



Request for Proposals

IT Infrastructure Upgrade and Solutions

Tri-County Regional Planning Commission, hereafter referred to as the Commission, requests proposals from qualified vendors and firms for IT Infrastructure Upgrade and Solutions for the Commission's office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602.

Proposals will be accepted until 4:00 pm, April 22, 2022. Proposals received after that date and time will not be considered.

Background

The Commission of Peoria, Illinois, serves as the Regional Planning Commission (RPC) in the Tri-County region of Peoria, Tazewell, and Woodford counties. As an RPC, the primary function of our organization is to study the needs and conditions of the Tri-County region and develop strategies that enhance our communities.

In addition to being the Tri-County region's RPC, the Commission is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. As the MPO, the Commission carries out the continuing, cooperative, and comprehensive (3-C) transportation planning processes required by federal law. Commission members include three counties, numerous municipalities in the region, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation (IDOT).

The MPO receives state and federal funding from IDOT for planning work throughout the metropolitan planning area. A portion of these funds has been identified for this project. The proposed compensation for the project is \$20,000. Due to contract obligations, all work related to the project must be completed by June 30, 2022.

Current IT Infrastructure

The Commission's server is a Lenovo System x3250 M6, Machine Type 3633 AC1 with the Windows Server 2012 R2 Edition operating system, which has a Microsoft End of Support date of October 23, 2023. The backup and recovery solution utilizes a QNAP NAS TS-x53D. For backup battery power, the Commission uses an APC Smart-UPS 1500. For managed security service, a Fortinet FortiGate 60F is utilized through a service agreement with the Commission's current vendor that provides network administration and technical support.

The Commission has a total of 10 employees, with a potential of adding an eleventh employee in the near term. These individuals use the current server with virtual private network (VPN) access through Fortinet. The server has five drives with a capacity of 3.63 terabytes, with 2.41 terabytes used. The server's drives are as follows: 1) User (U:) drive houses the user information with personal storage space of all current employees and an archive of previous employees; 2) the Data1 (F:) drive houses primarily static data consisting of Microsoft, PDF, and image files; 3)

the Geodata (S:) drive houses GIS data consisting primarily database heavy files, such as Shapefiles and Map Exchange Documents; 4) the Scans (Y:) drive is the destination for all scans from the Commission's leased Xerox AltaLink C8145; and, 5) the Data2 (Z:) drive consists of orthophotography for four counties. In addition to the Commission's leased Xerox printer, the Commission owns an HP DesignJet T1300 for plotting map documents.

The current internet provider is Xfinity Comcast. The Commission utilizes a Comcast Business Modem/Router and Ubiquiti UniFi Enterprise WiFi Access point. For its hardwired network, the Commission utilizes a CISCO Systems SF 100-24 24 Port 10/100 Switch and 3COM SuperStak 3 Switch 4400. For the telephone system, the Commission utilizes two ARRIS TM804 for VoIP.

The Commission's website (<https://tricityrpc.org/>) is hosted by its current vendor that provides network administration and technical support. Staff use Wordpress and Elementor for designing and editing the website. For email services, the Commission has 13 basic G Suite licenses. The three additional licenses are for maintaining email records from previous employees for reference.

The Commission currently has 10 workstations with a mixture of desktops and laptops with each having an Office 365 license. The commission also has four Microsoft Surfaces and two Apple iPads to assist Commission Staff during meetings and offsite visits. Please note that the Commission has old desktops in a variety of conditions that are for interns and new hire use or waiting for the hard drives to be destroyed and then sold at a government surplus property auction.

Lastly, the Commission utilizes the free version of MailChimp for maintaining its email list and for sending out monthly newsletters and occasional announcements. Each staff person maintains their separate email lists for their respective work email account. For virtual meetings, the Commission utilizes GoToMeeting. The Commission uses Logitech GROUP Videoconference system for its virtual meeting.

