

REQUEST FOR PROPOSALS
for a
TECHNOLOGY STUDY

For Vance County, North Carolina



Proposal Deadline: March 1, 2010
by 10:00 a.m., EST

GENERAL INFORMATION

Overview. Vance County, NC is a small rural county with a population of about 43,000 and is located on the Virginia border, 45 miles due north of Raleigh. Vance is designated as a “Tier 1 County” by the State of North Carolina, which identifies the most financially distressed counties in the State. The County has eighteen (18) different departments, within which numerous services and programs are provided, many of which are mandated by federal, state, and/or local law. The departments have varying types of automation, communication systems, security systems, etc., most of which are not interconnected. Those departments include:

Administration & Finance	Animal Control
Cooperative Extension	Courthouse Maintenance & Security
Economic Development	Elections
Emergency Management/911	Detention Center (Jail)
Fire & Emergency Medical Services	Planning & Development
Register of Deeds	Tax Office
Sanitation/Solid Waste	Senior Center
Sheriff’s Office	Social Services
Soil & Water Conservation	Veterans Services

Comprehensive Study Report. With the goal of providing services in the most efficient and cost-effective manner possible, the Board of County Commissioners desires to have a professional comprehensive study conducted of the manner in which technology currently supports how such services are provided and how technology can be practically applied to enhance service delivery. It is expected that the consultant selected to undertake the study will have the necessary expertise, experience, references, staffing, and time to provide a qualitative report and recommendation(s) which can be implemented in a logical and reasonable manner. The report shall include an assessment of current technology and an implementation plan, complete with priority sequencing and cost projections. The original report shall be presented in hard copy with nine copies, which shall be due no later than May 17, 2010. The report shall also be made available electronically in a format useable by the County in both Word and Adobe Acrobat.

Purpose and Scope of Services. The purpose and overall intent of this Request for Proposals (RFP) is to solicit responses from qualified consulting firms to develop a comprehensive strategic plan for technology for the County which maximizes the use of available resources. Each such final plan shall include, at a minimum, specific assessments and analyses as follows:

- Overall assessment of current technology being used by all County departments, including an inventory of existing hardware and software with development of a network map for each department that identifies existing connectivity between departments as well as future potential for interdepartmental connectivity.

Interdepartmental connectivity shall include, but is not limited to, the Department of Social Services with Public Schools, Vance-Granville Community College, Public Health, and Area Mental Health.

- Identification of software platforms to include, but not limited to, operating systems, word processing programs, spreadsheet programs, and virus protection in order to establish a baseline, and identification of potential cost savings through volume licensing.
- Recommendations for security enhancements to include the implementation of technology necessary to improve handling of currency in all its forms and sensitive documents.
- Identification and assessment of the challenges and needs faced by the County for which technology can and should be applied, both now and in the next one to five years.
- Recommendations for enhancements of existing County websites, including potential uses and applications.
- Development of the optimal methodology, including resources, to meet such challenges and needs.
- Recommendation of the best strategy, operational and otherwise (including impact on staffing levels), to provide these services, along with related cost projections.

Submission of Proposals. Each proposal must include, at a minimum, the following information:

- Name and pertinent corporate information
- Names and related qualifications of individuals participating in the study, including the name of the project manager
- Estimated time schedule for study completion
- Minimum of three references for similar projects conducted for local governments in North Carolina, with appropriate contact information for each project
- Proposed full cost to the County for the study and implementation plan
- Detailed Scope of Services designed to meet the purpose and intent of the study
- Methodology for identification of key issues
- Description of data collection process and methodology, including extent to which County staff is expected to be involved
- Identification and description of deliverables and plans for presentation of final work products to the County, including a project schedule.

Directions for Submissions.

- Responses shall be based on the requirements contained in the RFP and must be complete in order to be considered. The County reserves the right to reject any and all proposals, to waive any informalities unless otherwise specified by the consulting firm, and to make awards in whole or in part. Failure by the consulting firm to properly execute the proposal, omission of information, conditional proposals, or

irregularities of any nature may be grounds for rejection by the County. All services are subject to the availability of funds.

- One original and nine hard copies of the proposal shall be submitted to the County Manager at 122 Young Street, Suite B, Henderson, NC, 27536.
- Also, electronic submission in a useable format to the County is required.
- Proposals will be accepted until Monday, March 1, 2010, at 10:00 a.m.
- Proposals may be opened and reviewed by staff immediately upon receipt. No proposals may be withdrawn until March 31, 2010.
- Price quotes will be held firm.

General Terms and Conditions.

In order to provide consideration for acceptance, the County must receive proposals no later than 10:00 a.m., Monday, March 1, 2010. The County is not responsible for delays in delivery. It is the sole responsibility of the consulting firm to ensure that proposals reach the Office of the County Manager by the deadline.

- The consulting firm shall comply with all applicable federal, state, and local laws, rules, and regulations. This solicitation and potential contract(s) shall be governed by the laws of the State of North Carolina and any litigation shall be brought into the General Courts of Justice in Vance County, North Carolina.
- Selection of the consulting firm to be used for this project shall be based on upon qualifications and overall suitability. Once the best consulting firm is identified, discussions and negotiations shall be undertaken, after which, the County shall award a contract for provision of services to that firm, subject to prior approval by the Board of County Commissioners. The County reserves the right to award the contract in a manner that is in the best interest of the County and its citizens.
- In submission of a proposal, the consulting firm certifies that it is doing so without fraud or collusion and that it and its corporate members, employees, etc. have not received any inducements from any related individual, organization, or company, or any supplier, manufacturer, or subcontractor in connection with the proposal.
- Inasmuch as the County is an equal opportunity employer, the County strongly encourages all contractors to establish and maintain a policy to ensure equal opportunity employment. Women, minorities, veterans, and persons with disabilities are encouraged to respond to this RFP.
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- Inasmuch as the County is an equal opportunity employer, the County strongly encourages all contractors to establish and maintain a policy to ensure equal opportunity employment. Women, minorities, veterans, and persons with disabilities are encouraged to respond to this RFP.

Contact Information. Questions concerning the requirements of the study may be directed to:

Brian Short, Emergency Operations Director	252-438-8264
Jordan McMillen, Planning Services Director	252-738-2091
Steve Stanton, County Finance Director	252-738-2006