of on-going maintenance;
  - Reference checks, including possible visits to client site;
  - Security, accessibility, and transparency.

Technical Specifications

RESPONSE CODES
Y = Fully meets specification, "out-of-the box"
T = Specification is provided through third-party software
M = Modifications necessary to meet specification
W = Specification is not provided, but there is a reasonable work-around
C = Custom development required to meet specification
N = Specification is not, and cannot, be provided

Overall

OD: Data Entry and Validation

Item Number		Specification Description	Response Code and Explanation
OD	1	Allows multiple users to be in the same module at the same time.	
OD	2	Use drop-down menus or other look-up features to ensure consistent data entry and provide validation during data entry.	
OD	3	Each user can modify their own data entry order.	
OD	4	Provide automatic notification that can be customized for supervisors when steps are completed.	
OD	5	Able to track transaction processes and database updates.	

| OD | 6 | Create audit trails for transactions processed through the system that allows authorized staff to view supporting detail. | |
| OD | 7 | Easily determine the source of each transaction to include identifying user ID and data/time for all table changes. | |

OS: Security

Item Number		Specification Description	Response Code and Explanation
OS	1	Allows lock-out of specific modules.	
OS	2	Allows read-only access to specific modules.	
OS	3	Allows lock-out of specific menu items.	
OS	4	Allows read-only access to specific menu items.	
OS	5	Allows lock-out of specific field-level items.	
OS	6	Allows read-only access to specific field-level items.	

OR: Reporting

Item Number		Specification Description	Response Code and Explanation
OR	1	All reports can be previewed on the screen prior to being sent to a printer.	
OR	2	All standard reports are modifiable by the user.	
OR	3	Built-in report-writing tools that are user friendly and allow employees with limited capacity to build their own reports.	
OR	4	Allows the user to export reports to XML datasets.	
OR	5	Able to export reports to an electronic file (e.g. PDF).	
OR	6	End user reporting tools are available within all modules to create queries and/or reports, using data from any of the fields.	
OR	7	Data used to create graphical data analysis can be exported in an Excel format.	
OR	8	Able to control report access with levels of approval.	
OR	9	Automatically updates reports.	

OI: Integrations

Item Number		Specification Description	Response Code and Explanation
OI	1	Provides automatic interface, scheduled events and/or allows manually	

Item Number		Specification Description	Response Code and Explanation
		processed events to maintain current functionality.	
		Able to integrate with the following products:	
OI	2	Meeting Agenda Software from Granicus (Peak) or Civic Plus	
OI	3	Police RMS	
OI	4	Office 365	
OI	5	eCivis	
OI	6	WePay	
OI	7	City Website	
OI	8	PNC Pinacle	
OI	9	Clover	
OI	10	Firehouse Software/Emergency Reporting	
OI	11	QuickBooks	
OI	12	Vendor chosen for the City Management Operating System project (currently open for bid)	

CT: Citizen Transparency

It will be important for the city's operating system to have transparency as a native feature. Additionally the City is looking to improve the efficiency of processing Right to Know Act Requests. This system will hopefully reduce Right to Know Act requests via an open data portal but the system will also assist staff in processing many of the requests quickly.

Item Number		Specification Description	Response Code and Explanation
CT	1	Provide access as needed for others to explore performance data.	
CT	2	Supports creation of an Open Data Portal, preferably using an open source platform such as CKAN.	
CT	3	Able to publish real-time public-facing dashboards on a website.	
CT	4	Able to easily transform raw data into charts, graphs, maps, and other visualizations.	
CT	5	Able to make datasets available to the public.	
CT	6	Able to facilitate publishing real-time data on maps to a public facing website.	

Community Development

PG: General

Item Number		Specification Description	Response Code and Explanation
PG	1	System allows for mail-merge options.	
PG	2	Supports Microsoft Active Directory Integration.	
PG	3	System supports electronic signatures.	
PG	4	Able to migrate data from multiple sources including GIS and databases.	
PG	5	Able to search and report on all data elements; vendor supplied data dictionary for ad hoc reporting.	
PG	6	Module is based in GIS.	
PG	7	Able to track vacant lots that may not have an assigned address.	

