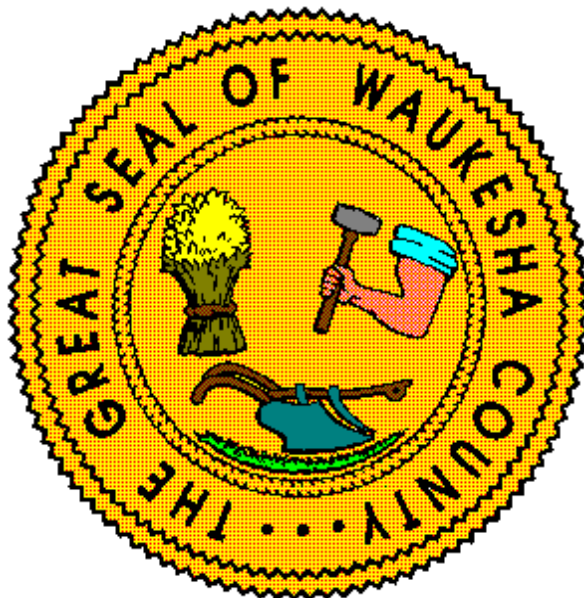


WAUKESHA COUNTY, WISCONSIN



REQUEST FOR PROPOSAL 1214 IT APPLICATION DEVELOPMENT SERVICES

CONTACT INFORMATION	
Buyer	Cindy Greco, CPPB
E-mail	cgreco@waukeshacounty.gov
Fax	262-548-7668
Mailing Address	Waukesha County Purchasing Division 515 W. Moreland Blvd, Rm AC310 Waukesha, WI 53188

SCHEDULE OF EVENTS	
The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.	
RFP released:	Wednesday, 11/9/11
Questions Due:	10:00 a.m. on Wednesday, 11/16/11
Amendment Issued:	By COB on Thursday, 11/17/11
Proposals Due:	2:00 p.m. on Thursday, 12/1/11
Notice of Interviews:	No later than COB on Monday, 12/19/11
Interviews, if required:	Monday and / or Tuesday, 1/9 or 1/10/12
Finance Committee Approval:	Wednesday, 1/18/12
Contract executed:	No later than 2/1/12

REQUEST FOR PROPOSAL
PREPARATION, SUBMISSION, PROCESS AND AWARD

1. COMMUNICATION

This RFP is issued on behalf of Waukesha County by the Purchasing Division. The Buyer assigned to this RFP, along with contact information, is noted on Page 1. The Buyer is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

The County prohibits communication initiated by the respondent to any County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

2. ACCESS TO COUNTY BUILDINGS

Controlled access screening is mandatory for all vendors seeking access to the Courthouse and Administration Building. Vendors who will be visiting either building are to enter and exit the facilities through the main Courthouse public entrance (Door #2), 515 W. Moreland Blvd. Screening will take place in the lobby of the Courthouse. A corridor near the Courthouse lobby connects both buildings together.

Click on the following link for more detailed information regarding the screening process:

<http://www.waukeshacounty.gov/defaultwc.aspx?id=37689>. A map of the Government Center campus identifying public access points and parking areas is also included on the bottom of the page.

Allow sufficient time to get through the screening process if you are hand delivering your responses or attending a meeting.

3. CLARIFICATIONS/AMENDMENTS

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference (if applicable). Please note the due dates and times noted on Page 1 for both preliminary and final questions. All questions must be submitted to the buyer in writing, via fax or email, with the RFP Number and Description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Waukesha County website; <https://purchasing.waukeshacounty.gov>, in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the opening date. All amendments must be acknowledged on the RFP Signature Page in the area provided. **Failure to do so may result in your response being rejected.**

4. CONTENTS OF PROPOSAL

All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

5. NONCONFORMING TERMS AND CONDITIONS

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are **subject to rejection as nonresponsive**. Waukesha County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

6. AMENDMENT/WITHDRAWAL OF PROPOSALS BY VENDOR

After receipt by the Purchasing Division, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Purchasing Division.

