



Request for Proposal (RFP)# 16-23
for
Systems Architecture Services
Issue Date: November 12, 2015
Proposal Open Date and Hour: November 30, 2015 3:00 p.m.

Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

Request for Proposal Number 16-23

Systems Architecture Services

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County Of Montgomery, Virginia
RFP # 16-23
Issue Date: November 12, 2015
Term Contract for Systems Architecture Services
 (to be completed and returned)
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Heather M. Hall, C.P.M., Procurement Manager; Phone: (540) 382-5784; faxed to (540) 382-5783, or e-mail: hallhm@montgomerycountyva.gov

DUE DATE: Sealed Proposals will be received until **November 30, 2015**, up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, Virginia 24073-3179**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	Contractor's Registration
Business Name / DBA Name / TA Name and Address		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number To	Fax Number	Toll Free Number	E-mail Address

COUNTY OF MONTGOMERY
RFP# 16-23
Systems Architecture Services

I. PURPOSE

The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for Systems Architecture Services for the County of Montgomery, Virginia herein after referred to as “County.”

This RFP is to solicit qualification statements for the purpose of entering into a contract through competitive negotiations for services from Information Technology firms, authorized to do business in the Commonwealth of Virginia, with experience in systems (or enterprise) architecture or a specialization in a component of systems architecture, such as infrastructure architecture, web architecture, software architecture, data architecture, information architecture, business architecture, or solution architecture.

The aim of this RFP is to contract with one or more Information Technology firms who will agree to be available to provide systems architecture services, as needed, in a timely manner, thereby reducing the County’s cost and time for advertising, and generally to increase the County’s efficiency in obtaining systems architecture services.

The purpose and intent of this RFP is to solicit proposals for Term Contracts for such systems architecture services to be provided on an ‘as needed’ basis pursuant to Work Orders issued during the contract term. The contract shall be renewable, at the County’s option, up to four (4) additional one year periods.

II. RIGHT TO ISSUE RFP’s AND WORK ORDERS

The County reserves the right, at its sole discretion, to issue RFP’s for similar work, for other disciplines or types of work, and for other work orders as the need may occur.

The County also reserves the right to issue work orders to other Information Technology firms under Term contracts at its sole discretion, based on the County’s evaluation of each IT firm’s qualifications, expertise, current workload, capabilities, performance record, location or distance to the work, and other factors as may be pertinent to the particular work order.

III. SCOPE OF SERVICE

The selected Information Technology firm shall furnish all expertise, labor, and resources to provide complete services necessary for the work orders issued during the Contract Term. If for security or logistical (work that cannot be performed remotely) reasons the work must be performed on-site, the County will provide a place to work and all necessary equipment, such as a workstation, monitor, phone, etc. The County is interested in contracting with parties that include all travel time, hotel, and incidentals in their pricing (rate structure) rather than adding

expenses to the invoice. Pricing proposals should be in a time and materials, not to exceed format. The following generally summarizes the types of scope of service that the IT firm may be required to perform, depending on the individual work orders:

A. Systems Architecture Services

1. Develop and maintain the telecommunications, applications, operations, and customer service strategy and systems architecture for the County. Ensure that the Information Technology services portfolio meets the County's needs and is supported properly. Mentor, advise, and help IT staff build their knowledge in the areas of application/system design, development, installation, configuration, and support.
2. Lead specific technology projects managing internal and external resources, such as new buildings and facilities, as well as implement new technology for the County, such as new telecommunications systems. Plan information systems and telecommunications infrastructure and architecture, design operating processes, manage system operations, evaluate system performance, and improve system capabilities.
3. Assist in formulating long range goals for the organization and develop policy and position papers. Conduct needs analysis and consult with information system users to establish long range goals and objectives. Monitor and research trends in information technology, laws, rules, and County policy to develop strategies to achieve long range goals.
4. Monitor telecommunication and information system operating parameters and performance indicators to assess system performance levels. Consult with system users on adequacy and timeliness of information services and take corrective actions when system deficiencies are identified.
5. Analyze and understand functional business needs and requirements. Translate business requirements into IT solutions by developing, configuring, modifying, and integrating systems as required. Work with functional end users to test and implement new or changed systems and processes in a way that has minimal impact on the organization and/or helps increase efficiency and productivity.
6. Ensure that the technical and telecommunications infrastructure supports the needs of the applications in terms of performance, data storage, data backups and recovery. Ensure that client PC and telecommunications configurations are adequate to access and use the applications and that problem resolution and escalation happens in a timely manner. Resolve operational issues, or assist with the resolution of issues, and communicate with end users to satisfy their needs. Develop and maintain end-user and technical documentation for the various telecommunications and information technology systems portfolios.

