

**BOARD OF COUNTY COMMISSIONERS**

Levy County  
P.O. Box 310  
355 South Court Street  
Bronson, Florida 32621

**REQUEST FOR PROPOSALS  
LEVY COUNTY, FLORIDA**

Notice is hereby given that Levy County, Florida will be receiving sealed responses to Request For Proposals at the Office of the Board of County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217, for

**REQUEST FOR PROPOSALS  
FOR INFORMATION TECHNOLOGY SERVICES**

The intent of the County is to enter into an agreement with an experienced and qualified professional individual or firm to provide TECHNOLOGY SERVICES (describe services) as described in detail in the Request For Proposals documents.

**REQUEST FOR PROPOSALS DUE DATE: 5:00 P.M., EST, September 5, 2017  
OFFICE OF THE BOARD OF COUNTY COMMISSIONERS  
OF LEVY COUNTY, FLORIDA  
P.O. BOX 310  
355 SOUTH COURT STREET  
BRONSON, FLORIDA 32621**

Documents can be obtained by contacting the County Coordinator of Levy County, Florida at (352) 486-5217. If you have any questions, please call WILBUR DEAN, County Coordinator, at (352) 486-5218.

Chiefland Citizen August 14,2017

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Levy County  
Board of County Commissioners  
310 South Court Street  
Bronson, Florida 32621  
(352) 486-5217

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**STATEMENT OF NON-SUBMITTAL**

If you **do not** intend to submit a response to the Request For Proposals, please return this form to the above address immediately or fax to (352) 486-5167. If this statement is not completed and returned, your company may be deleted from the Levy County list for this service.

We the undersigned have declined to submit a response on the **REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGY SERVICES** for the following reason(s):

- \_\_\_\_\_ Insufficient time to respond to the Request For Proposals.
- \_\_\_\_\_ We do not offer this service.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ Unable to meet bond/insurance requirements.
- \_\_\_\_\_ Unable to meet proposal specifications or scope of anticipated services.
- \_\_\_\_\_ Specifications are unclear (explain below).
- \_\_\_\_\_ Remove us from your vendors' list for this service.
- \_\_\_\_\_ Other (specify below).

Remarks: \_\_\_\_\_

Company name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Statement of Non-Submittal may be faxed to the Board of County Commissioners at (352) 486-5167.

**REQUEST FOR PROPOSALS  
FOR INFORMATION TECHNOLOGY SERVICES  
PART I - GENERAL INSTRUCTIONS**

**RP-01 PURPOSE:**

A. Intent of RFP: It is the intent of Levy County (herein "the County") with the issuance of this Request For Proposals ("RFP") to select an experienced and qualified individual or firm that clearly demonstrates the highest level of ability to furnish professional information technology ("IT") services to the Board of County Commissioners and the County departments.

This RFP is issued by the County to provide potential proposers with information, guidelines and rules to prepare and submit a proposal. Any submittal must satisfy all criteria established in the RFP to qualify for evaluation.

B. Time and Date Due - The County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until 5:00 p.m., est. on September 5, 2017. Any proposals received after the due date and time will not be opened and will not be considered, and will be returned unopened. The County is not responsible for any delays in delivery of a proposal caused by any mail, package or courier service, or caused by any other occurrence.

C. Background: Levy County is a local government entity governed by a Board of County Commissioners and provides services to approximately 39,500 citizens. It is a rural county and approximately 25 miles from any major city. The Board of County Commissioners has a list of departments that provide services for its citizens and each department will have specific information technology and security requirements which must be accommodated based on the needs of that department and various federal, state and local laws. The County departments must be integrated to the point that communication between them is efficient and effective while being seamless to the end user.

**RP-02 CONTRACT AWARDS:** The County anticipates entering into an agreement with one (1) proposer that submits the proposal judged to be most advantageous to the County that can perform the requested services in the time frames required and at a reasonable cost. The proposer who submits the proposal so judged and enters into an agreement with the County shall sometimes be referred to hereinafter as "Contractor." The selected proposer shall be required to sign a formal agreement with the County. In the event negotiations are not successful and the parties cannot reach an agreement, the County reserves the right to cancel negotiations with the selected proposer and initiate negotiations with the next highest ranked proposer until an agreement can be reached or until the County elects not to enter into an agreement.

By submitting a proposal in response to this RFP, a proposer indicates its understanding that this RFP does not constitute an agreement or a contract between the proposer and the county. There is no contract or agreement between the proposer and the County until all proposals have been reviewed by the County and until a formal document of agreement is executed by the County and the selected proposer, if any.

