



City of Tacoma, WA

TACOMA POWER / UTILITY TECHNOLOGY SERVICES
REQUEST FOR INFORMATION
APPRENTICE PROGRAM MANAGEMENT TRACKING TOOL
SPECIFICATION NO. PI21-0439F



**City of Tacoma
Tacoma Power / Utility Technology Services**

**REQUEST FOR INFORMATION PI21-0439F
Apprentice Program Management Tracking Tool**

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, April 20, 2021

Submittal Delivery: Sealed submittals will be received as follows:

By Email:

bids@cityoftacoma.org

Maximum file size: 35 MB. Multiple emails may be sent for each submittal.

Bid Opening: Held virtually each Tuesday at 11AM. Attend [via this link](#) or call 1 (253) 215 8782.

Submittals in response to a RFI will be recorded as received. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting general information about products, services, and costs in evaluating alternatives for replacing an aging apprentice program management tracking system. The replacement system will be used by Power Transmission and Distribution (T&D) to fulfill the Apprenticeship Tracking Program needs. This information request is not binding on the Vendor.

Estimate: N/A

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave as set forth in Title 18 of the Tacoma Municipal Code. For more information, visit [our Minimum Employment Standards Paid Sick Leave webpage](#).

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

Federal Title VI Information:

"The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Samol Hefley, Senior Buyer by email to shefley@cityoftacoma.org

Protest Policy: City of Tacoma [protest policy](#), located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.


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SUBMITTAL CHECKLIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Information page.

The following items make up your submittal package:	
Letter of Interest	
Literature to include technical specifications, warranty, and brochures	
Technical specification sheets	
<i>Any other additional information relevant to this RFI</i>	

1. INTRODUCTION

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is soliciting general information about products, services, and costs in evaluating alternatives for replacing an aging apprentice program management tracking system. The replacement system will be used by Power Transmission and Distribution (T&D) to fulfill the Apprenticeship Tracking Program needs. This information request is not binding on the Vendor.

2. PURPOSE

The City of Tacoma (City) / Tacoma Public Utilities (TPU) is issuing this Request for Information (RFI) to determine the costs and project scope to replace our existing apprentice program management tracking system.

3. CALENDAR OF EVENTS

This is a tentative schedule only and may be altered at the sole discretion of the City.

The anticipated schedule of events concerning this RFI is as follows:

- 3.1** Question Deadline: **3/29/2021**
- 3.2** Questions and Answers Posted: **3/31/2021**
- 3.3** Submittal Due Date: **4/20/2021**

4. INQUIRIES

Questions and requests for clarification of these Specifications may be submitted in writing via email addressed to the Purchasing contact below. Questions received after the date noted in Section 3.1 may not be answered.

Written answers to all questions will be posted on the Purchasing website at www.TacomaPurchasing.org on or about the date noted in Section 3.2. Navigate to Contracting Opportunities / Services Solicitations, and scroll to the RFI. A notice will not be posted with the Specification if no questions are received.

- 4.1** Please indicate the specification number and title in the email subject line.
- 4.2** Present your questions in Microsoft Word format or directly in the body of the email message. If applicable, cross-reference the specific section of the RFI.
- 4.3** Questions will not be accepted by telephone or fax.
- 4.4** Questions marked confidential will not be answered.

- 4.5** Individual answers will not be provided directly to Respondents.
- 4.6** The City reserves the discretion to similar group questions to provide a single answer or not to respond when the requested information is confidential.
- 4.7** The City will not be responsible for the unsuccessful submittal of questions.
- 4.8** The answers are not typically considered an addendum.
- 4.9** To receive notice of the posted answers, you must register as a "bid holder" for this solicitation.

Communication	Addressee
For all questions regarding Specification PI21-0439F	Samol Hefley Senior Buyer shefley@cityoftacoma.org - email

5. DISCLAIMER

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either an RFB or RFP will be issued. A Respondent's decision to respond or not to respond to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While this RFI intends to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.

6. QUALIFYING REQUIREMENTS

- 6.1** The Apprentice Program replacement software should ensure a robust and reliable program management tracking tool to replace an outdated and unsupported system.
- 6.2** The end-users should manage program administration, enter test scores, and enter on-the-job training hours of the Apprenticeship Program to track, manage and report current and completed progress.

6.3 The replacement system should embody everything to fully facilitate and manage the education, certification, and maintenance of apprentices and their programs. It should initiate apprentices by tracking classes, grades, test scores, work hours, and correspondence.

6.4 Below are overviews of the various groups within T&D who will use the replacement system.

- Program Administrators - The Program Administrators are responsible for managing all program administration components within the program.
- Apprentices - The apprentices use the system to enter on-the-job training hours.
- Committee Members – Subcommittee members are responsible for overseeing the Apprenticeship Program progress with on-the-job training hours, classroom scores, and other program components.
- Supervisors – Supervisors monitor on-the-job training hours, classroom scores, and other program components of the Apprentices'.
- Foremen & Journeymen – Foremen and Journeymen track and complete monthly progress and report electronically.

7. CONTENT TO BE SUBMITTED

7.1 Products and Services Provided

- A. Describe the products and services provided by your firm with respect to the subject areas listed in Section 6 (above) and explain how your system will assist in apprenticeship program management. Please reference the corresponding section number, as appropriate.
- B. If reference is made to supporting literature or documentation included with your submittal, direct the reader using the specific reference to the document that addresses the topic, including the document name, section, and page number.
- C. Provide a detailed description of your system implemented at other cities/utilities. Specifically, identify which cities/utilities. If available, provide contact information for staff who may discuss the elements of this RFI.
- D. Provide a detailed description of the manufacturer's experience accommodating various types of reporting activities.
- E. Provide information about development services if customizations to the product are necessary.
- F. Provide information about assistance in the implementation of the product.

- G. Provide a detailed description of the manufacturer's long-term involvement in maintenance, maintenance costs, software updates, and whether the tool is cloud-based or would be a hosted on-premise solution. If the proposed solution is cloud-based, include a specific example of implementation at another city/public utility.
- H. Identify measures taken to meet security requirements.
- I. Indicate whether your firm is able to provide the City an on-site demonstration. The City may request an on-site demonstration following a review of material received through this RFI. The purpose of the demonstration is to discuss capabilities with the intent of assisting the City in finalizing elements for a potential RFP.

8. EQUITY IN CONTRACTING

The City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See the **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

9. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFI shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.