



Montgomery College

Office of Procurement
900 Hungerford Drive, Suite 110
Rockville, MD 20850

REQUEST FOR BID

513-007

Information Technology Contracting Services

All bid responses MUST BE RECEIVED in the Procurement Office BY 3:00 PM local time on **November 15, 2012**. Bids will not be accepted via facsimile or electronic mail.

Prices must remain firm for: **120 Days**

Bid Bond Requirements: **NA**

Performance, Labor and
Material Bond
requirements: **NA**

Pre-bid / Pre-proposal
conference: **Yes (see item 1.2)**

Minority Vendors are encouraged to respond to this bid solicitation.

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No bid/proposal will be accepted after the date and time stated above.

Patrick L. Johnson, CPPB
Director of Procurement

NOTE: Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Issuing Office may result in non-receipt of important information.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

TABLE OF CONTENTS

	PAGE
SECTION 1 – BID INFORMATION	3-6
SECTION 2 – BACKGROUND & OBJECTIVES	7
SECTION 3 – REQUIREMENTS / SPECIFICATIONS	8-20
SECTION 4 – PROPOSAL EVALUTATION AND AWARD	21
SECTION 5 – REQUIRED SUBMITTALS	22-23
SECTION 6 – PRICE PROPOSAL	24-25
ATTACHMENT A: REFERENCES	26
ATTACHMENT B: CONTRACTOR INFORMATION FORM	27
ATTACHMENT C: NO BID RESPONSE FORM	28
ATTACHMENT D: CONDITIONS AND INSTRUCTIONS	29-32
ATTACHMENT E: WASHINGTON COG RIDER CLAUSE	33
ATTACHMENT F: REQUIREMENTS CHECKLIST	34

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 1 – BID INFORMATION

1.1 Intent

It is the intent of this Request for Proposal to provide Montgomery College with Information Technology (IT) contracted staff and services in accordance with all terms and conditions contained herein. In the event that a special condition is contradictory to a general condition, the special condition shall prevail.

1.2 Pre-proposal Conference

A pre-proposal conference, for the purpose of specification clarification, will be held on **November 5, 2012 @ 1:00pm, at Montgomery College, 15400 Calhoun Drive, (Room 304) Rockville, Maryland 20855**. This conference is not mandatory; however prospective bidders are highly encouraged to attend. No allowances shall be made to the successful bidder, at a later date, for additional work required because of his/her failure to attend the pre-proposal conference.

1.3 Vendor Solutions Presentation

Finalists will be required to provide a presentation of their proposed solutions and qualifications, according to College requirements and specifications. Awarded points will be part of the Vendor's overall score. Unsatisfactory experience and/or solution presentations may result in the Vendor's elimination from further consideration.

1.4 Bid Due Date

All responses to this Request for Bid are due in the Montgomery College Procurement Office, 900 Hungerford Drive, Room 110, Rockville, Maryland 20850 by 3:00 p.m. by **November 15, 2012** and must be clearly identified and marked as pertaining to this request. No facsimile or email transmissions will be accepted. No responses will be accepted after this date and time. In the event that the College is closed on the bid opening date due to an emergency, the bid will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise.

1.5 Contact Information

For purchasing or technical questions about this solicitation, please contact **Patrick Johnson** at patrick.johnson@montgomerycollege.edu by **November 2, 2012**.

1.6 Award

Multiple awards will be made to responsive, responsible Bidders who can meet the terms, conditions and technical requirements of this solicitation. **Bidders are required to submit one Proposal, even if proposing multiple functional areas.** In addition, awards will be made on the basis of payment to the supplier in NET 30 DAYS from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award.

1.7 Term of Contract

The initial term of contract will be for one (1) year from date of award. At the sole discretion of the College, the contract may be renewed for four (4) additional one-year periods, in compliance with the contract and with the same terms and conditions of the original contract, and as long as funds are available for this purpose and Vendor performance is satisfactory.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 1 – BID INFORMATION-continued

1.8 Bid Evaluation

Bids submitted in response to this solicitation will be evaluated as follows:

1.8.1 Bidder is responsible – Bidder demonstrates ability to provide products and/or services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

1.8.1.1 Bidder has the equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.

1.8.1.2 Bidder is financially stable.

1.8.2 Bidder is responsive – Bidder follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

1.8.2.1 Bidder has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this bid.

1.8.2.2 Bidder has provided all documentation and samples requested in the Specifications/Scope of Work.

1.9 Rejection

The College reserves the right to reject any or all offers received as a result of this bid. Offers may be rejected for any of the following reasons: Bidder fails to;

1.9.1 Meet the mandatory specifications and requirements.

1.9.2 Respond in a timely fashion to a request for additional information, data, etc.

1.9.3 Supply appropriate and favorable client references.

1.9.4 Sign the bid.

1.9.5 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

1.9.6 Provide samples and/or demonstration materials that are representative of the quality level sought by the College.

1.10 Subcontractors

Bidders must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject proposed subcontractors for any reason without cause or justification.

1.11 Required submittal list

- I. Technical Proposal
 - Transmittal Letter
 - Statement of Qualifications
 - Minimum Requirements Response and Past Performance (Section 2)
- II. Subcontractor List (if applicable)
- III. References (Attachment A)
- IV. Contractor Information Form (Attachment B)
- V. Metropolitan Washington Council of Governments Rider Clause (Attachment E)
- VI. Requirements Checklist (Attachment F)

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 1 – BID INFORMATION-continued

1.12 Failure to submit

Failure to provide any of the above items may deem a bid proposal non-responsive.

1.13 Proposal Timeline

The College anticipates that this RFP will be awarded at the **DATE** Board of Trustees meeting.

1.14 Insurance Requirements

The Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone else directly or indirectly employed by him/her.

The Vendor shall maintain insurance in force at all times during the term of this agreement, with an insurance carrier approved or licensed to do business in the State of Maryland acceptable to the College, and with the following minimum insurance coverage.

Workers compensation Insurance covering the Vendor's employees as required by Maryland State law.