Proposals may be withdrawn only in total, and only by a written request to the Purchasing Division prior to the time and date scheduled for opening of proposals.

7. PROPOSAL FORMAT & SUBMISSION

A. Format

Proposal Response documents may be submitted hard copy OR electronically; **do not submit both or your response may be rejected.**

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, firms must complete only the Proposal Response and Pricing documents provided by the County regardless of whether you are submitting hard copy or electronically; i.e. do not submit the Proposal Response document and a response in another form/format. The Proposal Response document is posted on Waukesha County's website along with this RFP.

Failure to use the Proposal Response document may result in your response being rejected. If both our Proposal Response document and another submittal format are received, only the Proposal Response document will be evaluated.

Although additional documents/attachments may be submitted as supplements to either your hard copy or electronic response, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Proposal Response document; i.e. do not respond with "Reference Attachment". Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included.

B. Proposal Response Submission – HARD COPY:

Respondent shall be required to mail one (1) original and five (5) copies of the Proposal Response document in a sealed package, box or envelope to arrive no later than 2:00 P.M. CST on **Thursday, 12/1/11.**

Each hard copy should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable.

Responses should be identified in the lower left corner as follows:

PROPOSAL RESPONSE, RFP #1214 – Apps Dev Services - OPENING DATE: 12/1/11

C. Pricing Document/RFP Signature Page Submission – HARD COPY:

Pricing must be submitted on the forms provided. Failure to do so may result in your proposal being rejected.

The RFP Signature Page should be printed, completed in its entirety (with the exception of the tracking ID field; which is only required for electronic submissions), and signed. Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area.

The RFP Signature Page along with one (1) original clearly marked and identified as such, and one (1) copy of the Pricing Document should be mailed to arrive no later than 2:00 P.M. CST on **Thursday, 12/1/11.**

The Pricing Document and RFP Signature Page should be in a sealed envelope separate from the Proposal Response documents and identified in the lower left corner as follows:

PRICING DOCUMENT, RFP #1214 – Apps Dev Services - OPENING DATE: 12/1/11

D. Mailing Address

All hard copy submissions are to be mailed to:

Waukesha County Purchasing Division
Administration Center, Room 310
515 W. Moreland Boulevard
Waukesha, WI 53188

E. Hand Delivery

If you are delivering your response in person, you must enter through the main courthouse public entrance, 515 W. Moreland Blvd. and deliver it to the Department of Administration receptionist in Room 310 of the Administration Center to be time-stamped no later than 2:00 p.m. on the opening date.

F. Response Submission - ELECTRONIC SUBMISSION:

In lieu of a hard copy response, respondents may create an electronic response using the Purchasing website and following the directions contained therein (<https://purchasing.waukeshacounty.gov>). **Fax or email responses are not considered electronic submissions.**

The following documents will need to be downloaded and saved to your computer to provide an electronic response:

- ✓ Proposal Response
- ✓ Pricing Document

Once you have made your response final, you must print out the RFP Signature Page. If the page has the Tracking ID field populated, you have correctly finalized your document correctly.

Note: Be sure to acknowledge any amendments issued, if applicable, in the box located above the signature area. The RFP Signature Page must be submitted to the Purchasing Division prior to the opening date and time.

Complete all fields; acknowledge amendments if applicable, manually or digitally sign (no stamped signatures allowed) and:

- ✓ Fax to 262-548-7668 or
- ✓ Save to your computer and use the "Add a Document" feature on the website to upload the document

G. Response Receipt/Opening:

Responses received after the due date and time will be rejected.

Proposals will be opened and the name of the respondents read; however, details of each proposal, including proposed fees, will not be announced at the time of opening. Such information shall be made public after an award has been made and all negotiations are completed.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

8. INTERVIEWS

Interviews **may** be required of selected finalists at the respondent's expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

If an interview is required, the selected finalists will be notified of the date and time of the interview process in accordance with the schedule on Page 1. Vendors selected must be available on the days noted. Vendors not selected will also be notified.

