

Request for Qualifications and Price Proposal

for

INFORMATION TECHNOLOGY CONSULTING SERVICES

at

**Central Florida Regional Planning Council
555 East Church Street
Bartow, FL 33830
Tel: (863) 534-7130**

The Central Florida Regional Planning Council (CFRPC) hereby invites qualified companies to provide qualifications and price proposals for **Information Technology (IT) Consulting Services**. The CFRPC will receive qualifications and price proposal packages **until 5:00 p.m. on August 25, 2021**, at Central Florida Regional Planning Council; ATTN: Shannon McPherson, Program Director; 555 East Church Street; Bartow, FL 33830 or to smcpherson@cfrpc.org.

SCOPE OF WORK

The requested services consist of providing Information Technology services in full support of a staff of approximately twenty-two (22) as follows:

- 1) Provide off-site data replication up to 2 TB.
- 2) Provide 24-hour, 7-day per week monitoring and alerting for the CFRPC's networks.
- 3) Provide anti-virus management and software.
- 4) Provide backup and recovery services.
- 5) Provide network security management services.
- 6) Provide firewall monitoring and management.
- 7) Provide overall network management support.
- 8) Provide event log monitoring and alerting services.
- 9) Provide patch and license management.
- 10) Provide inventory services.
- 11) Provide unlimited help desk support.
- 12) Provide troubleshooting and recommendations for all hardware and software.
- 13) Additional services include the installation of a new server for the CFRPC.
- 14) Provide assistance during non-business hours and weekends.
- 15) Other services as may be requested.

The work is to be conducted at the Central Florida Regional Planning Council office building located at 555 East Church Street in Bartow, Florida. Remote IT services are acceptable with on-site assistance to be provided when needed or requested. The CFRPC currently maintains 1 server, 5 desktop computers, and 26 laptops. CFRPC has the right to negotiate additional services as deemed necessary.

QUALIFICATIONS

The selected company will be required to execute a contract with the CFRPC in accordance with the Scope of Work as stated herein. The selected company must have satisfactorily performed the services described in the scope of work for a period of at least three (3) to five (5) years, is a licensed provider, and has a track record of performing such services. Qualification and price proposal packages will be considered only from companies who are regularly established in the IT consulting industry and who, in the sole judgment of the CFRPC, are financially responsible and able to show evidence of their reliability, ability, experience, equipment, facilities, and persons directly employed or supervised by them to render professional, prompt, and satisfactory performance and service.

INSURANCE

Before commencing any work on the project, the selected IT company shall be required to provide the CFRPC with the following:

- Certificates of Insurance
 1. Comprehensive General Liability - \$1,000,000 limit.
 2. Workers' Compensation (in compliance with Florida Workers' Compensation Law).
 3. "All risk" personal property insurance sufficient to cover the Customer materials and replacement cost.

EXAMINATION OF EQUIPMENT, SYSTEM AND SITE OF WORK

Before submitting a qualifications and price proposal package, each proposer may submit questions. Questions shall be submitted in writing to Shannon McPherson, Program Director, at smcpherson@cfrpc.org. The deadline to submit questions shall be 4:00 p.m. on August 16th. Questions and answers shall be posted to the CFRPC website by 4:00 p.m. on August 18th. Each proposer shall fully inform himself/herself prior to submitting the qualifications and price proposal package as to all existing conditions and limitations under which the work is to be performed, and he/she shall include in his/her qualifications and price proposal package a sum to cover all items necessary to perform the work. No allowance will be made to any proposer because of lack of such examination or knowledge. The submission of a qualifications and price proposal package will be construed as conclusive evidence that the proposer has made such examination.

QUALIFICATIONS AND PRICE PROPOSAL PACKAGES

Submit three (3) copies (one original and two copies) of the qualifications and price proposal package **to Central Florida Regional Planning Council; ATTN: Shannon McPherson, Program Director; 555 East Church Street; Bartow, FL 33830** either by mail, express delivery, in person or email to smcpherson@cfrpc.org. Faxed proposal packages will **not** be accepted.

We reserve the right to accept or reject any proposal packages based on insufficient information or failure to meet qualifications.

The submission shall include the following:

- Completed Information Form
- Signature with name typed below signature.
- Where the proposer is a corporation, the Information Form must be completed with the legal name of the corporation, followed by the State in which incorporated and legal signature of an officer authorized to bind the corporation to a contract.

CONTRACT PERIOD

The successful proposer shall be prepared to begin provision of services as of October 1, 2021.

INFORMATION FORM

_____, 2021

Central Florida Regional Planning Council
IT Consulting Services
555 East Church Street
Bartow, FL 33830

For: *Central Florida Regional Planning Council*
IT Consulting Services
555 East Church Street
Bartow, FL 33830

To: Central Florida Regional Planning Council
ATTN: Shannon McPherson, Program Director
555 East Church Street
Bartow, FL 33830

The undersigned, having become thoroughly familiar with the terms and conditions of the Scope of Work and with local conditions affecting performance and costs at the Central Florida Regional Planning Council, hereby proposes and agrees to fully perform and complete the Scope of Work in strict accordance with the Qualifications and Price Proposal Package for the following sum(s) of money, including all labor, parts and materials needed to perform the Scope of Work:

Proposal for performing all work under the contract as designated as follows:

Price for Scope of Work per month \$ _____ (provide itemized
breakdown of cost)

Additional Billings Anticipated \$ _____ (provide itemized
breakdown of cost
components)

Provide a written description of any special conditions:

In submitting this proposal, the undersigned further agrees:

1. The CFRPC reserves the right to reject this proposal.

2. To enter into and execute a Contract Agreement on the prescribed form, if awarded on the basis of this proposal, and/or any mutually acceptable modifications thereto.
3. To furnish Certificates of Insurance.
4. To commence and complete all work within the prescribed schedule as attached.
5. To provide adequate staffing and resources to accomplish the scope of work.
6. To maintain communications with the CFRPC staff to satisfactorily provide services and respond to changing circumstances.

Legal Name of Organization:

Type of Organization (circle one):

Corporation

Partnership

Sole Proprietor

Other _____

Legal Address:

Telephone: _____ Fax: _____

Signature: _____ Date: _____

Name: _____

Title: _____

- Attach list of at least three references, including contact name, company or organization, email address, telephone number, and time period of contracted services.
- Attach list of all billing rates for additional work which may be requested.
- Attach work history indicating a minimum of five (5) years of satisfactorily performing services described in the scope of work outlined in this Request for Qualifications and Price Proposal.
- Provide a not more than two-page bio or resume on each team member who would be involved in providing the proposed services. Include training, positions, companies, length of services and key skills and experience.
- A list of all licenses and certifications held by the proposing IT company.