Commercial General Liability Insurance, excluding automobiles

Owned or hired by the Vendor, with limits as follows:

Bodily Injury and Property Damage:

\$1,000,000 combined single limit of bodily injury and property damage

-Contractual Liability – Premises and Operations

-Independent Contractors

Comprehensive Automobile Liability -

Providing bodily injury and property damage coverage for owned

Vehicles and non-owned vehicles with a combined single limit of \$1,000,000.

Additional Insured - Montgomery College shall be endorsed as an additional Insured on all liability policies.

These coverage's and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the Vendor. The insurance shall provide that policy coverage will not be cancelled, altered or materially changed without sixty (60) calendar days notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect. The Vendor shall furnish the College with a certificate of insurance as evidence of the required coverage. The Vendor shall provide liability insurance coverage for material and/or equipment stored for the College for which the Vendor has received payment in an amount of that equaling its replacement value. Such insurance shall specifically identify the materials and/or equipment and shall name the College as an additional insured. The Vendor shall provide the College with evidence of such insurance.

In the event that the Vendor's insurance is terminated, the Vendor shall immediately obtain other coverage and any lack of insurance shall be grounds for immediate termination of the agreement.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 1 – BID INFORMATION-continued

1.15 Tobacco Policy

Montgomery College is a tobacco-free institution. Use of tobacco products is prohibited in all indoor and outdoor College-owned, leased, and controlled facilities, as well as at meetings or conferences sponsored by the College. This use prohibition extends to the Contractor's employees, agents, subcontractors, and Vendors.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 2 – SPECIFICATIONS/SCOPE OF WORK

2.0 BACKGROUND

Montgomery College's Office of Information Technology is issuing this Request for Proposal (RFP) to procure, on an as-needed basis, Information Technology (IT) contracted staff and services. The College, as evidenced below, has a significant investment in technology and has the need to quickly address skill gaps and fill short and long term professional needs. Through the responses to this RFP, the College will have an agile means of obtaining IT resources quickly, efficiently and cost effectively. This procurement is designed to provide access to highly skilled and responsible contractor(s) with a wide variety of expertise pertaining to information technology. The College may also, through this awarded contract, solicit proposals for other contracted support areas not specifically defined here, and for ad hoc services, such as studies, surveys, assistance with strategic planning, and recommendations in various technology subject matter areas.

Montgomery College is the oldest and largest community college in Maryland, serving both Montgomery County and the region for more than 60 years. The College offers more than 200 degree and certificate programs for students seeking associate's degrees, transfer opportunities to a four-year college or university, entrance into the work force or an upgrading of career skills. The College currently enrolls more than 42,000 students annually in credit and continuing education courses and has a staff of nearly 3,000 full-time and part-time faculty, staff, administrators and student assistants.

The Office of Information Technology staffing comprises approximately 240 members and supports students, faculty, staff and administrators through its Help Desk, which logs over 40,000 problem/incident calls from the College community yearly. The current hardware inventory carries over 25,000 items, with approximately 7,500 workstations, 2,000 mobile computers, 2,500 network and local printers and 449 servers. The College supports Windows and MAC OS on local workstations, and Windows, Novell, Unix, Linux, Sun, and various other network operating systems on its servers supporting academic and administrative both local and College-wide application software.

By virtue of this Request for Proposal, the following are specific functional support areas the College wishes to solicit proposals for:

FUNCTIONAL AREA 1:	IT MANAGEMENT AND PROJECT MANAGEMENT CONSULTING SERVICES
FUNCTIONAL AREA 2:	IT SYSTEMS MANAGEMENT AND MAINTENANCE
FUNCTIONAL AREA 3:	INFORMATION SYSTEM SECURITY
FUNCTIONAL AREA 4:	WEB AND INTERNET SYSTEMS
FUNCTIONAL AREA 5:	APPLICATION SUPPORT AND SOFTWARE ENGINEERING
FUNCTIONAL AREA 6:	MEDIA AND CLASSROOM/LAB EDUCATION CENTER SUPPORT

VENDOR MAY RESPOND WITH THEIR ABILITY TO MEET ONE OR MORE FUNCTIONAL AREA REQUIREMENTS, BUT WILL SUBMIT A SINGLE RESPONSE, WHETHER PROPOSING ONE OR MULTIPLE FUNCTIONAL AREAS.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 2 – SPECIFICATIONS/SCOPE OF WORK

MINIMUM REQUIREMENTS

(VENDOR MUST REPLY WITH A COMPLETE DESCRIPTION OF HOW THEY MEET EACH REQUIREMENT)

2.1 CONTRACTED STAFF - OVERALL REQUIREMENTS

2.1.1. Vendors must be able to provide short- (defined as less than 12 months) and long- (defined as 12 months or more) term contracted Information Technology staffing and services to Montgomery College for FUNCTIONAL AREAS as defined in Section 2.2. Vendors will provide the program planning, direction, coordination and control necessary to accomplish all requirements contained herein.

2.1.2. Vendors must possess a minimum of five (5) years of experience providing services as required in this RFP for projects of similar size and scope to Montgomery College's.

2.1.3. Vendors must provide at least three (3) written references, using this proposal's template for references, as explained in Sections 2.3 and 4.6. Vendors must also provide three examples of completed client projects, as explained in Section 2.3.

2.1.4 Vendors submitting proposal responses for this contract must be registered to do business in the state of Maryland, and must be incorporated.

2.1.5. Winning Vendors will respond to Work Requests and finally to work agreed upon by the College and the Vendor with a "Statement of Work" (SOW) detailing the scope of work (including name of proposed contracted staff or proposed services), work dates, labor category, hourly rate, and any other information deemed necessary for any particular assignment. Once the College's Contract Manager has received the SOW and it is approved, work may proceed.

2.1.6. Vendors shall apply structured and best practice methodologies to identify, evaluate, and select software, hardware and services to meet specific requirements. When warranted, Vendors shall adjust their methodology to mitigate risk.

2.1.7 Any documentation created by Vendor contracted staff, or documentation which has resulted from a College assignment, will become the sole property of Montgomery College.

2.1.8 All College information is confidential and proprietary, and may not be shared with anyone outside of Montgomery College. If College information is stored off-site during a contracting engagement, this data must be returned to the College at the end of the engagement.

