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Title: CONSIDER A REJECTION OF PROPOSALS FOR REQUEST FOR PROPOSALS (“RFP”) 23-036 CITYWIDE DOCUMENT SCANNING SERVICES, 23-018 HUMAN RESOURCES CONSULTANT FOR ECONOMIC DEVELOPMENT, EMPLOYEE RECRUITMENT, ENGAGEMENT, AND RETENTION AND REQUEST FOR QUALIFICATIONS (“RFQ”) 23-004Q HISTORIAN, INTERACTIVE MAP, AND DIGITAL CONTENT

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 RFP 23-036 Packet, 2. Exhibit 1A RFP 23-036 Bid Register, 3. Exhibit 2 RFP 23-018 Packet, 4. Exhibit 2A RFP 23-018 Bid Register, 5. Exhibit 3 RFQ 23-004Q Packet, 6. Exhibit 3A - RFQ 23-004Q Register

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Wednesday, May 22, 2024

Consent

SUBJECT:

CONSIDER A REJECTION OF PROPOSALS FOR REQUEST FOR PROPOSALS (“RFP”) 23-036 CITYWIDE DOCUMENT SCANNING SERVICES, 23-018 HUMAN RESOURCES CONSULTANT FOR ECONOMIC DEVELOPMENT, EMPLOYEE RECRUITMENT, ENGAGEMENT, AND RETENTION AND REQUEST FOR QUALIFICATIONS (“RFQ”) 23-004Q HISTORIAN, INTERACTIVE MAP, AND DIGITAL CONTENT

I. SUMMARY

The City’s Municipal Code (“CMC”) enables the awarding authority to reject any and all bids or proposals received as a result of the City’s Formal Bidding or Competitive Proposals Procedures.

Staff issued a Request for Proposals (“RFP”) #23-036 on November 16, 2023. During the evaluation process, it was determined that the proposals received exceeded the intended project budget and would not be in the best interest of the City. Staff are requesting for City Council to formally reject the proposals received and authorize staff to proceed in

identifying alternative solutions in compliance with the Purchasing Ordinance.

Staff issued a Request for Proposals ("RFP") #23-018 on July 27, 2023. At this time, Staff are no longer seeking the services solicited. Staff are requesting for City Council to formally reject the proposals received. Staff may resolicit the scope in the future, should a need be determined.

Staff issued a Request for Qualifications ("RFQ") #23-004Q on January 10, 2024. It has been more than 90 days since the bid opening, consequently, Staff are requesting for City Council to formally reject the submittals received. Staff may resolicit the project in the future, should a need be determined.

II. RECOMMENDATION

TAKE the following actions:

1. REJECT all proposals and submittals received in response to RFP 23-036, RFP 23-018, and RFQ 23-004Q.

III. ALTERNATIVES

1. DO NOT reject the proposals and submittals.
2. TAKE another action as deemed appropriate by the City Council, consistent with the requirements of the law.

IV. BACKGROUND

On November 16, 2023, the City of Carson ("City") issued RFP 23-036 for professional document scanning services to electronically scan a variety of City documents and store documents in a secure, cloud-based environment where staff can access and download the data. The RFP remained open through December 13, 2023 at 03:00PM and the City recorded a total of 12 proposal responses. Throughout the evaluation process it was determined costs exceed the anticipated budget, and an award could not be determined. Staff are requesting for City Council to formally reject all Proposals received for RFP 23-036. Staff will pursue an alternative option such as storage, which would be a more cost-effective and efficient course of action for the current processes.

On July 27, 2023, the City of Carson ("City") issued RFP 23-018 for economic development and long-range planning to provide employee engagement and wellness, cost mitigation, civic engagement, and public outreach to develop a comprehensive Economic Development Plan. The RFP remained open through August 16, 2023 at 03:00PM and the City recorded a total of four proposal responses. At this time, no award determination has

been made and Staff are no longer seeking the services solicited. Staff are requesting for City Council to formally reject all proposals received for RFP 23-018. Staff may resolicit the scope in the future, should a need be determined.

On December 07, 2023, the City of Carson ("City") issued RFQ 23-004Q for the development of a comprehensive historical book, a digital interactive map, and a production of a video documentary highlighting the rich history of Carson. The RFQ remained open through January 04, 2024 at 10:30AM and the City recorded a total of two submittals. It has been more than 90 days since the bid opening, consequently. Staff are requesting for City Council to formally reject the submittals received for RFQ 23-004Q. Staff may resolicit the project in the future, should a need be determined.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. RFP 23-036 Packet (pgs. 4-43)
 - 1A. RFP 23-036 Bid Register (pgs. 44-45)
2. RFP 23-018 Packet (pgs. 46-72)
 - 2A. RFP 23-018 Bid Register (pg. 73)
3. RFQ 23-004Q Packet (pgs. 74-82)
 - 3A. RFQ 23-004Q Bid Register (pg. 83)

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