

## Attachment E

### City of Oakland Police Department's ICVMS RFP Schedule of Events and Checklist

#### Schedule of Events:

- RFP Publication Date: Monday, July 25, 2005
- Pre proposal Meeting by Contract Compliance: Tuesday, August 9, 2005, 10 am
- Formal Letter of Intent to Bid Due: Monday, August 15, 2005, 5 pm
- RFP Due from prospective vendors: Monday, August 22, 2005, 12pm
- Vendor's proven ability for contract setup as per Contract Compliance: Friday, September 30, 2005

#### Checklist:

This checklist is provided to ensure that each proposal submitted to the Oakland Police Department's Technology Unit is complete. A submitted proposal must include the following:

- A formal Letter of Intent to Bid on the ICVMS project delivered to the Oakland Police Department's Technical Unit no later than 5:00 pm on Monday, August 15, 2005 (Section IV, Part C1)
- An original and five (5) fully responsive proposals, with an electronic copy on CD, delivered to the Oakland Police Department's Technical Unit no later than 12:00 noon on Monday, August 22, 2005 (Section IV, Part C2)

The following proposal components are to be thoroughly completed and presented in the order shown here. Please check each component here indicated and return this completed checklist with your proposal.

- Response to the Objective of RFP components (Functional, Technical and Cost) in Section II for:
  - General Functionality, Experience and Background
  - Technical Supportability for Products and Services
  - Cost and Licensing of ICVMS solution
- Response to the Scope of Work ( Operational Requirements) in Section III
  - ICVMS Requirements Description (Section III, Part A)
  - Detailed Payment Plan (Section III, Part C)
  - Project Management Methodology and Approach (Section III, Part G)
  - Hardware and Software Installation (Section III, Part H)
  - Training Plan and Training of City Staff (Section III, Part I)
  - System Documentation (Section III, Part J)
  - Acceptance Test Plan and Acceptance Testing (Section III, Part K)

- Maintenance (Section III, Part L)
- Properly addressed and signed Transmittal Letter (Section IV, Part D1)
- Company Profile (Section IV, Part D2)
- Change of Ownership (Section IV, Part D3)
- Relationship with the City of Oakland (Section IV, Part D4)
- Project Team (Section IV, Part D5)
- Project Personnel (Section IV, Part D6) for Prime Contractor
- Project Personnel (Section IV, Part D6) for Sub-Contractors
- Qualifications of Contractor (Section IV, Part D7)
- Special Resources (Section IV, Part D8)
- Five (5) References for the Contractor (Section IV, Part D9)
- Two (2) References for the Proposed Project Manager(s) (Section IV, Part D9)
- Response to the Operational Requirements (Section IV, Part D10)
- Proposed Schedule and Timeline for Completion (Section III, Part B; Section IV, Part D11)
- Bid Summary Sheet (Section IV, Part D12; Attachment D)
- Review and Complete All City of Oakland Schedules and Documents to the Extent Possible:
  - City of Oakland New Business Application, completed upon contract award (Attachment A)
  - Local and Small Local Business Enterprise Program (Attachment B)
  - City of Oakland Schedules (Attachment C)
  - Schedule C-1, Declaration of Compliance with the Americans with Disabilities Act
  - Schedule D, Ownership, Ethnicity and Gender Questionnaire
  - Schedule E, Project Consultant Team
  - Schedule G, Progress Payment Form for Prime Contractors/Consultants, Subcontractors/Subconsultants and Suppliers/Services
  - Schedule M, Independent Contractor Questionnaire (Part A)
  - Schedule M, Independent Contractor Questionnaire (Part B)

- Schedule N, Declaration of Compliance, Living Wage Ordinance
- Schedule N-1, Equal Benefits – Declaration of Nondiscrimination/Equal Access
- Schedule O, Contractor Acknowledgment of City of Oakland Campaign Contribution Limits
- Schedule P, City of Oakland Nuclear Free Zone Disclosure Form S
- Schedule Q, Insurance Requirements Professional and Specialized Services Agreement
  
- Bid Summary Sheet (Attachment D)