



Stephen D. Bear  
County Administrator

## County Administrator's Office

340 South Sixth Street  
Wytheville VA 24382-2598  
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### REQUEST FOR PROPOSALS CODIFICATION SERVICES COUNTY OF WYTHE, VIRGINIA

The County of Wythe, Virginia is soliciting proposals from interested and qualified firms or entities to provide formal codification of its ordinances. This is a long-term partnership, and the winning proposal should reflect the ability of the proposer to meet the county's codification needs for the long term.

Sealed proposals are due in the County Administrator's Office no later than 2:00 p.m. local time Wednesday, October 26, 2022. Firms or entities submitting proposals must meet the minimum qualifications and criteria as described below.

Selection will be made on the basis of the following weighted factors:

- 40% Professional competence of codifier based on quality of work and proposed solution, responsiveness to client needs as supported by references, and publicly available customer satisfaction data.
- 20% Codifier's estimate of time to completion and scope of work.
- 20% Technology approach, competence and innovation.
- 20% Clarity and completeness of proposal.

The County will consider price, but it will not be the sole determining factor.

#### QUALIFICATIONS OF CODIFIER

The codifier shall submit proof of competence by providing information that describes the size, experience and stability of the codifier and which supports its ability to complete the project as specified in this Request of Proposal. At a minimum, this shall include:

1. Number of years in business and years of experience providing professional codification services.
2. Staff size, financial capacity, technical capabilities and experience of the codifier.
3. References, including contact information, from five counties, three of which must be in the Commonwealth of Virginia, where similar projects have been completed.
4. Expected turnaround time and charge structure for routine Code updates.
5. Documentation of financial stability of codifier.
6. Project contact person and resumes of staff members to be assigned to the project.
7. Expected project costs and rate sheet for additional and future work, including ongoing SaaS, annual hosting costs and maintenance services.

#### BASIC SCOPE OF SERVICES

The County of Wythe, Virginia requests proposals for codification of its legislation, simplifying access, research and revisions for citizen users and users in government administration, policy-making and law enforcement. Proposers shall specify the various required components for the

basic codification project. The codifier shall clearly describe in its response a recommended process for providing these components, including a project timeline.

1. The codifier shall properly incorporate all Code-relevant legislation into the Code and shall provide written documentation to the county.
2. The codifier shall recommend and create a standard current organizational and numbering system of the existing Code consistent with professional standards, with the understanding that the County of Wythe shall have the final approval of the organizational and numbering system for the Code.
3. The codifier shall provide for a complete review of the County's legislation identifying any conflicts or inconsistencies within the County's legislation or between the County's legislation and applicable state statutes. The codifier shall provide an example of the format of the report of its findings as part of its response to this RFP.
4. The codifier shall provide the County of Wythe with a draft copy of the final Code for review prior to publication.
5. The base project will include preparation and publication of a comprehensive, detailed Code Index. The codifier will include an example of a typical Index in its response to this RFP.
6. The codifier shall describe the way future code changes will be catalogued, recorded and incorporated into this work product.
7. The codifier shall provide 10 paper copies of the new Code volumes, printed in an 8 ½ x 11 inch single-column page format, housed in heavy duty post binders, imprinted with the name and Seal of the County of Wythe on the front and spine.
8. The codifier shall provide materials and support to assist the County in the adoption of the Code as the official body of law of the County.
9. The codifier shall provide a reliable 24/7 hosting services solution for Internet Online Code access including keyword and phrase search support; online posting of searchable copies of ordinances approved between codifications; automatic notations to the online Code when a new approved ordinance is received by codifier; ability to print at the section, article and chapter level of the online Code; easy and logical navigation of online Code content; allow County staff to insert password protected annotations; provide CD copy for backup or archive purposes; and provide alternative viewing options to support slower internet connections.
10. The codifier shall provide information regarding updates for the paper and online Code subsequent to the completion of this project, including turnaround time.

#### OPTIONAL PRODUCTS AND SERVICES

The codifier shall provide proposals for each of the following options, including a complete description of the services and procedures involved and all applicable costs. Other project options as identified and described by the codifier.

1. Information on additional services provided by the codifier to local government customers.
2. Rate sheet showing costs of additional services.

The County reserves the right to evaluate optional products and services and to accept, reject, or negotiate with reference thereto as the County, in its sole discretion, may decide.

#### SUBCONTRACTING

The Contractor shall not sub-contract any of the work required by this Request for Proposals unless the subcontractor is clearly identified in the original proposal and accepted by the County.

## PROPOSAL SUBMITTAL

Proposals must be submitted not later than 2:00 p.m. local time Wednesday, October 26, 2022, to:

Martha Collins, County Clerk  
County of Wythe  
340 South Sixth Street  
Wytheville, VA 24382

Three (3) print copies of the proposal and one electronic copy (.pdf) shall be submitted in one sealed envelope or package clearly marked on the outside with the name of the proposer and with the words "Wythe Codification". Any proposal received after the due date and time will be returned unopened. Postmarks will not be considered for purposes of meeting the due date and time.

## COUNTY'S RIGHTS UNDER THE RFP AND EVALUATION PROCESS

With respect to this RFP and the evaluation of Proposals received, the County reserves the right to (i) select and enter into an agreement with one or more proposer(s) submitting on this RFP; (ii) to select and enter into an agreement with a proposer based on the evaluation criteria but not necessarily to the proposal with the lowest cost; (iii) to terminate the procurement process by written notice to the proposer(s) for any reason; (iv) to reject any or all proposals received; (v) to amend, modify or issue supplements to the RFP in the form of written addenda; (vi) to waive immaterial deviations from the RFP requirements; and (vii) to amend the scope of services to be provided after selection for negotiation of one or more proposers to include services not previously identified in the RFP.