



LEGAL NOTICE

REQUEST FOR PROPOSAL SEALED PROPOSAL 13-170

**For
Network Architecture and Support Services**

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

St. Charles County is seeking proposals for **Network Architecture & Support Services**. The county reserves the right to terminate the contract for any violation, by the successful proposer, 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

PROPOSAL INSTRUCTIONS

One original and two (2) signed copies of the proposal must be received in a sealed envelope plainly marked "**Sealed Proposal 13-170 Network Architecture and Support Services**" with the date and time the proposal is due in the lower left corner of the envelope.

Please submit your Technical Response in a **separate** sealed envelope from your sealed envelope with your **Financial Response** noting same on the front of the envelope.

An authorized representative of the company/person submitting the proposal must sign 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 **12/12//2013 at 2:00 PM.**

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

There will be a pre-proposal meeting on 11/21/2013 at 10:00 AM at the St Charles County Administration Building, 201 North Second St, **Room 116**, St Charles, MO 63301.

Your attendance is optional but advised.

.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

Technical inquiries concerning the specifications should be made to:

Dwayne Kinley
Manager
Emergency Communications
St. Charles County Government
201 North Second St
St. Charles, Missouri 63301
Phone (636) 949-7900 Ext 1820
dkinley@sccmo.org

- The RFP number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **12/05/2013**
- . 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> in the form of an addendum, if deemed necessary.

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 County with the consent of the vendor shall have the option for a one (1) year extension under the same terms and conditions.
- The electronic version of this proposal/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 proposal/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 three (3) 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 taxes, fees or 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 proposer 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 proposers must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible proposer, 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 proposer 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 RFP 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 RFP 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

NETWORK ARCHITECTURE AND SUPPORT SERVICES

INTRODUCTION

St. Charles County has an immediate need to utilize the services of one qualified, consulting firm to provide network and telecommunications engineering and project management. Service requirements will take the form of staff resources providing general consultation for IPv4/IPv6 and expertise in designing, deploying, supporting, and documenting complex data networks for mission critical "6-9's" systems.

These resources will be used to support the existing St. Charles County staff to create new and expanded data and telecommunication network frameworks. St. Charles County envisions a partnership with one consulting firm that can provide both short-term and long-term qualified support resources within three business days from requests.

PURPOSE

St. Charles County is preparing for the build out of a county-wide MPLS network which will span 15 locations and cover 592 square miles. This network will interconnect to other regional MPLS networks with a redundant controller located outside of St. Charles County. The successful firm will be expected to review MPLS site and gateway configurations based on St. Charles County requirements and proposed network traffic needs.

DESCRIPTION

There is need for hosting centralized data distribution systems within a private network as well as providing data routes for disparate networks over the MPLS framework consisting of newly created connections, other County networks and 3rd party networks. There are two locations separated by 21 miles for hosting core equipment facilities and an estimated 22 subtended node facilities throughout the system comprised of IPv4 and IPv6 networks. All core equipment shall be fault-tolerant capable (router, switch, firewall, VPN, internet access, etc.). Responding firm shall be qualified to design and deploy complex networks, recommend manufacturer equipment based on sound financial principles and, as an option, provide reseller services for equipment purchasing as an option.

SCOPE OF SERVICES

The following illustrate but do not define the entirety of the project the County anticipates completing:

1. Network design and engineering services for facilities and remote locations. This requires a full analysis and understanding of the existing network infrastructures and proposed requirements as those systems come on-line.
2. Configuration of recommended routers, switches, firewalls, VPN appliances, etc., as well as tools to facilitate the monitoring, management and statistical analysis of real-time data applications will be required. As converged voice, video, and data are competing for network priority consideration of and implementation of QoS, GoS, security policy(ies), bandwidth management and traffic engineering are a must.
3. An optional service support contract consisting of consulting for strategic planning and anticipation of future data signaling and transport, technology advancement, and equipment end-of-life.
4. An optional service support contract consisting of turnkey support services.

Support will be engaged on an as-needed basis through development of a Scope of Work (SOW). Individual work packages derived from the SOW will be negotiated with respect to cost and specific resource responsibilities prior to commencement of work.

The intent of this Request for Proposal (RFP) is to award a qualified, professional network design, engineering and implementation services contract that may be renewed annually for a period not-to-exceed two (2) years with the option to renew for an additional two (2) years. However, the County does not commit to all network and technical support services being exclusively performed by the awarded Service Provider. It may be appropriate for reasons of project timing, resource capacity or capability, and other constraints that the County provides or procures professional services or personnel from another provider.