2.1.9. Vendors must assign a key Program Manager to work with the College's Information Technology Contract Manager to implement and support this contract throughout its life. The Vendor's Program Manager will be the primary interface with the College's Contract Manager. Vendors must submit a proposed Program Manager resume (not a sample resume) as part of their submissions to this RFP. The College will identify a Contract Manager to be the primary interface with Vendor's Program Manager.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

2.1.10. Vendor's Program Manager will have the following experience and qualifications:

1. Bachelor's Degree from an accredited college or university with a major in Computer Science, Information systems, Engineering, Business, or other related scientific or technical discipline;
2. Possess a minimum of three (3) years of IT-related project supervision and management experience; a minimum of two (2) years of contract management experience; and at least two (2) full years of employment with the Vendor;
3. Demonstrated ability and experience with managing contracts and projects of similar size and complexity to the College's;
4. Demonstrated ability and experience with managing contracted staff and services;
5. Demonstrated ability to provide the breadth of technical services required under the contract;
6. Demonstrated ability to provide unbiased technical support and solutions;
7. Demonstrated ability to have access to and provide corporate resources;
8. Demonstrated ability to manage subcontractors and maintain relationships with these firms.

2.1.11. Vendor's Program Manager will be responsible for the following:

- Program and Contract management – Provide communication, implementation and evaluation to the College for all aspects of the contract and all requests submitted
- Progress Reporting – monitor, evaluate and report on the contract and technical activities monthly; schedule and participate in a regularly scheduled meeting on College property. If SLAs are a required part of a particular engagement, this position will be responsible for ensuring that SLAs are adhered to and met.
- Invoicing – review for accuracy and submit monthly invoices for work to the College's Accounts Payable Office; track expenditures and provide monthly electronic reporting to the College's Contract Manager

2.1.12. Vendor's Program Manager must provide a one-on-one performance evaluation to each long-term (12 months or more) contractor working at the College using the following timeframe; 1) at the end of the initial 6 month evaluation period, and then, 2) annually thereafter. College hiring managers who supervise Vendor contracted staff will provide performance input to the Vendor Program Manager for contracted staff evaluations. The Vendor Program Manager will provide results of evaluations to these College hiring managers. At the end of short-term contracted events, an evaluation of the contracted staff's performance (or of any contracting event) will be held between the Vendor and the College.

2.1.13. Vendors must provide sample resumes for contractors in each functional area they are proposing. The College will assess the quality of the resumes, which must contain detailed explanations of personnel education, experience, training, recent relevant experience, and size and scope of projects supported on-the-job.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

2.1.14. Montgomery College has the right to terminate or replace any contracted employee based on, but not limited to, the same criteria for discipline and/or termination as stated in the College's Policies and Procedures Manual (a copy of this manual will be provided to Vendors upon request). Vendor's staff, upon employment, will be provided a copy of the Policies and Procedures Manual as well as Montgomery College's Acceptable Use Policy (AUP).

2.1.15. Vendors will possess the ability to provide personnel to satisfy the qualifications specified in each functional area they have submitted a bid response for. In addition to the skills defined in this RFP for each category, **specific areas of undefined expertise or services may be requested on a case-by-case basis**, and it is expected that Vendors will make every effort to satisfy those needs.

2.1.16. In certain circumstances, Montgomery College may identify specialized contracted staff for particular projects, and may request winning Vendor(s) to engage these staff under this contract and provide them as a resource to Montgomery College. In hires of this type, Vendor may only add up to 25% overhead over and above contracted staff's requested hourly rate.

2.1.17 If the event that a contracted position is terminated by the College, or if a contracted staff separates from the College of their own volition, the College reserves the right to re-advertise the position to the pool of Vendors on this contract.

2.1.18. Contracted staff will be issued College-owned and College-managed computer equipment, as appropriate, for use while working at the College. Contracted staff will not bring in nor connect any of its own equipment to a College network without prior written approval by the College's direct supervisor. Contracted staff will sign appropriate forms acknowledging the loan of College equipment for their use during the period a contracted staff is assigned to work at the College, and this loan will be monitored by the responsible College supervisor. It is incumbent on the Vendor to ensure that equipment is returned at the end of assignments, and Vendor will reimburse the College for the current, depreciated value of any lost equipment.

2.1.19 Contracted staff will display their Company-issued (and College-issued, as required) badge in a visual location at all times while on College premises. Upon request of College personnel, each such contracted staff will provide additional photo identification.

2.1.20. Vendors are required to perform a criminal justice background check for each employee proposed to work for Montgomery College. All contracted staff must possess a successfully passed background check certification, and such certification must be presented to the College Contract Manager for any proposed contracted staff.

2.1.21. Vendors are expected to allow any individual proposed and accepted as key personnel through this contract to remain dedicated to the College. Substitutions will be allowed only when the College specifically agrees to this substitution in writing. All proposed substitutes must have qualifications at least equal to that of the incumbent Vendor staff member. The burden of illustrating this comparison shall be the Vendor's.

2.1.22. Contracted staff are expected to follow procedures for calling in sick and for taking other types of leave as agreed to by the Vendor and the College.

2.1.23. All proposed contracted staff for physically active positions must be capable of climbing stairs and walking long distances, climbing under desks, and moving equipment up to 50 pounds in weight.

2.1.24. Training – it is incumbent upon the Vendor to ensure that contracted staff maintain skills in their specialized areas. Vendor may be requested to fund training classes that coincide with College technology upgrades.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

2.1.25. The College will not solicit Vendor's contracted staff for open College positions. However, if Vendor staff, of their own volition, apply for and are hired for College positions, the Vendor will not apply penalties to the College. The College will provide Vendor with a minimum of 30 days notice in the event that a Vendor staff member is hired by the College.

2.1.26. Normal working hours at the College are 8 am to 5 pm. In the event contracted staff must work outside of normal working hours, worked time will be paid at normal rates. No overtime rates will be paid by the College.