PE: Permitting

Item Number		Specification Description	Response Code and Explanation
PE	1	Tracks Unique Contractor number.	
PE	2	Includes renewal process and fee calculations	
PE	3	Comprehensive License History tracking by user, date, time stamp.	
PE	4	Track Registration, Insurance and Expiration information.	
PE	5	Customization of license labels as well as all drop downs fields.	
PE	6	Create unlimited permit categories (Building, Fire, Planning, Code Enforcement, Public Works, Community Events, etc.)	
PE	7	Able to create unlimited permit types (Building, Mechanical, Combination, Electrical, Grading, Plumbing, Sprinkler, Fireworks, Land Use, etc.) with unique workflows for each.	
PE	8	Automatically calculates an issued permit's expiration date based on a user-defined formula. The expiration date would automatically be adjusted based on inspection requests and status updates.	
PE	9	Online permit application form has the ability to communicate instructions and require fields.	
PE	10	Sends out an automatic email to the applicant or permit owner advising that the application/permit will be expiring.	
PE	11	Allows staff to place a "hold" on an application, contractor, parcel, or address, preventing permits and inspections for the associated permit/applications, piece of land, and/or contractors/customers.	

			Response Code and Explanation
PE	12	Allows staff to upload a long list of properties to hold for further review such as Historic Properties or properties subject to flooding.	
PE	13	Has an internal "professional services database" that would hold license numbers, expiration dates, and general contact information (i.e. business name, address, phone number, insurance certificates, licenses, etc.)	
PE	14	Automatically populates contact information for contractor, architect, etc., from master list.	
PE	15	Generates an alert message when there are outstanding permit or re-inspection fees or code violations associated with an application, permit, or an applicant.	
PE	16	Able to copy permit applications from existing applications or permits by allowing users to specify which fields should be copied.	
PE	17	Users/customers can initiate a permit application from parcel selection on a map.	
PE	18	Mobile staff can initiate a permit application from the field.	
PE	19	Able to group permits under a single project.	
PE	20	Tracks complex projects (e.g. multiple permits, multiple parcels, split parcels, roads, commercial and residential, multiple addresses, etc.)	
PE	21	Able to see where the permit is in the workflow routing, status, and who is working on each action across departments.	
PE	22	Provides a function to allow staff to record communications between staff and the applicant specific to a project.	
PE	23	Able for City personnel to complete a single application for a range of addresses (i.e. plumbing permits for all units in a condominium building).	
PE	24	Able to attach documents to a specific permit.	
PE	25	Able to send renewal notices to contractors (email and/or mail.)	
PE	26	Able to define different numbering schemes for different types of permits.	
PE	27	Able to create workflows to take permits through the process by automatically assigning steps to the next available employee needed for approval.	

IN: Inspection

Item Number		Specification Description	Response Code and Explanation
IN	1	Able to enter inspection requests, cancellations, scheduling, and rescheduling.	
IN	2	Assist in assigning inspection requests based on permit type.	

