

Contracts and Procurement Division
Eileen Gonzales, Division Manager
O: 719-520-6390
EileenGonzales@elpasoco.com
15 E. Vermijo Ave.
Colorado Springs, CO 80903

Board of County Commissioners
Holly Williams, District 1
Mark Waller, District 2
Stan VanderWerf, District 3
Longinos Gonzalez, Jr., District 4
Cami Bremer, District 5

REQUEST FOR PROPOSALS
RFP NO. 21-038

Sealed Proposals for **AMAZON WEB SERVICES (AWS) WEBSITE MANAGED SERVICES** for the El Paso County Information Technology Department, will be received by the El Paso County Contracts & Procurement Division, **until 2:00 PM (MT), Wednesday, March 24, 2021**. Proposals must be submitted online via Rocky Mountain E-Purchasing System at www.bidnetdirect.com. Faxed or emailed proposals will not be accepted.

A voluntary Pre-Proposal Teleconference will be held at 10:00 AM, on Wednesday, March 10, 2021. Dial-in instructions are stated herein.

All questions regarding this Request for Proposals should be directed to Donna Flath, CPPB, Procurement Specialist, email: donnaflath@elpasoco.com or 719-520-6594. Do not contact any other individual regarding this solicitation. **Final questions are due no later than 2:00 PM (MT), Monday, March 15, 2021, submitted in writing via Rocky Mountain E-Purchasing System.**

PLEASE USE THE ROCKY MOUNTAIN E-PURCHASING SYSTEM WEBSITE & LOG ONTO www.bidnetdirect.com TO DOWNLOAD DOCUMENTS.

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addenda and to include signed copies of each addendum signature page with their bid.

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY
/s/ EILEEN GONZALES
CONTRACTS MANAGER

PUBLICATION DATES:
Fountain Valley News:
February 24, 2021
March 3, 2021

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

**RESPONSE CHECKLIST
RFP NO. 21-038
AWS WEBSITE MANAGED SERVICES**

The proposer’s attention is especially called to the items listed below, which must be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE.

Proposer shall check each box indicating compliance:

	Response Checklist
	Addendum(s) Acknowledgement, if any
	Letter of Introduction
	Understanding of Scope/Approach
	Deliverables Timeline/Schedule
	Staff Resources
	Qualification Statement
	Insurance Certificates
	Exceptions, if any
	Fee Proposal (separate file)

PLEASE READ THE “**INSTRUCTIONS FOR SUBMITTING PROPOSALS**” INCLUDED IN THIS PACKAGE.

COMPANY NAME:	PHONE NUMBER:
STREET ADDRESS:	FAX:
CITY, STATE, ZIP:	EMAIL:
AUTHORIZED REPRESENTATIVE NAME (PRINT):	TITLE:
AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE:

**EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION**

**GENERAL SPECIFICATIONS
for
AWS WEBSITE MANAGED SERVICES**

I. INTRODUCTION

El Paso County (COUNTY) is a regional leader providing valued and necessary community services in the most cost-effective manner. The COUNTY's Information Technology (IT) Department is seeking proposals from qualified firms that would be able to maintain the COUNTY's Amazon Web Services (AWS) Cloud-Based fully managed platform for WordPress websites.

II. BACKGROUND

The IT Department is looking to engage with a CONTRACTOR who will be responsible for maintenance, support restoration, and updating COUNTY AWS WordPress websites, web properties and associated AWS services.

COUNTY's current WordPress Ecosystem is housed mostly in AWS commercial cloud with one on-premise intranet site built on virtual machine, LEMP (Linux, Nginx, MySQL, PHP) stack configuration. WordPress v5.6.1 is hosted on a single AWS Instance. A majority of sites use a single theme and multiple plug-ins with the exception of an employee portal. There are currently a total of seventeen (17) sites including one (1) test site and one (1) on-premise, intranet site with future plans to move to the cloud.

The COUNTY's public-facing websites are currently managed jointly by the COUNTY's Information Technology (IT) and Public Information Office (PIO) departments. Additionally, other departments within the COUNTY edit their own sites with the oversight of IT and PIO. A representative non-exhaustive list of sites to manage is contained herein as Appendix A.

The public-facing site www.elpasoco.com was upgraded and launched in Q2 2018. The primary audiences for these sites include COUNTY residents, visitors and businesses on the public-facing sites, and COUNTY employees on the intranet sites.

III. KEY DEPARTMENTS

The IT department consists of a team of more than 75 professionals who provide technical support, cost-effective products, and service technologies to the COUNTY. We are responsible for delivering quality technology services to employees, Elected Officials, and citizens. As public servants, we are entrusted with developing, maintaining and managing the COUNTY's IT Infrastructure.