2.1.27 College holidays include New Year's Day, Martin Luther King Birthday, Spring Break, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and Winter Break. Vendor staff may be asked to work during certain of these holidays, at normal pay rates. This will be worked out between the Vendor Program Manager and the College Contract Manager. It is incumbent on the Vendor and contracted staff to arrange for vacation or other working arrangements during College holidays if contracted staff will not be working at the College during that time.

2.1.28 When a contracted staff member wishes to terminate their employment with the College, Vendor must provide a minimum of two weeks notice to the College.

2.1.29 Vendor must provide, as part of their response to this RFP, their employment policies for performance remediation and termination to be used in the event of contracted staff performance issues. Montgomery College reserves the right to terminate any contracted employee for issues such as poor performance or lack of funding.

2.2. FUNCTIONAL AREAS, LABOR CATEGORIES AND QUALIFICATIONS

The qualifications as stated below are broad statements of needs, to include unanticipated and/or future needs. **VENDOR MAY RESPOND WITH THEIR ABILITY TO MEET ONE OR MORE FUNCTIONAL AREA REQUIREMENTS, BUT WILL SUBMIT A SINGLE RESPONSE, WHETHER PROPOSING ONE OR MULTIPLE FUNCTIONAL AREAS.**

2.2.1. Functional Area One: IT Management & Project Management Consulting Services

Description – The IT Management Consulting and Project Management Services can include any of the following types of services: IT enterprise architecture, systems review for architectural consistency, strategic planning assistance, project management services, and risk assessment analysis

Strategic Planning Assistance

Description - Assistance in developing long-range information technology plans by defining objectives and developing strategies to reach those objectives,

Examples of potential work requests:

- Analyze the environment as it is at the moment and how it will be in the future – analyze and record client demand for IT-enabled services;
- Evaluate current and emerging technologies and assist with planning the tactical and strategic migration of business services to these technologies;
- Develop IT strategic plans that align plans with goals and objectives;
- Perform strengths, weaknesses, opportunities, and threats (SWOT) analyses, critical success factor analyses, strategic business planning, strategic information systems planning, and other techniques used to establish strategic information technology plans.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Risk Assessment Analysis

Description – Assess the risks associated with costs, benefits, schedule, technical performance, human factors, safety and security. The analysis may include provisions for identifying risk areas, assessing risk factors, recommending appropriate resources to reduce risk factors, identifying and analyzing alternative actions available, identifying the most promising alternatives, and planning for implementation of risk reduction. A successful risk assessment will measure both the magnitude of a potential loss and the probability that a loss will occur.

Examples of potential work requests:

- Assess risks and review technical risk assessments of an IT project including subsystem designs, architectures, and computer systems in terms of their impact on costs, benefits, schedule and technical performance;
- Perform cost and schedule risk assessments to support various alternatives to meet mission need, recommend alternative courses of action when one or more interdependent segment(s) or phase(s) experience a delay, and recommend opportunities for new technology insertions;
- Provide fraud detection and prevention expertise on services to internal and external customers;
- Perform technical risk assessments at various points in the system life cycle;
- Identify areas of technical risk when translating operational requirements into system level requirements;
- Develop and/or evaluate potential methods of mitigating technical risks;
- Update evaluations in order to determine and forecast operational needs and changes;
- Provide presentations on reporting and operational enhancements;
- Develop operational management reporting tools and programs to prevent or mitigate risks; and,
- Provide and/or develop risk management policies, procedures and guidelines.

Business Process Reengineering (BPR)

Description - Streamline business processes and develop, implement and support process improvements to eliminate redundancy, increase productivity and reduce cost.

Examples of potential work requests:

- Define the purpose, goal and scope of the BPR project;
- Analyze existing work flow processes and define business requirements and recommend improvements to or reengineering of work flow processes in order to meet identified business requirements;
- Analyze the operational, technical and economic risks of reengineering efforts;
- Identify requirements that will meet the needs of the clients;
- Document the reengineering methodologies utilized to recommend improvements in processes and the methods of implementation.
- Assist IT in developing technical solutions for information technology projects for recommended process improvements.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Technology Project Management Services

Description - Successful IT technology project management services to ensure that IT project goals and objectives are met and that products are delivered on time, on budget and within scope, as well as, meet the business objectives originally intended.

Examples of potential work requests:

- Ensure strategic alignment of IT projects by establishing project goals and objectives that are consistent with stated goals;
- Provide project planning, task prioritization, budget/cost analysis, scheduling, projections of staffing requirements, and performance measurements;
- Assist with IT project management by: creating, assessing and modifying schedules; performing contract and resource management; assessing and controlling risk; directing and delegating tasks; receiving, gathering, analyzing and disseminating information; setting goals and objectives; organizing project teams; preparing action and contingency plans

Example of potential contracted staff support requirements:

Project Manager

DUTIES: A Project Manager will be assigned the management of a specific project. Performs day-to-day management of the project, identifies issues and risks, and recommends mitigation strategies. Responsible for ensuring that work performed is within scope, consistent with requirements, and delivered on time and within budget. Identifies critical paths, tasks, dates, testing, and acceptance criteria. Monitors issues and provides regular status reporting. Demonstrates excellent writing and oral communications skills. Must have at least three years of in-depth experience in the subject matter relating to the project.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university. Project management certification is preferred.

EXPERIENCE: At least six years of demonstrated experience in supervision or oversight of IT-related programs and projects. The Contractor shall follow the project management methodologies that are consistent with the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK) Guide.

2.2.2. Functional Area Two: IT Systems Management and Maintenance

Description – Systems/Facilities Management and Maintenance services include: Data Center Technical Support/Operations, support to desktop, network, telecommunications, servers and electronic mail technical and operational functions.

Example of potential contracted staff support requirements:

Senior Computer Specialist

DUTIES: A Senior Computer Specialist must be able to provide second level desk-side and phone support to users in desktop, laptop, wide area network, wireless and desktop and enterprise application support. Familiar with desktop support tools such as Novell's Zenworks. Demonstrates excellent writing and oral communications skills.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least six years of demonstrated experience in computer support supervision or high level desk-side computer support.

