

SOLICITATION # SH-PSD062411

Web and IT Service and Hosting Plan

Proposal Schedule of Activities

| | Activities | Time | Date |
|----|---|---------------------|-------------------------------------|
| 1. | RFP Published on BIDS webpage www.gssa.state.co.us/vensols | | June 24, 2011 |
| 2. | Prospective Offeror's written inquiry deadline. Submit all inquiries by email to Sharon Henderson at Sharon.henderson@state.co.us | 12:00 pm MDT | July 1, 2011 |
| 3. | Answers to written inquiries published on BIDS www.gssa.state.co.us/vensols (estimated) | | June 8, 2011 |
| 4. | Proposal submission deadline (email responses will not be accepted – only printed documents will be accepted) | 2:00 pm MDT | July 25, 2011 |
| 5. | Proposal evaluations | | Week of July 26, 2011 |
| 6. | Potential Vendor interviews | | Week of July 26, 2011 |
| 7. | Proposal Selection | | Approximately August 2, 2011 |

A. Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive bid proposals from qualified vendors for the provision of a Web and IT service and hosting plan for the Colorado Department of Public Health and Environment's (CDPHE) Center for Healthy Living and Chronic Disease Prevention websites.

B. Goal

The contractor will oversee the Colorado Department of Public Health and Environment's Source for Healthy Living website and approximately three other CDPHE microsites that align with the goals of CDPHE, providing an ongoing Web and IT service and hosting plan.

Additionally, the vendor will consult with CDPHE to provide website development improvements on a monthly basis. CDPHE shall retain final approval and sole ownership of the website, source code, etc. and materials posted therein.

C. Scope of Work

The vendor will provide a monthly Web and IT service and hosting plan for one website and the microsites. Project management time includes hosting support, approximately 16 hours of development time per month, priority response to site/server outages 24/7, and monthly rollover of development hours that will be negotiated. The vendor shall be required to complete tasks within specified deadlines and respond to inquiries from CDPHE within one business day.

Management of websites include the following: IIS and FTP server, server firewall, verification of data backups, disaster recovery, interfacing with hosting provider, Domain and DNS, server connectivity, resources, website availability, cost effectiveness, server upgrades, future upgrade migration and updates to Antivirus, Windows, SQL Server.

D. Capabilities to Perform Scope of Work

The vendor must be a certified Microsoft Windows Server Administrator and have proven .Net platform, graphical user interface and extensive Umbraco experience.

Qualifications relevant to Web Development include the following:

- ASP.Net (C#)
- XSLT
- HTML5/XHTML
- AJAX, JSON
- JavaScript, JQuery
- T-SQL
- ActionScript 3.0

Qualifications relevant to Systems Engineer include the following:

- VMWare Infrastructure 3.x
- SAN, Fiber-channel
- Microsoft Windows Server 2008
- Microsoft SQL Server 2008
- Microsoft IIS 7.0

- VMWare Certified Professional
- Microsoft Certified Systems Engineer
- Microsoft Certified Professional +Internet

E. Timeline

The estimated term for this contract is August 15, 2011- June 30, 2012. Within thirty (30) days of the State Controller's approval of the contract, the selected vendor and CDPHE representatives will meet at CDPHE to discuss a detailed action plan. Subsequent activity planning may include weekly updates.

F. Responsibilities of CDPHE

CDPHE staff will work with the selected vendor to monitor the completion of the services required under the Scope of Work and approved contract. Staff will be available to provide direction, review and approve recommendations, and assist in monitoring implementation. CDPHE shall retain the right for final approval of any subcontractors whose services may be retained. CDPHE will retain final approval for all promotional material and will retain sole possession of all materials as a result of this contract.

G. Cost

The funding for this contract is \$45,000 per year and may be a combination of State, Federal, or Private funds. The total costs of this contract must include a Web and IT service and hosting support for the CDPHE websites that cover one year. It includes approximately 16 hours of development time per month; priority response to site/server outages 24/7; and monthly rollover of development hours that will be negotiated.

H. Renewal of Funding

At the sole discretion of the State, this project may be renewed for a maximum of four additional terms. Any renewal is dependent upon funding and vendor's performance.