IN	3	Assist in creating a daily inspection schedule for each inspector.	
IN	4	Able to manually reassign inspection requests to another inspector.	
IN	5	Able to support remote access for inspectors from the field.	
IN	6	Allows inspectors to enter inspection results from the field and email to contractors/customers.	
IN	7	Able to record violations from a list of standard violation codes.	
IN	8	Able to link images and files to an inspection record.	
IN	9	Automatically update permit status to "completed" after final inspection is entered.	
IN	10	Allows for final and expired to be unlocked and reset to active by inspection supervisor if a final inspection was completed in error. System would require a reason be recorded for auditing purposes.	
IN	11	Allows for unlimited comments on an inspection record.	
IN	12	Prevent the scheduling of inspections until inspection and/or re-inspection fees have been paid. System will have an override option to this rule.	
IN	13	Supports electronic requests for certificate of occupancy from contractor and/or property owner.	
IN	14	Only allows the issuing of a certificate of occupancy when all inspections are finalized and all required agencies have signed off.	
IN	15	Able to generate reports for all addresses that have a specific type of inspection approved and sort by geographic area (subdivision, parcel, etc.)	
IN	16	Able to produce paper copies of inspection documents.	
IN	17	Allows inspection results to initiate subsequent work flow processes.	
IN	18	Able to produce, display and print a list of inspections (past, current and scheduled) by permit number, address, applicant, contractor, or inspector.	
IN	19	Mobile units should support quick access to contact details, permit info and other resources that would assist in completing field inspections.	
IN	20	Inspection results from mobile units should update the system in real-time.	
IN	21	Mobile units support wireless and offline synchronization.	
IN	22	Supports automatic email notifications to contractors of inspection results and status.	
IN	23	Customers must have the ability to track the status of individual inspections related to a permit, address and project.	
IN	24	Able to generate reports that summarize project/permit/enforcement	

Item Number		Specification Description	Response Code and Explanation
		activities.	
IN	25	Provides dynamic routing for inspectors.	

CE: Code Enforcement

Item Number		Specification Description	Response Code and Explanation
CE	1	Allows for the monitoring of codes and management of violations associated with a parcel of land or project.	
CE	2	Allows multiple violations to be added to a single case while tracking each resolution and status individually.	
CE	3	When a violation is added, code text is auto-inserted into the comments field.	
CE	4	Able to view the status of a complaint investigation.	
CE	5	Has a complaint and violation manager.	
CE	6	Supports a user pre-defined code violation description library.	
CE	7	Able to attach photos and correspondence to complaint/violation records.	
CE	8	Maintains a log of calls made regarding complaint/violation cases.	
CE	9	History of case is retained and available for printout.	
CE	10	Supports email to contacts.	
CE	11	Able to generate editable chronic violations and form letters using data from complaint/violation records.	
CE	12	Code enforcement officer able to set due dates and schedule reminders of upcoming events and/or required actions (e.g. Inspection Dates, Court Dates, and Appeal Dates).	
CE	13	Stores information regarding field inspections related to complaints/violations.	
CE	14	Tracks and displays the number of days a violation is active.	
CE	15	Able to "flag" parcels and/or property owners that would generate alerts in other modules of the system (e.g. when property owners apply for a permit).	
CE	16	Supports unlimited number of complaint and/or violation types.	
CE	17	Manages complaints, cases, history of violators, type of violation, related actions, remedies, etc. Tracks numbers for each.	

FP: Fees & Payments

Item		Specification Description	Response Code

Number			and Explanation
FP	1	Provides detailed financial audit trails.	
FP	2	Calculates permit fees based on fee schedule and ensure fees are collected prior to permit issuance.	
FP	3	Able to link fees to specific finance department accounts.	
FP	4	Able to export fee reports based upon account number to the financial system.	
FP	5	Able to calculate, assess, and invoice fees.	
FP	6	Able to store unlimited fee schedules.	
FP	7	Utilizes fee schedules consisting of fee codes with effective and expiration dates.	
FP	8	Fee schedules may contain unlimited fee items.	
FP	9	Supervisors have the ability to override fees.	
FP	10	Able to allow online payment of fees.	
FP	11	Able to refund payments, void payments and manage invoices	
FP	12	Retains historical fee schedules.	
FP	13	Supports flat fees (e.g. permit type and re-inspection).	
FP	14	Supports unit fees (e.g. plumbing fees based on fixtures).	
FP	15	Supports valuation fees.	
FP	16	Supports the collection of cash, check, credit/debit card, and mixed payment types. Payments should be recorded and stored for auditing purposes.	
FP	17	Able to support fee waivers.	
FP	18	Able to support additional fees.	
FP	19	Able to support penalties.	
FP	20	Automatically calculates fees and recalculate fees if changes are made.	
FP	21	Supports manual entry of fees such as special inspections and penalty fees.	
FP	22	Able to query and obtain listing of previously made payments by application number or other user-defined parameters.	
FP	23	Able to reprint receipts.	
FP	24	Maintains an audit history of who collected the payment, when the payment	