B. Areas of Expertise for Systems Architecture Services

The following table represents different areas of expertise for providing systems architecture services. In your proposal, please complete the table (place an X in the appropriate box) to represent your firm’s abilities in these areas:

Areas of Expertise	Little to No Experience	Knowledgeable	Experienced	Expert
Technology Portfolio Management				
Architecture Governance				
Infrastructure Architecture				
Business Continuity Planning				
Systems Engineering/ Management				
Network Engineering/ Management				
Information Security				
Telecommunications Management				
Object Modeling and Design				
Application Design and Architecture				
Enterprise Application Integration				
Service Oriented Architecture (SOA)				
Web Design and Architecture				
Cloud Integration and Management				
Information Architecture and Modeling				

Information Taxonomy Creation				
Database Design/Management/ Architecture				
Data Warehousing/Mining				
Business Intelligence				
Business Process Modeling				
Business Process Reengineering				
Requirements Management and Analysis				
Software Development Methodology/Agile Development				
Software Development Productivity/ Tools				

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements

1. RFP Response:

In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) manually signed original and two (2) copies of the proposal shall be submitted to the County. You may elect to submit the copies as electronic documents in Word or PDF format to hallhm@montgomerycountyva.gov or on CD or jump drive with the proposal package. If you send all hard copies, each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. No other distribution of the proposal shall be made by the Offeror.

The proposal and applicable copies of each proposal must be submitted to:

Heather M. Hall, C.P.M., Procurement Manager
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

Identify on outside of envelope: **Sealed RFP # 16-23**

Proposals will be evaluated and a written response provided to the Offeror within five (5) business days of receipt of the proposal.

Initial RFP Opening date and hour: **November 30, 2015, 3:00 P.M.**

2. Proposal Preparation:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by the IT Director and/or a Committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

- d. Offerors should prepare their responses to emphasize their ability to respond to the requested service, their willingness to provide services on small projects, their staffing capabilities, their past experience in providing similar services, and their expertise in the fields or disciplines sought by the RFP.
- e. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. Specific Proposal Response Requirements

Offerors shall, at a minimum, provide the following information in response to this RFP:

1. Historical data on the firm to include firm name, location, type of ownership, size, previous name(s), principals, type of personnel, consultants proposed, participation of small businesses, and a general description of past systems architecture project experience.
2. Complete the Areas of Expertise table in the Scope of Service section (Section III.B.).
3. Provide information on the personnel rated as “Expert” or “Experienced” in the Areas of Expertise above. Please include the individual qualifications, experience, and expertise in each of these areas ordered by the level of experience and expertise (greatest to least) for the firm. If multiple staff are listed in an Area of Expertise, please order the individuals by the level of experience and expertise (greatest to least).
4. Provide specific data on systems architecture projects or projects with similar features on which the IT firm and/or its consultants have provided services.
5. Optionally provide a narrative to describe particular capabilities, expertise, approaches, current workload, and other information supporting the firm’s qualifications for providing systems architecture services.
6. As an Appendix, provide resumes for staff proposed to provide systems architecture services.