Computer Specialist

DUTIES: A Computer Specialist must be able to provide first level desk-side and phone support to users in desktop, laptop, wide area network, wireless and enterprise application support. Serves as an initial point of contact for Help Desk staff and referred work tickets. Demonstrates good writing and oral communication skills.

EDUCATION: Relevant Associate's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of demonstrated experience in desk-side computer support.

Senior Network Engineer

DUTIES: A Senior Network Engineer must be able to provide Tier Three support to users in infrastructure, wide area network, wireless and other network and desktop support. Familiar with Novell's network operating system, and desktop support tools such as Novell's Zenworks. Familiarity with Microsoft Exchange, Unix, Linux, and Apple/MAC is a plus. Demonstrates excellent writing and oral communications skills.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least six years of demonstrated experience in network engineer supervision or high level network engineering support.

Network Engineer

DUTIES: A Network Engineer must be able to provide Tier Two support to users in infrastructure, wide area network, wireless and other network and desktop support. Familiar with Novell's network operating system, and desktop support tools such as Novell's Zenworks. Familiarity with Microsoft Exchange, Unix, Linux, and Apple/MAC is a plus.. Demonstrates good writing and oral communication skills.

EDUCATION: Relevant Associate's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of demonstrated experience in network engineering support.

Electronic Mail Administrator

DUTIES: An Electronic Mail Administrator participates in major projects that involve providing integration, implementation and maintenance of large, complex electronic mail systems such as Microsoft Exchange. Provides input into the design and development of e-mail solutions and add-ons, and works on teams who are responsible for upgrading and updating the systems.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of experience in planning, implementing and maintaining major electronic mail systems, preferably Microsoft Exchange

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Senior Oracle DBA

DUTIES: A Senior Oracle DBA manages major projects that involve providing backend Oracle database and/or Middle Tier support for the integration, implementation of large, complex systems and applications. Provides design and development of backup and recovery strategies, security policy and enforcement, production monitoring and diagnostics as well as problem analysis and resolution.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least six years of experience as an Oracle DBA. Must have led a major database/application implementation effort.

Oracle DBA

DUTIES: An Oracle DBA participates in major projects that involve providing backend Oracle database and/or Middle Tier support for the integration, implementation of large, complex systems and applications. Provides input into the design and development of backup and recovery strategies, security policy and enforcement, production monitoring and diagnostics as well as problem analysis and resolution.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of experience as an Oracle DBA.

2.2.3. Functional Area Three: Information System Security

Description – Support for the security of information and computing resources at all organizational levels; including software/application and data security support, as well as disaster recovery planning and risk assessment.

Business Continuity Planning

Description – Creation and validation of an exercised logistical plan for how an organization will recover and restore partially or completely interrupted critical function(s) within a predetermined time after a disaster or extended disruption. Disaster recovery planning and risk assessment in support of the mitigation of risks to information technology and telecommunications systems and infrastructure through quantitative risk analyses establish recovery time and recovery point objectives, effective mitigation strategies, and documented disaster recovery plans.

Examples of potential work requests:

- Assess adequacy of existing management, operational, and technical controls in safeguarding assets against waste, loss, unauthorized access/use, misappropriation to establish the consequences/impact of the potential threats on operations and service delivery requirements;
- Review, develop, update and/or integrate disaster recovery, continuity of operations plans, contingency plans, and risk assessments;
- Identify, develop and/or implement mitigation strategies to increase the effectiveness of operations and the continuity of service

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Hardware and Software Security Support

Description – Strategies, solutions and/or on-site contracted staffing to defend hardware and software IT and telecommunications resources against adversaries such as worms, viruses and hackers for applications and operating systems in a client/server or networked environment.

Examples of potential work requests:

- Support security operations, which may include the analysis, development and implementation of security methodologies and safeguards;
- Design, test, install and support wireless network security systems;
- Provide virus and worm detection and elimination support;
- Provide operational and analytical support related to security for server, network and desktop platforms;
- Evaluate and analyze new and emerging security technologies as well as Vendor products for their feasibility of use and make recommendations

Example of potential contracted staff support requirements:

Computer Security Specialist

DUTIES: A Computer Security Specialist is responsible for the planning, design, implementation and monitoring of security measures, policies, methods and procedures which safeguard the integrity of and access to enterprise systems, files and data elements. Maintains knowledge of changing technologies, and provides recommendations for adaptation of new technologies or policies. Recognizes and identifies potential areas where existing data security policies and procedures require change, or where new ones need to be developed.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience, and qualified as a Certified Information System Security Professional (CISSP) from the International Information Systems Security Certifications Consortium ((ISC)²), or holding one or more of the Global Information Assurance Certifications (GIAC).

EXPERIENCE: At least five years of experience in enterprise security support.

2.2.4. Functional Area Four: Web and Internet Systems

Description – A broad range of business solutions and support using the capabilities of the web and Internet; design, develop, test, implement and maintain web sites, portals, web applications and web services and the associated hardware, software, network and security components that comprise these solutions.

Web Developer/Programmer

DUTIES: Acts as a senior team member leading team members in design and develop of complex interactive and transactional websites. Propose website design and development strategies to address organizational needs. Create action plans and applications to carry out strategic objectives. Programs and develops in two or more languages such as C/C++, JAVA, JavaScript, and Perl.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least five years of relevant experience.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Web Graphic Designer

DUTIES: Produces innovative visual solutions to communications challenges in print, websites, and marketing materials. Is primarily responsible designing web graphics, web page layouts and coding those designs and layout into HTML web pages.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least five years of relevant experience.

Web Information Architect

DUTIES: Plans and designs how to present information on the web. Works behind the scenes, taking into account not only the purpose and goals of the clients, but also the best way to articulate those purposes and goals to the target audience. Is responsible for the User Interface (UI) architecture and interaction flow of existing and new functionality

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least five years of relevant experience.

Web Portal Administrator

DUTIES: Functions as coordinator of the Campus Portal. The Campus Portal is a password-protected Web portal that makes relevant campus information available to users and provides convenient, single-point access to major campus systems such as the electronic calendar, campus email and web-based learning system.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least five years of relevant experience.

