



REQUEST FOR PROPOSAL (RFP)

Recommending And Specking Hardware For Purchase.

Recommending And Specking Software For Purchase.

Maintenance Of Firewall, Switches, Webfilter, Wifi Booster, Etc.

Trouble Shoot Computer Issues. Often Related To Viruses, Reboot Loops,
Failure Of A Component, Etc.

Assist The Library In Planning For Future Technology Needs.

Help The Library Develop A Technology Replacement Schedule.

TECHNOLOGY SERVICE RELATIONSHIP

Briggs District Library

108 E Railroad St

Saint Johns, Michigan 48879

Phone: (989)224-4702 | Fax: (989)224-1205

director@briggsdistrictlibrary.org

Prepared By: Sara B Morrison

Date: January 08, 2024

REQUEST FOR PROPOSAL
TECHNOLOGY SERVICE RELATIONSHIP
Saint Johns - Michigan

PROPOSAL SUBMISSION DEADLINE: February 02, 2024, 6:00 pm, close of business
QUESTION SUBMISSION DEADLINE: January 29, 2024

Questions may be submitted in written form to:

Contact Name: Sara B Morrison
Contact Address: 108 E Railroad St
Saint Johns, Michigan 48879
Telephone Number: (989)224-4702
Email Address: director@briggdsdistrictlibrary.org

INTRODUCTION

Briggs District Library invites and welcomes proposals for their Technology Service Relationship project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

Note: The library will be doing a renovation project in 2024. There will be some changes and additions to the library's technology infrastructure and equipment as part of that process.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 108 E Railroad St, Saint Johns, Michigan 48879.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding, contact:

Name: Sara Morrison
Title: Director

Phone: (989)224-4702

Fax: (989)224-1205

Email: director@briggsdistrictlibrary.org

PROJECT OBJECTIVE

Briggs District Library is seeking a technology company to work with the library on maintaining and servicing the library's technology equipment and planning future technology needs.

PROJECT SCOPE AND SPECIFICATIONS

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

1. Evaluate current technology infrastructure.:
2. Make recommendations on items that need to be updated or replaced.:
3. Assist the library in developing a replacement schedule.:
4. The library would like to increase the speed of its internet service which may require changes or updates to the firewall.
5. Assist the library in developing a technology asset management plan/replacement schedule.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Briggs District Library shall award the contract to the proposal that best accommodates the various project requirements. Briggs District Library reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Briggs District Library no later than 6:00 pm, close of business on February 02, 2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Briggs District Library reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Michigan (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Briggs District Library

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Briggs District Library, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that Briggs District Library may contact all submitted references to obtain any and all information regarding Bidder's performance.

Briggs District Library Technology Equipment

14 HP computer, monitors and accompanying keyboards and mice

8 HP laptops: 6 for public use and 2 for staff use

1 projector

1 Brother fax machine

1 Kyocera printer (under lease)

1 Kyocera copier (under lease)

1 Envisionware self-checkout station

1 RFID scanner

10 Samsung tablets

1 Ipad

1 Kindle

1 Watchguard firewall

1 Barracuda web filter

1 Bright sign media player & monitor

2 credit card scanners

3 barcode scanners

2 Adtran boxes

1 Emerson battery backup

1 Synology box

4 HP Chromebook (patron use)

20 mobile hotspots (patron use)

Internet service provider: DayStarr

Voice over internet phones through DayStarr

Data backup via Google

Network Solutions for email and domain name registration

Website provider Enfold Systems: Ploud

Norton Antivirus: staff stations

Deep freeze: public stations

Use primarily Microsoft Office suite supplemented with Google drive/docs