

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL (RFP)
PURCHASING CONSULTING SERVICES
RPGL-2025-10**

DUE DATE AND TIME: September 4, 2024 BY 11:00 AM

The Town of Glastonbury will be accepting proposals to select a qualified firm to assist the Town with purchasing and procurement functions, with a significant focus on developing Requests for Proposals, Requests for Qualifications, and Invitations to Bid.

Interested firms should obtain the complete Request for Proposal (RFP) and related information from the Town's website at www.glastonburyct.gov. Addenda, if any, will be posted to the same website. It is the responsibility of interested firms to check the website during the RFP process.

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the Request for Proposal (RFP) title "*RPGL-2025-10 Purchasing Consulting Services.*" Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

The Town of Glastonbury reserves the right to accept or reject any and all proposals, or any part thereof, if it is in the best interest of the Town.

Proposals must be submitted no later than **September 4, 2024 at 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices. The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Gina Consiglio
Purchasing Agent

**Town of Glastonbury, CT
Request for Proposal
Purchasing Consulting Services
RPGL-2025-10**

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Town of Glastonbury, CT
Request for Proposal
Purchasing Consulting Services
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I. GENERAL INFORMATION

A. INTRODUCTION

The Town of Glastonbury is requesting proposals from qualified firms to assist the Town with purchasing and procurement on a part-time, temporary basis, with a significant focus on developing Requests for Proposals, Requests for Qualifications, and Invitations to Bid. The Town is seeking a firm with extensive Connecticut municipal experience in the area of procurement and purchasing. This experience should include knowledge of applicable State and Federal laws when using grant funds, including American Rescue Plan Act monies.

B. BACKGROUND INFORMATION

The selected firm would be required to begin work immediately following the selection process and would work closely with the Purchasing Agent and Purchasing Assistant on all policies and procedures of the Town's Purchasing Policy, Code of Ordinance, and Town Charter.

C. TERM OF SERVICE

The selected firm or individual will be expected to commence services on or before **October 1, 2024** subject to contract execution. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist or as deemed in the best interest of the Town:

- Funds are not appropriated to allow continuance of this contract
- The Town, through changes in its requirements or method of operation, no longer has a need for this service
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any terms and conditions outlined in the contract.

II. SCOPE OF SERVICES

A. SPECIFIC SERVICES

The firm will perform purchasing and procurement services in accordance with the Purchasing Guidelines as established in the Town Charter and Code of Ordinances as well as the Purchasing Policies and Procedures and applicable State and Federal law. This firm will have the capability of working remotely and have a minimum availability of 10 hours/weekly to dedicate to the below services:

1. Preparation of bid/request for proposal/request for qualification/quotation specifications and documents for various projects, including but not limited to: capital projects, materials, supplies, and services required by departments of the Town.
2. Prepares and analyzes bid tabulations and evaluates proposals to determine bid compliance with specifications and determine lowest responsible bidder.
3. Negotiates contracts with vendors for purchase of commodities and services.
4. Coordinates pre-bid, pre-award and pre-construction meetings as necessary.
5. Works with the Town Attorney to identify State and Federal requirements of funding sources to ensure vendor contracts are in compliance.

B. INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the respondent and all of its agents, employees, sub-contractors and other providers of services and shall name the **Town of Glastonbury its employees and agents as an Additional Insured** on a primary and non-contributory basis to the respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town and its employees and agents.

2) Commercial General Liability:

- Including Premises and Operations, Products and Completed Operations, Personal

- and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident: \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town and its employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Town 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation applies on all policies. The respondent shall provide the Town copies of any such insurance policies upon request.

Indemnification

To the fullest extent permitted by law, the respondent shall indemnify and hold harmless the Town It's respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

Non-Discrimination

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Glastonbury and may result in ineligibility for further Town of Glastonbury contracts. The Respondent shall at all times in the proposal and contract process comply with all applicable Town of Glastonbury, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

III. SUBMISSION OF PROPOSAL

A. PROPOSAL INSTRUCTIONS

This request for proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for proposal become the property of the Town of Glastonbury. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected. The Town of Glastonbury reserves the right to accept or reject any or all proposals or parts thereof for any reason as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.

Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the RFQ title "*RPGL-2025-10 –Purchasing Consulting Services*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/6830871161239-Vendor-Registration>

- Respondents will be required to upload their response as **ONE (1) consolidated pdf file** to include the following:
 1. Proposal Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
 3. Attachment B - Town of Glastonbury Non-Collusion Statement

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein and presented and clearly marked in the order within this written proposal.

1. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and contain the name and telephone number of person(s) to be contacted for further information or clarification. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this proposal.
2. A background and qualifications statement including, name of firm/individual, capabilities, and description and history of your firm and the servicing office.

Respondent shall provide evidence that they are authorized to do business in the State of Connecticut.

3. Include a list of not less than three client references (cities or towns preferred) for which services similar to those outlined herein have been provided within the past five (5) years or are currently being provided. This list shall include the following information:
 - i. Name of the city/town
 - ii. Timeframe of services
 - iii. Specific services being provided by the firm
 - iv. Name, address, and telephone number of the principal contact of the reference.

The Town reserves the right to contact these organizations regarding the services performed by the firm.

4. Understanding of the Scope of Work. Include information that explains your firm's ability to perform, implement and administer these services, emphasizing experience with other similar municipalities. Summarize all areas of expertise and experience including the types of services supplied to past and present clients.
5. Proposed Cost: Respondent must provide a detailed explanation of its proposed per hour fee and any additional pricing information relative to performing the services as described in this request for proposal.
6. **Proposal Response Page (ATTACHMENT A).** Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on ATTACHMENT A. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov . Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**.
7. **Signed Non-Collusion Statement (ATTACHMENT B)**

B. TOWN CONTACTS

All technical inquiries relative to this RFP must be directed in writing to Keri Rowley, Director of Finance, 2155 Main Street, Glastonbury, CT 06033 or via email at keri.rowley@glastonbury-ct.gov . For administrative questions concerning this proposal, please contact Gina Consiglio, Purchasing Agent at (860) 652-7588 or via email at purchasing@glastonbury-ct.gov. All questions, answers and/or addenda, as applicable will be posted on the Town's website at www.glastonburyct.gov (upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check**

the website for addenda prior to submission of any proposal.

Note: Responses to requests for more specific contract information that is contained in the RFP shall be limited to information that is available to all offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

IV. EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals.

- Accuracy, overall quality, thoroughness and responsiveness to the Town's requirements as summarized herein.
- Firm's experience writing Requests for Proposals, Requests for Qualifications, and Invitations to Bid on behalf of Connecticut municipalities.
- Firm's demonstrated understanding of the Scope of Services and of the customer's needs and objectives.
- Firm's proposed Fee Structure
- Demonstrated flexibility, efficiency and timeliness in providing service to municipal clients.

B. SELECTION PROCESS

Proposals submitted will be evaluated by an up to five (5) member Selection Committee to be appointed by the Town Manager. During the evaluation process, the Selection Committee and the Town of Glastonbury may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the selection personnel may have on a firm's proposal. Not all firms may be asked to make such oral presentations. Oral presentations are tentatively scheduled for on or about September 16, 2024.

The information in this Request for Proposal will serve as the basis for the review and recommendation for firm/individual interviews. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications as deemed appropriate.

Based on the results of the interview process, the Selection Committee will review the Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions.

This request for proposals does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

C. TIMELINE

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	August 22, 2024
RFQ Due Date	September 4th @ 11 AM
Interviews with Top Respondents	Expected to be the Week of September 16th
Commence Services	On or before October 1, 2024

ATTACHMENT A



TOWN OF GLASTONBURY

PROPOSAL RESPONSE FORM

RPGL # RPGL-2025-10

DATE ADVERTISED 08/22/2024

DATE/ TIME DUE 9/4/2024 11 A.M

DESCRIPTION

Purchasing Consulting Services

Insert this completed form in respondent's proposal

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Agent has not agreed to the above statement.

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address

SS # or TIN#

ATTACHMENT B

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
PURCHASING CONSULTING SERVICES
RPGL-2025-10
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____