

Technological Research and Development Authority

Request for Proposals

Information Technology Consultancy and Web Hosting Services – August 9, 2010

I. STATEMENT OF OBJECTIVES

This Request for Proposals (RFP) for Information Technology (IT) Consultancy Services and Web Hosting Services is released by the Technological Research and Development Authority (TRDA) for the purpose of identifying an individual or firm that can provide IT operation and support, and web hosting services. The period of performance is anticipated to commence on or about October 1, 2010 and expire on September 30, 2011 with a TRDA option to renew for two additional one-year terms.

II. BACKGROUND INFORMATION

TRDA is an independent special district that sponsors programs to enhance education and economic development in the State of Florida. TRDA maintains its offices at 1050 W. NASA Boulevard, Florida 32901. TRDA utilizes approximately 14 networked computer work stations supported by Dell Power Edge 1900 and 750 servers. It currently has four hosted web sites (trda.org; endeavouracademy.com; spacetechsolutions.com; and captechportal.com).

III. SCOPE OF WORK

The services requested include a broad range of IT related to operations and support services. Anticipated services include, but are not limited to the following:

- Computer systems/network administration, support, remote management, set-up, and documentation for general office operations and management of HVAC, audio-visual and security systems
- Equipment maintenance
- Routine computer/server/ancillary equipment installation and maintenance (both on-going and on-call)
- Security program assessment
- Desktop support
- System backup support
- Disaster Recovery Services
- Strategic technology advice
- Email and messaging support with Spam filtering
- Software installation and upgrades (as required)
- Orientation and training
- Interface with current Internet Service Provider (BrightHouse) and hardware/software vendors
- Web hosting
- Data base design and management
- E-Commerce
- Information center/help desk

IV. SUBMISSION FORMAT

Proposers shall prepare their responses to include the following:

A. Letter of Transmittal

This letter will summarize, in a concise manner, the proposer's understanding of the scope-of-work and its ability to timely perform the work. The letter must name

all of the persons authorized to make representations for the proposer, including the titles, addresses, and telephone numbers of such persons. An authorized agent of the proposer must sign the Letter of Transmittal indicating the agent's title. The letter should not exceed two pages in length.

B. Qualifications and experience

The submission must include:

- Brief history and description of the firm and its experience.
- Comments on services proposed to fulfill TRDA's interests including general services and scheduled maintenance for work stations/servers as well as management services.
- Qualifications and years experience of personnel to be assigned to work on the TRDA's account.
- Any special experience, services or resources of value to the TRDA.
- Three (3) specific client references including description of services provided, with beginning and ending dates of services provided.
- Detailed pricing/cost information for the Scope of Work services noting what is specifically included and/or excluded from the services. If applicable provide one, two, and three-year pricing options.
- Any additional information, which the proposer considers pertinent for consideration.

V. SELECTION

The TRDA will evaluate responses and select the most responsive and responsible proposer whose proposal meets the best interests of the TRDA. The TRDA shall be the sole judge of its own best interests and the submittals. At its discretion, the TRDA may require any proposer(s) to provide additional information or to make an oral presentation. Proposers understand that this RFP does not constitute an agreement or a contract with the proposer. The TRDA reserves the right to reject all submittals, to waive any informalities and to solicit for new responses. TRDA's decisions will be final. TRDA's review criteria includes:

Qualifications. Qualifications and experience of the firm and those assigned to the project.

Technical. General knowledge of TRDA's needs and soundness of response.

Cost. Total service fees proposed.

Responsiveness. Completeness of response pursuant to the RFP.

VI. PROPOSAL SUBMISSION

THE TRDA MUST RECEIVE ALL SUBMITTALS BY NO LATER THAN 4:30 P.M., LOCAL TIME, ON FRIDAY, AUGUST 27, 2010.

Proposals must be submitted to:

Dave Kershaw
Technological Research and Development Authority
1050 W. Nasa Boulevard
Suite 125.
Melbourne, Florida 32901

The outside of the submission envelope must be identified as follows: Information Technology Consultancy Services. The envelope must also include the proposer's name and return address. Receipt of responses by TRDA after the time and date specified above shall result in the rejection of the offerer's response.

Proposers shall submit one (1) original and three (3) photocopied sets of the proposal in a sealed, envelope marked as noted above. The proposer may submit the response in person or by mail. The TRDA will not be responsible for any lost or late arriving submissions sent via the U.S. Postal Service or other delivery services. Submittals, once opened, become the property of the TRDA and will not be returned to the proposer.

VII. TIMETABLE

- A. Wednesday, August 9, 2010 RFP issued.
- B. The TRDA must receive responses by no later than 4:30 p.m., local time on Friday, August 27, 2010.
- C. Upon receipt, the TRDA will review and evaluate the submittals in a timely manner.
- D. The TRDA will notify proposers of its decision on or about September 30, 2010.

VIII. DELAYS

The TRDA, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the TRDA to do so. The TRDA will notify proposers of all changes in scheduled due dates by written addendum.

Proposers may withdraw their submittals by notifying the TRDA in writing (e-mail accepted) at any time prior to the time set for receipt deadline. Proposers may withdraw their proposals in person or through an authorized representative.

IX. INQUIRIES

Interested proposers may contact the TRDA to discuss this RFP. Mr. Dave Kershaw, Deputy Director, will receive questions concerning this RFP at 321-872-1050 extension 102, or via Email at dkershaw@trda.org, weekdays, from 8:30 a.m. to 4:30 p.m.

X. ADDENDA

Should revisions to the RFP become necessary, the TRDA will publish a written addendum.

XI. SUBMITTAL PREPARATION COSTS

Neither the TRDA nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their responses simply and economically, providing a straightforward and concise description of the proposer's ability to meet requirements.

XII. ACCURACY OF INFORMATION

Any proposer that submits in its response to the TRDA any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

XIII. LICENSES

Proposers must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of their response to this RFP. Should the proposer not be fully licensed and certified, its response shall be rejected.

XIV. PUBLIC RECORDS

All material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law). Proposers must claim the applicable exemptions to disclosure provided by law in their response by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The TRDA reserves the right to make any final determination of the applicability of the Public Records Law.

XV. PUBLIC ENTITY CRIME

Pursuant to F.S. 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.