

INVITATION TO BID

BID:	RFP-AD-0124-494
ITEM:	Information Technology Assessment
QUESTION DEADLINE:	February 8, 2024 at 2:00 pm
DEADLINE:	March 1, 2024 at 2:00 pm
BID OPENING:	March 1, 2024 at 2:01 pm

1. SUBMISSION AND RECEIPT OF BIDS

Bids to receive consideration shall be received prior to the specified deadline as designated on the bid form. The County reserves the right to postpone the bid opening for its own convenience. Bidders shall use the bid documents furnished as none other may be accepted. Bids are considered received when in the possession of the St Clair County Purchasing Division. All Bids shall be labeled with the Bid # RFP-AD-0124-494 and Information Technology Assessment as well as the aforementioned bid opening date/time on the outside of the envelope. The envelope shall contain three (3) complete hard copies of the Bid and required bid information. Bids shall be sealed when submitted. Separate bids shall be submitted on each bid number and bids shall be typewritten in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or initialed by the bidder. **If you are submitting a “No bid”, do not follow the above directions but send a letter to the Purchasing Division.** Bids shall be mailed or delivered to St Clair County, Purchasing Division, 200 Grand River, Suite 203, Port Huron, MI 48060 before the stated deadline. **Faxed and emailed bids will not be accepted.**

2. RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unless otherwise specified, the County reserves the right to accept any item in the bids. Bidders may submit on any item or group of items, provided however, that the unit prices are shown as required. Accordingly, the County reserves the right to declare as non-responsive, and reject any incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is provided. Alterations to the written requirements will negate any response.

3. OFFICIAL DOCUMENTS

The County shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the “Exceptions” provision of the Authorized Version of the bid document. It is the Vendor’s responsibility to acquire knowledge of any change, modifications or additions to the Authorized Version of the bid document. Any Vendor

who submits a bid and later claims it had no knowledge of any change, modifications or additions made by the County to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions made by the County to the Authorized Version of the bid, and if that Vendor fails to accept the bid award, the County may pursue costs and expenses to re-bid the item from that Vendor.

The County officially distributes bid documents from the St Clair County Purchasing Division via the www.MITN.info website. **Copies of bid documents obtained from any other source are not considered authorized copies.** Only those vendors who obtain bid documents from the MITN website are guaranteed access to receive addendum information, if such information is issued.

4. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS

Any interpretation to a bidder regarding the Bid and/or Contract Documents or any part thereof is valid only if given by the Purchasing Division staff. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) dependent upon the nature of the inquiry. Interpretations that could affect other bidders will be in writing and issued by the Purchasing Division. All inquiries shall be made within reasonable time prior to the stated question deadline (as applicable if shown in deadlines above) in order that a written response in the form of an addendum, if required, can be processed before bids are opened. Inquiries received that are not made in a timely fashion may or may not be considered.

5. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to this bid will be on file in the Purchasing Division. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

6. SPECIFICATIONS

Unless otherwise stated by bidder, the bids will be considered as being in strict accordance with the County's applicable standard specifications, and any special specifications outlined in the bid document. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the County, and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the bidder, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. **The County reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.**

7. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless requested by the County, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive, and at the opinion of the County, may result in rejection of the bid.

8. PRICING

Prices shall be stated in units of quantity specified in the Bid Document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

9. QUANTITIES

All quantities stated, unless indicated otherwise are estimates and the County reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

10. DELIVERY (if applicable)

Bids shall include all charges for delivery, packing, crating, installation, etc., unless otherwise stated in the bid document. All deliveries will be FOB: Delivered. General delivery hours are 8:00 a.m. to 4:00 p.m. Monday-Friday.

11. TAXES, TERMS AND CONDITIONS

The County of St. Clair is exempt from Federal Excise, State Sales Tax, and Personal Property Tax.

The County's tax id number is 38-6006420. Payment terms are Net 30 days upon receipt and acceptance.