		was made, and who actually made the payment.	
FP	25	Able to calculate multiple special fees (e.g. surcharge fees) by line item.	
FP	26	Allows for additional manual fee adjustments by City Staff.	
FP	27	Allows for a "received" field that displays on all payment forms and lists which type (such as in person, mail, phone, web) was used.	
FP	28	Integrates plan review/inspection time to generate invoices for customers.	
FP	29	Able to generate reports based on account codes.	
FP	30	Able to account for more than one payment and more than one payer.	
FP	31	Able to compare standard valuation table with customers' valuation and default to the higher value.	
FP	32	Automatically sync daily financial transactions to the accounting system.	

RE: Reporting

Item Number		Specification Description	Response Code and Explanation
RE	1	Robust reporting: generation of reports, pre-defined and ad-hoc, using any combination of all data elements.	
RE	2	The report module should be part of the application and any additional software, license, hardware shall be noted.	
RE	3	Users are able to create queries on the fly and save those queries for future use.	
RE	4	Able to preview the report prior to executing.	
RE	5	Able to export reports/letters/forms to standard formats (PDF, Excel, Word, etc.) to edit.	
RE	6	Able to merge data in MS Word doc templates.	
RE	7	Able to schedule reports to run at a specified time or a recurring time/day.	
RE	8	Real time user definable dashboard including work in progress, calendars, dynamic charts and graphs.	
RE	9	Real time management dashboard to view/track all permits and applications, make assignments, make comments.	
RE	10	The application should provide the facilities to export report data to or integrate with Microsoft Office products.	
RE	11	Able for any report to be output as a PDF document.	
RE	12	Financial reports are defined by license/permit/inspection/enforcement type.	

		Specification Description	Response Code and Explanation
RE	13	Able to create fee reports by date range, by license type and by specific licensees.	
RE	14	Allows managers to view direct reports, work schedules, and assigned activities.	
RE	15	Provides management dashboards for City performance tracking (key result measures, City goals along with business and trend reporting/analysis).	
RE	16	Able to create and brand City custom reports.	
RE	17	Able to report on any stored data element not restricted due to security.	
RE	18	Able to display and print a set of requested transactions for specified date/time.	
RE	19	Able to schedule periodic data extraction and automatic transmission.	
RE	20	Form letters are fully configurable for the City.	
RE	21	Able to track and display previous versions of form letters and will indicate what version was sent out to the public.	
RE	22	Able to access workflow lists of pending items that pertain specifically to their job responsibilities.	
RE	23	System-wide data dictionary for custom and ad hoc reporting by City.	

Asset Management

IM: Inventory Management

Possible uses of this module include records management by the building department, parts management by DPW, and general inventory management by IT.

Item Number		Specification Description	Response Code and Explanation
IM	1	Association of project codes directly to time entry for actual costs vs allocations.	
IM	2	Track actual, committed and estimated (or budgeted) costs.	
IM	3	Produce reports showing details of costs and revenues by job.	
IM	4	Allows the reporting of project activity by period or over the life of the project.	
IM	5	Able to establish inventory items, either manually or directly through the purchase process.	
IM	6	Allows for multiple item types and/or allows sub- categories under parent item	
IM	7	Track storage/shelf life-cycle to assure first in first out.	

Item Number		Specification Description	Response Code and Explanation
IM	8	Provide barcoding/scanning of inventory.	
IM	9	Provide for disposal of unused inventory items.	
IM	10	Provide automated inventory replenishment at pre-defined reorder points.	
IM	11	At point of re-order system should indicate order has been placed so manual tracking does not need to be kept.	
IM	12	Record of all inventory activity movement and assignment to projects and work orders.	
IM	13	Provide electronic form requests and workflow review and approval or interface with current custom front-end.	
IM	14	Able to print barcode labels that can be scanned.	

