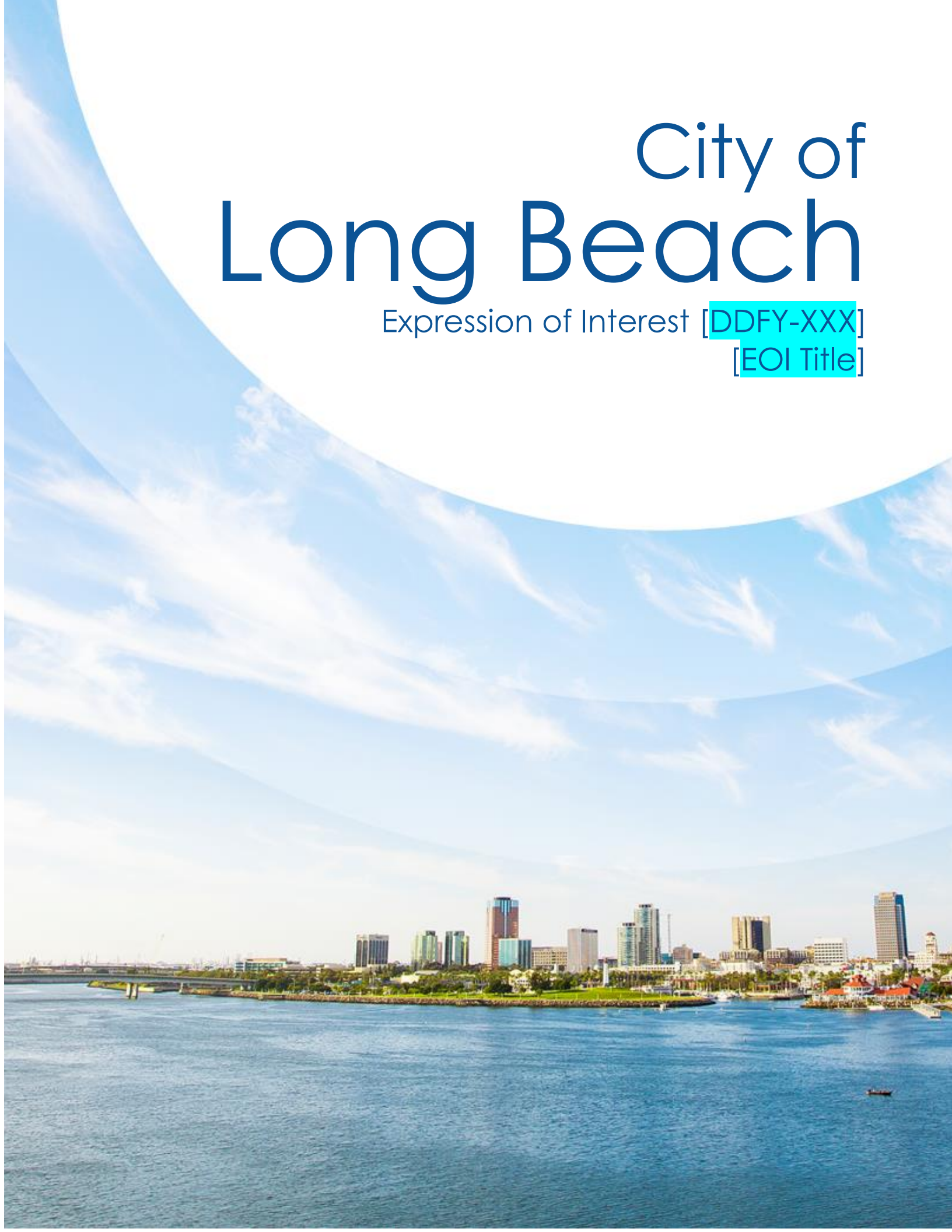


City of Long Beach

Expression of Interest [DDFY-XXX]

[EOI Title]



Overview

Summary

[1-3 sentence synopsis of the project]

Key Dates

Release Date: [Time] [Date]

Responses Due: [Time] [Date]

The City reserves the right to modify these dates at any time, with appropriate notice to prospective Contractors. Nothing in this Expression of Interest constitutes an agreement that Respondents will be retained by the City for any term.