**RP-03 DEVELOPMENT COSTS:** The County shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposers should prepare a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

**RP-04 INQUIRIES:** The County will not respond to oral or telephone inquiries. Proposers may submit written faxed, or email inquiries regarding this RFP to the County Coordinator, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621; Fax No. (352) 486-5167; email dean-wilbur@levycounty.org. The County will respond

to written, faxed or email inquiries if those inquiries are received at least five (5) working days prior to the RFP due date.

The County will record its responses to inquiries and any supplemental instructions in the form of written addenda and will send written addenda to all proposers who were sent the RFP. It shall be the responsibility of the proposer, prior to submitting a proposal, to contact the Office of the County Coordinator to determine if addenda were issued, acknowledging and incorporating them into its proposal. At the time of the opening of the proposals, each proposer will be presumed to have read and be thoroughly familiar with the provisions of this RFP and the scope of services that will be required for the work.

**RP-05 PROPOSALS, SUBMITTAL AND WITHDRAWAL:** Proposals are to be typed on the applicable individual's or firm's letterhead, specifically referring to the project and the scope of services, containing all required information. A proposal and all required information is to be submitted in one (1) original form plus fifteen (15) signed copies and placed in a sealed package clearly marked on the outside "**RFP for Information Technology Services**" and addressed to:

Board of County Commissioners  
c/o County Coordinator  
P.O. Box 310  
Bronson, Florida 32621-0310

Proposals received after the established deadline will not be opened or considered. A proposer may withdraw its proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide the County the services set forth in this RFP until one of the proposals has been selected by the Board of County Commissioners. Upon opening, proposals shall be subject to public disclosure in accordance with applicable laws.

Proposals shall contain the following:

- A. Cover Letter
- B. Information and documentation required under RP-07
- C. Resumes, experiences and references for each individual who will be performing services
- D. Evidence of ability to provide insurance coverages
- E. Copy of Florida Department of Business and Professional Regulation License to Practice (if applicable)
- F. Copies of any other applicable licenses to practice
- G. If a corporation, copy of Florida Secretary of State Corporation Registration
- H. Indication of whether proposer is a minority business enterprise
- I. Description of your work plan for IT services for the County, and your support model for IT coverage.

Include responses to the following questions and requests for information (at a minimum):

1. What is your average response time and problem resolution time for IT issues?
2. In what instances would the County incur extra cost for IT services beyond a monthly or regular fee?
3. Evidence of ability to deliver IT services on time and on budget.
4. What is your process for handling special request or projects from your clients?
5. How will you provide vendor management with email, internet providers and web site? 6. Do you provide help desk support? If so, respond to the following questions: (i) what are the hours of operation?; (ii) is the help desk local?; (iii) are there any limitations on who can seek assistance from the help desk?
7. Describe any previous or existing experiences working with government agencies.
8. Provide a proposed fee structure for services, along with any standard hourly rates.

**RP-06 PUBLIC PRESENTATIONS/INTERVIEWS:** The County Coordinator may conduct discussions with and may require presentations/interviews of no less than the two (2) individuals or firms regarding their qualifications, approach to the project, and ability to furnish the required services. The County shall not be responsible for any expenses incurred for such discussions or presentations/interviews.

**RP-07 PROPOSAL RESTRICTIONS/REQUIRED FORMS AND DOCUMENTATION:**

**A. Number of Pages:** Proposals will be restricted to a maximum of 50 pages, one sided, excluding cover letter, photos, index, resumes, dividers, copies of licenses and corporation registration, and proposal signature and drug-free workplace forms.

**B. Required Forms and Documentation:** The following forms and documentation shall be submitted with the proposal. If any particular item is not applicable, or if the proposer has no information to provide in response to the criteria category, the proposer should indicate "no response" to that particular item.

1. Cover letter on individual/firm letterhead with contact information and any introductory statements or individual/firm philosophy.
2. Information and documentation required under RFP-05 that is not provided elsewhere in these required forms/documentation, any other information required in this RFP, any other forms required or suggested in this RFP, and acknowledgment of addenda.
3. Resumes, experiences and references for each individual who will be performing services, including at least three past projects involving services similar to the services requested in this RFP. For each project, provide the following information:
  - ! Client name and address
  - ! Contact number
  - ! Project description
  - ! Dates performed
4. Evidence of ability to provide required insurance coverages.
5. Copy of Florida Department of Business and Professional Regulation License to Practice and copies of any other applicable licenses.
6. Evidence of responding to time requirements of projects.
7. If proposer is a corporation, copy of Florida Secretary of State Corporation Registration.
8. Indication of whether proposer is a minority business enterprise.
9. Description of support model of IT services with questions answered from RP-05
10. Description of proposed fee structure. Include any standard hourly rates for services.