12. AWARD

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the County, price and other factors considered. The County reserves the right to accept or reject any or all bids, in part or whole and to waive informalities and minor irregularities in bids received. Unless otherwise specified in the bid document the County reserves the right to accept any item in the bid on an individual basis. Bidders may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating Bidder's intent.

The County reserves the right to not award a contract for subject bid request.

13. WITHDRAWAL OF BIDS

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 90 days after bid opening except the successful company whose prices shall remain firm for the entire contract period. In case of error by the bidder in making up a bid, the Purchasing Division staff may, by discretion, reject such a bid upon presentation of a letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

14. DEFAULT CONDITIONS

In case of default by the contractor, the County may procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Purchasing Division may, by discretion, upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder; such error may be subject to default conditions.

15. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, if awarded a contract, agrees to protect, defend and save the County of St Clair, MI and herein, its officials, employees, departments and agents harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgements and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

16. INSURANCE (REQUIRED FOR WORK ON OR WITHIN COUNTY PROPERTY/FACILITIES)

The awarded bidder furnishing labor in/on County or City's/public premises agrees to hold the County of St. Clair harmless from liability loss and will maintain minimum coverage outlined below. An Acord form outlining coverage will be returned with the bid documents.

Reference CONTRACTOR INSURANCE REQUIREMENTS document attached to bid packet.

Also, the County of St. Clair, MI will be named as additionally insured. Thirty days written notice of cancellation/reduction material change will be provided. All documents will be forward to the County of St. Clair, Purchasing Division, 200 Grand River, Suite 203, Port Huron, Michigan 48060.

17. GENERAL INFORMATION

The St. Clair County is accepting bids for Information Technology Assessment.

a) **Public Act 517 of 2012**

Public Act 517 of 2012 states that all public entities must require all companies submitting a bid on an RFP to certify that the company is not an Iran-linked business. Iran-linked businesses may not bid on the contract and each proposer **must** provide certification that they are not an Iran-linked business.

18. INSTALLATION (if applicable)

All items will be shipped via the bidder's delivery system. No items will be dropped shipped to the County. The bidder will provide complete installation. The work site will

be maintained in a clean and safe manner during installation. The bidder will remove all shipping containers, packaging.

19. SPECIFICATIONS AND PRICING

Vendor will provide assistance in all re-design if possible value add to best suit the needs of the department. **Note – ALL DESIGN, DELIVERY AND INSTALLATION WILL BE DONE BY THE SUCCESSFUL BIDDER AT ZERO (0) ADDITIONAL COST TO THE COLLABORATIVE.**

Bid Requirements

See Attachment I

20. FIRM PRICE GUARANTEE

All pricing will remain firm for ninety (90) days or bid award, whichever comes first.

21. GUARANTEE

All labor and materials are fully guaranteed for _____ years (minimum 3).

22. REFERENCES (Provide at least 3)

Company

Contact Person

Phone #

23. CONTRACT TERMINATION

The County reserves the right, upon thirty days written notice, to terminate the contract for subject bid award for failure of vendor to comply with terms and conditions set forth herein. Nonperformance on the part of the vendor shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

24. APPROVAL ACCEPTANCE/ACCEPTANCE OF SPECIFICATIONS

The undersigned herein submits this proposal and agrees to enter into an agreement, if awarded the contract, with the County of St. Clair Board of Commissioners in accordance with the contract documents. In submitting this completed and signed proposal, it is understood that the right is reserved by the County to reject any or all bids and to make such award that, in the opinion of the County, is in the best interest of the County of St Clair, MI.

