



COUNTY COMMISSIONERS ASSOCIATION OF PENNSYLVANIA

REQUEST FOR INFORMATION FOR

RESEARCH GROUP SERVICES

I. INTRODUCTION

- A. The County Commissioners Association of Pennsylvania ("CCAP") is requesting information from entities or individuals regarding research group services as it relates to local government. The CCAP is acting on behalf of counties and their affiliated local government entities.
- B. Information submitted in accordance with this request for information will be evaluated by CCAP and the CCAP IT Steering Committee. CCAP reserves the right, where it may serve the CCAP best interest, to request additional information or clarification from respondents, or to allow for corrections, errors or omissions.
- C. CCAP is researching options to offer to counties based on aggregate agreement levels of cost and services.

II. NATURE OF SERVICES REQUIRED

- A. CCAP is requesting that you list out the services that you currently have available as it relates to local government needs.
- B. The services should reflect all areas including but not limited to roles, type of business category, etc. however, should focus on Technology research such as:
 - a. Best Practices
 - b. Technology and Business Trends, including all the backup data and statistics
 - c. Specific Project Related Case Studies and Information
 - d. Templates and Other Business Decision Support Tools
 - e. Educational Opportunities
- C. The response should include any information to help in the understanding of the delivery of the research and educational services available. (This includes any portals available, forums, discussion center options, and how each works, etc.)
- D. Include in the response all methodology of how the services are administered and deployed this includes local representative names, and the marketing

process for how the local counties of PA would learn about, make effective use of, and procure under an aggregated agreement for your services.

III. DESCRIPTION OF THE CCAP

A. Name and Telephone Number of Contact Persons

Kathie Glassel
Technology Programs Administrator
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Kglassel@pacounties.org

B. Background Information

CCAP is an entity created by Act of the General Assembly having its principal offices at 17 North Front Street, Harrisburg, Pennsylvania 17101-1624. CCAP represents the local governing bodies of all 67 counties in Pennsylvania. Affiliate organizations of CCAP represent the administrators of children and youth, drug and alcohol, mental health/mental retardation, nursing homes, and human services.

IV. TIME REQUIREMENTS

- A. CCAP should have this information by end of day on Monday, July 27th, 2009.
B. There will be no extension of time granted for this RFI.

V. Format of Response

- A. Format should be consistent with the sections in this RFI.
B. Your response should include a primary contact name, phone number and e-mail address.
C. Your response should include a clear and specific listing of available research group services that are specific to the requirements in this RFI.
D. Your response should include any and all related costs at:
a. The aggregate agreement level (if applicable)
b. An individual county level
E. Examples of existing aggregate agreements you may already be using in other areas as it relates to this RFI.
F. Send all responses to kglassel@pacounties.org
G. E-mail attachment in PDF is acceptable.