

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667

Phone: (530) 295-2707 • Fax: (530) 295-1208

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www.co.el-dorado.ca.us/lafco

August 7, 2006

Dear Consultant,

El Dorado LAFCO is pleased to announce that we are currently accepting Request for Proposals from qualified firms to conduct IT Services. Enclosed you will find a more detailed description of the RFP requirements, the submission deadline and contact information. If you have any questions regarding this announcement, please contact our staff at 530-295-2707.

Regards,



José C. Henríquez
Executive Officer

COMMISSIONERS

Public Member: Francesca Loftis • Alternate Public Member: Norm Rowett

City Members: Carl Hagen, Ted Long • Alternate City Member: Roberta Colvin

County Members: Rusty Dupray, James R. Sweeney • Alternate County Member: Helen Baumann

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STAFF

José C. Henríquez, Executive Officer • Erica N. Frink, Policy Analyst • Allison Parsons, Commission Clerk

Denise Tebaldi, Administrative Assistant • Tom Gibson, Commission Counsel

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REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGIES SERVICES

I. INTRODUCTION

General Information

The El Dorado Local Agency Formation Commission (LAFCO) is seeking proposals from qualified information technology (IT) firms to provide IT services to this agency. The initial contract would be for one (1) year after execution of a mutually agreed contract with the option of automatic 2-year renewal after the initial term, provided services are rendered to the satisfaction of the Executive Officer. Some of the expected IT services to be supported are listed as follows:

- Routine network maintenance
- Routine maintenance of individual computers
- Software installation and removal
- On-call services for software/hardware related issues
- Provide advice and support for website maintenance
- Advise the Executive Officer on potential upgrades of software or hardware
- Advise the Executive Officer on potential network-related problems or issues
- Advise the Executive Officer on enhancements to the LAFCO IT network so that the agency may provide better services while ensuring the integrity and security of its data

There is no expressed or implied obligation for LAFCO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered a response to this request must be received by José C. Henríquez, Executive Officer, El Dorado Local Agency Formation Commission, 550 Main Street, Suite E, Placerville, CA 95667, on or before September 1, 2006 (5:00 p.m.). LAFCO reserves the right to reject any or all proposals submitted.

During the evaluation process, LAFCO reserves the right, where it may serve LAFCO's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. At the discretion of LAFCO, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

LAFCO reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal is

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acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between LAFCO and the firm selected.

It is anticipated the selection of a firm will be completed by November, 2006.

Following the notification of the selected firm, it is expected a contract will be executed between both parties by January, 2007. A one-year contract with an automatic two-year renewal option is contemplated.

Background of El Dorado LAFCO

Following the end of World War II, California entered a new era of demographic growth and diversity and economic development. With this growth came the need for housing, jobs and public services. To provide for these services, California experienced a wave of newly formed cities and special districts, but with little forethought as to how the new agencies should plan for services. The lack of coordination and adequate planning for future governance led to a multitude of overlapping, inefficient jurisdictional and service boundaries.

Creation of LAFCOs

In 1963, the State Legislature created Local Agency Formation Commissions (LAFCOs) to help direct and coordinate California's growth in a logical, efficient, and orderly manner. Each county within California is required to have a LAFCO. LAFCOs are charged with the responsibility of making difficult decisions on proposals for new cities and special districts, spheres of influence, consolidations, and annexations.

LAFCO Staffing

El Dorado LAFCO is a seven-member commission, consisting of the following: two members from the El Dorado County Board of Supervisors, two members from city councils, two members from special district boards of directors, and one member from the public at large. Each category has an alternate Commissioner who serves in the absence of the regular member. Staff to El Dorado LAFCO includes an Executive Officer, two full-time administrative employees, one part-time administrative employee and legal counsel. El Dorado LAFCO also utilizes consultant assistance on a limited basis to supplement staff efforts.

El Dorado LAFCO's Computer Network

LAFCO's network consists of four permanent work stations connected via a central server. The server also acts as the main conduit for internet activity. Access to the central server for temporary workstations exists in the lobby and conference room. Each PC and the server run on the Windows XP operating program. The permanent workstations are mostly equipped with uniform programs (Word, Excel, Outlook, etc.); however, some PCs have unique software that is specific to the needs of user. The server acts as the central office document storage. The server also has a automatic backup device. There are two central printers (a black and white laser printer and a color inkjet). Two PCs also have their own inkjet printers. The Executive Officer is also exploring the option of connecting the office copier to the server so that it may also work as a printer and a scanner.

Our agency currently maintains various types of documents, most of them unique to specific projects but others are common across the organization. These documents are maintained and stored in various formats. Many of the historical documents and files are in a paper format and are stored in filing cabinets. Additionally, many existing electronic documents have various storage locations from personal computers (local disk drives) to multiple network locations and storage media (e.g. CDs or diskettes).