Proposers not selected will be notified that their proposal will no longer be considered unless the evaluation committee finds, after the completion of interviews, that additional proposers should be interviewed.

9. EVALUATION & AWARD

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Contractor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of the Waukesha County.

Firm Experience including responsiveness to proposal, unique approaches/techniques and value added services	10%
Experience with providing these types of services for other firms/agencies and detail/level of complexity of work performed	20%
Quality and quantity of pool of individuals; completeness of resumes including experience/education relevant to services required	40%
Cost	30%

10. OTHER CONSIDERATIONS

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

11. RESERVATIONS

This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Purchasing Division reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

12. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS

No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

13. CONTRACT DOCUMENTS

The successful vendor will be required to execute the following contract document (s) as applicable:

Yes/No	Description of Contract
Yes	Waukesha County's Service Contract
If project dictates	HIPAA Agreement
If project dictates	Business to Business (B2B) Network Access Agreement
If project dictates	Server Access Policy
If project dictates	IT Data Destruction Form

Click on the link below to review the applicable contract documents:

<http://www.waukeshacounty.gov/defaultwc.aspx?id=40390>

These documents are not to be executed at this time nor returned with your response; they will only be required of the successful vendor.

14. RFP TABULATIONS

RFP tabulations are available to the public after contract execution, approximately 60-90 days from the date of opening. RFP Tabulations can be found at our website (<https://purchasing.waukeshacounty.gov>). If you are unable to access the Internet, you may contact 262-548-7888 for a hard copy. Copies are 15 cents per page plus postage costs if applicable.

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**WAUKESHA COUNTY
REQUEST FOR PROPOSAL #1214
IT APPLICATION DEVELOPMENT SERVICES
November 4, 2011**

I. INTRODUCTION/BACKGROUND

The purpose of this request for proposal (RFP) is to seek one or more firms that can provide Information Technology (IT) Application Development Services to Waukesha County. The services will commence approximately February 1, 2012 for a three year period subject to extensions noted herein.

Note: For purposes of this RFP, the term "Contractor" or "Preferred Providers" refers to the successful firm(s) selected as preferred providers. The "consultant" refers to the individual/employee of the Contractor selected to perform the services.

The Contractor(s) will assist the County by providing staff supplementation for applications development services in the areas of Oracle services, Data Warehouse services, and Web Application services on an hourly basis. Services will be done on-site as interaction with both IT staff and end-user staff is required.

Historically, when a need for services was required anywhere from one to three individuals per project have been requested by the County at any given time. These services could be required for a period as little as 1 to 3 days and as long as 1 to 2 months.

Although no minimum is guaranteed for any one Vendor, the County anticipates approximately \$100,000 in 2012 and approximately \$60,000 annually thereafter for these types of services. This RFP process will result in the selection of no more than three contractors in each of the service categories as listed herein. The process for obtaining services is further explained in Section V.

Waukesha County will accept proposals from firms that employ full time consultants that are on the "bench" when not providing services to another agency/firm and/or from firms that recruit candidates based on the actual scope of services/skill sets needed at that time. However, we will not accept responses from firms that are outside of the local/regional area; i.e. the main office that will be servicing Waukesha County must be within 300 miles of the County. As interaction with County staff is required, all services will be performed on-site.

II. DESCRIPTION OF COMPUTER ENVIRONMENT

The County's IT Division/Department of Administration, operates a centralized technology service for all County departments through several data centers. The County operates systems of the following general types:

- IBM P-Series systems running AIX. These are generally application or database servers.
- Application, database, directory, file, print, email, and web servers running Windows 2003 and Windows 2008.
- MS-SQL 2005/2008 and Oracle are the primary databases used to support County needs and applications.
- The majority of our workstations are XP Professional, with plans to begin moving to Windows 7 this year.

Reference Appendix A - Waukesha County's IT Division Environment posted with this RFP for more information.