FA: Fixed Assets

This module should capture and maintain information associated with the City's leased, capitalized, and non-capitalized assets. Information should include acquisition cost, asset type, location, asset description, model number, serial number, insurance information, and replacement cost. Depreciation schedules should be included. Other areas of functionality: Asset creation through purchasing requisition, AP voucher and journal entries.

Item Number		Specification Description	Response Code and Explanation
FA	1	Integrated with AP system to facilitate additions to the fixed assets inventory.	
FA	2	Assets obtained from AP automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	
FA	3	Allows assignment of fixed assets to one or more funds.	
FA	4	Allows user-defined classes of fixed assets.	
FA	5	Able to attach an unlimited number of electronic files to an asset.	
FA	6	Able to scan invoices directly through the system and automatically attach those scans to the asset record.	
FA	7	Acquisition method is tracked.	
FA	8	Capability of bar coding assets for physical inventory.	
FA	10	Generates depreciation amounts and posts automatically to the General Ledger module in the Financial Management System (being procured currently through a separate RFP.)	
FA	11	Able to combine multiple invoices or purchases into a single asset.	
FA	12	Able to segregate a single purchase into multiple assets.	

FA	13	Able to attach inventory to fixed assets.	
FA	14	Preventative maintenance scheduling.	
FA	15	Provide for mass entry or electronic import.	
FA	16	Allows for an individual asset to have multiple funding sources but maintain the same asset id.	
FA	17	Allows for full account strings to be associated with assets.	
FA	18	Provide asset tag management or interface of data.	
FA	19	Able to manage Grant funded assets by type (federal, state, etc.)	
FA	20	Full Asset Maintenance (including transfers.)	
FA	21	Asset Depreciation Schedules and ability to change depreciation methodology form a point in time and recalculate the depreciation based on the remaining life.	
FA	22	Asset Disposal And Retirement	
FA	23	Managing Sale of an Asset and Revenue Receipt	
FA	24	Robust reporting at all data levels	
FA	25	Track non capitalized assets	
FA	26	Able to print barcode labels that can be scanned.	
FA	27	Able to collect and store condition assessment data against an asset (e.g. number of leaks, safety issues, etc.).	

Work Orders
WO: Work Order Processing

Work orders are created by managers, often but not always from internal and external service requests.

Item Number		Specification Description	Response code and Explanation
WO	1	Managers able to route requests to staff by geography and route to email.	
WO	2	Provides for generating, mapping and tracking work orders against assets.	
WO	3	Able to generate work orders from service requests, creating relationships between work orders, and attach work orders to employees, any number of assets, or to locations without assets.	
WO	4	Costs associated with assets on the work order and assets costs are easily reportable.	
WO	5	Personnel able to select and review work requests and work orders.	

WO	6	Able to schedule and assign preventative or routine work orders for future and planned maintenance.	
WO	7	Able to create reports based on concern type.	
WO	8	Able to view work activities on a calendar.	
WO	9	Staff should have the ability to document and track citizen complaints and inquiries that affect all utility and service providers the City works with.	
WO	10	Able to search and sort current and past requests based on a variety of options, including type, category, GIS location, etc.	
WO	11	Able to direct service requests to the appropriate predetermined department or staff based on its type or category.	
WO	12	Staff should also be able to assign and reassign requests and inquiries.	
WO	13	Able to send reminder notifications to the responsible department and/or staff that a request needs to be completed.	
WO	14	Allows for complex workflow rules and triggers to be set for "High Priority" service requests based upon type, time or requestor and an email notification can be sent to a supervisor or specific executives.	
WO	15	Reporting Solution should be able to generate summary and detailed reports that capture a variety of statistical and performance measures (e.g. average days to address complaint; percentage of requests handled within 60 days; how often a staff member takes an action on a request; frequency of different types of requests and locations of requests.)	
WO	16	Able to send reports via email.	
WO	17	Able ability to identify and flag overdue service requests.	
WO	18	Management and organization of service requests by Department and service request category.	
WO	19	Able to setup workflows and notifications without prior coding experience.	
WO	20	Able to see historical service requests generated by the citizen and the service location.	
WO	21	Able to assign priorities to service request types.	
WO	22	Assigns service request to a workflow by request type.	

