

Issue Date: September 22, 2014
Response Deadline: October 30, 2014



REQUEST FOR QUALIFICATIONS AND QUOTATIONS FOR INFORMATION TECHNOLOGY SERVICES

Pre-bid Walk Through October 15, 2014 at 3:30 p.m.

The Southwest Ohio Region Workforce Investment Board invites you to submit a written proposal to provide Information Technology services for our operations as a very small non-profit previously housed as an affiliate at the Cincinnati Chamber with all IT services provided to us as an affiliate, and now located at Great Oaks under a no rental charge agreement with Wi-Fi access for our newly obtained sworwib.org email configuration and cooperation of Great Oaks in connecting us to network printer/fax/scan equipment.

Background

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 10 year-old 501(c)3 non-profit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and policy oversight of the use of Workforce Investment ACT (WIA) dollars for the development, maintenance and improvement of the public workforce development system, and required to implement the newly signed federal legislation Workforce Innovation and Opportunity Act effective July 1, 2015. The SWORWIB board is comprised of 60 members with 60% business representatives and the remaining public, non-profit community and other partners. The SWORWIB is funded with federal (WIA) dollars that are funneled through the State of Ohio to various counties and municipalities who then subcontract through the Local Workforce Investment Area (LWIA) which, in the case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County.

Please quote on the following services and mail or deliver your hard copy response by 3 p.m. October 30, 2014 to:

Sherry Kelley Marshall, President/CEO
SWORWIB
Great Oaks Institute of Technology and Career Development
3254 East Kemper Road, Cincinnati, Ohio 45241
513-608-6061 (cell phone)
smarshall@cincinnatiachamber.com

Scope

The selected vendor will elaborate on the work identified below and if selected, deliver the service. The bid process will require a walk-through prior to bid submission and the date for the walk-through is noted above. The time between the pre-bid conference and the bid submission has been scheduled with time for Q&A and related addenda to be issued to bidders who either attend the pre-bid conference or request that the SWORWIB through smarshall@cincinnatiachamber.com include the non-present bidder in subsequent information.

Services Included in this Request for Proposals

We are seeking services to be provided by a 1099 bidder for the following work:

- Provide IT services to the SWORWIB and act as our "IT helpdesk"
- Advise the SWORWIB when new equipment (computers, printers, back-up units, phones, etc.) require replacement or addition and recommend 3 best cost options

- Correctly prepare and arrange functionality of new equipment and educate dedicated personnel for usage
- Coordinate conversion of equipment for use by another person whenever there is turnover
- Devise a method to maintain access by all SWORWIB users of a “combined contacts directory” in order to avoid time wasted on duplicate entries and duplicate correction of entries
- Assist in synchronization of iPhones, iPads, home and office computers for email/contacts/folders within Outlook
- Express an opinion relative to the viability of equipment and recommendation for disposal and handle disposal environmentally appropriate with certification record on disposal
- Coordinate with Great Oaks for network connections, and adding of printers, etc. to all computer units
- Clear devices from all computers that are no longer relevant for SWORWIB operations at the Chamber now that we’ll be at Great Oaks. Reconfigure computers to remove all Chamber related nomenclature, signature identifiers, etc.
- Establish, maintain and train SWORWIB staff to save to a shared storage drive and conduct backups or redundant system as needed
- Advise on security of small operation within but not part of a larger infrastructure and conduct periodic review of equipment and databases for problems or attack
- Train SWORWIB staff to be able to adapt to new IT system programs and arrangements
- Advise SWORWIB relative to any other issues for functional IT operations in new arrangement at Great Oaks and undertake troubleshooting

Proposal Format

Pre-Bid Conference

A pre-bid conference will be held as noted on Page 1. Interested parties can contact Sherry Kelley Marshall, President/CEO at the SWORWIB offices or by phone at 513-608-6061 or email at smarshall@cincinnati-chamber.com.

All costs related to this request should be included in the quotation. The proposal format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form at the end of this bid notice. The following Proposal Content Outline should be used and include all of the following:

- Signed Quotation
- Signed Certification Form
- Qualifications of personnel who will undertake the work identified in this quotation response; a short biography and resume will suffice
- Description of experience with small and non-profit entities
- Description demonstrating sufficient capacity and depth of personnel to provide these services on a timely basis
- An itemized fee schedule to simplify proposal analysis

The quotation proposal must address all portions of the above outline and may be amended prior to the negotiated contact with a selected provider. SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the R\$FP in its entirety at its sole discretion. Only the selected bidder will be contacted.

THE BIDDER QUOTES AS INDICATED ON THE ATTACHED REQUEST FOR QUOTATIONS

Firm Name: _____

Signature: _____

Quotation Amount: _____

Date: _____

CERTIFICATION OF BID QUOTATION AND/OR VENDOR *(Required to submit with Bid)*

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certifications above, if you are unable to certify to any of the statements in the certification, an explanation must be attached to your bid/quotation, proposal or vendor application.

Name: _____
Authorized Signature (required) Date

Printed Name/Title _____