

VILLAGE OF TAOS SKI VALLEY
NEW MEXICO



Request for Proposal
No. 2017-08
IT Consulting and Support Services

SUBMITTAL DEADLINE:

June 15, 2017

Mail or Hand Deliver proposals to the following address:

Village of Taos Ski Valley
Chief Procurement Officer, RFP 2017-08
7 Firehouse Road
P.O. Box 100
Taos Ski Valley, NM 87525

The Village of Taos Ski Valley is requesting competitive sealed proposal for computer & laptop workstation/network hardware, software and internet technical support services. The work contract period shall commence July 14, 2017 and end July 13, 2018, with an option to extend for three years.

PROJECT DESCRIPTION

The Village of Taos Ski Valley, New Mexico, requires technical consulting and support service for on- and off-site workstation/network hardware, software and internet in order to maintain its information technology systems.

SCOPE OF SERVICES

We are seeking new and comprehensive systems architecture to provide a unified, secure, and centralized solution for: Desktop operation, Data Storage, Application Hosting, Web Hosting, and Backup. The solution must include every hardware device or software application that requires access to Village applications or data, onsite, remote, or mobile.

Upon assuming the contract, the provider must assume all hardware and software support, including but not limited to, support/repair/replacement as needed of hardware components and equipment along with software and license support of all operating systems, mainstream applications (i.e. Microsoft Office Products) and be able to assist as needed with support of specialty software application and with the specialty software application customer service departments. Additionally, provider must assist with relocation and migration of certain hardware and services from current administrative office (7 Firehouse Road) to new location (1346 State Highway 150).

Cost of any replacement hardware must be approved by Village of Taos Ski Valley; the Village reserves the right to order directly any hardware components or equipment for integration by Contractor should pricing of said components not be retail-competitive.

Responding firms must have the ability to immediately evaluate and support existing IT structure, conduct a usage analysis, prepare and recommend a technology solution plan, and assist in the development of a scope of work for that solution with transition/implementation of IT Services including: security; IT policy implementation; individual workstation support; PCs & laptops; network/servers; remote access; E-mail support; and web page support. Support to be provided at the following locations:

7 Firehouse Road and 1346 State Highway 150:

- Main Administrative Building
- Department of Public Safety

38 Ocean Boulevard: Wastewater Treatment Plant

The Chief Procurement Officer shall be the RFP contact person for the Village of Taos Ski Valley.

TECHNICAL CONTENT

The proposal shall include, but not be limited to, the following information:

1. A Company profile describing the services available, years of operation, qualifications, customer references and any other information useful in determining the capabilities of the firm.
2. The name and addresses of the principal member or officer of the firm who will be responsible for administration of the contract.
3. Resumes of key personnel who will be assigned to perform the technical services; individuals must be willing to submit and pass a Criminal History check.
4. Description and schedule of all services proposed, including the technical approach to the project, operational and managerial approach, major tasks to be accomplished, and a statement of services to be provided.
5. A reference list of up to three other entities for which similar services have been performed, with names and telephone numbers of contact persons.
6. Submit a draft copy of Contract with terms of service, payment terms, reporting, response time, etc..
7. The firms Equal Employment Opportunity practices.
8. NM Campaign Contribution Disclosure Form (Village of Taos Ski Valley Municipal Elections).

Proposals received which do not include all of the above listed requirements shall be considered incomplete. All quotes/proposals will be submitted to the Village of Taos Ski Valley Chief Procurement Officer, who will not consider incomplete proposals.

EVALUTION OF PROPOSALS

Proposals should address each of the following criteria. Each proposal may be awarded points up to the amount listed in parentheses.

1. Specialized computer workstation/network hardware, software and Internet systems platform technical recommendations. The firm’s general understanding of the Village’s server- and cloud-based management and accounting information system(s) and the related technical aspects.	45
2. The firm’s ability to perform assignments in a timely manner, response time to trouble tickets, proposed maintenance schedule, including any specialized services.	20
3. The firms past performance record on similar projects (and work with public entities) with respect to such factors as control of costs, quality of work and ability to meet schedules, to include list of technicians(see #3 in Technical Content).	10
4. Service Level Agreement price and fee schedule for time & material over price.	25

AWARD AND CONTRACT TYPE

Designated personnel will evaluate the quote/proposals, and make a recommendation to the Village Administrator and Council, taking into consideration the evaluation factors set for the in this request for proposals.

No Obligation

This procurement in no manner obligates The Village of Taos Ski Valley or any of its agencies to the use of any proposed professional services until a valid written contract is awarded and approved by the appropriate authorities.

Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when The Village of Taos Ski Valley determines such action to be in the best interest of The Village of Taos Ski Valley.

Legal Review

The Village of Taos Ski Valley requires that all respondents agree to be bound by the General Requirements contained in this RFP. Any respondent concerns must be promptly brought to the attention of the Procurement Officer. The contract to be entered into between the Village and the selected vendor for provision of the systems and services solicited by this RFP shall be subject to legal review and approval by the Village Attorney and will contain provisions mandated by and advisable under New Mexico law

Protest Deadline

Any protest by a respondent must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations providing a 15-day protest period following knowledge of the facts or circumstances giving rise to the protest. Protest must be written and must include the name and address of the protestor and the request for proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from The Village of Taos Ski Valley. The protest must be delivered to the Procurement Officer, Village of Taos Ski Valley, PO Box 100, 7 Firehouse Road, Taos Ski Valley, NM 87525. Protests received after the deadline will not be accepted.

Award

The Village Council will award the final contract with final recommendation from the Certified Procurement Officer.

All quotes/proposals submitted to the Village of Taos Ski Valley must be sealed prior to delivery to the Village. Proposals shall not be opened and evaluated until a future date and time.

The sealed proposal envelope shall be clearly marked on the outside of the envelope:

Any amendment to a submitted proposal made prior to the expiration of the proposal submission deadline must be acknowledged as having been received by the Village of Taos Ski Valley.

PROPOSAL DEADLINE

All Potential bidders are advised that the Village of Taos Ski Valley must receive sealed proposals before 4:00 pm on June 15, 2017, at the Village of Taos Ski Valley Administrative Offices, at which time and place they will be logged for later evaluation. Submit three (3) copies of the quote/proposal. Proposals submitted after 4:00 pm on June 15, 2017, will not be considered. It is the responsibility of the bidder to ensure that the

proposal is timely received by the Village regardless of the delivery method. Note that overnight delivery is not available to Taos Ski Valley.

RESERVATIONS

The Certified Procurement Officer reserves the right to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village of Taos Ski Valley.

NOTICE

The New Mexico Procurement Code, Sections 13-1-28, through 13-1-199 NMSA 1978, as amended, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks. Attached “Campaign Contribution Disclosure Form” must be submitted with the proposal.

Questions concerning this RFP should be directed in writing to Nancy Grabowski, Chief Procurement Officer, before 4:00 PM June 15, 2017, at (575) 776-8220 ext 2# or email ngrabowski@vtsv.org.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two-year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on the official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of service provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by and or organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, service, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:

Relation to Prospective Contractor:

Name of Applicable Public Official:

Date Contribution(s) Made:

Amount(s) of Contribution(s)

Nature of Contributions(s)

Purpose of Contribution(s)

(The above fields are unlimited in size)

Signature

Date

Title (position)

OR

NO CONTRIBUTIONS IN THE AFFREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date