Outsourced IT RFP

Providence Hall
4795 Mount Ogden Peak Drive, Herriman, UT 84096
801-727-8260

Request for proposals
Information Technology Outsourcing
RFP # PHIT14

ISSUE DATE: 05/30/2014
Closing Date & Time: 06/10/2014 @ 5:00 pm

This communication serves to apprise you and your firm of the above mentioned Request for Proposal (RFP) for Information Technology Outsourcing. We invite you and your firm to respond to this RFP. Please review carefully all sections of the RFP, paying particular attention to the closing date and time listed above and within the body of the RFP.

All inquiries for information should be directed to:
Shannon Singleton
Business Manager
801-727-8260
ssingleton@providencehall.com
Request for proposal (RFP)
Information Technology Outsourcing

Issue Date: 05/30/2014

Title: Information Technology Outsourcing

Due Date and Time: 06/10/2014 5:00pm

Issuing Agency: Providence Hall

Period of Contract: Date of Award through July 1, 2014 with three (3) one year renewal options available.

All inquired should be directed to:
Shannon Singleton
Business Manager
801-727-8260
ssingleton@providencehall.com

If proposals are mailed, send directly to the Issuing Agency shown above. If proposals are hand delivered, deliver to 4795 Patriot Ridge Way, Herriman, UT 84096.

In compliance with this Request for Proposal and to all the condition imposed therein and here incorporated by reference the Undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negations. The undersigned further certified that he/she is authorized to sign this document on behalf of the submitting firm.

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NOTE: Changes to this RFP may be issued in the form of an addendum at any time prior to the due date and time for submitting proposals. The Contract Officer maintains a mailing list of all vendors that were provided copies of this
solicitation (via vendor pickup, mail, fax or email). The Contract Officer will send the addendum to any vendor who directly received a copy of the RFP from the Contract Officer. Any vendor who did not directly receive a copy of the RFP from the School is encouraged to visit Providencehall.com web site regularly to learn of any changes to the solicitation and contact the Contract Officer to have their name added to the mailing list. Providence Hall purchasing regulations require each offeror to submit a signed copy of the addendum to the above delivery address by the proposal due date and time or included with the firm’s response to the solicitation.

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ATTACHMENTS:

1. STATEMENT OF OFFEROR’S QUALIFICATIONS
2. NON-COLLUSIVE AFFIDAVIT
1. **PURPOSE**: The intent and purpose of this RFP is to solicit sealed proposals to establish term contract(s) with one or more qualified contractor(s) for outsourcing any or all Information Technology (IT) functions performed by Providence Hall. (Hereafter: The School)
   a. **Objectives**:
      i. Providence Hall’s major objective is to enter into a contract for the delivery of the required services at an agreed cost and level of performance. The offeror(s) may provide support in any one, some, or all of the IT functional areas. The offeror(s) may also offer services in addition to those specified by The School.
      ii. The offeror must provide current IT Staff members either the option to be “re-badged” as contractor’s employees or the option to remain a School employee with associated benefits but taking direction from the contractor’s management team.
   
2. **Background**:
   a. The School was established on August 1, 2008. The mission of Providence Hall is: Think critically, communicate effectively, act responsibly in and ever changing Global Community. The School was chartered by USOE on August 1, 2008.
   b. **Information Technology Overview**:
      i. The School’s technology is managed by H-Wire under the direction of Shannon Singleton. The organization includes principals and shareholders. The current help desk support services contract expires July 1, 2014.
      ii. The current operations and network is responsible for providing the infrastructure hardware/software, and services critical to supporting the offices of The School. The following schematic provides an overview of the technology functions supported.
      iii. See Exhibit 1
      iv. **Infrastructure**
         1. Xirrus Management System on Hyper-V high availability cluster
         2. Xirrus Wireless Infrastructure
         3. Firewall - PFsense
         4. Switches
            a. Layer 2 – HP Procurve Switches
            b. Layer 3 – Cisco Switches
         6. Open Directory and Active Directory
7. Networks VLANs – Untagged VLAN1, Secured Network – Tagged VLAN2, phones – Tagged VLAN473, guest network – Tagged VLAN4, JH guest network
9. End user equipment – All Apple products
10. Alexandria Librarian VMs on Hyper-V high availability cluster
11. OD and AD radius authentication.
12. iBoss Content Filter
13. Mitel Phone Systems

