

-ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS-

Notice is hereby given that Statements of Qualifications will be received by the Madison County Information Technology Department for the Managed Print Services at the Madison County Administration Building located at 157 North Main Street, Edwardsville, Illinois.

SEALED STATEMENTS OF QUALIFICATIONS will be accepted at the Madison County Administration Building, Information Technology Department, 157 N. Main St., Suite 29, Edwardsville, IL no later than **2:00 p.m., Thursday, March 23, 2017.**

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

By Order of the
Madison County Board
Kurt Prenzler, Chairman
Stephen Adler,
Phone: (618) 692-7040 Ext. 4941



Madison County Government
Information Technology

Robert E. Dorman · Director
Madison County Administration Building
157 N. Main Street, Suite 29 · Edwardsville, IL 62025-1962
Phone (618) 296-4555 · Fax (618) 692-4002
email · redorman@co.madison.il.us

Kurt Prenzler, CPA
County Board Chairman

REQUEST FOR QUALIFICATIONS

March 10, 2017

MADISON COUNTY GOVERNMENT
INFORMATION TECHNOLOGY,
MANAGED PRINT SERVICES

Madison County Government Managed Print Services Request for Qualifications

1. Introduction

Madison County Government is requesting qualifications to evaluate the efficiency of current office printing equipment in order to reduce costs. The selected proposer must demonstrate an enterprise level and broad knowledge of managed print services, utilizing best practices to reduce multi-vendor printing support.

Madison County intends to proceed with managed print services if there is a demonstrated cost savings but does not guarantee contract for any or all intended services described herein.

2. Description of Madison County's Network

Madison County's Network provides IT services to County departments and public safety agencies. The County network is based on industry designs and standards- consisting of a campus network with remote sites and wireless connections

3. Vendor Qualifications

Proposals shall only be submitted by qualified vendors who have demonstrated experience in following areas:

- Managed Print Services
- Local Printers
- Network Printers
- Multi-Functional Printers
- Network Copiers
- Network Print Servers
- Enterprise Fax Servers
- Enterprise Distributed Networking
- HIPAA, PCI, and CJIS Compliancy experience
- Experience working with Local Governments

The selected proposer should provide Madison County with written documentation demonstrating these above capabilities and practices. Such documentation should include but not limited to past projects examples, vendor certifications, and contracted services. This proposer if selected will be required to enter into a non-disclosure agreement with Madison County Government and could be required to pass all necessary background checks before the final contract approval.

References and Samples

This proposer should provide at least two examples of past work, outlining and demonstrating their abilities to complete such tasks. These examples should include a detailed statement of work and resulting outcome and/or reports excluding sensitive information. Current contact information will be provided for each reference.

4. REQUEST FOR QUALIFICATIONS (RFQ)

- A. Madison County Government (Owner) proposes to retain a qualified Firm for a Managed Print Services. Interested parties are invited to submit a Statement of Qualifications (SOQ) for the Owner's consideration.
- B. Five (5) copies of the SOQ must be submitted to and received by the office listed below no later than 2:00 pm on Thursday March 23, 2017.

Robert Dorman, Director of Information Technology
157 North Main Street, Suite 29
Edwardsville, IL 62025-1962

- C. The Owner will evaluate the SOQs and select the Firm that is best suited for this project. Upon selection of a Firm, the Owner will negotiate a scope of services and contract the selected firm.

Questions regarding this RFQ may be submitted to Robert Dorman at (618) 296-4320, or by email at redorman@co.madison.il.us.

- D. Any response to this RFQ shall be at the responder's sole and exclusive cost. The Owner reserves the right to reject any and all submissions and to waive defects in any submissions.

5. SELECTION PROCESS

- A. The Owner intends to award the contract to the qualified Firm that best demonstrates the unique experience, resources and methods to perform the needed services.
- B. Your response to this RFQ will be used to evaluate your Firm's qualifications, and those of your proposed project team members.
- C. Evaluation Criteria:

The Owner's evaluation committee will rate each submittal based on the following general factors:

1. Firm's qualifications and those of the proposed key personnel, including specialized experience relative to the security needs of Madison County.
2. A description of at least two (2) project completed in the last three (3) years with similar services for a similar client type and size to those requested for this project.
3. Reference(s) from a client(s) for whom the similar project(s) was performed.

- D. From the complete group of submitting Firms, the committee will rank a limited number of Firms as finalists, depending upon the number of qualified SOQs received.
- E. The top ranked Firm will be asked to develop a complete scope of services and fee proposal, with both items being negotiable. Should either be unacceptable to the Owner after negotiations, the Owner reserves the right to enter into negotiations with the next most qualified Firm. Assuming successful negotiations, the Firm will then submit a contract to the Owner for approval. The Owner intends to award the contract to the best, most qualified Firm. The Owner reserves the right to reject any and all submissions.

6. FORM OF RESPONSE

Responses to this RFQ should be specific and precise with adequate detail to accurately describe your qualifications. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked "Supplemental Information."

- A. Letter of Interest – a letter signed by an owner, officer, or authorized agent of the Firm, acknowledging and accepting the terms and conditions of this RFQ.
- B. Executive Summary
 - 1. Principal place of business and office location for this project
 - 2. Website address, telephone and fax numbers
 - 3. Summary of qualifications relevant to this project
- C. Resumes of key professionals with their proposed role for this project. Include similar project experience and professional licenses or certifications for each.
 - 1. Principal-in-Charge
 - 2. Project Manager
 - 3. Key Security Staff Members
- D. Similar project(s) completed or current – at least two (2) in the last three (3) years.
- E. Reference(s) for project(s) listed above.