2.2.5. Functional Area Five: Application Support and Software Engineering

Description –Services to provide support for in-house and hosted enterprise and departmental applications to ensure that information systems are designed to capitalize on standards, provide interoperability with other systems and networks, be reliable and maintainable, and make the most cost-effective use of commercial off-the-shelf (COTS) technology, when applicable.

Software Engineering provides full life cycle of a software system development. Process definition; requirements management (project planning, quality assurance, project tracking and oversight, organizational process focus); software metrics; software process assessments; software capability evaluations; software project management; software certification; software validation and verification; open systems; software architecture; software reengineering; software reuse; component-based software; software security; supervising software configuration management; and CASE tools.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

Examples of Potential Services:

- Provide ongoing system, applications maintenance and troubleshooting;
- Analyze and document complex system requirements;
- Design software tools and subsystems to support software reuse and domain analyses and manage their implementation;
- Interpret software requirements, design specifications to code, manage software development and support (using formal specifications, data flow diagrams, and other accepted design techniques and tools), integrate and test software components;
- Estimate software development costs and schedules;
- Review existing programs and assist in making refinements, performance improvements, and improving current techniques; and
- Estimate and track software quality attributes.

Example of potential contracted staff support requirements:

Senior Application Programmer

DUTIES: A Senior Application Programmer manages major projects that involve providing integration, implementation of large, complex systems. Provides design and development of e-solutions, and is responsible for technical design and implementation of the architecture.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least six years of experience in planning, designing, building, and implementing IT application systems. Must have led or been chief architect in a major implementation effort.

Application Programmer

DUTIES: An Application Programmer participates in major projects that involve providing integration, implementation of large, complex systems. Provides input into the design and development of e-solutions, and works on teams who are responsible for technical design and implementation of the architecture.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of experience in planning, designing, building, and implementing IT application systems.

Software Engineer

DUTIES: A Software Engineer participates in major projects that involve providing integration, implementation of complex systems. Provides input into the design and development of software solutions, and works on teams who are responsible for technical design and implementation of the architecture.

EDUCATION: Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.

EXPERIENCE: At least three years of experience in planning, designing, building, and implementing IT software systems.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

2.2.6. Functional Area Six: Media and Classroom/Lab Education Center Design & Support

Description –Services to build and support multi-media and classroom/lab education centers including, but not limited to: planning, analysis, troubleshooting, integration, acquisition, installation, operations, maintenance, training, documentation, and administration. Professional training expertise, including instructional systems design capabilities for enhanced learning opportunities for students/employees utilizing classroom/lab education centers.

Examples of Potential Services:

- Plan, design and implement new/renovated classroom and lab instructional facilities
- Provide and maintain a training environment conducive to effective teaching and learning. May include facility, multimedia presentation capabilities and curriculum specific hardware and software
- Provide input into instructional facilities project plans and proposals

Example of potential contracted staff support requirements:

Instructional Facilities Design Specialist

- **DUTIES:** An Instructional Design Coordinator participates in major projects that involve designing and implementing classroom, lab and training room facilities. Provides input into design concepts and alternatives; coordinates complex projects with clients; reviews project proposals and plans; evaluates proposals or plans for consistency with development guidelines; meets with technical and design experts, advisors and consultants to coordinate work and exchange information regarding facilities design, architectural planning issues and policies and potential development alternatives.
- **EDUCATION:** Relevant Bachelor's Degree from an accredited college or university, or a satisfactory combination of education, training and experience.
- **EXPERIENCE:** At least three years of experience in planning, designing, and implementing instructional facilities.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 2 – SPECIFICATIONS/SCOPE OF WORK-continued

2.3. PAST PERFORMANCE

This section shall include the following:

1) Bidders shall provide a minimum of **three examples of successful services projects** (within budget, on time, within scope). These examples shall provide the project name, the services provided, and the objectives satisfied.

2) For each example project provided, the Bidders shall include a supporting reference with the following information:

- a) Name of client organization;
- b) Name, title and current phone number of client organization's point of contact.

PLEASE NOTE: Contact information for any reference must be accurate, and the point of contact must be knowledgeable of demonstrated project and be willing/able to discuss the Bidder's performance for this project.

3) **References:** Bidder's proposal must include the names and telephone numbers of three (3) references similar in size and scope to Montgomery College (SEE ATTACHMENT A). Cited references must be able to confirm, without reservation, the Bidder's ability to provide these services in accordance with the requirements in the RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Bidder's services; and to require a site visit to one or more of the Bidder's reference locations.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 3 – PROPOSAL EVALUATION AND AWARD

3.1 Evaluation

3.1.1 Process

All proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College.

3.2 Evaluation Criteria

The Technical Proposal will be valued at 70 points. The maximum point value to be awarded for a Bidder's Technical Proposal is provided below. *In order to be considered for award, bidders must achieve a minimum technical score of 55 points.*

2.1 Contracted Staff - Requirements	30 (Maximum available points)
2.3 Past Performance/References	20 (Maximum available points)
4.1 Proposal Submission	5 (Maximum available points)
4.5 Vendor Presentation and Qualifications	15 (Maximum available points)
Price Proposal	30 (Maximum available points)

TOTAL POSSIBLE AWARDED POINTS 100

3.3 Rejection of Proposal

The College reserves the following rights to be exercised at the College's sole discretion:

- a. To make such investigation as deemed necessary to determine the qualifications of the Bidder and to determine the ability of the Bidder to perform the desired scope of services. The Bidder will furnish to the College all such information and data as the College may request. The College reserves the right to reject any offer if the evidence submitted by, or investigation of, such Bidder fails to satisfy the College that such Bidder is properly qualified to carry out the obligations of the contract and to complete the scope of services contemplated herein. The College reserves the rights to restrict requesting proposals to such Bidders who the College determines are qualified by experience and finances to successfully perform the scope of services. Conditional bids will not be accepted.
- b. To reject any or all proposals and to make awards in the best interest of the College, in the name of the Board of Trustees. The College also reserves the right to cancel the Request for Proposals in its entirety.
- c. To accept or reject any item of proposal.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 4 – REQUIRED SUBMITTALS

4.1 Proposal Submission

A submittal consisting of the Technical Proposal and Required Submittals are required when responding to this Request for Proposal. **One original, five copies and one electronic copy of the Technical Proposal to this RFP are required. In addition, one original Price Proposal is required to be submitted in a separate envelope, and identified as such.** Proposals will be certified, signed and dated by a bona fide agent of the Bidder and include minority classification if applicable. All envelopes must identify that the submission is a response to the RFP and must be marked with the Bidder's name and address, the RFP number, and the opening date and time. Failure to include all required submittals may render the proposal non-responsive. The College will reject any offer without an authorized signature.

