



Advertisement for Request For Proposals (IT)

Project Name: Board Management Software

Project Number: 298- RFQ-BrdMgmtSoftware-24

The City of Asheville, NC is requesting proposals, per North Carolina General Statutes § 143-129.8 Purchase of Information Technology Goods and Services from qualified firms to provide equipment and services as listed below:

Description of Work:

In an effort to modernize the Board and Commissions appointment process, the City of Asheville seeks to automate and streamline the entire Board and Commission appointment process. This transformation includes creating an intuitive online application portal, allowing for easy tracking of term lengths and expirations, and implementing a robust workflow and approval process. The city council also aims to capture and track demographic data, training records, and attendance, while securely storing public information electronically. The digital overhaul promises to save valuable staff time, enhance transparency, reduce paper usage, and offer reliable reporting insights, all while identifying essential demographic trends. Furthermore, the system's potential extends to providing agenda building and meeting management applications and allows for seamless updates to the application form and data collection mechanisms, ensuring adaptability to evolving needs

Proposal Schedule:

Issuance of RFP	Tuesday, Sep 5, 2023
Pre-Proposal Meeting (not mandatory)	Thursday, Sep 14, 2023, at 11:30 AM meet.google.com/mtt-qrih-ojt (US)+1 401-426-4200 PIN: 469 222 879#
Deadline to Submit Questions	Monday, Sep 18, 2023, by 5:00 PM
Proposals Due	Monday, October 2, 2023, 2:00 PM
Project start	Monday, January 1, 2023

Pre-Proposal Meeting attendance is highly encouraged but not mandatory.

Proposal Documents:

This Request for Proposals (RFP) is posted on the City procurement website at www.ashevillenc.gov/bids. This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of RFP Documents**



including any addendum obtained from any other source.

The City of Asheville reserves the right to reject any or all proposals and to waive informalities.

Information:

All questions concerning this Request for Proposal (RFP) should be submitted via email to:

Jerri Goldberg, Project Manager jgoldberg@ashevillenc.gov

Asheville Business Inclusion Policy: The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Proposers are hereby notified that this RFP is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed , Office of Economic Development, City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email abi@ashevillenc.gov.

Proposers are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, proposers are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

Drug Free Workplace: The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

Miscellaneous Requirements of the Proposal:

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.



- All proposals must be submitted on the FORM provided.
- End -