v. WIDE AREA NETWORK (WAN): Provided by Utah Education Network – 1GB uplink at each school with UBB and DIGIS failover links.
vi. LOCAL AREA NETWORK (LAN): Two /16 networks with gigabit links between switches.
vii. TELECOMMUNICATIONS (Telco): Integra T1 2 channel PRI
viii. REMOTE ACCESS: Open VPN configuration for all users.
ix. INFRASTRUCTURE SECURITY: For the security of the school, the details of the infrastructure secure will not be discussed at this stage of the RFP, once the winning contractor is identified, security details will be discussed.
x. Storage Infrastructure: NAS solution with 12 terabytes high availability.
xii. Servers: 4 OSX servers, 2 Windows servers, 1 SKOL linux server
xii. Virtualization: 2 Hyper-V clusters
xiii. Wireless Network: Xirrus Wireless and XMS
xiv. Desktops/Laptops: 700+ Apple Laptops.

c. Software:
   i. Details of software.
      1. Grading System
      2. Epson Interactive
      3. Easy Grade Pro
      4. Microsoft Office products (PC and Macintosh versions)
      5. Google Apps for Education
      6. Lottery/Enrollment web based platform (provided by offeror)
      7. Email archiving web based platform (provided by offeror)
      8. FileMaker Pro
      9. FoxPro
      10. Skyward

3. STATEMENT OF NEEDS:
a. The contractor will provide the delivery of information Technology Outsourcing service to The School’s network. The offeror(s) may provide support in any one, some, or all of the IT functional areas. The offeror(s) may also offer services in addition to those specified by The School

b. Project Management Methodology: Whenever a new project will be initiated within any of the aforementioned functional areas the selected offeror will conduct the project’s initiation, planning, execution, and control and closeout in compliance with The School Project Management standards or using a methodology that conforms with those ascribed in the Project Management Institute’s Project Management Body of Knowledge (PMBOK).

c. Project Portfolio: The School is working on approximately six current project initiatives.

d. Service Lifecycle Management: The School would like to adopt the ITIL v3 framework. Our initial interests related to change management, problem management and release management within the Service Transition functions. The offeror will describe experience with the ITIL Framework and/or the offeror’s willingness to adopt the ITIL Framework for the Service Lifecycle

e. Specific Requirements: The School major objective is to establish a contract with one or more qualified contractors for the delivery of the required services at an agreed cost and level of performance. The contractor(s) may provide support in any one, some, or all of the following function areas

i. Staffing

1. The School requires the following one full-time employee and one half-time employee on The School’s campuses for the duration of an average work week:
   a. CCNA – Cisco certified Network Associate
   b. ACMT – Apple certified Macintosh Technician
   c. XCWT – Xirrus Certified Wireless Technician
   d. CWNA – Certified Wireless Network Administrator

ii. Messaging Services

1. Messaging services are the services and activities required to provide and support The School email and other interpersonal communications computing infrastructure. Messaging Services are defined as all activities associated with the provision of Software and support of the messaging environment, capable of connecting to The School infrastructure directly via local-area network (LAN) through the internet or via wireless connectivity. The selected contractor(s) shall provide and support the The School’s standard approved Messaging infrastructure
environment on the in-scope computing platforms, including desktops, laptops, and handheld devices with Services that include:

a. Email messaging services (Google Apps for Education)
b. Wireless messaging services
c. Email distribution list management
d. Mailbox Management
e. Secure encrypted messaging
f. Messaging Security Services, including content filtering for virus prevention and spam management, and perimeter security services which cover management of e-mail traffic at the enterprise border, providing a barrier between the Authority’s internal messaging environment and non-Authority external messaging environment(s)
g. Message compliance services, which includes policy enforcement and message archiving
   i. Message archiving must be maintained at a separate data center with (non Google Vault):
      1. 99.999% uptime reliability
      2. redundant power
      3. multiple Internet Service Provider (ISP) to data center for failover.
      4. Off site, secure backup of archive data files.
h. Directory Services Management
i. Messaging continuity services
j. The following platforms, data and applications are provided as examples:
   i. Enterprise messaging solutions (i.e. Microsoft Exchange)
   ii. Web access to email
   iii. Wireless email services
   iv. Anti-virus services
   v. Blackberry Enterprise Server
   vi. Directory Services
   vii. Messaging services also provides support and management of Global distribution lists (DLs) mailboxes, generic mailboxes, customer recipient addresses, etc...

iii. Desktop Services
1. Desktop computing services include hardware and software, project management service support and enterprise desktop management systems for personal computing devices. The selected contractor(s) will provide one full time in-house staff member plus one half-time fully in-house staff member on The School campuses.

2. Desktop Computing services are the services and activities required to provide and support The School desktop computing infrastructure. The selected contractor(s) shall provide and support The School standard approved desktop infrastructure environment that includes:
   a. Desktop computing hardware devices and associated Operations system (OS) software.
   b. Laptop or notebook computing hardware devices and associated OS Software.
   c. Business productivity software and client computing application that are part of The School standard approved computing device image(s)
   d. Network-attached printers, scanners, multi-function devices and copiers that are attached to the LAN
   e. Hand-held computing hardware devices and associated OS Software (i.e., smartphones, PDAs, hand helds)
   f. Locally attached peripheral devices (e.g., personal printers, exclusive of consumables)

3. Currently The School does not support personally owned equipment connected directly to the network. However, The School would like to provide a managed environment where employee owned devices could be attached to the network for messaging services and file access. The School believes that additional front-end software would be required for enabling and disabling network functionality on a central basis.

iv. Help Desk Services

1. The selected help desk contractor shall provide the software and a centralized help desk with end-to-end services to answer calls, record the service request, track and monitor requests for information technology services, resolve common desktop support issues, and coordinate the triaging of unsolved help desk issues to the on-site IT team. This will be achieved, in part, by the offeror providing a The School Help Desk number with a primary point of contact (PPOC). All technical support calls into the
help desk should be answered by a live support analyst. Voice mail call backs are acceptable when there are no available analysts. IT requests for new / terminate employees and services shall be submitted via a online request system which creates an email to the help desk. Help Desk tickets are then created and tracked. Support requests will be logged by the providers help desk tracking software. The help desk will accept submissions for new service requests, software support, problem solving, status inquiries regarding prior service requests, software support, problem solving, status inquiries and all other information technology services. The help desk will be a Level one -to- three service. All requests must be acknowledged and addressed within 3 hours of receipt, and issue fully resolved within 48 hours (SLA).

2. Priorities will be established similar to the following (subject to adjustment):
   a. Priority 1: Critical; Highest priority; Impacting multiple locations or executive management
   b. Priority 2: Important; As soon as possible, new employees; terminations; transfers.
   c. Priority 3: Lower Priority; As soon as practical (48 hour max)

3. In addition, the software used by the selected contractor shall allow for the posting of FAQ's and self-help features with search capabilities in order that users can search for a potential resolution to their issue, allow for customer satisfaction surveys at the closure of each ticket and provides robust reporting capabilities for meeting the information needs of offeror and The School management.

4. As with all areas, offerors should feel empowered to provide alternative solutions in meeting the requirements of the helpdesk services function. This may include options such as after-hours services (5:30 pm to 8:00 am) and weekend services.

5. Staff must be available to carry an on-call phone and respond to after-hours calls during specified on-call time periods.

v. Server Services

1. Server services are the services and activities required to provide and support the Authority’s centralized production, quality assurance, and development computing environments. The data center environment includes Windows-based and Apple-based systems; disk
and tape storage hardware and system software that supports centralized databases, business applications, file servers and print servers. Currently The School uses a data warehouse co-located with XMission in Salt Lake City.