III. QUALIFICATIONS/SKILL SETS

Contractors will have consultants available that meet the qualifications/skill sets outlined in the categories below. In addition to the qualifications noted, people skills are a must in all areas. As part of the evaluation process, Waukesha County needs to be assured that the Contractor has consultants readily available who can meet these qualifications and have the appropriate skill sets for each area noted. As such, contractor will provide in the Proposal Response document included with this solicitation, resumes of consultants matching these requirements. It is not meant to be all inclusive but provide a means for the County to determine your ability to provide the services.

It should be assumed that the County will continue to keep pace with technological advances, meaning that as fielded and developed, new operating systems and technologies will be tested and installed.

Category A: Business Intelligence

Informatica /Data Warehouse Developer: Waukesha County utilizes Informatica version 8 and 9 as its ETL / data integration tool and Crystal Reports XI for report writing. Candidates must have two to three years' prior experience with Informatica, Data Mart / Data Warehouse concepts, and excellent knowledge of MS/SQL 2008. Experience with Informatica's Web Services and XML will be project dependent.

Business Objects Developer: Waukesha County utilizes Crystal Reports, WebI and DeskI. Candidates must have two to three years' experience with these concepts and excellent knowledge of SQL. Database knowledge of MS/SQL is also required. Basic report writing concepts are a must along with the ability to analyze data. Experience with Business Objects Enterprise XI R2 and/or the development of Business Views are a plus. Knowledge of Business Objects Desktop Intelligence / Universes and will be project dependent.

Category B: Oracle Services

Programmer Analyst: Oracle programming using Oracle Developer 6i/9i development tools (PL/SQL, Oracle Forms, and Oracle Reports). Two to three years actual work experience with these products is desirable. Experience with IBM AIX is also desirable. Experience with Database concepts/design would be a plus. Individuals will need to work independently, along with the ability to comprehend functional specifications and document program specifications. Experience with ODBC connectivity and excellent knowledge of MS/SQL Server is also a plus.

Category C: Web Application Services

.NET Developer: Individuals shall be conversant with n-tier application development using ASP and ASP.Net including VBScript, VB.Net, XHTML, CSS, XML and JavaScript. Understanding of programming using objects is a must. Additionally, they should have an in-depth understanding of database access using ADO, ADO.NET, and ODBC and must be able to script stored procedures and functions. Must be competent with usage of SQL Server, IIS, Visual Source Safe. Understanding of W3C standards and Section 508 accessibility requirements is a plus.

Ektron CMS400.Net Developer: Individuals shall be conversant with Ektron CMS400.Net v7.x and 8.x. Individuals should have experience in developing pages and applications that take advantage of the Ektron tools including EKML, Taxonomy, Collections, Ratings, Surveys, eWebEditPro, Wikis, GeoMapping and Search. A full understanding of W3C standards and Section 508 accessibility requirements is a plus.

SharePoint Administrator/Developer: Individuals should have strong administrator skills including installation configurations, site creation and customizations for SP 2010. Knowledge of customizing lists and columns, configuring custom templates, experience with all libraries and site content. Additionally, they should have knowledge of IIS to support SharePoint Web applications and a strong understanding of SharePoint permissions, groups and site inheritance. SharePoint Designer experience to create SharePoint applications and custom workflows is a plus.

Category D: IBM WebSphere

WebSphere Administrator: Candidates must possess strong Java skills and in-depth working knowledge of WebSphere to implement, upgrade and configure core Web technologies and applications.

Category E: Database and DBA Services

Oracle DBA: Provide database administration services for Oracle 9.x, 10.x and 11.x., running in Unix/AIX and Linux environments. Individual should be product-certified, or should have several years of relevant experience. Requirements include experience in installation, configuration, testing, measuring, performance tuning and troubleshooting of Oracle databases in a web-enabled or traditional environment.

SQL Server DBA: Provide database administration services for MS SQL Server 2000/2005/2008. Individual should be product-certified, or should have several years of relevant experience. Requirements include experience in installation, configuration, testing, measuring, performance tuning and troubleshooting of SQL Server databases in a web-enabled or traditional environment.

