



## **LEGAL NOTICE**

**REQUEST FOR PROPOSAL  
SEALED PROPOSAL 13-166**

**For**

**Information Technology (IT) Research and Advisory Services**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking proposals for **Information Technology (IT) Research and Advisory Services**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies. All bid prices submitted must be guaranteed for ninety (90) days.

## PROPOSAL INSTRUCTIONS

One [1] signed original and one [1] signed copy of the proposal must be received in a sealed envelope plainly marked “ **Sealed Proposal 13-166 Information Technology (IT) Research and Advisory Services** ” with the date and time of the proposal opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the proposal must sign the proposal, in blue ink.

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **10/24/2013 at 2:00 pm**.

St. Charles County reserves the right to accept and/or reject any and all proposals.

Proposal results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the proposal and date of the proposal opening when requesting the results. The time it takes for final proposal results to be made public depends on the complexity of the project and the cost of the project.

## PROPOSAL INQUIRIES

Any questions or clarifications concerning this Request for Proposal must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second Street  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

**Technical inquiries concerning the specifications should be made to:**

John Dale, Business Analyst  
St. Charles County Government  
Information Systems  
201 North Second St  
St. Charles, Missouri 63301  
Phone (636) 949-7900 Ext 3466  
[jdale@sccmo.org](mailto:jdale@sccmo.org)

- The request number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **10/18/13**
- . Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

## **Prohibited Communication**

**Contact with any representative, other than through the procedure outlined in the section titled "Proposal Inquiries", concerning this request is prohibited PRIOR TO PROPOSAL OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Proposal Opening may be disqualified at the sole discretion of St. Charles County.**

## **TERMS AND CONDITIONS**

- St. Charles County reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of proposal opening.
- All delivery costs or charges must be included in the F.O.B. destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- Vendors must submit two [2] signed copies of their proposal; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- St. Charles County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "Void" and will not be opened.
- The successful vendor is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All vendors must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible vendor, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the vendor qualifies his proposal by specific limitations. The proposal can be on an "all or none" basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

**Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division**

**The online address to enroll in the E-verify program is:**

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

## **Open Records**

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a negotiated contract based on the proposal is entered or all proposals are rejected. If the proposer believes that any information contained in or submitted with the proposal is protected from disclosure by the Missouri Sunshine Law, the proposer must clearly identify what information the proposer believes is so protected and must also clearly identify the legal basis therefor.

# REQUEST FOR PROPOSAL 13-166

## **Information Technology (IT) Research and Advisory Services**

### **INTRODUCTION**

St. Charles County Government is committed to providing exceptional public service to over 368,000 citizens through principles of character, professionalism, and conscience. The County's departments and offices include: Assessor, Auditor, Circuit Court, Collector of Revenue, Community Health and the Environment, Corrections, Council, Counselor, Dispatch and Alarm, Election Authority, Facility Management, Finance, Highway, Human Resources, Information Systems, Juvenile Justice, Municipal Court, Parks, Prosecuting Attorney, Public Administrator, Recorder of Deeds, Sheriff, Transportation and Workforce Development. Over 1,400 employees and seven Council members serve the community.

### **1.0 Purpose**

The purpose of this Request for Proposal (RFP) from St. Charles County is to obtain a contract with one vendor that offers access to Information Technology Research and Advisory Services (ITRAS).

### **2.0 Goal**

St. Charles County is requesting proposals from entities interested in providing IT Research and Advisory Services. The primary target audience for research and advisory services will be the St. Charles County Information Systems (IS) Department. The IS Department works with the other departments in providing technology solutions along with maintaining an extensive and diverse technology environment that supports the goals of the county. It is the intention of St. Charles County to retain the services of a Technology Research and Analyst firm for a period of one year with two optional one year renewals.

### **3.0 Requirements**

#### **3.1 Research Services**

- 24/7/365 online access to an electronic library of detailed analysis of technology, Information Technology (IT) management and practices, technology industry and vendor reviews, product appraisals and emerging technology and practices
  - The information provided should be accurate, clear, relevant, timely comprehensive, unbiased and of high quality
- Access to toolkits and templates to advance operational government/business practices such as IT strategies and business case
- Monthly or more frequent summary reports highlighting industry current events and trends

### **3.2 Advisory and Analyst Services**

- Unlimited access to technical analysts and research assistant via email and phone conferencing
  - The information provided should be accurate, clear , relevant, timely comprehensive, unbiased and of high quality
  - For e-mail communications, response must be received within three business days of request
  - For phone conferencing, analysts must be made available within one business week of request and during normal business hours
  - Expert webinars/video casts on current industry events, practices and technology
  - Provide associated consultant services

### **3.3 Government**

- The organization must have a governmental practice

### **3.4 Areas of Interest**

- At a minimum the ability to address in detail the following but not limited to areas of interest:
  - Enterprise Resource Planning
  - Enterprise Technology
  - Enterprise Architecture, Applications and Management
  - Enterprise Networking Equipment
  - Project Management
  - Benchmarking and Measurements
  - Best Practices
  - Risk Management
  - Geographic Information Systems
  - Industry Trends
  - Hardware Reviews
  - IT Governance
  - IT Management
  - Radio Systems
  - Public Network Infrastructure
  - Document Management
  - Mobile and Wireless Communications
  - Security and Privacy

### **4.0 Proposal**

Firms interested in providing product or services must submit a Proposal that addresses the following evaluation criteria. Submission should be organized to follow the general evaluation criteria



listed below. Information included within the Proposal may be used to evaluate your firm as part of any criteria regardless of where that information is found within the Proposal. Information obtained from the Proposal and from any other relevant source may be used in the evaluation and selection process.