V. EVALUATION AND AWARD OF CONTRACT

A. Award of Contract

The County may engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Offerors shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Offerors may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated man hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Offeror and the designation is justified as required by Section 2.2-4342D, Code of Virginia, as revised. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the County shall rank, in the order of preference, the Offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the Offeror ranked first to establish an acceptable Memorandum of Understanding, including marked up hourly rates considered fair and reasonable, and which compare favorably with the typical labor rates for the various systems architecture skill levels required for the work. The County reserves the right to award a contract to more than one firm as a result of this solicitation.

A contract award will be made to the Offeror provided the IT firm accepts/agrees that when the County has a project/need for systems architecture services, the systems architecture firms under contract will be asked to submit a proposal specific to that project. The County will then issue a work order/purchase order against this term contract for specific work to be completed.

B. Proposals to be considered for Work Orders

The County may elect to ask only one contractor to submit a proposal for a specific work order, or may ask more than one contractor to submit proposals. The proposal should consist of the following:

- A brief description of the work
- Scope of service
- Personnel to be used
- Estimated time to complete the required work, project schedule, compensation, payment, and invoicing requirements

It is at the County's sole discretion as to which contractor will receive a specific work order.

C. Evaluation Criteria

Proposals shall be evaluated by the County using the following criteria:

	Criteria	Weight
1	Expertise, experience, and qualifications of the IT firm's personnel in each discipline that may provide services relevant to the RFP. Expertise and past experience of the IT firm in providing systems architecture services on other Term Contracts or on projects of similar size, scope, and features as those required for the Scope of Services on this RFP	45
2	Pricing/Rate Structure	20
3	Expertise, experience, and qualifications of any special consultants proposed.	15
4	IT firm's plan to respond for request for services and ability to complete work orders in a timely manner.	10
5	IT firm's recent (past 5 years) experience/history in performing work within the established "Time and Materials not to exceed" budget.	10

Generally, the IT Director and/or selection committee will consider the IT firm's overall suitability to provide the services for the Term Contract within the time, budget and operational constraints that may be present, and the comments and/or recommendations of the IT firm's previous clients, references and other reference.

VI. RESERVATION OF RIGHTS

Montgomery County reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VII. FEES

The fee for services on each "Work Order" shall be negotiated individually on a "time and materials not to exceed" basis considering the Scope of Services required, the man-hours required for each level/discipline and the labor rates agreed upon during the initial negotiations and presented in the proposal submitted to be considered for the work. Each work order will be issued separately and will reference the original contract issued by the County to the Contractor. The County is interested in contracting with parties that include all travel expenses in their pricing rather than adding the expenses to the invoice.

VIII. CONTRACT TERM

The term of the Contract(s), as it relates to the issuance of "Work Orders" shall be for a one year period from the date of the contract award, or until the contract is terminated in writing by either party. At the discretion of the County, the contract may be renewed, up to four additional one year periods.

Under this Contract, Work Orders may be issued during the initial one year contract period following the date of execution of this Contract. This one year period shall be referred to as the "Contract Term." It is understood that the IT firm's work under the work orders issued may not be

completed during the Contract Term; however, all terms and conditions of this Contract, including all rights and obligations, shall survive until the work is completed, except the County's right to issue, and the IT firm's right to accept, additional work orders.

IX. WORK ORDERS

Individual projects or requests for services will be issued in the form of "Work Orders" by the County. Fee proposals by the firm will be negotiated and awarded on a "time and materials not to exceed" amount for each work order. In the event that no fee agreement can be reached, the County reserves the right to terminate the negotiations with the IT firm in writing and to offer the work order to other IT firms.

It is understood that the County, at its sole discretion, may not offer any work orders to the IT firm during the Contract Term. Although the potential exists for multiple work orders during the Contract Term, the County does not represent or guarantee that the IT firm will receive any work orders.