The IT department leverages managed services to source advanced technical expertise and services on a regular basis. Managed services engagements fill the gaps when technical resources are needed on an occasional, less than full-time, schedule or when a narrow and highly specialized set of competencies are required to successfully maintain information systems.

The Public Information Office's (PIO) communication support functions include the creation and maintenance of multi-media educational materials and publications, media relations, website resources, Colorado Open Records Act (CORA) requests related to County operations, and a variety of special events and forums focused on citizens' interests and participation in COUNTY government.

IV. SCOPE OF WORK

Refer to Appendix A – Scope of Work

V. PROPOSAL PROCESS REQUIREMENTS

A. Inquiries

Questions related to this Request for Proposals (RFP) must be directed to Donna Flath, CPPB, Procurement Specialist, Contracts & Procurement Division at 719-520-6594 or by e-mail to: donnaflath@elpasoco.com . Do not contact any other individual regarding this RFP other than the Procurement Specialists listed above. **Final questions are due no later than 2:00 PM (MT), Monday, March 15, 2021 submitted in writing via Rocky Mountain E-Purchasing System.**

B. Pre-Proposal Conference

A **VOLUNTARY PRE-PROPOSAL CONFERENCE** will be held at 10:00 AM, March 10, 2021.

Dial-in instructions (Participant-Guest)

1. Dial access number: 1-877-820-7831
2. Enter the Participant-Guest pass code: 514880#

C. RFP Schedule

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.

RFP NOTICE ADVERTISED	BidNet: Thursday, February 25, 2021
PAPER ADVERTISEMENT	Wednesday, February 24, March 3, 2021
PRE-PROPOSAL CONFERENCE (voluntary)	10:00 AM, Wednesday, March 10, 2021
FINAL QUESTIONS DUE	2:00 PM, Monday, March 15, 2021
PROPOSAL DUE DATE	2:00 PM, Wednesday, March 24, 2021
EVALUATION OF PROPOSALS	<i>Week of March 29, 2021</i>
INTERVIEWS (IF APPLICABLE)	<i>TBD</i>
RECOMMENDATION OF AWARD TO BOCC	<i>TBD</i>

D. RESPONSE REQUIREMENTS

Proposals will be considered only from firms who can provide all the required services, are well-established in the business, financially responsible, experienced in all the required Service Categories, and have the resources and ability to provide the services in a professional and expedient manner. The County may request additional information as deemed necessary.

The following information must accompany your proposal in the order listed:

1. **Response Checklist:** This Response Checklist (form included in this RFP package) must be included in the proposal and signed by an authorized company representative.
2. **Addendum(s)-Acknowledgement:** Each Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
3. **Letter of Introduction:** Provide company overview.
4. **Understanding of Scope/Approach:** state your understanding of the Scope of Work (Appendix A) and provide a description of your organization's approach to providing the requested services. Also include any available, optional services/solutions and your organization's suggested approach to provide.

5. **Deliverable Timeline/Schedule:** submit a proposed timeline as to when your organization will accomplish the requested service deliverables.
6. **Staff Resources:** provide resumes of representative staff members including their specific experience in providing the requested services.
7. **Qualification Statement:** history of your organization's experience in delivering the requested services.
8. **Insurance Certificates:** Copies of requested Insurance Certificates.
9. **Exceptions:** Any exceptions to the requirements in this document or a standard contract attached. Please clearly indicate your exceptions with a requirement number or a contract paragraph number. If none, state none.
10. **Fee Proposal Format: (separate file)**
 - a) Submit in same format as outlined in Attachment A-Scope of Work (*Fee and Deliverables Schedule*).
 - b) Any additional costs not mentioned above.
 - c) Any cost-cutting measures proposed or implemented to help reduce costs.

E. PROPOSAL SUBMISSION

Proposals must be submitted through Rocky Mountain E-Procurement System www.rockymountainbidsystem.com by no later than 2:00 PM (MT), Wednesday, March 24, 2021.

Proposers shall submit three (3) .pdf files: The County prefers the .pdf files to be searchable. Proposers must follow the naming convention as described below.

Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)

Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)

Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy will be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, the proposer represents that it has:

1. thoroughly examined and become familiar with the scope of services outlined in this RFP, and
2. is capable of performing quality work to achieve the County's objectives.

If proposer does not agree with any terms or conditions of the County's standard Contract, the proposer **must present its exceptions to the standard contract with its proposal**. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract will control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

F. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for professional and general liability and automobile liability, as well as workers compensation (where applicable). Additional insurance requirements may be required elsewhere in this solicitation. It is permissible to provide recent samples of insurance certifications in the response, with actual insurance certifications provided after selection. The County wants proof of insurability. The successful firm must provide original certificates

prior to commencing services, at its own expense, **naming El Paso County as an additional insured and as a certificate holder** on the liability insurance, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the contract.