NOTE: It is highly desirable for the Vendor to obtain an electronic copy of this document and to intersperse responses into each section, as appropriate, when preparing the proposal. However, the Vendor must not type in or otherwise alter or re-key any of the original text of this RFP. If the College determines that the Vendor has altered language from the original RFP, the College may, in its sole discretion, disqualify the Vendor from further consideration.

4.2 Required Submittals

- I. Technical Proposal
 - Transmittal Letter
 - Statement of Qualifications
 - Minimum Requirements Response and Past Performance (Section 2)
- II. Subcontractor List (if applicable)
- III. References (Attachment A)
- VII. Contractor Information Form (Attachment B)
- VIII. Metropolitan Washington Council of Governments Rider Clause (Attachment E)
- IX. Requirements Checklist (Attachment F)

The proposal should be organized using the following outline.

4.3 Technical Proposal

This section must contain a detailed description of the services offered by the Bidder in response to this RFP. **Bidders shall submit one proposal, even if proposing multiple functional areas.** The information submitted by the Bidder must provide sufficient detail to allow College evaluators gain a comprehensive and clear understanding of the Bidder's capabilities.

4.4 Transmittal Letter

The transmittal letter must be prepared on the Bidder's business stationery. The letter must introduce the company and give a brief history of the organization and the contact person responsible for the project. The letter should summarize the key points of the proposal; must indicate the Bidder's understanding of the College's requirements; and demonstrate the Bidder's ability to provide the requested services. The letter **must be signed** by an individual authorized to represent the Bidder for this RFP.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 4 – REQUIRED SUBMITTALS-continued

4.5 Statement of Qualifications

This contract requires specialized services. Bidder's statement of qualifications must address the following:

- Vendors must possess a minimum of five (5) years of experience providing services as required in this RFP in projects of similar size and scope to Montgomery College's.
- Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services.
- Previous, demonstrated experience as defined in Section 2.3.
- Bidder's corporation/organization size, financial information, web presence, length of time the organization has been providing the services listed, and key business relationships.
- Vendor will provide a presentation demonstrating their qualifications and proposed solutions as a part of their response to this proposal.

4.6 References

Bidder's proposal must include the names and telephone numbers of three (3) references similar in size and scope to Montgomery College. Cited references must be able to confirm, without reservation, the Bidder's ability to provide these services in accordance with the requirements in the RFP. The College reserves the right to reject a proposal based on an unsatisfactory reference; to request additional references or contact any site using the Bidder's services; and to require a site visit to one or more of the Bidder's reference locations.

4.7 Subcontractors

Each Bidder must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
SECTION 5 – PRICE PROPOSAL

Vendors shall include hourly pricing for all sub-categories of each functional area being proposed as listed below.

Award will be based on pricing for Year 1

ITEM	DESCRIPTION	U/M	Year 1	Year 2	Year 3	Year 4	Year 5
1	Functional Area 1: IT Management Consulting Services <i>Labor Category/Position:</i> Project Manager	Hourly	\$	\$	\$	\$	\$
2	Functional Area 2: IT Systems Management & Maintenance <i>Labor Category/Positions:</i> - Computer Specialist - Senior Computer Specialist - Network Engineer - Senior Network Engineer - Electronic Mail Administrator - Senior Oracle DBA - Oracle DBA	Hourly Hourly Hourly Hourly Hourly Hourly Hourly	\$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$	\$ \$ \$ \$ \$ \$ \$
3	Functional Area 3: Information System Security <i>Labor Category/Position:</i> Computer Security Specialist	Hourly	\$	\$	\$	\$	\$
4	Functional Area 4: Web & Internet Systems <i>Labor Category/Position:</i> - Web Developer/Programmer - Web Graphic Designer - Web Information Architect - Web Portal Administrator	Hourly Hourly Hourly Hourly	\$ \$ \$ \$	\$ \$ \$ \$	\$ \$ \$ \$	\$ \$ \$ \$	\$ \$ \$ \$
5	Functional Area 5: Application Support and Software Engineering <i>Labor Category/Positions:</i> - Application Programmer - Senior Application Programmer - Software Engineer	Hourly Hourly Hourly	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$ \$	\$ \$ \$
6	Functional Area 6: Media and Classroom/Lab Education Center Design & Support <i>Labor Category/Position:</i> Instructional Facilities Design Specialist	Hourly	\$	\$	\$	\$	\$

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

VENDOR MAY PROVIDE PRICING FOR ONE OR MORE FUNCTIONAL AREA REQUIREMENTS, BUT WILL SUBMIT A SINGLE RESPONSE, WHETHER PROPOSING ONE OR MULTIPLE FUNCTIONAL AREAS.

Note to Vendor: Submitted price must be inclusive of all costs associated with all requirements listed herein.

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT A: REFERENCES

REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

Please note: References listed must be able to confirm the Bidder's ability to provide the services requested in this bid document.

References submitted by: _____
Company Name

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT B: CONTRACTOR INFORMATION FORM

- B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

- B.2 Minority Contractor: Yes No

If yes, please specify minority classification

- B.3 Price adjustment (is is not) necessary for other public agencies as listed.

- B.4 Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken may affect the award of a contract or purchase order.