Response Information

Responses must be submitted electronically via the City's Long Beach Buys portal, available at <https://longbeachbuys.buyspeed.com/bsol/>

Official Contact

[Buyer Name]

rfppurchasing@longbeach.gov

All communication with the City related to this EOI must be directed to the contact listed above.

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1 The Opportunity

1.1 Background

[Department / Bureau / Division] is seeking [describe a solution] to [key objectives] for our [customer being served by request].

The City of Long Beach is exploring opportunities to pilot a [project name]. [1-3 sentence synopsis of the project].

This pilot opportunity originated through Pitch Long Beach!, which encourages organizations to propose project ideas to the City. The City of Long Beach aims to be open and competitive in awarding contracts, and to work collaboratively with stakeholders to develop the best possible solution. In line with these guiding values, the City is issuing this Expression of Interest (EOI) to determine whether additional organizations would be interested in the opportunity to provide [project name] on a pilot basis, and would be able to meet the needs of the City.

Interested organizations are encouraged to express their interest by following the response instructions below. The organization that submitted an initial proposal to Pitch Long Beach! has already expressed interest and is therefore not required to respond.

1.2 Goals

[List and describe 1-5 goal or outcome statements that define for Respondents what it looks like to successfully solve the problem. Goal(s) should describe at a high level the changes that you want to occur as a result of the pilot. Where possible, goals should be at the resident, client or community level. For example, "The goal is to help clients achieve XYZ by doing ABC". In some cases, this may correspond to the Department's strategic framework outcome goals. Make sure you aren't letting program requirements masquerade as goals (e.g., "goal is to conduct X activity"). Additional guidance and examples are available in the [GPL RFP Guidebook \(page 27\)](#).]

1.3 Project Details

[Concisely explain the project. For detailed projects, this section may have multiple subsections or could be structured by describing the various categories/types of work. Try not to be too prescriptive to allow space for alternative solutions to achieve your goals.]

1.4 Result of the Expression of Interest

Interested organizations are encouraged to express their interest by following the response instructions below. If multiple vendors express interest in this opportunity and are deemed responsive, responsible, qualified, and presenting a solution that meets the City's needs in the City's sole discretion, the City may issue a formal Request for Proposals (RFP) to competitively award a contract for [project name]. Notification of the result of this Expression of Interest, and of a future RFP would be issued through the City's

electronic bid notification system. Successful pilots may have the potential to be extended into longer term contracts.

This is an Expression of Interest only. This EOI does not constitute an RFP, a promise to issue a solicitation in the future, or any contract whatsoever. Respondents are advised that all costs associated with responding to this EOI are solely at their expense.

2 How to Respond

2.1 Timelines & Instructions

MILESTONE	TIME (PACIFIC) & DATE	LOCATION / ADDITIONAL INFORMATION
Release date	[Date]	
Responses due	[Time] [Date]	<ul style="list-style-type: none"> • Responses should be submitted electronically via the City’s Long Beach Buys portal, available at https://longbeachbuys.buyspeed.com/bs/ • Late Responses, or Responses submitted through other channels will not be accepted. • Respondents are responsible for submitting their Responses completely and on time. <ul style="list-style-type: none"> ○ Respondents will receive an e-bid confirmation number with a time stamp from Long Beach Buys indicating that the Response was submitted successfully. The City will only receive Responses that were transmitted successfully. ○ Technical support is available by phone at (562) 570-6200 or by email to LBPurchasing@longbeach.gov ○ Support resources including a list of Frequently Asked Questions are available on Long Beach Buys
Responses reviewed to determine next steps	[Date]	<ul style="list-style-type: none"> • If multiple vendors express interest in this opportunity and are deemed responsive, responsible, qualified, and presenting a solution that meets the City’s needs in the City’s sole discretion, the City may issue a formal Request for Proposals (RFP) to competitively award a contract.