NAME OF BIDDER: _____

BUSINESS ADDRESS OF BIDDER: _____

BUSINESS TELEPHONE # OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

TITLE OF SIGNER: _____

DATE OF SIGNATURE: ___ / ___ / ___ FAX # _____

EMAIL: _____

Please contact Kelli Thomas, Purchasing Coordinator, with any questions regarding this document at kthomas@stclaircounty.org. or by phone at 810-989-6375

THIS PAGE MUST BE SIGNED AND MUST ACCOMPANY THE VENDOR BID.
CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the County of St. Clair, MI's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the County of St. Clair, MI as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the County of St. Clair, MI's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

THIS PAGE MUST BE SIGNED AND MUST ACCOMPANY THE VENDOR BID
CERTIFICATION OF REGISTRATION in SAM.gov – Unique Entity ID
Coronavirus State and Local Fiscal Recovery Funds
American Rescue Plan Act

This project will be funded through the Coronavirus State and Local Fiscal Recovery Funds. These are federal grant funds. In order to receive payments from the County of St. Clair, your organization will need to be registered in SAM.gov and must provide your entity's Unique Entity ID (UEI) number. Please provide the UEI registration number below and copy of the registration document showing your UEI number.

Unique Entity ID number (UEI#) from SAM.gov

Name of Company

Name and Title of Authorized Representative

Signature

Date

THIS PAGE MUST BE SIGNED AND MUST ACCOMPANY THE VENDOR BID.

**CERTIFICATION OF COMPLIANCE – Suspension and Debarment
E.O. 12549 and 12689 “Debarment and Suspension”**

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the County of St. Clair, MI’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an active business listed on the General Services Administration’s Excluded Parties List System (EPLS), and that in the event the Company is awarded a contract by the County of St. Clair, MI as a result of the aforementioned RFP, the Company is not and will not become an active business on the General Services Administration’s Excluded Parties List System (EPLS) at www.SAM.gov. at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the County of St. Clair, MI’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date



COUNTY OF ST. CLAIR



CONTRACTOR INSURANCE REQUIREMENTS

The contractor, and any and all of their subcontractors, shall not commence work in the County of St. Clair until they have obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage(s) shall be with insurance carriers acceptable to the County of St. Clair.

- Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance:** The contractor shall procure and maintain during the life of the proposed contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse and Underground Exclusions, if applicable.
- Motor Vehicle Liability:** The contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be *Additional Insureds*: The County of St. Clair, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the County of St. Clair as additional insured, coverage afforded is considered to be primary and any other insurance the County of St. Clair may have in effect shall be considered secondary and/or excess.

Cancellation Notice

Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Ten (10) days for non-payment of premium or Non-Renewal shall be sent to: County of St. Clair, Attn: Lori Parent, Risk Management Coordinator, 200 Grand River Ave., Ste. 203, Port Huron, MI 48060.

If any of the above coverages expire during the term of the contract, the contractor shall deliver renewal certificates and endorsements to the County of St. Clair at least Ten (10) days prior to the expiration date.

Proof of Insurance Coverage

The contractor shall provide the County of St. Clair at the time of execution of the contracts, a copy of Certificates of Insurance **as well as required endorsements** for all coverage listed above.

Please direct all questions or inquiries
relative to contractor insurance requirements to:
Lori Parent, Risk Management Coordinator
County of St. Clair
200 Grand River Ave., Ste. 203
Port Huron, MI 48060
Phone: (810) 989-6313
Fax: (810) 985-3463
Email: lparent@stclaircounty.org

Attachment I Information Technology Assessment for St. Clair County, MI RFP-AD-0124-494

Background

The St. Clair County Information Technology (IT) Department is the primary provider of technology services to County departments. The department provides, among other things, network infrastructure, telecommunications, systems administration, application evaluation, Help Desk support, and desk side support to roughly 1,000 County employees across over 40 different departments. Several departments have field staff and some operate 24 hours, 7 days a week. The department is currently authorized 16 full time positions and two part time positions.

SCOPE OF WORK

This project will require the vendor to work in cooperation with the County Administrator's Office and the County IT Department, identify and obtain objective input from key stakeholders and all Departments, and understand the County's mission, vision and goals.

The vendor will present a project plan that identifies the tasks, milestones and a timeline for completion of this project.