IV. SCOPE OF SERVICES

This RFP process is being used to develop a list of “preferred providers” that the County can solicit when the need for services arises. For each category of services defined in Section III, award will be made to a maximum of three Contractors. The County does not guarantee any minimum or maximum number of hours to be procured as a result of this award.

The County will have the ability to use the services of the Contractor(s) in the amount needed by the County on an as needed basis. When the need for services arises, the County will provide the contractor with the qualifications/skills required and the scope of service for the specific project, the required deliverables, desired commencement date and the expected length of service.

If the services are anticipated to be less than \$5,000, the County may solicit any or all the preferred providers or other sources outside the Contract. For services anticipated to be more than \$50,000, the County reserves the right to solicit proposals through a separate competitive RFP process. The remaining sections apply to all services requested as a result of this RFP and subsequent award.

V. PROCESS FOR OBTAINING SERVICES

Each Contractor will be given a scope of work, anticipated start date and the amount of hours the County estimates for completion of services. Waukesha County will also indicate the type of background check, if any; the consultant will need prior to commencement of services. Each Contractor may submit a maximum of two resumes within three (3) business days of the consultants proposed for the services requested. The hourly rate will be in accordance with the rates quoted in response to this RFP.

Waukesha County will review the resumes submitted for consideration, as well as the hourly rate and will make an award for the services required. Note: Interviews may be required prior to final selection.

If the resumes of consultants initially submitted do not appear to have the skill set or experience requested in the scope of work, the County may choose to request that 2 additional consultant's resumes be submitted for consideration, or the County may choose to seek the skill set and experience from other sources outside the Contract.

When a consultant is selected and prior to commencement of any activity, a Statement of Work (SOW) will be signed by both Waukesha County and the Contractor that will delineate the scope of services required, the personnel to be utilized (along with their hourly rate as listed on the purchase order), the agreed upon time frame for completion, the required deliverables, payment terms and the maximum compensation for the specific project. A purchase order will then be issued and the consultant will commence services on the noted date. **Note: Unless the Scope of Services changes during the course of work or some other unforeseen circumstance happens that was beyond the contractor's control, no additional hours/compensation will be allowed to provide the required deliverables. This requirement can be waived as the sole discretion of the IT designee.**

VI. STAFFING

A. General

All personnel working on-site shall be required to wear an ID badge, dress appropriately and maintain proper hygiene. Failure to do so can be cause for removal of the individual.

B. Background Checks

When background checks are required; Contractor shall be required to complete background check at their expense on personnel prior to starting any activity for the County. Contractor shall confirm in writing to Waukesha County that they have successfully conducted the background checks prior to the commencement of work and that Contractor will not use any personnel for whom background checks have revealed factors that makes them unsuitable for the activity to be undertaken for the County. This includes replacement personnel.

At a minimum, resources to be checked should include, but are not limited to, civil (<http://wcca.wicourts.gov/index.xsl>) and criminal records (<http://wi-recordcheck.org/index.html>), Department of Transportation motor vehicle/licensing records (<http://www.dmv.org/wi-wisconsin/departement-motor-vehicles.php>). In order to do so, Contractor must obtain certain information for each of the Contractor's employees expected to be performing work for Waukesha County.

At a minimum, the information shall include full name (including middle initial), date of birth and social security information. Additional information that is helpful in completing background checks includes maiden name, sex, race, driver's license number and issuing state and places of residence for the last three years.

NOTE: If the individual has resided outside of the State of Wisconsin within the last three (3) years, you will have to do similar research within the state they resided in.

All costs associated with the background checks are to be borne by the Contractor. All records received as a result of background checks are to be retained by the Contractor for a period of three (3) years after contract expiration.

Waukesha County reserves the right to request the results of the background checks and/or to do additional background checks on their own.