- B.5 Please provide the following information

Company Name		Years in Business	
Federal Tax Number:		Dun & Bradstreet Number	
Street Address:		City, State, Zip Code	
Telephone Number		Fax Number:	
Contact Person:		Title:	
Cell Number:		E-Mail Address:	

Company Name Name

Title Authorized Signature and Date

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT C: NO BID RESPONSE FORM

Please be advised that our company does not wish to submit a bid in response to the above-captioned bid for the following reason(s):

☐

Too busy at this time

☐

Not engaged in this type of work

☐

Project is too large or small

☐

Cannot meet mandatory specifications (Please specify below)

☐

Other (Please specify)

Company Name

Name

Street Address

Authorized Signature and Date

City, State, Zip

Title

Please return to:	Montgomery Community College Office of Procurement 900 Hungerford Drive, Room 110 Rockville, Maryland 20850-1733
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MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT D – TERMS AND CONDITIONS CONTINUED

ACCEPTANCE PERIOD

The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor's performance must be consistent with the specifications contained herein and the Contractor's bid. Failure to satisfy the "acceptance trial period of performance" may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor's services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

ADDENDA The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

AUDIT Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Bidder and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

BEHAVIOR OF CONTRACTOR EMPLOYEES The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be non substantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful Bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

BIDDING INSTRUMENTS Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Bidder, and proof must be to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense.

CANCELLATION Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

COMPLIANCE WITH LAWS Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

CONFLICT OF INTEREST No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT D – TERMS AND CONDITIONS CONTINUED

CONTINGENT FEES Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project. The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

CONTRACT DEADLINES The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

CONTRACTOR IDENTIFICATION Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

CONTRACT TERMINATION The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding.

CONTRACTORS This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

DELIVERY OF BIDS Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED. Late bids will be returned to the Bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 900 Hungerford Drive, Suite 110, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, Room 110, 900 Hungerford Drive, Rockville, Maryland 20850.

ERRORS IN BIDS Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the Bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Bidder must be evident on the face of the bid.

FAILURE TO DELIVER If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor.

INDEMNIFICATION The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement. Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

HAZARDOUS AND TOXIC SUBSTANCES Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

INSPECTION OF PREMISES If a site visit is recommended or required, each Bidder is responsible for visiting the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful Bidder, at a later date for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT D – TERMS AND CONDITIONS CONTINUED

INSURANCE If a contract results from this bid, the Contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

MARYLAND PUBLIC INFORMATION ACT Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

MINORITY PARTICIPATION Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

NON-ASSIGNMENT AND SUBCONTRACTING Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Bidder and its personnel.

NON-COLLUSION Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; Bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the Bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the bid or offer is submitted.

NON-DISCRIMINATION Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

NON-DISCRIMINATION POLICY The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

NON-VISUAL ACCESS The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and nonvisual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and nonvisual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for nonvisual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for nonvisual access will not increase the cost of the information technology by more than 5 percent. For purposes of the regulation, the phrase "equivalent access" means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by nonvisual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output."

NOTICE TO CURE The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF BID Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Bidder's place of business prior to award of contract to determine Bidder responsibility.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Contractor.

RECORD RETENTION If awarded a contract, Contractor shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT D – TERMS AND CONDITIONS CONTINUED

REFERENCES Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.
REJECTIONS AND CANCELLATIONS Montgomery College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any Bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY The Bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. ____" and each sample shall be tagged or marked. Failure of the Bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

SIGNATURE Each bid must show the full business address and telephone number of the Bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be borne by the Contractor.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery College. Insufficient funds shall be grounds for immediate termination of solicitation.

TERMINATION FOR DEFAULT If an award results from this bid, and the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland and State of Maryland as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission
- Maryland State Colleges and Universities

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Bidder's sole expense.

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012

ATTACHMENT E: METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded Vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

<u>YES/NO JURISDICTION</u>	<u>YES/NO JURISDICTION</u>
☐ Alexandria, Virginia	☐ City of Manassas Public Schools
☐ Alexandria Public Schools	☐ Manassas Park, Virginia
☐ Alexandria Sanitation Authority	☐ Maryland-National Capital Park & Planning Comm.
☐ Arlington County, Virginia	☐ Metropolitan Washington Airports Authority
☐ Arlington County Public Schools	☐ Metropolitan Washington Council of Governments
☐ Bladensburg, Maryland	☐ Montgomery College
☐ Bowie, Maryland	☐ Montgomery County, Maryland
☐ Charles County Public Schools	☐ Montgomery County Public Schools
☐ College Park, Maryland	☐ OmniRide
☐ Culpeper County, Virginia	☐ Prince George's County, Maryland
☐ District of Columbia	☐ Prince George's Public Schools
☐ District of Columbia Courts	☐ Prince William County, Virginia
☐ District of Columbia Public Schools	☐ Prince William County Public Schools
☐ District of Columbia Water & Sewer Auth.	☐ Prince William County Service Authority
☐ Fairfax, Virginia	☐ Rockville, Maryland
☐ Fairfax County, Virginia	☐ Spotsylvania County Schools
☐ Fairfax County Water Authority	☐ Stafford County, Virginia
☐ Falls Church, Virginia	☐ Takoma Park, Maryland
☐ Fauquier County Schools & Government, Virginia	☐ Upper Occoquan Sewage Authority
☐ Frederick, Maryland	☐ Vienna, Virginia
☐ Frederick County, Maryland	☐ Virginia Railway Express
☐ Gaithersburg, Maryland	☐ Washington Metropolitan Area Transit Authority
☐ Greenbelt, Maryland	☐ Washington Suburban Sanitary Commission
☐ Herndon, Virginia	☐ Winchester, Virginia
☐ Leesburg, Virginia	☐ Winchester Public Schools
☐ Loudoun County, Virginia	
☐ Loudoun County Public Schools	
☐ Loudoun County Sanitation Authority	
☐ Manassas, Virginia	
	Vendor Name
	Revised 8/18/06

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Information Technology Contracting Services
RFP NUMBER: 513-007
RFP OPENING DATE: November 15, 2012
ATTACHMENT F: REQUIREMENTS CHECKLIST

Section 2.1	Meets Requirement? (Y or N)	Section 2.2	Will provide services for this functional area? (Y or N)
2.1.1		2.2.1	
2.1.2		2.2.2	
2.1.3		2.2.3	
2.1.4		2.2.4	
2.1.5		2.2.5	
2.1.6		2.2.6	
2.1.7			
2.1.8			
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