The proposal should include the following:

#### **4.1 General Company Information**

- Company History
- Number of years in Industry
- Number of Full Time Employees (Domestic/International)

#### **4.2 Relevant Experience**

- List 3 government agencies that subscribe to your service.
- Provide 3 Customer Testimonials of IT Research and Analysis and the benefit provided to that customer.
- List all IT and Government related published research topics and analyst coverage areas.
- 5 ITRAS links related to any area of interest from 3.4 to review quality of research and service provided.
- Provide a list of topics covered by available toolkits and templates and provide 3 links to review quality, and to evaluate how IS would access to these toolsets.
- Provide a list of topics covered by available webinars and videos and provide 3 links to review quality, and to evaluate how IS would access this information.

#### **4.3 Team Experience and Qualifications**

- Provide the number of analysts and senior analysts and average years of experience.
- Provide the number of analysts dedicated to government IT research and analysis.
- List any honors or awards received by analysts in the area of government IT research and analysis.
- Show 3 examples of how your organization ranks compared to other organizations who offer similar services.

#### **4.4 Service Agreements**

- Provide a detailed description of the products and levels of services available as it relates to section 3.1 and 3.2.
- List any optional products or services offered by the vendor.
- Explain the selection process of topics and how the research is graded for accuracy, relevancy and how easy the information is to understand.
- Explain how often reports covering topics such as current events and trends are published.
- Provide the normal response time from analysts for email and phone inquiries.
- Briefly explain the escalation procedures should any problems or concerns with the service arise.

## **5.0 Minimum Qualifications**

The County will only consider Proposals that meet these minimum requirements:

- 5+ Years of Company History
- 50+ Government Customers

## **6.0 Selection Process**

The County will evaluate each Proposal according to the above contents and criteria. Those applicants selected as finalist will be notified and provided additional instruction. Those applicants not selected for further consideration will also be notified.

Following the finalist interviews, the County will determine a ranking for each finalist based on the criteria in section 4 and 5 of this RFP. No other factors will be used in the ranking process.

The highest ranked applicant will be recommended to the Finance Director and Director of Administration for contract award. St. Charles County Government will enter into negotiations with the selected applicant and execute a contract upon completion of negotiation for products and services for County Executive and County Council Approval.

If the county is unsuccessful in negotiating a contract with the highest ranked team, St. Charles County Government may then negotiate with the second or third ranked finalists until a contract is executed, or may decide to terminate the selection process.

## **6.1 Proposal Contents**

- Cover Letter: Company Name and Address, Contact Information, Name and Position of the person(s) submitting the request.
- Proposal – a response to this request in the format identified in section 4.
- Proposal Form completed in a sealed envelope **separate** from the Cover Letter and Proposal.

# Proposal Form

## RFP13-166 INFORMATION TECHNOLOGY RESEACH AND ANALYSIS SERVICES

Please provide only one copy of this Proposal Form submitted in a separate sealed, marked envelope.

\_\_\_\_\_ agrees to provide Information Technology  
**Name of Company**

Research and Analysis Services per the section 3.0 Requirements of Request for Proposal 13-166, for the fixed price of:

\$ \_\_\_\_\_ (Per Year – Initial 1-year Term)

\$ \_\_\_\_\_ (Option year 1)

\$ \_\_\_\_\_ (Option Year 2)

\$ \_\_\_\_\_ (GRAND TOTAL - Initial & Options)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

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

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

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

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

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

(Indicates acceptance of all bid terms and conditions)

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

**AFFIDAVIT OF WORK AUTHORIZATION**

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as  
\_\_\_\_\_(Position/Title) first being duly sworn on my oath, affirm  
\_\_\_\_\_(Business Entity Name) is enrolled  
and will continue to participate in the E-Verify federal work authorization program with respect to  
employees hired after enrollment in the program who are proposed to work in connection with the  
services related to contract(s) with the County for the duration of the contract(s), if awarded in  
accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_  
\_\_\_\_\_(Business Entity Name) does not and will not knowingly  
employ a person who is an unauthorized alien in connection with the contracted services provided to  
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands  
that false statements made in this filing are subject to the penalties provided under section 575.040,  
RSMo.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
**Signature of Notary**

\_\_\_\_\_  
**Date**