X. CONTRACT ADMINISTRATION

Phil Martin, Information Technology Director, or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

XI. PAYMENT PROCEDURES

The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

Information Technology Department
Attn: Randal Gwinn
755 Roanoke Street, Suite 2B
Christiansburg, VA 24073

XII. CONTRACT PERIOD

The term of this contract is for one year or as negotiated. There will be an option for four (4) one-year renewals or as negotiated.

ATTACHMENT A – MONTGOMERY COUNTY SAMPLE AGREEMENT

Contract Number:

This contract entered into this ___ day of, 201__, by _____ hereinafter called the “Contractor” and the County of Montgomery, called the “County”.

RECITALS

WHEREAS, the County, in the execution of various projects, has a need for systems architecture services for one or more work orders under a term contract as set forth in this contract and as established in the scope of work of each individual work order; and

WHEREAS, the County, in compliance with the Virginia Public Procurement Act, has requested and received proposals for systems architecture services under the parameter of a term contract; and

WHEREAS" on the basis of the evaluation factors published in the request for proposals and all the information developed in the process, the IT firm named above has been duly selected by the County to perform the duties of Systems Architect under this term contract.

NOW, THEREFORE, in consideration whereof, and in consideration of the payments to be made by the County, the Contractor covenants and agrees to provide services on the assigned work orders on the terms and conditions hereinafter set forth and the scope of work as established on each individual work order.

WITNESSETH that the Contractor and the County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

A. Scope of Work and Fees

- 1) The Contractor covenants and agrees to provide all necessary services which may be required for and specified in the Scope of Work for each work order. For such services, the County shall compensate the Contractor’s fee on a not to exceed basis as agreed upon by the County and Contractor at the time of award relating to each separate work order. Billing rates for professional and technical personnel who might be employed on various work orders has been agreed upon in the Contractor’s proposal and is incorporated herein. These rates shall be used in determining fees for extra services required by the Contractor and for work orders involving hourly services with a maximum not to exceed cost.
- 2) Each work order shall describe the scope of services required from the Contractor, identify any special requirements for the work order, show the schedule milestones for performance of the work and show the agreed upon fee for the work.

- 3) The Contractor agrees that it is the County's discretion as to which and how many work orders are assigned to the Contractor under this agreement.

B. Contract Documents

The following listed contract documents by this reference are hereto incorporated and made a part hereof as if fully set forth below:

- 1) This Agreement
- 2) Request for Proposal (RFP) #16-23 entitled "Term Contract for Systems Architecture Services" dated November 12, 2015.
- 3) Contractor's Proposal dated _____, 2015 in response to RFP #16-23.
- 4) All written and mutually agreed modifications to this agreement.

C. Terms of the Agreement

The terms of this Contract as it relates to the issuance of new work orders shall be one (1) year from the date of the Contract. Unless terminating in writing at the discretion of either party, the Contract may be renewed in writing for up to four (4) additional one-year terms.

D. Termination of Contract

The County or the Contractor may terminate this Contract, without penalty, upon sixty (60) days written notice. Upon such termination, the Contractor shall be entitled to the compensation accrued to the date of termination.

E. Assignment

Neither Contractor nor the County may assign its rights or responsibilities under this agreement without prior consent of the other.

F. Notices

All notices which may need to be given as a result of the performance of this agreement shall be in writing and shall be deemed effective upon delivery as follows:

If to County:
Phil Martin, Information Technology Director
Montgomery County
755 Roanoke Street, Suite 2B
Christiansburg, VA 24073

If to Contractor:

The provisions of this agreement shall not be modified, nor changed except by mutual consent and agreement of the parties, expressed in writing. This agreement shall be binding upon the parties and their respective successors and assigns.

WHEREFORE, the parties hereto have caused this agreement to be signed and executed as of the date first above stated.

CONTRACTOR:

COUNTY OF MONTGOMERY:

By: _____

By: _____

F. Craig Meadows

Title: _____

County Administrator

Seen and approved as to form and legal sufficiency: _____
Martin M. McMahon, County Attorney