Please note that the Commission has a second server, known as the GIS Server, that is specifically for geographical data. The GIS Server is housed offsite and administered through a separate contract. The geographical data housed on this server is published on web maps through a second website for participating entities. IT Infrastructure upgrades and administration duties for the GIS Server are not included in this RFP.

Project

The intent of this request for proposals (RFP) is to invite prospective vendors to submit a proposal to supply and implement a server and storage upgrade with associated IT Infrastructure improvements and efficiencies to support the Commission's work.

This project has a budget of \$20,000 for upgrading the current IT infrastructure with a non-negotiable project completion date of June 30, 2022, due to grant contract obligations. This project also seeks vendors to provide network administration and support through an annual

service agreement outside of the \$20,000 upgrade budget. If discounts are available for multi-year service agreements, please provide this information regarding the length of terms and the net discount percentage.

The desired outcomes of this RFP are as follows:

- Replace existing server and IT infrastructure at or beyond end of life,
- Update and create a solid IT foundation for the Commission,
- Integrate with existing technologies used by the Commission,
- Enhance speed and reliability of the server applications,
- Provide solutions for redundancy and failover for critical IT infrastructure,
- Improve cyber security controls,
- Allow for scalability at the convenience of the Commission,
- Improve the connectivity of the Commission's internet service throughout the office at 456 Fulton Street, Suite 401, Peoria IL, and conference room located at 456 Fulton Street, Suite 420, Peoria, IL, through wired and new wireless technology for centralized management, updated features (such as fast access and guest network access) and better coverage throughout the office and conference room,
- Create an inventory of all existing and deployed hardware, which includes labeling the hardware and providing a database with the make, modal, serial numbers, IP addresses, manufacture date, Commission acquisition date (if known), and any other pertinent information,
- Provide a proposed network administration and support package that best serves the Commission's needs with associated cost through a service agreement,
- Provide proposed website hosting and maintenance services along with associated migration tasks and costs, and
- Provide any ongoing maintenance costs outside a service agreement to be incurred by the Commission.

Some desired recommendations and/or wish lists to come out of this RFP are as follows:

- Provide recommendations on redundant internet availability to ensure high availability of all Commission internal network connectivity,
- Provide solutions for managing email lists in one central location that can be utilized in the Commission's email service, and
- Provide recommendations regarding upgrading existing phone systems for an organization that receives little phone traffic outside of telemarketing and spam calls.

Scope of Work

Following a selection, Commission staff will work with the selected vendor to develop a scope of work and fee schedule that will form the basis of a contract for completion of the services.

Submittal Contents

The following information shall be included under the title of "IT Infrastructure Upgrade and Solutions":

1. Name of proposer
2. Proposer address
3. Proposer telephone
4. Proposer federal tax identification number
5. Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Proposer.

Proposals should number responses exactly as the questions are presented herein. Interested proposers are invited to submit proposals that contain the following information:

1. Introduction (Transmittal Letter)
2. Background and Experience
3. Personnel/Professional Qualifications
4. Approach
5. Project Schedule
6. Proposed Compensation

1. Introduction (Transmittal Letter)

By signing the letter and/or offer, the proposer certifies that the signatory is authorized to bind the proposer. The transmittal letter should include:

- a. A brief statement of the proposer's understanding of the scope of work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Illinois if applicable;
- c. A confirmation that the proposer has not had a record of substandard work within the last five years;
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the proposer feels appropriate; and
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer.

2. Background and Experience

Proposers should:

- a. Describe the proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership

- b. Describe any prior engagements in which the proposer's firm assisted a governmental entity with any other projects relating to IT Infrastructure. The proposer should include three examples of work on similar projects as described in the project. The proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of the proposer's firm to handle the proposed project.
- d. Describe any relevant specialized knowledge in IT Infrastructure and government.

3. Personnel/Professional Qualifications

Proposers should:

- a. Identify staff members who would be assigned to act for the proposer's firm in key management and field positions providing the services described in the project. List project roles and functions to be performed by each individual.
- b. Include resumes or curriculum vitae of each staff member identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant IT infrastructure projects on which they have worked. If sub-consultants will be used, include this information for each sub-consultant.