**RP-08 DRUG FREE WORKPLACE:** Levy County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

**RP-09 PUBLIC ENTITY CRIMES STATEMENT/NO COLLUSION/CONFLICTS/SCRUTINIZED COMPANIES:**

A. Public Entity Crimes Statement: Proposer shall comply with the following statement: In accordance with section 287.133(2)(a), Fla. Stat., "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Fla. Stat., for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

B. No Collusion: With the submittal of a proposal in response to this RFP, a proposer certifies that he/she has not divulged, discussed or compared his/her competitive proposal with another proposer and has not colluded with any other proposer or party to this RFP whatsoever. The proposer certifies that there has been no attempt to make or will be made to induce any other individual or firm to submit or not submit a proposal for the purpose of restricting competition. The proposer also certifies that the only person or persons interested in this RFP are the firm or principals named in the proposal and that no other person or entity has any interest in this RFP or in any agreement that may be entered into as a result of this RFP and the selection process related thereto.

C. Conflicts of Interest: The award of any agreement pursuant to this RFP is subject to the provisions of Chapter 112, Fla. Stat. All proposals must disclose the name of any officer, director or agent who is an employee of the County, or who is a relative of any of the Board of County Commissioners or any member of a selection committee for this RFP. Further, all proposals must disclose the name of any County employee who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. A Contractor may be required to include a disclosure statement of any potential conflicts of interest that the Contractor may have due to other clients, contracts, or interests associated with the performance of services under this RFP and any resulting agreement.

D. In accordance with Section 287.135, Florida Statutes, in the event the goods or services sought by this RFP are estimated to be valued at \$1,000,000 or more, any company that is on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes, or is engaged in business operations in Cuba or Syria, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with the County.

Any Proposer that submits a proposal under this RFP that may result in compensation of \$1,000,000 or more, if such Proposer is the successful Proposer in any contract awarded pursuant to this RFP, shall be deemed to have also submitted with such proposal a certification that the Proposer is not on the Scrutinized Companies with Activities in Sudan List, is not on the Scrutinized Companies with Activities in the Iran Petroleum Sector List, and is not have business operations in Cuba or Syria, as required by Section 287.135(5), Florida Statutes. In addition, any contract that may be awarded pursuant to this RFP in the amount of \$1,000,000 or more shall, by this reference, allow for termination of such contract, at the option of the County, if the successful Proposer/Contractor is found to have submitted a false certification with the submission of its proposal.

**RP-10 COMPLIANCE WITH LAWS:**

A. The successful Proposer/Contractor shall comply with all federal, state, and local statutes, laws, ordinances, rules and regulations in the performance of its obligations under any agreement entered into as a result of this RFP.

B. In addition to compliance with any other laws as required by this Agreement, the successful Proposer/Contractor shall comply with the public records laws of the State of Florida contained in Chapter 119, Fla. Stat., as the same may be amended. Failure to comply with the provisions of this subsection shall constitute a substantial failure to perform on the part of the successful Proposer/Contractor in accordance with the terms of any agreement entered into as a result of this RFP. Specifically, but not by way of limitation, the successful Proposer/Contractor shall:

- (i) Keep and maintain public records required by County to perform the service;
- (ii) Upon request by County's custodian of public records, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of any agreement entered into as a result of this RFP and following completion of the services to be provided by the successful Proposer/Contractor under any such agreement if the successful Proposer/Contractor does not transfer the records to County; and
- (iv) Upon completion of the services to be provided under any agreement entered into as a result of this RFP, transfer, at no cost, to County all public records in possession of the successful Proposer/Contractor or keep and maintain public records required by County to perform the services. If the successful Proposer/Contractor transfers all public records to County upon completion of the services, the successful Proposer/Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the successful Proposer/Contractor keeps and maintains public records upon completion of the services, the successful Proposer/Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

The definitions contained in Chapter 119, Fla. Stat., apply to terms used in this section, unless alternate or more specific definitions for any such terms are provided in this RFP.

For purposes of this RFP, the term "custodian of public records" shall mean the County Coordinator of County, or his/her designee.

**IF THE SUCCESSFUL PROPSE/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPER'S/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**TELEPHONE: (352) 486-5218**  
**E-MAIL: [levybocc@levycounty.org](mailto:levybocc@levycounty.org)**  
**MAILING ADDRESS: P.O. 310, BRONSON, FL 32621**

**RP-11 RECEIPT OF ADDENDA/INFORMATION RELATED TO RFP:** The County does not accept responsibility for the distribution of additional information that may not be received by a proposer for any reason. It is exclusively the responsibility of any interested parties/proposers to make certain they have received the RFP itself, and any materials distributed after the RFP is issued. Each proposer will be required to acknowledge the receipt of all pertinent information as part of its proposal.