When consultants work in Public Safety Related areas; Waukesha County will be responsible for the background checks. The Waukesha County Sheriff's Department will conduct background checks if contracted employees will be working within the secure confines of the Waukesha County Sheriff's Department (including the Jail), the Waukesha County's Communications Center or at/with participating Public Safety System Fire/EMS and/or Police agencies. Waukesha County will assume the cost of these in-depth background checks.

Contractor shall submit to the Information Technology (IT) Division the full legal name and a brief summary of the scope and schedule of the work to be performed by each worker assigned to the project. A security check will be performed and the results of the check will be relayed back to the IT Division within 24 hours. The reported results will be either that the worker is: a) cleared for access Waukesha County Sheriff's Department (including the Jail), the Waukesha County's Communications Center or at/with participating Public Safety System Fire/EMS and/or Police agencies or b) not cleared for access

If the Contractor has prior knowledge of issues with any worker that may be questionable, contact the IT Division designee who will work with the appropriate department/agency to make an upfront assessment if the individual would be allowed or denied access.

C. Consultant Retention

Waukesha County reserves the right to request that a consultant, who is currently working or is in the process of completing an assigned project, to be retained for another Waukesha County task or project that needs the expertise and skills the consultant has already demonstrated. If the original end-date for the consultant will be exceeded by the movement of the consultant, the Contractor will be contacted by the IT Division to negotiate a new end-date and establish a new SOW. Waukesha County will make every attempt to predict the movement of the consultant at least 10 business days before the original end-date. The Contractor may decline to allow further extensions of the consultant to Waukesha County without consequence. **If agreed to, movement to another project will not commence until such time as a change order or a new purchase order has been issued.**

D. Conditions for Change of Personnel

1. Consultant Resignation: If a selected consultant leaves the company during the engagement, the Contractor is responsible for ensuring that any substitute personnel have comparable skills and experience. The County reserves the right to interview substitute personnel prior to commencement of any activity. If the County does not agree that the substitute personnel are acceptable, the County reserves the right to re-solicit the remaining preferred providers.

2. Performance: The County shall be entitled to request the removal of individuals working on any project for any of the following grounds, provided that such request be in writing and shall specify the reasons for the County's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) violation of County rules or policies, or (iv) lack of compatibility with County staff. Upon such written request, the County and Contractor shall decide on a course of action to cure any such problems, provided that there shall be no cure opportunity required for problems involving categories (ii) or (iii) in the preceding sentence.

In the event Contractor does not cure the problem within (7) days from the date of notice, Contractor shall remove such person and shall promptly provide a qualified replacement. The Contractor is responsible for ensuring that any replacement personnel have comparable skills and experience. Resumes must be submitted for approval by Waukesha County for substitute personnel. The County reserves the right to interview personnel prior to commencement of activity on the contract.

Note: If the removal occurs within a two (2) week period after commencement, there will be no cost incurred by the County. For any services provided after the initial two (2) week period up to the removal, County will be liable for payment of services only up to the time of removal and provided then only if services rendered meet the minimum requirements of the County. In the course of a year, should two (2) individuals be excused from a single Contractor, the Contractor will no longer be allowed to provide consultants in that area of work.

VII. OTHER

A. Work Area

The consultant will be provided a work area, and all related equipment to perform their job. The County's normal business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday. Access to the building beyond these hours may be restricted.

B. Standards

Work will be performed in accordance with Appendix A - Waukesha County's IT Division Environment to review the standards for documentation. Documentation must be of a nature that all work performed can be clearly understood by Waukesha County Information Systems personnel.

C. Records:

The successful Contractor(s) shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from Waukesha County or from others in carrying out its functions under the contract shall be used or disclosed by it. Waukesha County reserves the right to review such procedures to ensure acceptability to Waukesha County. If information and/or records are requested of the successful Contractor(s) by anyone other than Waukesha County personnel, Waukesha County shall be notified immediately. Waukesha County will address all requests.

D. Failure to Respond

Contractor's who fail to respond three consecutive times to solicitations for services and/or Contractor's repeated failure to provide qualified available consultants may be cause for termination. The County reserves the right to go to the next highest rated vendor for award.