4. Approach

Proposers should:

- a. Clearly describe the unique approach, methodologies, knowledge, and capability to be employed in the performance of the project.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the project for consideration.
- c. Submit a proposal that addresses as many of the tasks listed in the project above as deemed feasible by the proposer within the proposed timeframe and budget.

5. Project Schedule

The proposal should include a general project schedule and estimated completion date with the understanding that the project must be completed by June 30, 2022, due to stipulations of the Federal funding source.

Tri-County Regional Planning Commission will enter into a contract for professional services based on a fixed-price to the selected vendor for a Scope of Services to be negotiated and finalized once the vendor is chosen.

6. Proposed Compensation

The selected vendor will be compensated on a unit-price basis as outlined under the project, above, and on an hourly fee basis for additional services rendered. Respondents should:

- a. Provide the vendor's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the project. Any final price per task will be subject to a cost reasonableness determination and final negotiation.
- b. For tasks that lack a definable work product, provide fully loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and must be represented as a "cost not to exceed."
- c. Provide other pricing information, such as related service agreements, if applicable.
- d. Understand that the Commission is not liable for any cost incurred by any proposers prior to the execution of an agreement or contract created as a result of this RFP. The Commission shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

Please submit two (2) physical copies and one (1) digital PDF with all submittals. All submittals shall be sealed and identified as *IT Infrastructure Upgrade and Solutions* and addressed to:

Michael Bruner
Planner III
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Selection Process

The Commission reserves the right to accept or reject any or all proposals. All submittals become the property of the Commission upon receipt. The Commission will evaluate each proposal according to the following selection process. The selection will be done by ranking all proposals received. Each criterion will be ranked on a scale of 1 to 10 and added to determine the vendor's overall score. The following is a list of the Criteria for Evaluation:

1. Proposed Scope of Services (10)

Provide a scope of proposed services consistent with the project description provided. The response should demonstrate a level of familiarity with the proposed project as outlined in this RFP. Provide qualifications and experience of the vendor's staff that will be used to execute the proposed scope of services. Reviewers will assess the applicability and relevance of the experience and previous projects provided.

2. Quality of Work (10)

Provide a response that shows demonstrated success on similar projects and provide examples of relevant work to the project under consideration. Please limit information to the last five years. Provide a current contact person with knowledge of the project.

3. Schedule (10)

Provide a detailed schedule including information regarding product availability and delivery.

4. Fee Structure (10)

Provide an itemized cost for each hardware upgrade, migration, solution, and any additional fees for the server upgrade and associated IT infrastructure upgrade. Also include the total project cost for this portion of the project. Include a recommended service agreement amount for IT administration and support following the upgrades.

5. Proposal Content (10)

The proposal will be evaluated for brevity, quality, and completeness. There is no need for elaborate special presentation brochures.

All submittals will be reviewed, scored, and ranked by Commission staff; however, the Commission IS NOT bound to select the highest-scoring submittal. The Commission reserves the sole right to invite one firm to the contract development stage or to reject all candidates that submit.

Project Schedule

- April 8, 2022: Request for Proposals is announced
- April 20, 2022: Deadline for submittal of questions
- April 22, 2022: Deadline for submittal of proposals
- April 25 -29, 2022: Proposals reviewed, evaluated, and ranked
- June 30, 2022: All project work is completed by this date

Contract Development

Contract development will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process. The Commission expects to use a fixed-price contract with payment terms to be negotiated with the selected respondent.

The Commission is not liable for any costs incurred by a vendor in responding to this RFP or for any costs associated with discussions required for clarification of items related to this RFP.

The contract shall not be considered executed unless signed by the authorizing representative of the Commission.

Compliance with Laws

The selected firm agrees to be bound by all applicable federal, state, and local laws; regulations; and directives as they pertain to the performance of the contract.

Questions

Commission staff will answer all questions related to this RFP until 4:00 pm, April 20, 2022. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed to:

Michael Bruner
Planner III
mbruner@tricityrpc.org