

REQUEST FOR PROPOSALS
FOR
INFORMATION TECHNOLOGY SUPPORT SERVICES



ISSUE DATE:

Bedford Township
8100 Jackman Rd. PO Box H
Temperance, Michigan 48182

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1. **INTRODUCTION**

The Township of Bedford is seeking proposals for a consultant to provide information technology services for Bedford Township Government Center and invites individuals to submit proposals in accordance with the requirements and specifications contained in this request for proposals (RFP). The RFP contains specific requests for information. In responding to this RFP Consultants are encouraged to provide any additional information they believe may be relevant. The Township shall evaluate the proposals and may conduct interviews with any or all those applying for selection regarding their qualifications, experience and ability to perform the requested services.

2. **SEQUENCE OF EVENTS**

Event	Date
A. Release of RFP	
B. Submission of Proposals	
C. Evaluation of Proposals and Selection	

The selection date is subject to extension at the discretion of the Township. The effective date of the Contract is tentative; it is dependent on the time required for proposal evaluation, time required for Contract negotiation and length of time required to process the Contract.

The events identified in the above schedule are briefly described as follows.

- A. Release of RFP. This RFP will be advertised in two newspapers of general circulation in Bedford Township and Consultants may direct questions to Trudy Hershberger, Bedford Township Clerk, Bedford Township Government Center, 8100 Jackman Rd. PO Box H, Temperance, MI 48182 or by email at thershberger@bedfordmi.org.
- B. Submission of Proposals Two (2) copies of the proposal and supporting documentation shall be submitted to the Bedford Township Clerk. Proposals must be submitted in the format specified in Item 5 below and must be signed by an officer of the company. The deadline for receipt of

proposals is 4:00 p.m. on Friday, March 10, 2017. Proposals will be time-stamped upon request. All proposals shall be submitted in sealed envelopes marked "Proposal for Information Technology Support Services".

All proposals must be addressed to:

Trudy Hershberger, Clerk
Bedford Township Government Center
8100 Jackman Rd.
PO Box H
Temperance, MI 48182

3. **SEALED PROPOSAL**

A proposal may be modified by the Consultant prior to the deadline for submission by delivery of written modification to the above address. The sealed envelope shall be marked "Modification to Proposal for Information Technology Support Services".

A proposal may be withdrawn prior to the deadline for submission of proposals by delivering written notice to the person listed above.

Any proposal or modification received after the deadline for submission will be considered late. Unless a late proposal is the only one received, no late proposal or late modification will be considered unless it would have been timely but for the action or inaction of Bedford Township. Time limits will not otherwise be waived.

Proposals will not be opened publicly but will be opened in the presence of witnesses. Neither the register of proposals nor the proposals themselves will be open to public inspection until after award of the Contract. Consultants may request in writing nondisclosure of confidential data. Such data shall be readily separable from the proposal in order to facilitate eventual public inspection of all proposals.

C. Evaluation of Proposals. Proposals will be evaluated by Bedford Township using the criteria listed in Item 8 below. During the evaluation process Bedford Township may seek clarification from the Consultant, but SHALL NOT negotiate with the Consultant.

D. Selection of Consultant. The individual selected to perform the work and those individuals not selected will be notified in writing by Bedford

Township. Selection DOES NOT constitute an obligation to Contract with the successful Consultant.

4. **AMENDMENTS TO REQUEST FOR PROPOSALS**

If there are any amendments to this RFP; they shall be in writing and shall be mailed to all individuals who received the RFP. Amendments shall be distributed with sufficient time to allow Consultants to consider amendments in preparing proposals. If necessary, the deadline for submission of the proposals shall be extended by the amendment.

The written acknowledgment form mailed with the amendment shall be completed by the Consultant and submitted as evidence of receipt of the amendment.

5. **CANCELLATION OF REQUEST FOR PROPOSALS; REJECTION OF PROPOSALS**

Bedford Township reserves the right to cancel this RFP at any time and for any reason.

Any and all proposals may be rejected in whole or in part when it is in the interest of Bedford Township to do so. Bedford Township shall not be responsible for the payment of any costs incurred by the consultants in preparation or submittal of a proposal.