Item Number		Specification Description	Response code and Explanation
WO	23	Can integrate user credentials with Active Directory.	
WO	24	Able to define workload rules per role responsibility, and skillset.	

CC: Citizen Concern Portal

The vendor should provide a simple online way for citizens to enter service requests into the system. This will help increase staff capacity by sending automatic updates to citizens and supervisors, and reducing calls and emails. The City wishes to also gather data that will assist staff with identifying patterns and trends of service requests in the City, and provide automation for the collection and processing of requests.

Item Number		Specification Description	Response code and Explanation
CC	1	Phased implementation: Initial Implementation, Internal Use, Citizen Launch.	
CC	2	Alerts reporters to potential duplicate issues before they submit the request and simply follow that ticket instead.	
CC	3	Call and email takers can see a list of duplicates when they begin entering a concern and allow the resident to be notified about that ticket.	
CC	4	The website is mobile-capable.	
CC	5	Automated messaging for providing status updates to residents.	
CC	6	Able to incorporate City graphics (i.e. City logo) and color schemes.	
CC	7	Validates the service request location as an accurate City street address.	
CC	8	Able to identify if the service request is beyond the City's jurisdiction and provide outside agency contact information to the citizen.	
CC	9	Able to establish required fields to maintain data input integrity.	
CC	10	Provides functionality for logging, mapping, and tracking calls for service for a variety of city departments with the ability to future add work order requests for other departments as needed.	
CC	11	Supports ADA requirements.	
CC	12	Generates a unique tracking number for each service request.	
CC	13	Able to associate multiple addresses or locations to a single service request in the case of events where more than one address is affected by an incident.	
CC	14	Able to have a preferred contact method determined by the resident.	

Item Number		Specification Description	Response Code and Explanation
CC	15	Able to log requests from internal and external customers.	
CC	16	Provides a customer portal for permits, licenses, and fees.	
CC	17	Customer portal is self-service and has guided applications.	
CC	18	Customer portal notifies applicants of changes to their applications.	
CC	19	Able to directly communicate back and forth with citizens in the customer portal.	

MO: Mobile

Item Number		Specification Description	Response Code and Explanation
MO	1	View, schedule, and modify system information and enter notes while in the field from mobile electronic devices.	
MO	2	Able to quickly access system information and retrieve data by searching any parameter, including permit number, contractor, address, parcel number and associated activities, etc.	
MO	3	Able for field inspectors to print documents while in the field.	
MO	4	Supports/provides a version of the software for a mobile device.	
MO	6	Provides a list of most recently viewed items.	
MO	7	Has a "job list" that brings together all of the user's upcoming tasks.	
MO	8	Have online help and user guides.	
MO	9	Automatically displays the records on a map.	
MO	10	Has touch screen capabilities.	
MO	11	Allows inspectors to input the information continuously into their wireless device.	
MO	12	Stores information and automatically resumes the upload of information to the proposed centralized application once wireless connection is established.	
MO	13	Able to print notices, reports, violations, licenses, etc. from a field location (using a mobile printer).	
MO	14	Supports both synchronization and wireless connectivity for the mobile device.	
MO	15	Allows inspectors to enter inspection notes and report any code violations that may be identified during an inspection.	
MO	16	Allows inspectors to schedule follow-up appointments.	

MO	17	Allows the inspectors full access to all relevant information for their assigned case inspection.	
MO	18	Provides work management tools for the inspectors and their managers to review work status and all correspondence activities (phone calls, e-mails, faxes, etc.) for each assignment.	
MO	19	Staff should be able to review, respond, view attachments, and send updates to a service requester from the staff person's mobile devices.	

General Conditions

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the RFP will be posted on the City's website and/or emailed to prospective bidders. The communications shall then be considered to be part of the RFP.

B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Qualifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. COMPLIANCE WITH LAWS

The firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract.

J. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

K. CONTROLLING LAW

This Request for Qualifications is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

L. BIDDER'S ETHICS AND COLLUSION

Collusive Bidding: Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.

M. INDEMNIFICATION

1. This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

N. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and

2. Financial information of a bidder or proposer requested in an invitation to bid or request for proposals to demonstrate the bidder's or proposer's economic capability.

O. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this

agreement null and void.

2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

P. REJECTION OF PROPOSALS

The City of Scranton reserves the right to reject any and all proposals received resulting from this request and to negotiate with those respondents deemed finalists.

Q. INCURRING COSTS

The City of Scranton will not be liable for costs incurred by the selected proposer prior to the issuance of a contract.

R. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held.

S. AFFIDAVITS

The following affidavits are required by the City of Scranton:
- Affirmative Action Certification;
- Certificate of Non-Segregated Facilities;
- Non-Collusion Affidavit;
- Disclosures by Current Contractors.

T. INSURANCE COVERAGE

All proposals submitted to the City of Scranton shall include a certificate of the prospective proposer's insurance coverage. After reviewing the certificates, the City will address any coverage concerns before awarding a contract. All insurance coverages should name the City of Scranton as an additional insured. The awarded vendor will need to notify the City if it loses or plans to lose the stated insurance coverage during the contract period. The loss of insurance coverages could result in contract termination.

All proposals must also include two statements:

- A statement of assurance attesting that the prospective proposer is not currently in violation of any regulatory rules and regulations that may impact its operations;
- A statement that the prospective proposer is not involved in any current litigation against the City of Scranton.

Attachments

A. Affirmative Action Certification

During the term of this contract, Bidder agrees as follows:

(1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.

(2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.

(3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement, other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by the bidder.

(4) It shall be no defense to a finding of noncompliance with this affirmative action certification that the bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it; such a factor shall be considered in mitigation in determining appropriate sanctions.

(5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.

(6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with affirmative action certification of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

(7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.

(8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

(9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

_____

(Name of Bidder)

BY _____

TITLE _____

B. Certificate of Non-Segregated Facilities

The bidder certifies that he or she does not maintain or provide for his or her employees and segregated facilities at any of his or her establishments, and that he or she does not permit his or her employees to perform their services at any location under his or her control where segregated facilities are maintained. The Bidder certifies further that he or she will not maintain or provide for his employees any segregated facilities at any of his or hers establishments, and that he or she does not permit his or her employees to perform their services at any location under his or her control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his or her bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he or she has obtained identical certifications from proposal subcontractors for specific time periods) he or she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding $10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he or she will retain such certification in his or her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE:
_____

(Name of Bidder)

BY

TITLE

C. Non-Collusion Affidavit of Prime Bidder

STATE OF _____

COUNTY OF _____

_____, being first duly
sworn, deposes and says that:

1. He or she is _ _____
   (Owner, partner, officer, representative or agent)

   of _____, the Bidder that has
   submitted the bid;

2. He or she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collision or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed _____

_____
(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____

___

Signed _____

_____
(TITLE)

MY COMMISION EXPIRES _____

D. Disclosures by Current Contractors

List of Municipal Officials
Mayor of Scranton
Scranton City Councilpersons
Scranton Controller
Scranton Tax Collector

1. Provide the names and titles of all individuals providing professional services to the City including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.

• List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;

• List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.

2. Since January 1, 2015, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.

3. Since January 1, 2015, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services or assistance pursuant to its professional services contract with the City of Scranton.

4. Since January 1, 2015 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited, and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.

5. Since January 1, 2015, has the contractor, officer, director, executive-level employee, or owner of at least five percent (5%) of the company made any contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.

6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.

7. Since January 1, 2015, has the Contractor, officer, director, executive-level employee, or owner of at least five percent (5%) of the company conferred any gift of more than nominal value to any

individual on the list of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.

8. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.

9. Please provide the name(s) and person(s) completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

VERIFICATION

I, _____, hereby state that I am the owner of

_____ and that I am authorized to make this verification.

I verify that the facts set forth herein for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

Signed: _____   Date: _____