II. SCOPE OF THE WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

El Dorado LAFCO desires to contract with a qualified firm to provide IT services to the agency in order to ensure the efficient use and maintenance of LAFCO's computer resources and the security of its data.

- The firm is to provide computer software, hardware and networking support both on site and over the phone.
- Provide preventative maintenance for the computer systems and software, troubleshoot and resolve any system problems
- Provide routine monthly service to LAFCO computers, including periodic anti-virus updates, spyware removal and related routine preventative maintenance
- Work with outside computer service or product providers (ISP, vendors, etc.) on LAFCO's behalf to resolve any warranty or service issues
- Advise LAFCO on backup strategies and new software/hardware purchasing and deployment
- Provide advice and support for website maintenance*

LAFCO staff will provide normal cooperation and assistance during maintenance calls. LAFCO may have some diagnostic or repair equipment and/or software on site; however, the firm is expected to have all of the necessary tools to render the services described above at their expense. It is expected that LAFCO will own any software and/or hardware that must be purchased during the delivery of any of the services listed above.

- * LAFCO's website currently resides within the County of El Dorado's servers. The Executive Officer is researching the ability to host an independent LAFCO website. If it is possible, LAFCO may choose perform this function internally. Therefore, it is possible that website maintenance will not be a service that will be contracted out.

III. TIMETABLE OF DELIVERABLE SERVICES

The firm is expected to provide computer software, hardware and networking support both on site and over the phone as needed or as part of the monthly diagnostic routine.

IV. PROPOSAL REQUIREMENTS

The following material is requested to be received by the proposal due date or the firm will not be considered:

1. **Title Page** - The title page shall show the proposal subject, the firm's name and contact person and the firm's California Business License Number and Federal Tax Identification Number.
2. **Cover Letter** - The cover letter should briefly state the firm's understanding of the work to be performed, the commitment to perform the work as specified and statements as to why the firm believes it is best qualified to perform the engagement. The cover letter should also make a statement that the firm's offer is a firm, irrevocable offer for 60 days. The cover letter should indicate whether the firm is independent with respect to LAFCO and that the firm is an Equal Opportunity Employer.
3. **Table of Contents**
4. **Proposer's Qualifications** - The firm should set forth the following:
 - A. **Qualifications and Related Experience of the Personnel Who Will Serve LAFCO** - Either the resume(s) or an attachment should include all relevant experience, education, licenses and continuing education of the individuals over the past 3 years.
 - B. **References of Small or Local Government Clients** - Provide a listing of at least five public agency clients or small private companies for which the IT firm serves.
5. **Maximum Fee and Hourly Rates** - The response should include the maximum fee for the monthly routine maintenance services and estimated hourly rate charged for on-call services. The fees should be inclusive of any out of pocket expenses incurred by the firm:

A. Description of Services -

Monthly charges for routine maintenance

Not to Exceed Maximum Fee (Including Expenses) for the fiscal year ending
June 30, 2007 \$ _____ 2008 \$ _____ 2009 \$ _____

Website Maintenance

Not to Exceed Maximum Fee (Including Expenses) for the fiscal year ending
June 30, 2007 \$ _____ 2008 \$ _____ 2009 \$ _____

B. Hourly Rates of the Firm's Employees should be provided by the firm for on call or troubleshooting services:

<u>Classification</u>	<u>Hourly Rate</u>
Manager	\$ _____
Senior Technician	\$ _____
Staff Technician	\$ _____
Website Maintenance	\$ _____

6. Other Information Required in Proposal - The firm shall make a positive statement that it has the required insurance policies in force in acceptable amounts of coverage for Professional Liability, Workers Compensation, Comprehensive General Liability and Auto (Owned and Non-Owned). Prior to any commencement of IT services, the firm will be required to provide certificates of insurance coverage to LAFCO.

V. EVALUATION CRITERIA

Proposals will be evaluated based upon their response to the provisions of this Request for Proposal and by the following criteria:

1. The firm's licensing and proof of the necessary insurance to perform this work
2. Qualifications and related experience of the firm
3. Experience with working for local governments or small private firms
4. Demonstration of the understanding of the objectives and scope of this Request
5. Commitment to timeliness in providing service, both on routine as well as on an on call basis.
6. Maximum fees for monthly service calls and hourly rates for on call services

Items 2 through 5 will represent 80% of the weight of the evaluation criteria. Item 6 will be assigned a 20% weighting in the overall evaluation.

VI. OTHER INFORMATION

Firms are encouraged to contact José C. Henríquez, Executive Officer at (530) 295-2707 with any questions relating to this RFP.