The issuance of this RFP, the receipt of proposals, or the selection of an individual in no manner obligates Bedford Township to the eventual purchase of services. This process is solely at the discretion of Bedford Township and may be terminated without penalty or obligation at any time prior to the signing of a written Contract.

6. **PROPOSAL FORMAT**

Applicants shall include at least the following information:

A. Letter of Transmittal.

- 1) The name, address, and telephone number of the consultant.
- 2) The name and telephone number of the primary contact for the consultant.
- 3) The signature of the consultant.
- 4) The date of the proposal.
- 5) A statement that the consultant, if offered the Contract, will comply with the Contract terms and conditions set forth in this RFP; and

- 6) A statement that the consultant's proposal is valid for thirty (30) days after the deadline for submission of proposals.
- B. Description of Services. Describe how the services will be provided or what tasks will be performed in response to the scope of work contained in Item 6 below. (The scope of work indicates "what" the consultant is supposed to do; the description of services should show "how" the consultant intends to perform the services.
- C. Remuneration. The consultant shall state either an hourly rate or lump sum fee for services. The rate will be that agreed upon by Bedford Township and the consultant but not in excess of prevailing rates in the State of Michigan for comparable services.
- D. Related Experience and Qualifications. The consultant shall discuss educational degrees, prior experience and qualifications related to accomplishing the scope of work contained in Item 8 below. This portion of the proposal should demonstrate the extent to which the consultant is qualified to perform both the scope of work outlined in this RFP and the specific services contained in the description of services portion of the consultant's proposal.

7. SCOPE OF WORK

The consultant will furnish information technology support services to Bedford Township. These services will be specified by the Bedford Township Clerk or the Clerks designee. Among the year round services to be provided by the consultant are the following:

1. Provide monitoring and maintenance of all aspects of the network including server hardware and operating software, cabling and all peripheral hardware;
2. Providing and assisting in technical and application support for all existing programs being used by Bedford Township. Predominant software includes all BS&A software used by all departments.
3. Providing needed computer support for client machines;
4. Providing and updating programming changes;
5. Moving, configuring and testing all computers including installing and upgrading software as needed;
6. Identify problem areas of the network that affect operations;
7. Provide network backup recommendations and plans.

8. Being on call and available for support twenty-four hours a day, seven days a week.

8. EVALUATION CRITERIA

All proposals will be evaluated and rated in accordance with the following criteria and the indicated weighting of criteria;

1) Direct professional experience with the information systems in municipal government;	20
2) Experience with BS&A software;	25
3) Ability to provide timely response for assistance;	20
4) References and recommendation;	10
5) Ability to maintain consistency in on site service personnel;	15
6) Cost.	10
Total:	100

9. CONTRACT TERMS AND CONDITIONS

Any Contract entered into between Bedford Township and Consultant shall identify Consultant as an independent contractor, and not as an employee or agent of Bedford Township. Bedford Township will not withhold federal, state, or local income taxes, unemployment taxes, social security, or any other payroll withholdings on behalf of the Consultant, or any employee or associate of the Consultant. The Consultant shall be responsible for the Consultant's own labor expenses, health care, transportation, self-employment taxes, income taxes, and other forms of taxes and wage withholding, and all other costs and expenses of the Consultant in connection with the Consultant performing contracted for services. The Consultant shall be responsible for all workers' compensation coverage for the Consultant, and any partner, principal, employee or associate of the Consultant.

10. CONFIDENTIAL INFORMATION

Consultant, during the term of any Contract with Bedford Township, will have access to and become familiar with various confidential and proprietary

information, including passwords, compilations of information, and records that are retained by Bedford Township and are regularly used in the operation of the business of Bedford Township. Consultant shall not disclose any of Bedford Township's confidential information directly or indirectly, nor use it in any way, either during the term of any Contract or at any time thereafter, except as required in the course of the contractual relationship with Bedford Township. All passwords, software, codes, files, records, documents, drawings, specifications, equipment, and similar items relating to the business of Bedford Township, whether prepared by Consultant or otherwise coming into Consultant's possession, shall remain the exclusive property of Bedford Township and shall not be removed from the premises of Bedford Township under any circumstances whatsoever without the prior written consent of Bedford Township.