I. Colorado Registration

The selected vendor must be registered with the Colorado Secretary of State to conduct business in the state of Colorado.

J. Proposal Requirements

It shall be the sole responsibility of the vendor to ensure that the full proposal is in the proper form and received by the proposal due date of July 25, 2011 at 2:00 p.m.

Submit one (1) original, four (4) copies of proposals (for a total of FIVE paper copies), and one (1) electronic copy by July 25, 2011 at 2 p.m. The original proposal must include a completed Vendor Information/Confirmation of Offer Form (attached).

Proposals should be submitted in an organized (tabbed, divided) manner following the topic headings of this section of the RFP, and must include details of how services will be provided. Proposals must detail understanding of and approach to the project, including how each element of the Scope of Work will be accomplished, and identification of any work to be performed or anticipated to be performed by subcontractors.

Vendors must adhere to, and include, the following when preparing their proposal:

- Table of Contents.
- Reference the information by RFP subsections adhering to the page limitations indicated. One page shall equal one 8 x 11 inch sheet of paper printed on one side.

- Font shall be no less than size 11, with at least 1 line of spacing between lines.
- Any supporting documentation to the proposals must be identified clearly and stay within one-dimensional, 8 x 11 inch parameters.

The proposal narrative must use the section headings indicated below. The project deliverables for the scope of work and the budget must be on the templates provided.

1. Statement of Disclosure

CDPHE requires a signed statement of disclosure of affiliation or contractual relationships, direct and indirect, with businesses that sell tobacco products. Vendors or individuals affiliated with or receiving funds from any business that sells tobacco products are not eligible for funding under this proposal. Any and all subcontractors must sign this statement as well.

2. Work Experience and Capability

Proposals must list all relevant work experience and qualifications related to the conducting of described web services. Specifically, each proposal must address/provide each of the following in the form specified, in the order listed and within the limitations set:

- a) Total number of employees, full and part time, to work on this project. (Page Limit: TWO PAGES)
- b) A short history of the vendor and why you are most qualified to handle the work solicited under this RFP. (Page Limit: ONE PAGE)
- c) The name and one-page resume of the person(s) anticipated for assignment to, and having primary responsibility for, the CDPHE account, including brief descriptions of any experience such staff person may have had in handling an account for a state, federal or local governmental entity, and including any experience related to public health. (Page Limit: ONE PAGE)
- d) A contact list for personnel responsible for managing contract terms, including but not limited to, Project Manager, Contract Manager, and Financial Officer. (Page Limit: ONE PAGE)
- e) The name of the person who will have final authority (signatory, approval) regarding the CDPHE account. (Page Limit: ONE PAGE)
- f) At least three current or past client references for purposes of evaluating work and relationship. References should be for clients for whom projects of similar nature, size, type, and complexity were performed. The reference name, contact person and phone number must be included. Include e-mail address as

available. CDPHE may contact the references and retain the right to call anyone within the referenced organization to verify the quality of the work performed. CDPHE reserves the right to contact any former client with whom the vendor is known to have done business, whether provided as a reference or not. (Page Limit: ONE PAGE)

- g) Description of any contracts cancelled or not re-issued in the last three years and reasons why they were cancelled. (Page Limit: ONE PAGE)

3. Scope of Work (Template Provided)

Vendors are asked to include all activities and deliverables for the first year in the Scope of Work. (Page Limit: FOUR PAGES)

4. Subcontractors

Specific services may be procured through a sub-contract, teaming, joint venture and/or partnership arrangement. However, the primary vendor is responsible for all contract deliverables. Any subcontracting must be described in the vendor's response and detailed costs must be provided. The State reserves the right to approve all subcontractors. In addition, the vendor must ensure that personnel responsible for specific areas in the Scope of Work have expertise related to that area, and that all subcontractors sign the Statement of Disclosure, as stated.