PROPOSAL PROCESS

The Service Provider will prepare a SOW based upon an initial consultation with the assigned County staff. Key process steps include:

1. Attend a pre-proposal meeting to discuss and clarify the details regarding the County's network standards and customer requirements;
2. Provide a proposed system architecture design, including a list of tasks and equipment list for conditional approval by County personnel; and,
3. Provide a project plan complete with engineering and implementation work packages including phase/milestone cost breakdowns with operational date no later than January 31, 2014;

4. Provide a schedule of rates for professional services staff anticipated to be utilized to complete work described in the Scope of Services section above. Include all pertinent modifications of service rates related to the conditions of service delivery such as those illustrated in the following example:

SAMPLE FORMAT ONLY

| Job Title | Hours | Billing Rate |
|--|-------|--------------|
| Network Architect | 120 | \$50/hour |
| Senior WAN/LAN Engineer | 160 | \$50/hour |
| Telecom Engineer | 40 | \$40/hour |
| System Engineer | 40 | \$40/hour |
| Support Technician | 40 | \$20/hour |
| Project Manager | 200 | \$30/hour |
| Service Rate Modifiers | | |
| <ul style="list-style-type: none"> • Billing rates apply to standard business hours, defined as 8 a.m. to 5 p.m. weekdays. • A 15% surcharge is applied to billing rates for Weekend and Holiday work. • Travel time from <begin time/location> to <end time/location> is not considered billable. • Meals and lodging are billable for work required after standard business hours. | | |

5. Provide a schedule of proposed recommended equipment manufacturer and part (appliance level). Include Service Providers markup (percentage or fee);
6. Provide copies of at least three (3) years of the latest annual report or other comparable document;
7. Provide a brief history and description of the responding firm and any partnering firms’
8. Describe any special expertise your firm has and include staff bios and credentials that will be directly working with St. Charles County; and,
9. Provide the names, telephone numbers, emails and addresses of at least three business references; preferably, from similar not-for-profit entities located in Missouri. Particular attention will be given to the quality of the response from references, particularly those in the Saint Louis area and other governmental entities of similar scope.

ADDITIONAL PROJECT CONSIDERATIONS

Service Provider shall be advised that the following tasks for the project engineering and implementation include, but are not limited to:

- A. Assessment of current network designs.
- B. Microsoft Visio depictions of network design/topology (current/proposed).
- C. Develop a strategic road map for the full integration of communication services into existing communications systems.

- D. Preparation of a final design for the specified project including detailed plans, specifications, configurations and implementation schedule for final review and approval by County personnel consisting of:
 - 1) Proposed recommended equipment configurations;
 - 2) Establishing a network monitoring/reporting system;
 - 3) Current configuration back-ups; and,
 - 4) Equipment lists and quote (optional);
- E. Identify, assign and secure future VLAN and IP subnets.
- F. Design and optionally provide secure access to county resources via public domains.
- G. Provide and install cabling (and labeling) to TIA/EIA standards (optional).
- H. Implementation and execution of County selected work packages in collaboration with County staff or appropriate delegate.
- I. Propose test lab and optional spare parts list.
- J. Participate in post-project review meetings conducted to review the various aspects of the project and possible areas for improvement and risk mitigation. Subsequently developed work packages will be approved by signature of County personnel.
- K. Provide on-going knowledge transfer to County personnel; including network topologies, router and switch configurations, firewall configurations, policies in the form of collaboration and as-builds consisting of electronic files, maps, diagrams and databases in a format suitable for County purposes.
- L. Recommend training curriculum(s) for systems maintenance/management for different levels of County staff. Service Provider may offer training as an optional component.

The process model outlined above is well suited to planned work. However, some professional service needs will be urgent, quickly definable, and short-term. In these situations, the Service Provider should be prepared to step outside the process to provide support.

PROJECT COMMUNICATIONS

The Service Provider will produce written biweekly progress reports throughout the duration of the project. At a minimum, these reports will include overall project progress, hours used, percent complete, schedule status, on-going risk assessments and any out-of-scope items. These reports will be included with the Service Provider's itemized billing.

Some projects will be heavily reliant on direct interface with customers to develop user requirements and ensure objectives are being met through the various stages of implementation. For customer intensive or lengthy projects the Service Provider shall meet on-site with County staff at specified intervals to review the progress of work and make implementation adjustments as appropriate.

All final project documentation, network topologies, IP configuration, cabling diagrams, and equipment configuration data are to become the property of County, and will not be utilized for any other purpose, promotional or otherwise.

EVALUATION CRITERIA

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to the County. The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

A. Overall Program Concept - Indication that the Service Provider has a well-defined concept and program structure for all components of service desired by the County (Including equipment, availability and start-up time).

B. Project Management - Indications of project management capabilities; focus on solution and timeline, and achieve desired results.

C. Understanding - indication that the Service Provider understands the nature of County's services and constraints in providing those services and that the Service Provider has thoroughly analyzed County's needs and requirements.

D. Financial Condition - Include a copy of your latest annual report or other comparable document. As evidenced by the financial information requested of each Service Provider, indication that the Service Provider, or Service Providers, is financially stable and able to provide related services in its entirety.

E. History and Description of Firm - Provide a brief history and description of your firm. The description should include the size (number of employees) and areas of specialization.

F. Credentials of Staff - Describe any special expertise your firm has in working with Cisco equipment, project management, and network engineering to not-for-profit or other County related organizations.

G. References - Provide the names, telephone numbers, emails and addresses of at least three business references; preferably, from similar not-for-profit entities located in Missouri. Particular attention will be given to the quality of the response from references, particularly those in the Saint Louis area and other governmental entities of similar scope. Issues that will be addressed include contract performance, quality of the personnel, responsiveness, etc.

H. Cost - Final cost may be negotiated with the successful Service Provider. Cost will only become a determining factor when all other conditions are equal.

Exception Sheet

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

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 RFP terms and conditions)

Date: _____



AFFIDAVIT OF WORK AUTHORIZATION

The proposer/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