**RP-12 AGREEMENT TERM/CANCELLATION:** The initial term for any agreement entered into between the County and a successful proposer shall commence upon final approval of the agreement by the Board of County Commissioners and shall be for a one (1) year term. The County reserves the right to extend the original agreement for up to three (3) additional one (1) year terms for a cumulative total of four (4) years. The County will notify the contractor of its intent to extend the original agreement for an additional term prior to the expiration of the then-applicable term. The County shall have the right to unilaterally cancel, terminate or suspend any agreement entered into as a result of this RFP and proposals submitted thereto, in whole or in part, by providing the successful proposer thirty (30) days' written notice by certified mail of such termination.

**RP-13 RESERVED RIGHTS:** The County reserves the right to accept or reject any and/or all proposals to this RFP, to accept all or any part of a proposal, to re advertise this RFP, to postpone or cancel this RFP process, to change or modify the RFP schedule at any time, to waive irregularities and technicalities, and to request resubmission. Any sole response received may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposals and the resulting agreement that is in its best interest, and its decision shall be final.

The County, in its sole discretion, may expand the scope of work described in this RFP to include additional requirements. The County reserves the right to investigate any proposer as it deems necessary to determine the ability of any proposer to perform the work or services requested. Any proposer, upon request, shall provide information the County deems necessary in order to make a determination.

**RP-14 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any agreement entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All proposers are hereby notified that the Contractor must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, Levy County Resolution 2011-59, all as the same may be amended. Specifically, but not by way of limitation, by submitting a proposal, the Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin, genetics or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through an agreement entered into as a result of the RFP and the proposal submitted.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin, genetics or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin, genetics or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

**RP-15 PAYMENT:** Request for payment under any agreement must be submitted to the County Coordinator on



a form approved by the County in accordance with the agreement entered into between the County and the Contractor. Prices shall be net and all invoices payable according to the Florida Prompt Payment Act (sections 218.70 through 218.80, Fla. Stats.).

**RP-16 PERFORMANCE EVALUATION:** At the end of any agreement entered into as a result of this RFP and the proposals, the County departments receiving the services from the Contractor may evaluate the Contractor's performance. These evaluations will become public record.

**RP-17 INSURANCE REQUIREMENTS:** Prior to entering into an agreement with the County, Contractor shall, at its sole cost and expense, procure and maintain throughout the term of the agreement, insurance policies in coverages and limits required below, or to the extent and in such amounts as required and authorized by Florida law. In addition, for those policies that are allowed by law to carry an additional named insured, Contractor will provide endorsed certificates of insurance executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, on a standard ACORD form, listing coverages and limits, expiration dates, terms of policies and all endorsements, and shall include the RFP/project name on the certificate generated and naming "Levy County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, and volunteers," as a named, additional insured, as well as furnishing County with a certified copy, or copies, of said insurance policies. In addition, each policy required below shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverages or limits, written notice thereof shall be given to County. Any and all deductibles to any insurance policy shall be the responsibility of the Contractor. Said insurance coverages procured by Contractor as required herein shall be considered, and Contractor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to County, and that any other insurance, or self-insurance available to County shall be considered secondary to, or in excess of, the insurance coverage(s) procured by County as required herein.

Nothing herein shall be construed to extend County's liability beyond that provided in section 768.28, Florida Statutes.

Coverages and limits for the insurance required herein shall be as follows:

- D. **Workers' Compensation:** Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$300,000 each accident.
- E. **Professional Liability Insurance:** Coverage of a minimum one million dollars (\$1,000,000) in coverage for this project.
- F. **Public Liability Insurance:** Policy must include bodily injury and property damage, Combined Single Limits (CSL) of \$300,000 minimum.
- G. **Comprehensive General Liability Insurance:** Policies shall include, but not be limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage.

H. **Comprehensive Automobile and Truck Liability:** Policies shall cover owned, hired and non-owned vehicles with minimum limits of \$300,000 each occurrence, and property damage of not less than \$100,000 each occurrence. (Combined single limits of not less than \$500,000 each occurrence will be acceptable unless otherwise stated). Coverage shall be on an “occurrence basis” such insurance to include coverage for loading and unloading hazards.

**RP-18 INDEMNITY:** Contractor that may enter into an agreement as a result of this RFP, shall defend, indemnify and hold harmless County and all of County’s elected officials, officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys’ fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor or its officers, agents or employees in performance or non-performance of its obligations under an agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify County as set forth in this provision.

