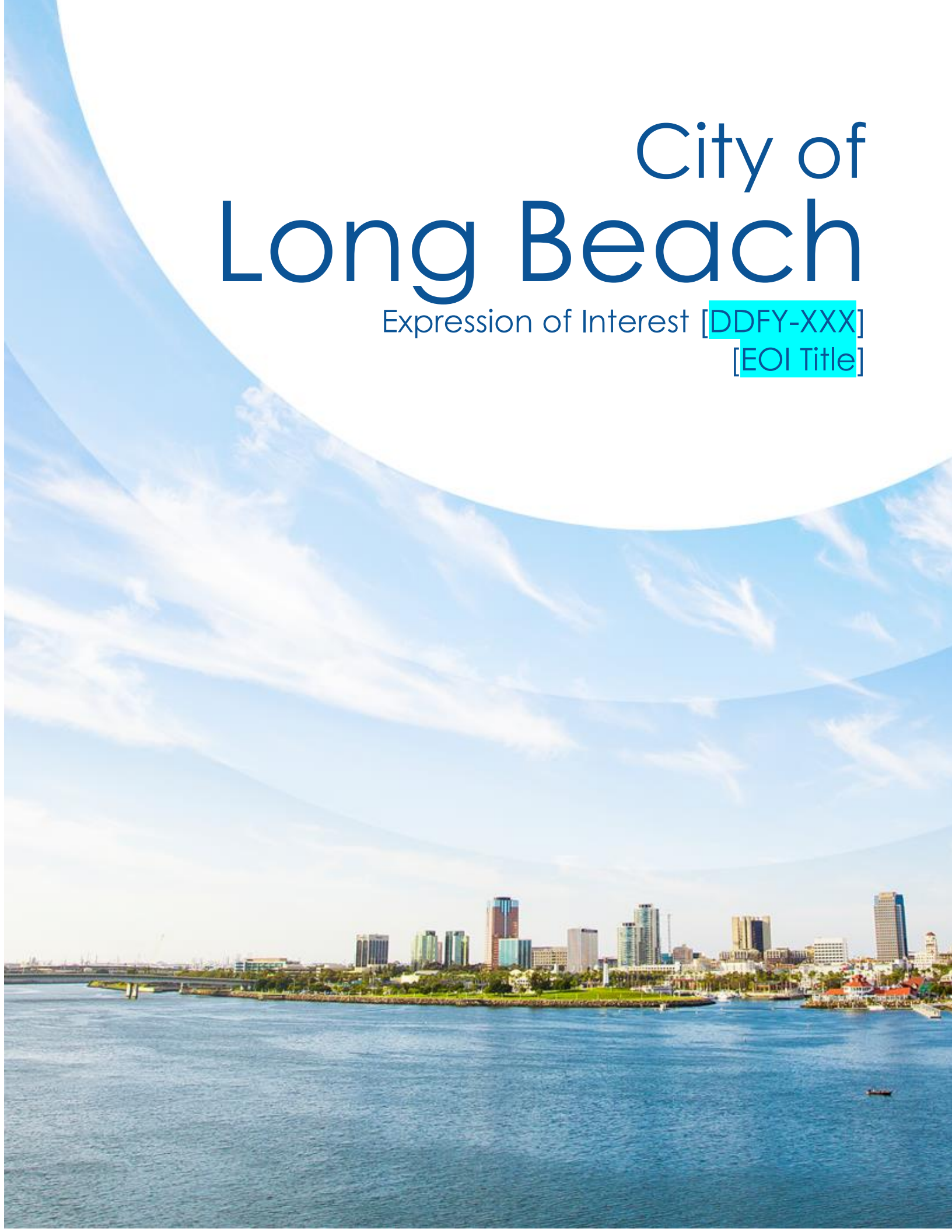


City of Long Beach

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 PlanetBids portal, available at <https://pbsystem.planetbids.com/portal/15810/portal-home>.

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

The City of Long Beach is exploring opportunities to pilot [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 PlanetBids portal, available at https://pbsystem.planetbids.com/portal/15810/portal-home. • 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 PlanetBids indicating that the Response was submitted successfully. The City will only receive Responses that were transmitted successfully. ○ Technical support is available by phone at (818) 992-1771 ○ Support resources including a list of Frequently Asked Questions are available on PlanetBids at https://pbsystem.planetbids.com/portal/15810/help.
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 PlanetBids. 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	
1. In 250 words or less, describe your approach to achieving the goals of this project. (Please list any other organizations that will be involved, if applicable.)		
2. Describe your value proposition in specific terms. What makes your approach unique or sets you apart from your competitors?		
3. Do you have an existing product or will you be co-creating something with the City?		
4. What is the anticipated duration of your pilot, including both set-up and evaluation times?		
5. What City resources (staff, facilities, land, public right-of-way, infrastructure, equipment, software, hardware, data, etc.) would you need access to for your proposal?		
6. Please share any other clients of your product or examples of product deployment. You may include links to case studies and promotional materials.		
Authorization: I certify that I am authorized to submit this Expression of Interest on behalf of the organization listed above.		
Name	Signature	Date