G. EVALUATION AND AWARD PROCESS

An Evaluation Committee will evaluate all proposals received for completeness and the proposer's ability to meet all specifications as outlined in this RFP. The committee may then short list for interviews the specific firms whose proposals best meet all the criteria required. The negotiations and award process will follow the procedures as outlined in the "INSTRUCTIONS FOR SUBMITTING PROPOSALS".

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP, or to negotiate with other than the highest ranked proposer(s) should negotiations with the highest ranked proposer(s) be terminated, or to cancel all or part of this RFP.

H. ORAL PRESENTATIONS/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical information may be requested from any firm by the Evaluation committee prior, during or after the interview for clarification purposes, but in no way will change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

I. SELECTION CRITERIA

Responses will be evaluated for completeness, quality and assessment of the proposer's ability to meet all specifications as outlined in this RFP. Additional technical information may be requested from any proposer for clarification purposes. These requests may be made prior to, during or after the evaluation, but in no way will change the original submitted responses. The Evaluation Committee will evaluate responses based on the following criteria at minimum (not listed in order of priority):

1. Completeness and clarity of the response and compliance to the RFP as outlined in the "RFP Response Requirements" section above.
2. Ability of the Company to meet or exceed the requirements defined in the RFP.
3. The firm's relevant experience and qualifications
4. Financial stability.
5. Exceptions to solicitation terms, conditions, documents and/or any conditional terms
6. Fee Proposal

J. TERM OF CONTRACT

Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The County may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.

The initial contract period will be from date of approval to December 31, 2021. The fee proposed shall remain firm during the initial contract period. The contract may be renewed for four (4) optional one-year terms upon satisfactory performance by the successful contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year will result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.

Any contract awarded between El Paso County and the successful firm will consist of the County's standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.

K. ATTACHMENTS

1. Appendix A – Scope of Work
2. County Services Contract
2. Instructions for Submitting Proposals
3. Insurance Checklist

Donna Flath

Donna Flath, CPPB
Procurement Specialist II
Contracts & Procurement Division

EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION

CONTRACTOR'S QUALIFICATION STATEMENT
for
AWS WEBSITE MANAGED SERVICES

This statement will provide information which will enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposals (RFP).

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THESE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN YOUR BID PACKAGE.

(PRINT or TYPE)

FIRM NAME: _____

ADDRESS: _____

CITY STATE ZIP: _____

PHONE: _____ FAX: _____ Email: _____

AUTHORIZED REPRESENTATIVE NAME: _____

AUTHORIZED REPRESENTATIVE TITLE: _____

AUTHORIZED REPRESENTATIVE
SIGNATURE (sign here):

1. TYPE OF BUSINESS

Corporation Individual
Partnership Joint Venture
Other: _____

2. TYPE OF LICENSE & LOCATION

3. CONTRACTOR CLASSIFICATION

General Contractor Electrical Contractor
 Plumbing Contractor HVAC Contractor
 Roofing Contractor Asbestos Removal
 Other (Please Specify): _____

4. NUMBER OF YEARS IN BUSINESS:

5. On a separate sheet provide a brief history of your firm, staff size and experience, include a resume for the project manager and each key personnel assigned to this project.

6. What other name(s) has your company operated under:

7. Have you or your firm ever failed to complete any work awarded to you?

NO YES IF "YES", EXPLAIN:

8. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract within the last five (5) years?

NO YES IF "YES", EXPLAIN:

9. Has your firm or any partners or officers ever been involved in any bankruptcy action?

NO YES IF "YES", EXPLAIN:

10. Are you presently involved in any litigation with an owner or other government agency?

NO YES IF "YES", EXPLAIN type, kind, plaintiff, defendant, etc. and state the current status (attach pages if necessary):

11. List three (3) similar projects (local or state-wide) from last five (5) years: (include location of project; contact name, address, phone number; size of project (contract \$ amount):

(NOTE: Detailed information on these projects may also be requested in the solicitation package.)

1.

2.

3.

12. List current similar projects (local or state-wide) under contract: (include location of project, contact name, address, telephone number, size of project (contract \$ amount).

(NOTE: detailed information on these projects may also be requested in the solicitation package.)

1.

2.

3.

13. BANK REFERENCE:

Address: _____

Contact Name: _____ Phone: _____

14. BONDING COMPANY AND AGENT:

Company Name: _____

Agent Name: _____ Phone: _____

(A) Current Bonding Rate: _____

(B) Largest Individual Project Bond To Date: \$ _____

15. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS:

Company Name: _____
Agent Name: _____ Phone: _____