- Notification of the result of this EOI and of a future RFP would be issued through the City's electronic bid notification system.

2.2 Response Template

[Select one of the following:

Responses should include all of the following information.

An editable version of the template below has been posted to Long Beach Buys. Respondents should complete the editable template and submit it as their Response.]

CONTACT INFORMATION		
Primary Contact	Name	
	Title	
	Email Address	
	Phone Number	
Organization	Name	
	Address	
	Website	

ALIGNMENT

Why do we ask this? The following questions enable the program evaluators to ensure that Pitch Long Beach! submissions align with City priorities and current Department needs.

1. Is this a property or real estate development submission?

Property development proposals will not be considered for this solicitation.

Yes No

2. Is your proposal a technology or tech-enabled solution?

We will only be accepting submissions that are considered technology or "tech enabled." "Tech-enabled" refers to any solution that has a technology component but doesn't necessarily hinge on any specific technology.

Yes No

3. Is your product or service deployment ready?

Applicants must have a working pilot-ready product ready to be tested at the City. Applicants may not submit "ideas" and must have solutions that are deployment-ready.

Yes No

QUALIFICATIONS

Why do we ask this? Your answers to the following questions allow evaluators to understand your organization's professional and academic experience; ability to

implement and sustain the pilot and a potential contract; related case studies; and lastly, bandwidth and staff to dedicate to the pilot.

4. Describe your proposal in 100 words or less.

Think of this as your elevator pitch for your product or service. Evaluators should understand what your offering is and the problem it is solving.

5. Briefly describe how you will staff the project and work with the City to manage implementation.

6. Describe your experience working with similar municipal organizations and clients. You may include links to case studies and promotional materials that provide examples of product deployment.

FEASIBILITY

Why do we ask this? Your responses will help us understand the actions and resources required by the City for pilot success and the reasonableness of the anticipated costs to scale the pilot if successful.

7. What is the anticipated duration (in months) of your pilot proposal, including both set-up and evaluation times?

Please respond in number of months. Please note that all pilots conducted by the City are for a period of 12 months or less.

8. Summarize your proposed month-by-month workplan to implement your pilot with key milestones indicated.

For example: Months 1-2: Set-up and integrations; Months 3-4: Pilot implementation; Month 5: Evaluation

Note: The City expects pilots to be operational within 60 days from project kick-off.

9. What City resources would you need access to for your proposal?

Please select all that apply.

- City staff
- City building facilities
- Public right-of-way
- City infrastructure
- City hardware
- Access / integration with City software
- Access / integration with City data
- Other

If other, please explain:

10. Provide additional details on the specific City resources would you need access to for your proposal.
11. Describe how you will provide the necessary training, support, and onboarding to ensure successful adoption and optimization of your pilot proposal.
12. What is the estimated cost (in US Dollars) to the City for your <u>pilot</u> proposal? Please respond with a dollar figure.
13. Provide any additional details on the cost or pricing structure for your <u>pilot</u> proposal. This is your opportunity to breakdown what is included in the estimated cost above. Please share more details about your assumptions regarding the scope of the pilot (for example: \$100 per widget for 10 widgets, \$50 an hour for 10 hours, etc.)
14. What is the pricing structure of your solution if the City chooses to scale your pilot to a full contract?
<input type="checkbox"/> Recurring subscription cost, based on users <input type="checkbox"/> Recurring subscription cost, based on business units <input type="checkbox"/> Recurring subscription cost, based on number of devices <input type="checkbox"/> Recurring subscription cost, based on City population size <input type="checkbox"/> Flat set-up cost <input type="checkbox"/> Discounts at scale or for enterprise level solution <input type="checkbox"/> Other
If other, please explain:
15. Provide any additional details on the cost or pricing structure if the City chooses to scale your pilot to a full contract.
16. Does your proposal provide any revenue generation opportunities for the City? If so, please explain.

Authorization: I certify that I am authorized to submit this Expression of Interest on behalf of the organization listed above.		
Name	Signature	Date