

Central Midlands Council of Governments

Request for Proposals

Request for Communication Services

ISSUANCE DATE: April 24, 2014

SERVICES REQUESTED: Communication Services

SUBMITTAL DEADLINE: May 12, 2014 at 1:00 pm

REQUEST: Services to provide and install communication equipment

You are invited to submit a Proposal in accordance with the requirements of the solicitation contained herein. Proposals are to be submitted to the CMCOG, 236 Stoneridge Drive, Columbia, SC not later than 1:00 pm on May 12, 2014 at which time respondents to this request will be publicly identified. Your proposal must be signed by an official who is authorized to bind the offer and must contain a statement to the effect that the offer is firm for a period of at least 30 calendar days from the date of submission. Due to the possibility of negotiation with any offer to submitting a proposal which appears to be eligible for contract award pursuant to the selection criteria set forth in the Request for Proposal, prices will not be divulged at the time of opening.

Proposals submitted must show the above proposed title. The CMCOG assumes no responsibility for unmarked or incorrectly marked envelopes being considered for award.

This solicitation does not commit the Central Midlands Council of Governments (CMCOG) to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for the articles of goods or services. CMCOG reserves the right to accept or reject any or all proposals received as a result of this Request for Proposals (RFP), to negotiate with all qualified offerors, or to cancel in part or in whole this Request if it is in the best interest of the CMCOG to do so.

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Part 1: GENERAL INFORMATION

A. Pre-Proposal Conference

There will be a mandatory on-site pre-proposal meeting at 671-673 Main Street West Columbia SC 29170 on May 2, 2014 at 10:30 am. The purpose of the pre-proposal meeting is to provide interested offerors and opportunity to present questions and/or request additional information relative to this Request for Proposal. Attendance at the pre-proposal meeting is mandatory for any organization interested in submitting a proposal. The questions will be answered at the meeting. After the meeting, there will be no additional questions, written or verbal, addressed.

B. Key Events and Dates (Estimates. Dates may change)

1. Request for Proposals Issued	April 24, 2014
2. Proposal Conference	May 2, 2014
3. Deadline for Receipts of Formal Proposals	May 12, 2014
4. Commencement of Evaluations	May 12, 2014
5. Announcement of Award(s)	May 14, 2014
6. Commence Contract Performance	May 16, 2014

C. Delivery of Proposals

Proposals in response to this Request for Proposal must be received by the CMCOG no later than 1:00 pm on Monday, May 12, 2014. At this time and location, the proposals will be publicly opened and identified. Due to the possibility of negotiation with any offeror submitting a proposal, prices will not be divulged at the time of opening. Any proposals received after the scheduled date and time will be immediately disqualified. Proposals may be hand delivered or mailed to:

Central Midlands Council of Governments
Attn: SC Works Communication Equipment
236 Stoneridge Drive
Columbia, SC 29210

D. Policy of Competition

The CMCOG conducts all procurement transactions in a manner providing full and open competition. This Request for Proposals identifies all evaluation factors and their relative importance. Technical evaluations will be made of all proposals received. Awards will be made to the responsible offerors and firms whose proposals are most advantageous to the program.

PART 2: SPECIAL INSTRUCTIONS AND CONDITIONS

A. Purpose

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals for providing services to install Cat5e network cabling for computers and phone, and relocate existing Data Network Equipment including configuration and VoIP telephone system from the existing Lexington facility at 201 Duffie Drive to the new facility in West Columbia.

B. Applicable Act and Regulations

Public Law 105-220 creating the Workforce Investment Act of 1998

C. Amendments

If it becomes necessary to revise any part of the Request for Proposal, all amendments will be posted on CMCOG's web site. Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision.

D. Number of Proposals to be submitted

Each offeror must submit an original and 5 copies of their proposal under seal. One should have original signatures and shall be clearly stamped or marked with the word ORIGINAL.

E. Presentations and Negotiations

Any offeror may be requested to make an oral presentation of its proposal to the CMCOG or MWDB after the proposal opening. Such presentations provide an opportunity for the offeror to clarify its proposal and to ensure mutual understanding. Any presentations will be determined and scheduled solely by CMCOG.

The CMCOG will serve as the administrative entity for contracts awarded through this RFP. CMCOG may require Best and Final Offerors selected to participate in negotiations, to make technical revisions or other revisions to their proposals prior to contract finalization.

F. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after award. Commercial or financial information obtained in response to this Request for Proposal, which is privileged and confidential and is clearly marked as such, will not be disclosed at any time. Such privileged and confidential information included information that, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors therefore must visibly mark as "Confidential" each part of their proposal which they consider to contain proprietary information. Simply marking the entire proposal as confidential is not acceptable.

G. Appeal Policy

Offerors dissatisfied with the decisions regarding contract award can appeal to the CMCOG.

