

Title and Summary

Request for Proposal

Request for Qualifications:

RFQ to Bid Publication:

Invitation Composition:

Invitation Amendments:

Contracting Entity:

Procurement Coordinator:

No. FY15-0501

Consultant for Information Technology Plan

As follows:

- 04/14/2015 <http://www.orangeburgcounty.org/>
  - 04/14/2015 bulletin board, 3<sup>rd</sup> Fl., Admin. Centre
- Request for Proposal FY15-0501 is composed of the following:
- Title and Summary pages
  - Code Articles 1 through 7
  - Introduction/Project Description
  - Project Scope of Work
  - Other Project Contents
  - Deliverables
  - Evaluation Criteria
  - Certification of No Exceptions
  - Certification of Preference(s)
  - Addendum Acknowledgements

If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
  - Procurement Office
  - 1st Floor Administrative Centre

Orangeburg County, South Carolina (“Owner”)

A political subdivision of the State of South Carolina

Procurement Director Jannella Shuler

Orangeburg County Procurement Office

1437 Amelia St. (“Administrative Center”)

Orangeburg SC 29115

(803) 533-6121 Office phone number

(803) 535-2307 Office fax number

[jshuler@orangeburgcounty.org](mailto:jshuler@orangeburgcounty.org)

Pre-Submission of Bids

- Questions: If bidders have questions, same shall be  
Directed to Procurement Director  
Mode of Communication via e-mail only  
No later than 12-Noon April 27, 2015

Proposal:

- Submission Composition: Each submitted proposal is required to be composed of the following, including fully completed and executed forms: (A minimum of 3 copies to be submitted)  
All information as stated in Proposal  
Subparts:
  1. Scope and Approach
  2. Deliverables
  3. Organization of the IT Division
  4. Deliverables
  5. Proposal Content
  6. Project Approach and Work Plan
  7. Project Management
  8. Project Kick off Meeting
  9. COST
  - Code and Articles Acknowledgment
  - Addendum Acknowledgment
  - Certification of No Exceptions
  - Certification of Preference(s)

- Submission Deadline: 2:00 p.m. on May 01, 2015
- Submission Location: Administrative Centre, Basement Floor Procurement Office
- Opening Time: 2:00 p.m. on May 01, 2015
- Opening Location: Administrative Centre, 3rd Floor Training Room
- Only names of submitting Proposers will be read aloud during proposal opening.

Special Conditions

- Intent/Award/Contract: The intent to award, award, and the contract regarding FY15-0501 is subject to the following special conditions:
- Only as stated in the documents that compose the Request for Proposal

Code and Articles

Request for Proposal FY15-0501 Consultant for Information Technology Strategic Plan

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any. ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's Authorized Agent

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Title with Vendor of Vendor's Authorized Agent

## **1. INTRODUCTION**

### **1.1 Brief Overview of the Project**

The Information Technology Division is soliciting proposals from qualified consultants to assist with the development of a five year (5) Information Technology (IT) Strategic Plan. The duration of the contract awarded as a result of this RFP is expected to be one year from the date of execution of the agreement.

1.2 The County of Orangeburg (Orangeburg County) is located in the midlands of the State of South Carolina. The county is within a 50 mile radius of the state capitol, Columbia, S. C. and within 70 miles of the Port City/County of Charleston, S. C. Orangeburg County Government is a County Council-Administrator form of government with the County Administrator (Mr. Harold Young) responsible for the day-to-day operations of all county departments. Within the County organization structure the Information Technology department is a centralized service department dedicated to providing information, technology leadership, support staff of eight (8) IT employees, supporting 35 county departments, training, policies and procedures related to technology, strategies for the effective deployment and utilization of information technology, for assisting Orangeburg County as directed, with local technology initiatives, projects, and planning.

This five year IT strategic plan for Fiscal years 2016-2021 preserves the County's Information Technology (IT) and ensures the County's future ability to support and achieve the County Administrator's technology goals.

## **2. PROJECT DESCRIPTION**

### **2.1 Project Goals and Objectives**

The County of Orangeburg (Orangeburg County) is seeking the services of a qualified firm to develop a new IT Strategic Plan, which will serve as a roadmap for county IT activities from fiscal years 2016-2021. The IT Strategic Plan is essential for the IT Department to move forward in a manner that delivers the most value to the organization. The proposed services will include conducting an assessment of the current IT environment, determining the strategic direction and objectives, including alignment with the Orangeburg County, Strategic Plan determining activities, timeline and cost estimates.

