

INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by ONEIDA COUNTY INFORMATION TECHNOLOGY until **3:00 P.M.**, local time on **Tuesday February 12, 2019:**

Oneida County Fitness Services

RFP- # 2019-262

Specifications MUST be RECEIVED from Oneida County Information Technology, phone AnneMarie Ambrose, Information Technology Director at 315-798-5822, or mail request to Oneida County Information Technology, 6th Floor, 800 Park Avenue, Utica, NY 13501, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the department of Oneida County Information Technology.

The return envelope must be clearly marked with the RFP # and addressed to the department of Oneida County Information Technology.

Oneida County reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

AnneMarie Ambrose
Director of Information Technology

Dated: January 31, 2019

Oneida County Fitness Services

RFP - #2019-262

GENERAL INFORMATION

The County of Oneida, New York is requesting a proposal from fitness providers in Oneida County to provide fitness services to employees of Oneida County and/or their families. The County is interested in contracting with multiple providers to provide a full array of high quality, cost effective membership services as outlined below. Those services include:

- Monthly Membership, if applicable
- Diverse Group Exercise Classes
- Personal Training Sessions
- Member Tracking & Reporting (can be anonymous)
- Wellness (Risk-Targeting) Programs
- Daycare (if available)
- Additional Services if available (please describe)

The dues/fees will be paid by employees as they will choose the services of their choice. The goal is to encourage camaraderie and healthier behaviors and outcomes to employees of Oneida County.

Contractor shall be able to provide one or more of the following services and associated rates:

1. MONTHLY MEMBERSHIP a) The Gym shall provide monthly membership for qualified ONEIDA COUNTY employees. The facility will provide a thorough description of inclusions in base membership and any additional features that may be added on. The facility shall provide rates.

-AND/OR-

2. DIVERSE GROUP EXERCISE CLASSES - Gym shall provide exercise classes that accommodate male, female, and disabled individuals. In the proposal, list and describe the various classes available and how they can be purchased (with membership or describe). Be sure to indicate the following for each class: • Class schedule • Duration • Required fitness level • Props required (and if so, are they provided)

-AND/OR-

3. PERSONAL TRAINING SESSIONS - a) Describe the personal training sessions included and instructions how to purchase. If included in monthly membership, list the personal training sessions offered to each member. If none, indicate "none" in your response. Be sure to list any restrictions or limitations on the personal training sessions with or without membership.

4. MEMBER TRACKING & REPORTING - The facility shall provide monthly reports (without client names, must be completely anonymous) describing the number of County participants and frequency of visits. Note: Confidentiality is mandatory.
5. OPTIONAL WELLNESS PROGRAMS - The facility may provide a description of wellness programs designed to target conditions such as weight management, obesity, smoking, health education, recipes, challenges, etc.
6. ANY ADDITIONAL SERVICES – If applicable, the facility may provide a description of any additional services and pricing.

RFP responses should include these requirements. Any deviation could lead to disqualification:

1. Vendor shall create one (1) original response (labeled “original”) with original signature and one (1) copy of that response. The Vendor shall also include one (1) digital PDF copy for a total of three (3) responses.
2. The submission shall be sent to the contact at the address listed on the RFP, on or before the date shown.
3. The original submission shall be indexed with tabs as follows:
 - a. Section 1: RFP Cover Sheet (1page) & Summary Letter (1 page only)
 - b. Section 2: Scope of services
 - c. Section 3: Answers to Questions
 - d. Section 4: Pricing Schedule
 - e. Section 5: Additional Support Materials of Vendor A proposal must be in writing, and must be delivered by mail or in person. Oral, telephonic, facsimile, telegraphic, or electronically transmitted proposals are invalid and the County will not accept or consider them.
 - f. Proposals may be filed in person or by mail, but in any case must be received in the **Oneida County Information Technology Office by 3:00 p.m. on Tuesday February 12, 2019**. Late proposals or postmarks will not be accepted. All proposals received will be retained by Oneida County. Proposals should be submitted in a sealed envelope bearing the name **“Oneida County Fitness Services”** and be submitted to AnneMarie Ambrose, Director of Information Technology, 800 Park Ave, Utica NY 13501. Oneida County reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarifications, to accept or negotiate any modifications to any proposal, following the deadline for receipt of all proposals, and to waive any irregularities, if such would serve the best interest of the County, as determined by the County Council.