2. Among the services that are included within the server services functions are:
   a. Server planning and deployment services – implement industry standard and business critical servers with minimal business disruption
   b. Customization and integration – value added customization, configuration and integration services
   c. Server services – preventative diagnostic and remedial support
   d. Server software support – end-to-end lifecycle services
   e. Mission critical and proactive support – maximize availability and reduce downtime
   f. Data center transformation services – assist in accelerating business growth with recommending next-generation capabilities
   g. Server virtualization and consolidation solutions – optimize capacity utilization and contain costs.

vi. Data Network Services
   1. Data Network Services are the services and activities required to provide and support The School network environment. The contractor responsibilities include, but are not limited to, the provisioning, engineering, operations and administration of the following Data Network Services and infrastructure:
      a. Wide Area Network (WAN)
      b. Local Area Network (LAN)
      c. Wireless Distribution System (WDS)
      d. Remote Access (VPN Services)
      e. Voice over Internet Protocol (VoIP)
      f. Bandwidth Analysis and Shaping, Quality of Service (QoS)
      g. Bridging multiple ISP connections
      h. IP Space Management
      i. Internet Domain Name Management
      j. CIPA Compliant content filtering management

vii. Voice Services
   1. Voice Services are provided over a VoIP network. The selected contractor shall be responsible for the full
provisioning, engineering, operations and administration of current and emerging Voice Services.

a. Customer premise phone equipment
b. Voice network including local service (dial tone)
   Long Distance and calling cards
c. Voice messaging
d. Directory listing services
e. Audio and data conferencing
f. Wireless services including paging, Smartphone services provisioning and cellular service and procurement.
g. While not currently provided, recording of individual calls is desired on a selective basis.

viii. Database Administration Services

1. Database administrative support for SQL and MySQL servers includes high availability, with easy accessibility to appropriate core data and information for The School database. The Authority’s systems must utilize database software that is fully supported by the database software’s vendor and, where feasible, should utilize, the most current release of the database. Database Administration Services also include query reporting and data mining techniques and technologies that are appropriate for the Authority’s enterprise business systems.

ix. Business Continuity and Disaster Recovery Services

1. During the first several months, the selected contractor shall facilitate, guide and collaborate with The School personnel in conduct a Business Impact Analysis and creating an auditable Business Continuity plan (BCP and an auditable Disaster Recovery Plan (DRP).

2. The selected contractor shall document a comprehensive recovery process, which includes planning prevention and preparation, annual testing, and training throughout the lifetime of mission-critical business functions, applications or systems.

3. The DRP will be based on a remote hosting provider with transaction logging to enable rapid recovery in the event of a failure at The School primary data center. The selected contractor shall work with The School to update and integrate existing DRPs for each The School location requiring disaster recovery services. Each annual disaster recovery exercise will include a Disaster Recovery Exercise Report and Action Plan based on the outcome of the exercise. The Action Plan will address incidents
encountered during the recovery exercise, procedural issues, and recommended restoration improvements. The Disaster Recovery Plan will be updated as required after each disaster recovery exercise.

4. The selected contractor shall incorporate DRII standards and methodologies to improve existing or develop each new Disaster Recovery Plan.

x. Application Support Services
   1. Application Support Services includes the maintenance, definition of enhancements, and implementation of effective training.
   2. The School uses Skyward for gradebook and attendance services. The selected contractor must know this system, be able to troubleshoot and maintain connection to the Skyward database.

xi. Web Services
   1. Recommend an approach to web services that centers on the development, maintenance, enhancements and implementation of The School web presence.

xii. The School Staff Transition
   1. The offeror must provide current IT staff members either the option to be “re-badged” as the contractor’s employees with all the benefits available to the employee.