### **2.2 Project Scope of Work**

#### **a. Scope and Approach**

The scope of work is to develop a 5-Year IT Strategic Plan using COBIT or other acceptable framework with a focus on CJIS and HIPPA Compliance standards for Orangeburg County. This includes working in close partnership to:

1. Examine and assess Orangeburg County's current IT environment
2. Establish IT strategic goals for Orangeburg County
3. Develop a five-year implementation plan that effectively aligns IT solutions in support of the Orangeburg County's objectives as such, Consultant will:

- a. Provide staffing recommendations to be able to support the new demands. At a minimum, comments will state the number of staff, desired technical skill sets, and areas they will likely support.
- b. Recommend an organizational reporting structure within the IT Division that will optimize operational efficiency and responsiveness in a sustainable manner. At a minimum, considerations will include internal lines of reporting by skill sets and consideration to major services and headcount allocations.
- c. Evaluate the need for Orangeburg County to obtain outside 3<sup>rd</sup> party technical and backfill services in order to maintain a 5-year completion date for the Plan.
- d. Outline specific key skill sets necessary in today's rapidly expanding technology environment that are needed by the IT Department in order to proactively support the growing technology requirements of the County.
- e. Establish a project steering committee comprised of senior management, information technology representatives, and other relevant stakeholders.
- f. Facilitate working sessions, interviews, focus groups and other data collection efforts with Orangeburg County stakeholders – including County Administrator, managers, IT professional and end users.
- g. Provide guidelines and key metrics to calculate approximate technology budget spending levels that can be expected during, a) the infrastructure expansion period (most of the 5-year period), and b) on a sustaining basis after the Plan's completion.

### **3. Deliverables**

#### **3.1 Progress Reports**

The consultant will report to a Steering Committee and shall submit written progress reports summarizing major results of analyses. Reports shall be submitted at the completion of each significant phase, or at least monthly. Any problems related to the engagement should also be identified as they are encountered.

#### **3.2 Draft Report**

A draft report, comprised of a management summary and findings and recommendations, shall be submitted to the Steering Committee at least 15 working days before the final report is issued.

#### 4. Evaluation Process and Selection Criteria

All proposals meeting the requirements of this RFP shall be reviewed and rated by an evaluation committee according to the following criteria:

- 1) Firm qualifications, experience, and references;
- 2) Location
- 2) project organization, personnel, and staffing;
- 3) project approach, work plan, and management;
- 4) rates, fees, and budget control; and) quality and responsiveness of the proposal.

#### **5. Proposal Content**

The following items shall be included in your proposal:

1. Cover Transmittal Letter

Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications, Experience and References

Provide a narrative describing the firm's qualifications to perform the project work, including past (relevant) experience and at least three client references, with contact names and information. Qualifications and experience for proposed sub-consultants should also be included.

3. List any ligations within last 10 years, insurances, bonding etc.

4. Project Organization, Personnel and Staffing to include:

- a. Provide a brief description of all key personnel and technical staff (including vendors, partners or sub-consultants) to be involved and their relationship to the services to be provided.
- b. Include names, titles, licenses, certificates, fields of expertise, and relevant experience for all proposed personnel and staff.
- c. Identify the Project Manager for the proposed services.
- d. Complete resumes should be provided as part of an appendix to the proposal.
- e. Provide a project organization chart which depicts the organization of the project team, including reporting relationships to the Department's Project Manager and supervision of project team staff.
- f. Indicate the on-site availability for project manager as well as other staff during the lifetime of the project.

## **6. Project Approach and Work Plan**

Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP.

## **7. Project Management**

Describe how your firm intends to manage all aspects of the work to be performed, including schedules for completion of tasks/subtasks, procedures for scheduling and cost control. The Project management proposal must include:

### **8. Project kick off meeting.**

Regularly scheduled project team meetings.  
Written progress reports.  
Issue/risk management techniques.

## **9. Cost**

Provide pricing and cost information for the project. Include hourly rates for all proposed team members and a total project cost. Also provide pricing for any proposed equipment, software, or hardware costs and any other related expenses for the project. Discuss any budget control measures of your firm and proposed sub consultants.

Certification of No Exceptions

RFP No. FY15-0501 Consultant for Information Technology Strategic Plan

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the RFP and the incorporated Code as a contract term. See Code §4-302. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its proposal(s):

1. Vendor AGREES to all of the terms of the RFP (including the incorporated Code terms) and takes NO EXCEPTIONS: Yes \_\_\_\_\_ No \_\_\_\_\_

2. Vendor does NOT \_\_\_\_\_ AGREE to all of the terms of the RFP (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below: Yes \_\_\_\_\_ No \_\_\_\_\_

Identification Of Excepted Vendor's Term	Description of vendor's substituted term	Vendors Initials
Exception 1:		
Exception 2:		
Exception 3:		
Exception 4:		
Exception 5:		

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the RFP (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's authorized Agent

Certification of Preference(s)

Request for Proposal No. FY15-0501 Consultant for Information Technology Strategic Plan

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: Yes  No

Preference 2. Vendor is a resident of Orangeburg County, SC:  Yes  No

Preference 3. Vendor is an MBE (Minority Business Enterprise):  Yes  No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

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Printed Vendor Name

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Signature of Vendor's Authorized Agent

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Printed Name of Vendor's authorized Agent

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Title with Vendor of Vendor's authorized Agent

Addendum Acknowledgement

RFP No. FY15-0501 Consultant for Information Technology Strategic Plan

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
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_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Printed Vendor Name

\_\_\_\_\_  
Signature of Vendor's Authorized Agent

\_\_\_\_\_  
Printed Name of Vendor's Authorized Agent

\_\_\_\_\_  
Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission.

**Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.**