Nothing herein shall be construed to extend County’s liability beyond that provided in section 768.28, Florida Statutes.

**END OF PART I**

**REQUEST FOR PROPOSALS  
FOR INFORMATION TECHNOLOGY SERVICES  
PART II - SCOPE OF SERVICES**

**RP-19 PROJECT DESCRIPTION:** The County is seeking information technology services for the Board of County Commissioners and the County departments that include all services listed in the Project Scope and any other information technology services that the County may determine are necessary or desirable.

**RP-20 PROJECT SCOPE:** The scope of services will include, but not be limited to, the following services to be provided as requested and required:

- A. Manage different types of management programs, software, and a network of 35-40 computers and related servers.
- B. Manage antivirus prevention firewalls and web filtering.
- C. Provide services to repair, replace and reconnect individual PCs, printers, scanners and copy machines.
- D. Provide services in working with Microsoft, Adobe and Windows programs.
- E. Perform repairs to computers and computer systems, recover hard drives and restore data.
- F. Perform Administration and SQL Administration.
- G. Maintain Wi-Fi connections, virus infection removal and all information technology repairs for County systems.
- H. Provide hardware replacement and maintenance when required.
- I. Perform security hardening via group policies, local policies, scripting.
- J. Monitor system health and determine hardware and software needs.
- K. Maintain off site backup and disaster recovery storage.
- L. Perform upgrades as needed.
- M. Prepare and maintain security plan for Remote Processing.

**REQUEST FOR PROPOSALS  
FOR INFORMATION TECHNOLOGY SERVICES  
PART III-PROPOSAL RULES & EVALUATION METHOD**

**RP-21 RULES FOR PROPOSALS:**

A. The proposal must be from an information technology firm or individual licensed or qualified to provide all the required services in the State of Florida. The proposal must name all persons or entities interested in the proposal as principals. The proposal must contain all the information required to be included in this RFP. Failure to accurately address required items as outlined in this document may be reason to disqualify the proposal.

B. Any questions regarding the project or a proposal shall be directed to the County Coordinator or his designated representative for a response as provided in this RFP. There shall not be any contact between a potential proposer or proposer and any member of the Board of County Commissioners regarding the project or a proposal.

C. The County Coordinator shall evaluate the proposals submitted by all proposers. The County Coordinator shall prepare a short list of the top two (2). The County reserves the right to change the number of short-listed proposals to include more or less than two (2). The County Coordinator shall prepare a proposed ranking of the proposers, based on the proposals and presentations/interviews (if any), and the evaluation criteria. The proposer that is ranked number one (1) or first by the Board of County Commissioners shall be the successful proposer.

**RP-22 EVALUATION METHOD:** The proposals shall be evaluated based on the information provided in the proposals. The proposal judged to be most advantageous to the County that can perform the requested services in the time frames required and at a reasonable cost will receive the highest ranking. In determining the overall quality and completeness of a proposal, document presentation, organization, and format shall be taken into account.

The Board of County Commissioners will consider award of a contract based on a review of the proposals in light of the above information and criteria. It is the intention of the Board of County Commissioners to rank the proposals based on its review and on the ranking provided by the County Coordinator, in order of preference, number one ranked being highest. The Board reserves the right to include in the stated ranking as few or as many of the proposals as it deems to be in its best interests. The Board reserves the right to reject any proposal, or any part of a proposal, reject all proposals, to waive any irregularities in any proposals, and to award the agreement as deemed to be in the best interests of the County. The County shall be the sole judge as to the merits of a proposal and of any presentation/interview, and any agreement resulting from this RFP; the County's decisions will be final.

**RP-23 ANTICIPATED SCHEDULE:** The County has established a schedule for submitting proposals and for completing the ultimate selection of a proposer to provide the requested services. It will be incumbent on each proposer to understand the importance of adhering to this published schedule. The County, however, reserves the right to amend the dates, and to elect to interview proposers at any time (with reasonable notice), and to elect to choose a select number of proposers from which to request additional information in order to make the best selection in the interests of the County.

August 14, 2017	County advertises for request for proposals
September 5, 2017	Proposal due date
September 12, 2017	County Coordinator evaluates proposals and prepares short lists and conducts presentations/interviews
September 19, 2017	Board of County Commissioners evaluates proposals, reviews recommendation of County Coordinator, and makes final decision or selection/ranking

**END OF PART III**



**DRUG FREE WORKPLACE FORM**

The undersigned Proposer in accordance with Section 287.087, Florida Statutes hereby certifies that the Proposer \_\_\_\_\_ (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

NAME OF PROPOSER:

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_