F. Compliance with Federal Immigration Laws

Compliance with Federal Immigration Laws and Regulations: Waukesha County supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and non-discrimination. The filing of a proposal in response to this RFP is considered certification that the proposer is in compliance with the INA and has established appropriate procedures and controls so that no services under this contract will be performed by a worker who is not legally eligible to perform such services

VIII. INSURANCE

The Contractor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract as noted below. Insurance certificates must be issued by a company or companies authorized to do business in the State of Wisconsin and that are satisfactory to the County. Such insurance shall be primary. Prior to execution of the written contract, the successful contractor shall furnish the County with a Certificate of Insurance issued and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty - (30) days advance notice of cancellation or non-renewal during the term of the agreement.

Failure to submit or maintain the insurance requirements can make the contract void at the County's discretion. Minimum requirements are noted below.

Worker's Compensation and Employer' Liability Insurance – Statutory worker's compensation benefits and employers' liability insurance with a limit of liability not less than \$100,000 each accident. Contractor shall require subcontractors not protected under its insurance to take out and maintain such insurance.

Commercial General Liability Insurance (including errors and omissions) – Policy shall provide coverage for premises and operations, products and completed operations, personal injury and blanket contractual coverage. Errors and omissions shall not be excluded or a separate policy covering such exposure shall be maintained. Limits of liability are not less than \$1,000,000 per occurrence and aggregate. **Waukesha County, its boards, commissions, agencies, officers, employees and representatives must be named as additional insured so stated on the certificate of insurance.**

Automobile Liability Insurance – Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limit of liability not less than \$500,000 combined single limit.

IX. TERM, PRICING AND PAYMENT

Term: The initial contract term will be for a three-year period commencing approximately 2/1/12. The contract can be renewed, at the County's option, for two additional one-year periods.

Pricing: Contractors are to quote a firm fixed hourly rate for Applications Development Services in any or all of the categories noted. **We will not accept a "range" of rates for these services.** While you do not have to respond to all categories; any category responded to must include rates for all skill sets. For example, if you are responding to Category A: e Business Intelligence, hourly rates must be proposed for both the Informatica/Data Warehouse Developer as well as the Business Objects Reports Developer.

The County will not pay for expenses or travel to and from the Waukesha County job site. Waukesha County will not reimburse Contractors for bringing staff in who reside outside of the area. All hourly rates quoted will be firm fixed and all inclusive.

Hourly rates quoted for the first two one year periods are not subject to change. For the 3rd contract year and any of the renewals taken, pricing will be subject to escalation/de-escalation, and may not increase more than the Employment Cost Index, Private Industry Wages and Salaries, 12- month percent change not seasonally adjusted, for the Midwest Area, or 3% of the previous year's cost, **whichever is lower**. For example, for the 3rd contract year 12 month percent of change will be based on the change from the 3rd quarter of 2013 to the 3rd quarter of 2014 Notification of any requested increase is required in writing to Waukesha County from the Contractor 60 days prior to expiration and must include sufficient information to support the request for increase.

De-escalation: Any decreases to contractor's costs or the Employment Cost Index should be reflected in the pricing for extensions to this agreement.

Payment: Payment for services provided will be tied to specific milestones and/or deliverables. **Waukesha County will not make final payment until the Manager of Information Systems (or his designee), has authorized the acceptance of the documentation referred to under Section VII. B., Standards.**

Waukesha County's preference is to pay for goods/services on a P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purposes. Vendor should note how many days after receipt and acceptance of goods or receipt of invoice (whichever is later), payment must be processed to accept the credit. Please keep in mind that we will not process payment until/unless compliance with the requirements is confirmed and that Waukesha County requires a minimum of two (2) days to process p-card payments.

If you are unable to accept credit card, payment will be made within thirty (30) days after acceptance of equipment and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms of the Pricing Document). For example: 1%/10 days. Discounts will be taken into consideration when evaluating costs.

END OF DOCUMENT