xiii. Equipment Ownership
   1. Because all The School computer equipment is procured through State and Federal procurement law, the offeror must maintain a web based inventory system of the equipment, manufacture, serial number, location and principal user. As additional equipment needs are identified, the selected contractor shall present these requirement 90 days in advance to The School contract administrator based upon equipment life-cycle requirements. The selected contractor and will develop process for requested additions equipment needs and present it to management for approval within 90 days of contract commencement.
   2. The School will develop annual budgetary plans identifying projected future equipment needs, the selected contractor will assist in budget planning.

xiv. Reporting
   1. The selected contractor shall provide key performance reporting indicators making The School current statistics
by the third working day of every month. These will include:
   a. Resolution time for Level One: 4 hours
   b. Resolutions time for Level Two and Three: 48 hours
   c. Server uptime: 99.999%
   d. Site connectivity
   e. Other service Level Agreement measures and metrics to be agreed upon.

4. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

a. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. Sealed copies of One (1) original and (4) copies of each proposal must be submitted to The School on or before the closing date/time. Offerors must also include an electronic copy with the response to the RFP. The electronic copy can be on a CD or removable mobile device. Facsimile or electronically transmitted proposals will NOT be accepted. Late proposals will NOT be considered and returned to the submitter unopened and deemed unresponsive.

b. PROPOSAL PREPARATION
   i. The proposals shall be in a sealed envelope or sealed package and addressed as directed on page 2 of this solicitation. The sealed envelope or package should be clearly marked and identified in the lower left corner as follows:
      REQUEST FOR PROPOSAL: CLOSING DATE: 06/10/2014
      INFORMATION TECHNOLOGY OUTSOURCING, RFP PHIT14
      AUTHORIZED CONTACT PERSON: Shannon Singleton

c. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in The School requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by The School. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

d. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

e. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number.
of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration or lower scores if the evaluators are unable to find where the RFP requirements are specifically addressed.

f. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors proposal. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

g. Ownership of all data, materials, and documentation originated and prepared for The School pursuant to the RFP shall belong exclusively to The School and be subject to public inspection in accordance with the Utah Government Records Access and Management Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Utah Government Records Access and Management Act. Aforementioned trade secrets must be clearly labeled and identified as such.

5. SPECIFIC PROPOSAL INSTRUCTIONS

a. Proposals should be as thorough and detailed as possible so that The School may properly evaluate your capabilities to provide the required good/services.

b. Offerors are required to submit the following items as a complete
proposal:

i. Return the RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required. Provide the names of the person(s) who will be authorized the make representations for the Offeror, their titles, addresses and telephone number. Provide information that the person signing the RFP is authorized to bind the firm(s).

ii. A written narrative statement to include:

   1. Experience of your company and its staff in providing the services described in the Statement of Needs
   2. 3 Total Names, qualification and experience of personnel to be assigned to the contract
   3. Resumes of staff to be assigned to the contract
   4. Locations of company offices that will service this contract and the size of the company
   5. Names and contact person for references to include the total number of organizations where your firm is/has provided services to include dates of services.

iii. The offerors ability to successfully complete a project of this scope, size and nature. Information in outlining the experience in providing the services.

iv. Provide information describing your firm’s structure for addressing conflicting representation requirements

v. Provide information outlining experience in developing and successful implementing Information Technology Outsourcing service for other clients of like or equal size or complexity to The School.

vi. Provide information outlining how specific plans for providing the services outlined including:

   1. List of proposed services
   2. How services will be performed and scheduled
3. Method of initiating services and proposed approach and methodology.

4. Description of any other services the offeror may wish to propose. Examples of possible services could include the offering of other types of Information Technology services not outlined in the solicitation.

5. Detailed proposal Fees: Offeror(s) shall submit a complete pricing schedule of all hourly rates, fees and expenses that will be associated with performing the service outlined in the RFP.

6. A list of at least (4) references where the Offeror has provided the services described in the RFP. Include the organization, contact name, title, location, telephone number and email address. Provide the information on past and current contracts.

7. Describe your firms ability and method for the appointment of a qualified and experienced account manager to manage the delivery of services and the relationship with The School.