5. Budget-Cost/Staffing Proposal (Template Provided)

Vendors are asked to identify all categories of personnel likely to be involved and the applicable hourly rates for each such individual, including all associated costs for the first year. As this document will form the basis for payment to the selected vendor through the contract resulting from this RFP solicitation, these rates must be final and support all costs as specified in the proposal. Travel costs will be reimbursed in accordance with the State of Colorado Fiscal Rules. Lump sum estimates are not acceptable and a breakdown of all costs (e.g., wages, indirect costs, travel, materials, capital equipment, and total) must be included. No "best and final offer" will be requested or considered for proposal evaluation. (Page Limit: TWO PAGES)

Vendors are advised that cost evaluation is a part of the RFP selection process and the rates proposed will factor into the final score determined by the evaluation committee. While rates are not the sole criteria for selection, the proposed costs will be an important consideration in selection of the vendor to provide best value to CDPHE.

6. W-9

A completed W-9 must be included in the proposal (attached).

7. **Vendor Disclosure Statement:** A completed and signed document must be included in the proposal (attached).
8. **Insurance**
Proof of insurance coverage as outlined under General Provisions, Section 8. *Insurance – Contractor* of this RFP must be submitted by the vendor that receives the award at the time of award (example attached).
9. **PSD Contracts and Procurement Vendor Information Form**
A completed Vendor Information Form must be submitted by the vendor that receives the award at the time of award (example attached).
10. **Financial Risk Assessment**
The selected vendor may be required to complete a Financial Risk Assessment at the time of the award.
11. **Independent Contractor Form and Lawful Presence Affidavit**
If the selected vendor is an independent contractor, sole proprietor, limited liability corporation or equivalent, vendor will be required to complete an Independent Contractor Form and a Lawful Presence Affidavit at the time of the award (examples attached).

K. Evaluation Process and Scoring

The evaluation team will assess the merit of the proposals and score them in accordance with the evaluation criteria defined herein. The recommendations of this group will be forwarded to the CDPHE Purchasing Director for approval. The proposal deemed most advantageous to the State will be selected for this project.

L. Interviews

At the conclusion of evaluation and discussion of the written proposals, CDPHE may conduct oral interviews with vendors with the top ranked proposals. The same criteria for evaluation will be employed.

M. Evaluation Criteria

During the evaluation phase, the evaluation team members will review each proposal and assign a total maximum score within each category, determined solely by the vendor's response to the criteria detailed in the following sections. The evaluation of each proposal will be scored based upon a comparison of the information submitted by each vendor against the specific evaluation criteria outlined below. The evaluation criteria are listed in order of importance and respective weight and will have a maximum 100-point total. Proposals are not evaluated in comparison to one another, and any proposal scoring below the 70-point minimum will be dropped from further consideration. Interviews will hold additional scoring criteria.

1. Location (Pass/Fail)

- a) Vendor must have a Colorado area office, preferably in metro Denver.

2. Work Experience

- a) Proven experience by the vendor.
- b) Experience, qualifications and knowledge of staff.

3. Scope of Work

- a) Scope of Work is measurable, clear, and indicates ability to meet CDPHE's goals.

4. Budget-Cost/Staffing

- a) The proposal reflects hourly rates of key staff.
- b) Costs are reflective of work performed.

5. Services

- a) The proposal explicitly shows evidence that the vendor can respond and complete tasks according to stipulated timeframes.
- b) The proposal explicitly shows evidence that the vendor can respond quickly when circumstances demand.

6. Other

- a) The proposal was submitted in accordance with the outlined specifications, e.g. page lengths, etc.

N. Billing

The State will make payment to the selected vendor for work actually and satisfactorily performed, or as stipulated in the negotiated contract, subject to the State's receipt and approval of invoices.

The vendor will be required to provide CDPHE with monthly billings of the actual hours of service, a description of deliverable(s), by person, and the dollar amounts for each designated project. In addition, if requested by CDPHE, the vendor must provide copies of monthly time reports for each assigned staff person and supporting documentation on all items billed. The vendor will not be allowed to charge CDPHE for services initiated by the vendor unless preapproved by CDPHE for such services described in the contract's scope of work.

When certain tasks require less expertise and are normally assigned to a mid-level staff member, if a manager/high-level staff person performs such a task(s), the vendor must agree to charge only the hourly amount of the mid-level staff.