

**REQUEST FOR PROPOSALS
FOR
BOROUGH OF NAUGATUCK and NAUGATUCK BOARD OF EDUCATION
TECHNOLOGY CONSULTING SERVICES**

The Borough of Naugatuck is distributing this Request for Proposals (RFP) for municipal and board of education technology consulting services. The assessment process will encompass the technology usage and needs of all borough and board of education departments.

GENERAL INSTRUCTION

Inquiries. Questions on the proposal may arise as firms prepare their packages. For answers to questions please contact:

Borough of Naugatuck
Robert Butler-Controller
229 Church Street
Naugatuck, CT 06770
203 720-7027

Signature Requirements. Proposals must be signed by a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered unless it is established that all contractual responsibility rests solely with one contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Proposal Deadline. The Borough of Naugatuck must receive fifteen (15) copies of your proposal addressed as indicated above no later than Friday, September 16, 2016 @ 4:00 p.m.

Rejection Rights. The Borough of Naugatuck retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the Borough of Naugatuck.

Cost of Proposal Preparation. No reimbursement will be made by the Borough of Naugatuck for any costs incurred for the preparation of a proposal or during the selection process.

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Scope of Work. The scope of services required in response to this RFP must include consulting services to support IT in development of strategic and operational plans for the implementation of a centralized Borough of Naugatuck IT services model and staff augmentation services to support IT in the subsequent deployment of the centralized Borough of Naugatuck IT services model. The scope of consulting services will require planning support in all areas of technology services including:

- Personnel
- Organizational Structure
- Operational Plan for Service Management and Delivery
- Sourcing and Procurement Strategy
- Service Level Agreement and Associated Metrics
- Change Management Plan
- Facilities Strategy and Management Plan
- Borough of Naugatuck IT Consolidation Project Plan

Proposals to be in effect. Each proposal shall state that it is valid for a period of not less than sixty (60) days from the date of receipt.

REQUIRED DOCUMENTATION

The proposal **must** contain the following information:

1. Firm's name, size, and related experience on similar projects
2. List of municipalities serviced both in Connecticut or out of state with references and description of services provided
3. Price proposal including the following Items:
 - a. Base consulting cost (hourly or project based)
 - b. Cost for updated needs analysis (to include all equipment, software and service contracts)
 - c. Personnel recommendations (are the departments sufficiently staffed?)
 - d. Additional costs for any additional services that may be required

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4. Proposed schedule/timeline for analysis (number of days from approval)
5. Completed RFP form (spread sheet is available by request).
6. Submit proof of insurance.
 - a. The selected service provider shall procure and maintain the insurance for the duration of the agreement.
 - b. The insurance will be for claims or injuries to persons or damages to property which may arise from or in connection with the performance of the work by the consulting firm, its agents, and representatives.

NOTE: Proposals not meeting these minimum requirements may be disqualified and returned.

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SELECTION PROCEDURES

Responses to the RFP will be evaluated in accordance with the following criteria:

1. Qualifications, experience and reputation of company and;
2. Caliber and qualifications of key personnel assigned to the project;
3. List of municipalities serviced and references provided;
4. Proposed schedule;
5. Anticipated recommendations and costs associated
6. Responsiveness of the proposal to the scope of work required and the completeness of request.
7. Other considerations

A selection committee comprised of Borough of Naugatuck/Board of Education staff, elected and appointed officials will review the submissions.