



City of Doral Request for Proposals Media Monitoring Services RFP No. 2022-15

NOTICE: Pursuant to Article V of the City's Code of Ordinances, hereby gives notice of its intent to seek sealed submittals from interested parties in response to this Request for Proposals for "**RFP No. 2022-15 – Media Monitoring Services**" (the "RFP") to provide the services described herein. Proposals must be received by **10:00 A.M. on Friday, June 17th, 2022.**

All submittals shall be publicly opened and recorded at 10:00 A.M. on Friday, June 17th, 2022. Late submittals shall not be accepted or considered. Proposals must be submitted electronically through DemandStar or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The City may reject any or all bids and re-advertise.

PROJECT OVERVIEW

The City of Doral is requesting proposals from parties capable of providing robust media monitoring services for printing and broadcasting. A user-friendly platform that allows for report generating, newsletters, searchable media database and comprehensive technical support, at a minimum.

All questions and/or comments should be directed to Procurement at the following email at procurement@cityofdoral.com.

All inquiries must reference "**RFP No. 2022-15 – Media Monitoring Services**" in the subject line. No phone calls will be accepted in reference to this RFP.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFP, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com) under Procurement. To obtain the solicitation interested parties must follow the link to download the document.

The City's tentative schedule for this Request for Proposals is as follows:

RFP Advertisement Date: **May 2nd, 2022, at 5:00 P.M.**

Non-Mandatory Pre-Bid Meeting: **May 31st, 2022, at 10:00 A.M.**
From your computer, tablet or smartphone
<https://global.gotomeeting.com/join/231632229>
You can also dial in using your phone
United States: +1 (872) 240-3412
Access Code: 231-632-229

Cut-off Date for Written Questions: **June 7th, 2022, at 5:00 P.M.**
procurement@cityofdoral.com

Deadline for Submittals & Bid Opening: **June 17th, 2022, at 10:00 A.M.**
From your computer, tablet or smartphone
<https://global.gotomeeting.com/join/953747637>
You can also dial in using your phone
United States: +1 (669) 224-3412
Access Code: 953-747-637

Evaluation Committee Meeting Phase I: **June 28th, 2022, at 2:00 P.M.**
From your computer, tablet or smartphone
<https://global.gotomeeting.com/join/153868181>
You can also dial in using your phone
United States: +1 (786) 535-3211
Access Code: 153-868-181

Evaluation Committee Meeting Phase II: **July 8th, 2022, at 2:00 P.M.**

Notification of Award (by the City Council): **August 10th, 2022, at 10:00 A.M.**

*****Late arrivals will not be permitted to join the conference and therefore forfeits all opportunities to bid on this project.**

During this conference all work will be discussed. The Procurement Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the RFP. All times noted are in Eastern Standard Time (EST).

The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.

Connie Diaz, MMC
City Clerk