8. Describe your firms ability and method for the formation and management of an IT governance committee including designated The School personnel. The account manager and other key resources of the offeror, the ability for the committee to meet monthly for the purpose of sustaining a viable partnership that fully satisfies the IT requirements of The School.

9. Transition Period = Identify the offerors timing and approach for transitioning existing services to the contractor.

10. Describe your firms ability and method for the following:

    a. Delivery of the services as outlined in the RFP and as they are agreed upon through negotiations

    b. The manner in which services will be provided to The School.
c. Compliance with the offerors policies and procedures as they relate to the delivery of services and occupation safety and health.

d. Providing an engagement and change-management model that also provides for ongoing evaluation of IT capabilities including recommendations for the adoption of industry best practices.

e. Complying with security and confidentiality obligations

f. How problems will be managed and resolved

g. How change will be managed

h. Services transfer assistance in the event of termination

11. Provide the following information

a. An organization chart including that portion which encompasses the outsourcing services segment

b. Long term direction

c. Sample service-level agreements and service/systems management reporting

d. Experience managing outsourcing contracts of a similar size

e. Business partners

f. Relationships with any School employee

g. List of subcontractors that might be used in the provision of services to The School

6. EVALUATION AND AWARD CRITERIA

a. EVALUATION: Proposals will be evaluated based on the following criteria:

   i. Qualification, Capacity and Resources (20%): The Offeror’s
capacity and resources to perform and provide the services described in the RFP; including demonstrated experience and success in providing similar services. The Offeror’s demonstrated experience and success of the Offeror in providing the services outlined in the RFP.

ii. Plan, Methodology, Approach and Strategy (20%): The Offeror’s approach for the implementation and operation of the services outlined in the RFP and the portfolio of services offered. Quality and feasibility of Offeror’s plans to implement the services outlined in the RFP.

iii. Experience and qualifications of specific personnel to be assigned to perform the services (10%)

iv. Overall References from other clients (20%).

v. Overall price of contract (30%).

b. AWARD OF THE CONTRACT: Selection shall be made of one or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select one or more offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to that offeror(s). The School may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should The School determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others Information Technology Outsourcing RFP PHIT14 under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.

7. REPORTING AND DELIVERY INSTRUCTIONS

a. The contractor shall provide the following immediately following contract signing:
i. Contract administrator for the contract

ii. Procedures for receiving and responding to requests

STATEMENT OF OFFEROR’S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Offeror may submit any additional information they desire.

1. Name of Offeror.

2. Permanent main office address, including City, State, Zip Code, Phone Number and Fax Number.

3. When organized?

4. If incorporated, where incorporated?

5. How many years have you been engaged in business under your present firm or trade name?

6. Contracts on hand: (Schedule these, showing gross amount of each contract and the appropriate anticipated dates of completion).

7. General character of work performed by your company.

8. Have you ever failed to complete any work awarded to you? If so, where and why?

9. Have you ever defaulted on a contract? If so, where and why?

10. List the more important contracts recently completed by you, stating approximate gross cost for each, and the month and year completed.
11. List your major equipment available for the performance of this Contract.

12. Describe your experience in work similar in nature to this project.

13. List the background and experience of the principal members of your organization including the officers.

14. Have you ever been a party to or otherwise involved in any action or legal proceedings involving matters related to allegations of discrimination based on race, color, nationality, sex, or religion? If so, give full details. Have you ever been accused of discrimination based upon race, color, nationality, sex, or religion in any action or legal proceeding, including any proceeding related to any Federal Agency? If so, give full details.

15. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by RRHA in verification of the recitals comprising this Statement of Offeror’s Qualifications.

Dated at this _____ day of ________________ , 20______.

__________________________________
By: _______________________________

NON-COLLUSIVE AFFIDAVIT

For Advertised Bids

State of ________________________
County of ______________________

being first duly sworn, deposes and says that:

(1) He is ______________________________________
(Owner, Partner, Officer, Representative or Agent)

of ______________________________________, the Bidder that has submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by unlawful agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The School
or any person interested in the proposed contract; and

(5) The price or prices in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Name) ______________________

(Title) ______________________