The successful Vendor will provide the County with a clear understanding of the current state of technology and a roadmap for continued success considering the need for the County to invest in technology and services that will generate significant value. The assessment will also evaluate current methods of delivering technology services to the County and what changes will be needed to support and sustain County technology into the future.

The successful Vendor will provide the County with an organizational model that will support the recommendations. This model will identify IT structure and IT staff roles and responsibilities. The vendor will identify any changes that may affect departments outside of IT by noting new roles, responsibilities and staffing requirements that would result from the recommended changes.

Deliverables

1. Assessments should compare the County to similar size organizations in the public sector and in relation to IT Industry Best Practices. All raw information gathered will be made available.
2. County State of Technology Assessment: Evaluate the County's use of technology relative to similar sized organizations and specifically County governments.
3. Departmental Needs Assessment: Based on department plans and interviews, evaluate department specific technology readiness and develop a prioritized departmental needs matrix
4. State of the Information Technology Department Assessment: Evaluate the performance of the IT Department and Customer Satisfaction. Evaluate IT department goals and performance measures. Compare the current performance to IT Industry benchmarks.
5. Information Technology Department Processes Assessment: Evaluate the processes employed by the IT Department to include: budgeting, purchasing, Help Desk, Project Request, Project Management, Training.
6. Leadership and Governance Assessment: Evaluate Information Technology Leadership, both within the IT Department and the governance structure for major Technology investments and Projects.
7. Technology Skills Assessment: Conduct a gap analysis of Information Technology Staff skills with those needed to support current and future requirements. Identify potential skills or positions needed based on implementation of emerging technologies.
8. Information Technology Organizational Assessment (Department Structure): Recommend organizational structure(s) to meet the County's current and projected needs. This should include

changes based on adoption of new technologies or methods of operation recommended in the study.

9. Information Technology Organizational Assessment: Recommend methods for service delivery by Information Technology by identifying the services delivered internally by IT staff and those best delivered through contracted services.
10. Information Technology Capabilities Assessment: Evaluate current technologies used by the IT Department in the areas of infrastructure, support, applications (including GIS), and telecommunications.
11. Information Technology Security Assessment: Evaluate the current state of security threats and countermeasures including policies, systems, networks, information, and the disaster recovery capability.
12. Emerging Technology Assessment: Evaluate and recommend the application of emerging technology in terms of its value and applicability to St. Clair County. Each recommendation will identify the value and the costs of implementation.
13. County Technology Plan: Based on information gathered from the previous items, and in cooperation with the Information Technology Director, develop a County Technology Plan that
 - a. Identifies technology directions that should be pursued by St. Clair County;
 - b. Defines the roles and responsibilities of the Information Technology Department;
 - c. Provides a recommended governance structure for County Technology;
 - d. Prioritizes and recommends options for replacing legacy applications
 - e. Evaluate and prioritize key organization-wide technology issues and needs;
 - f. Evaluate and prioritize departmental technology issues and needs;
 - g. Recommends organizational changes including specific positions needed to support current capabilities and to support recommended changes in technology and services;
 - h. Provides a roadmap and timeline for implementation of recommendations;
 - i. Identifies estimated costs for key capital investments.

Proposal Format

The proposal package shall contain the following:

- Brief introduction of company and indicate the primary contact for the vendor's representative (name, title, address, phone number and e-mail address).
- Pricing Schedule - should be inclusive of all expenses related to the project.

Pricing Schedule

Service	Unit of Measure	Unit Cost	Extended Price
Assessment	Hours		
Information Technology Plan	Hours		
Travel/Lodging	Not to Exceed		
Other (specify)			
Total Cost			

- Please provide at least three references for government agencies where projects were similar in scope.
- Work Plan that includes a timeline and projection for key activities, milestones and deliverables.
- Please present methodology for technology and organizational assessments.
- Identify the vendors team members and summary of their experience and skillset.