RFP Evaluation:

If an award is made as a result of this RFP, it shall be awarded to the respondent(s) whose proposals are most advantageous to Oneida County with price and other factors considered.. These include, responses to the RFP demands; demonstrated ability and expertise; financial stability; reference calls and/or recommendations; memberships,

licenses, certifications or any other applicable memberships; presentations to the evaluation team (if applicable); on-site visits at vendor's site (if applicable), product samples which Oneida County may, at its discretion, request as part of the RFP process; any additional criteria deemed appropriate by the County which would lend itself to establishing the Service Provider's viability to perform the work as outlined in this RFP.

Ongoing service agreements included with the RFP must include specific response times and financial penalties for the vendor if Service Level Agreement commitments are not met.

Oneida County will require all vendors to provide cost estimates for required services covering the next **one year**.

Evaluation Criteria:

1. **Qualifications of Firm** – Strength and stability of the firm; strength, stability, experience and technical competence of sub-consultants; logic of project organization; adequacy of labor commitment.

2. **Qualifications of Personnel** – Qualifications, education and experience of project staff; key personnel's level of involvement in performing related work.

3. **Completeness of Response** – Completeness of response in accordance with RFP instructions; exceptions to or deviation from the RFP requirements; inclusion of required licenses and certifications.

5. **Reasonableness of overall Cost and Price** – Reasonableness of the individual firm's fixed prices and/or hourly rates, and competitiveness of quoted firm's fixed prices with other proposals received; adequacy of the data in support of figures quoted; basis on which prices are quoted. Reasonableness of ongoing support cost and price.

Acceptance of Proposal Content:

Vendor understands that Oneida County reserves the right to award a contract without further discussions or clarifications with vendors. Thus, the contents of the RFP response and all pricing, terms and statements contained therein will be binding. Upon acceptance of the Proposal by Oneida County, the successful proposal, including all terms, conditions and pricing contained therein, will be incorporated into the awarded contract. Vendor understands that failure of the potentially successful offer or to accept this obligation may result in the selection of another offer or rejection of the submitted proposal.

Vendor must take great care to respond to all requirements of this RFP to the maximum extent possible. Vendor must clearly identify any limitations and/or exceptions to the requirements inherent in the proposed system. Vendor further understands that alternative approaches will be given consideration if the proposed approach clearly offers increased benefits to Oneida County.

No Obligation to Buy:

Oneida County reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel Oneida County to purchase. The employees will be paying for services they choose to partake in.

Withdrawal of Proposals:

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.

Cost of Preparing Proposals:

Oneida County is not liable for any costs incurred by vendors in the preparation and presentation of RFP and demonstrations submitted in response to this RFP.

Damage Liability:

The successful proposer is liable and responsible for any damage to the premises (floor, walls, etc) caused by vendor personnel, subcontractors or equipment during installation and is responsible for the removal of all project- related debris.

Other Costs: Proposer must list any and all charges, expenses and/or costs to be incurred by Oneida County that are not included in this section. Failure to do so may result in disqualification.

CONTRACT CONSIDERATIONS

1. Oneida County is interested in contracting with multiple providers to provide a full array of high quality, cost effective membership services as outlined above . The contract is anticipated to be for 12 months with renewal options.
2. This RFP and the successful proposals will become attachments to the resulting contract or agreement. Oneida County takes the issue of privacy and confidentiality very seriously and values the trust you place in us. Please be advised that, all information contained within County contracts is a public record once you provide it, and may be subject to public inspection and copying if not otherwise protected by federal or state law.
3. Proposals will be evaluated based on the County’s analysis and ranking of each firm’s responses relative to the activities described in this RFP.
4. Scoring Criteria and Weights are as follows:

CRITERIA	MAXIMUM POINTS
a. Completeness of response to minimum requirements	30
b. Response to Scope of work; overall quality to the County	35
c. Demonstration of understanding	20
d. Additional Services	5
e. Cost	<u>10</u>
TOTAL	100