The protest must be filed in writing by the authorized signatory official for the offeror addressed to Ben Mauldin, Executive Director, CMCOG within ten working days of the announcement of the contract awards. Announcement of our "Intent to Award Contracts" will be posted on the CMCOG website. The ten working dates to file appeals will begin on the date the "Intent to Award Contracts" is posted on the web site. All offerors are encouraged to review the CMCOG web site daily during the RFP evaluation period. The CMCOG will not consider appeals from individuals or organizations who do not have standing to appeal nor from subcontractors of parties with which contracts have been placed. The signature of a party on an appeal document constitutes a certification by the signer that the signer has read the document and to the best of their knowledge, information and belief and, after reasonable inquiry, it is well grounded in fact. It must be warranted by existing law or by a limit competition, or cause unnecessary delay in needless increase in the cost of the procurement or the appeal. The cost of the appeal will be borne solely by the appealing organization or individual. The CMCOG will issue a written decision in accordance with its contract appeals procedures. Frivolous appeals will not be addressed by the CMCOG. The decision of the CMCOG is final. There will be no formal debriefing on the CMCOG decisions on the appeal.

H. Affirmative Action

The contractor shall take all necessary affirmative steps to assure compliance with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to discrimination by reason of race, color, religion, age, sex, national origin or physical disabilities. The contractor will indemnify and hold CMCOG harmless from all claims for damages from violations of state or federal law, and all cost and expenses, including Attorney's fees arising from or relating to such claims.

I. Format for Proposal

Proposals are to be prepared in a manner designed to provide the CMCOG with a straightforward presentation of the offeror's capability to satisfy the requirements of this RFP. Offerors must address the technical and logistical factors associated with the proposal. For more specific information on the required format, see Part 5, Organization of Proposal Documents.

J. Contract Award

A contract shall be awarded to the responsive offeror whose proposal is determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any and all proposals received, and in all cases the CMCOG will be the sole judge as to whether an offeror's proposal has or has not satisfactorily met the requirements of this RFP. CMCOG may require Best and Final Offerors selected to participate in negotiations, technical revisions or other revisions to their proposal prior to the contract finalization. There may be a preliminary selections for the Best and final Offerors. Terms and conditions that are included in this RFP will be a part of all Contracts awarded.

K. Notice of Award

Notice of “Intent to Award Contracts” will be posted on the CMCOG web site. In addition, a notice will be mailed to offerors, informing them of the success, or lack thereof, of their proposal to receive an award.

PART 3. EVALUATION CRITERIA

The CMCOG will take into consideration the following information in determining acceptance and approval of proposals. The proposal will be reviewed based on the following specific criteria.

Experience and Qualifications	30%
Cost Considerations	30%
Timelines for Completion	40%

The criteria listed above will be used to evaluate proposals. Submit a narrative that addresses each evaluation criteria. The narrative should be specific with respect to the services proposed and associated activities required by this RFP. Failure to submit all information as required by this Request for Proposal may cause your proposal to be disqualified.

PART 4. SCOPE OF SERVICES

The services included in this Request for Proposal are identified in the Attachment to this RFP.

PART 5. ORGANIZATION OF PROPOSAL DOCUMENTS

A. Proposals must be organized as follows:

1. Signed cover letter from organization transmitting the proposal package. This letter will be addressed to:
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, SC 29210
2. Summary Information Sheet. See Part 5, Section B for a copy of this format.
3. Specific information addressing each evaluation criteria.

B. Summary Information Sheet

SUMMARY INFORMATION SHEET
REQUEST FOR PROPOSAL

Organization's Name:

Address:

Contact Person:

Business License#:

Federal Tax ID#:

Liability Insurance: Minimum of \$500,000 with CMCOG as an additional insured. A certificate of insurance must be provided before Contract execution.

Total Cost \$ _____

NAME OF ORGANIZATION: _____

SIGNATURE AND TITLE: _____

DATE SIGNED: _____

Attachments:

SCOPE OF SERVICES

ATTACHMENT

SCOPE OF SERVICES REQUEST FOR COMMUNICATION SERVICES

Central Midlands Council of Governments desires to install Cat5e network cabling, data network equipment and VoIP system in its facility located in West Columbia, South Carolina

Project Scope:

The following outlines equipment and services required for this RFP.

Timelines: All work must be complete within 15 working days of contract execution.

Network Cabling: the location will require installation of new data wiring

- Cat5e cabling

- 105 cabling drop locations

- 3 analog drops for fax

- 19" Equipment Rack, 19"W x 84"H

- 3-48 port Patch Panels

- Cable Management – horizontal and vertical (all labeling at rack and drops)

Network Equipment: includes Network configuration services to install firewall and switches including VLANs. This equipment is being relocated from 201 Duffie Drive Lexington. Photos of the equipment will be available at the pre-proposal conference.

- 1 – enterprise class firewall with an unlimited license

- 1 – enterprise class hardware with IP base license upgrade (DHCP)

- 2 – enterprise class hardware – GIG Copper Uplinks – 48 port

- 1 Network attached storage – NAS system 2 TB, Raid 5 Capability

- 2200 VA Rack mount UPS

VoIP Telephone system:

- 32 ip extension system with integrated voicemail services

- Conference bridge with up to 20 users

- Auto Attendant

- PRI licensing

- Built in call accounting management and reporting

- Analog line capable fax

- 5 year warranty