

Economic Growth Region 6 Workforce Investment Board

*Providing oversight to Eastern Indiana WorkOne offices serving
Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties*

FOR INFORMATION TECHNOLOGY PROFESSIONALS CONSULTANT SERVICES REQUEST FOR QUALIFICATIONS AND PRICE QUOTE (RFQ) May 19, 2011

Economic Growth Region 6 Workforce Investment Board (EGR 6 WIB) is an Indiana not-for-profit 501(c)(3) tax exempt organization which will function as Fiscal Agent, One Stop Operator and Service Provider for the Region's eight WorkOne Centers in the nine county Economic Growth Region 6 (EGR 6). The counties included in EGR 6 are; Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne. There is a WorkOne office in every county with the exception of Union County.

EGR 6 WIB is seeking to contract with a firm to provide Information Technology services to the Region to maintain its integrated network of computers with common software, common e-mail, and wireless technology to best serve the needs of our customers and staff. By way of understanding this project, the State of Indiana, through the Department of Workforce Development, has placed the responsibility for the delivery of workforce development services as well as day to day operations and decision making with the Workforce Investment Board (EGR 6 WIB). For Economic Growth Region 6 the entity responsible to contract for and oversee the implementation of this initiative is Economic Growth Region 6 Workforce Investment Board (EGR 6 WIB). The Workforce Investment Board has determined the model it would like is to work with a third party contracted entity to provide the required Information Technology services as described in the scope of work.

Economic Growth Region 6 Workforce Investment Board is seeking proposals from qualified companies to perform Information Technology services in a nine county region which currently has eight WorkOne offices and one corporate office located in Delaware County, with approximately 300 computers and peripheral devices all attached to a LAN system. EGR 6 WIB desires to have the services performed on a consultant basis and contract(s) will be awarded to the entity(ies) determined best able to provide the desired services.

The intent of this RFQ is to seek out and select an entity(ies) who will provide the highest quality service at a reasonable cost in a timely manner. While EGR 6 WIB expects to award one contract for the desired services it will reserve the right to contract with multiple organizations if that approach best serves the needs and objectives of the Region. All proposals must be received at Economic Growth Region 6 Workforce Investment Board Corporate Office, Attention: Technology Project, 122 E. Main Street, Muncie, IN on or before 1:00 PM (Eastern Daylight Time), on June 2, 2011. At the option of EGR 6 WIB proposals may be received after the stated time and date.

Scope of Work:

EGR 6 WIB is seeking a company to provide computer and information technology support to our eight WorkOne offices and to the EGR 6 WIB corporate office. A listing of the current addresses is included as Attachment A to this document. The required scope of work will include the maintenance of the computer and connectivity systems of multiple organizations to allow for ease of working together and communicating. The system will require the ability for staff who are working in remote locations, i.e. high schools, union halls, business locations, home, etc. to be able to access the network and have e-mail capability.

The following is a description of the current network configuration:

The Muncie headquartered EGR 6 WIB has nine locations in East Central Indiana. There are a total of eleven servers and each of the nine sites has a writeable Domain Controller. Each site also has an Exchange server. The network consists of approximately 350 computers and 300 users.

Each location has a firewall. The network is configured with a mesh topology where each office is connected to the others via site-to-site VPN tunnels. The EGR 6 WIB corporate office in Muncie is where emails are received and then they are distributed from there to each of the remote locations.

The purpose of retaining a technology consultant is to also be provided advice on other areas which may be important that we have not listed or have not contemplated.

Computer technology support will include but not be limited to:

- Current desktop and network analysis
- Recommendations for upgrade and integration of computer and network systems, procurement specifications, pricing, vendor options and schedule
- New equipment replacement schedule
- Maintenance of Servers
- Desktop and Hardware Support
- Network security
- Data backup
- Email system and storage needs
- Ongoing technology maintenance and upgrade plan
- Remote access
- Availability of vendor to respond on an urgent basis and provide onsite services to any location within the region in order to maintain operations.
- System documentation and update as changes are implemented

EGR 6 WIB is requesting qualifications and a price quote from entities who possess the experience and abilities to supply the services listed above. EGR 6 WIB requests the

right to extend the term of this contract if mutually agreeable to EGR 6 WIB and contractor. Entities interested in providing these services must submit the following information by **1:00 PM (Eastern Daylight Time), on June 2, 2011**.

- Qualifications including a bio(s) of the individual(s) doing the work
 - In responding to this requirement it would be helpful for you to list the skills you perceive would be required of the successful consultant in providing this services.
- Maintaining current setup or justification of the advantages to changing set up if recommended
- Price quote

Questions related to this solicitation should be made electronically to mleaming@asgcorp. Any questions which are answered will be posted on the following web site at www.work-one.org/index/eirwb/downloads.asp. Criteria against which proposals will be reviewed will include price 40%, qualifications and experience 60%. All vendors who are finalists will, at the option of EGR 6 WIB, participate in a vendor's meeting to present your proposal and answer questions. Selection of a successful vendor will be made by June 10, 2011. A professional services unit price contract will be awarded commencing immediately and ending June 30, 2013 with appropriate termination clauses. At the option of EGR 6 WIB the contract may be extended for one additional year to June 30, 2014.

All proposals should be submitted electronically to the attention of Technology Project at sgoodman@asgcorp.org , or may be submitted:

For Ground Delivery:

Economic Growth Region 6 WIB
Attn: Technology Project
122 E Main Street
Muncie IN 47305

For US Postal Delivery:

Economic Growth Region 6 WIB
Attn: Technology Project
PO Box 1856
Muncie IN 47308-1856

EGR 6 WIB is not responsible for any costs associated with preparation of quotes for the RFQ.

ATTACHMENT A
Economic Growth Region 6

WorkOne Centers

Delaware County

201 E. Charles Street, Suite 100
Muncie, IN 47305
Phone: (765) 289-1861
Fax: (765) 741-5856
TDD/TYY: (800) 743-3333

Wayne County

3771 South "A" Street
Richmond, IN 47374
Phone: (765) 962-8591
Fax: (765) 966-3431
TDD/TYY: (800) 743-3333

Blackford County

1301 N. High Street, Suite B
Hartford City, IN 47348
Phone: (765) 348-4928
Fax: (765) 348-9930

Fayette County

710 Eastern Ave.
Connersville, IN 47331
Phone: (765) 825-8581
Fax: (765) 825-8659

Henry County

3011 South 14th Street
New Castle, IN 47362
Phone: (765) 529-3010
Fax: (765) 521-7779

Jay County

107 S. Meridian Street
Portland, IN 47371
Phone: (260) 726-8316
Fax: (260) 726-8431

Randolph County

325 S. Oak Street, Suite 301
Winchester, IN 47394
Phone: (765) 584-5627
Fax: (765) 584-2536

Rush County

103 N. Morgan Street
Rushville, IN 46173
Phone: (765) 932-5921
Fax: (765) 938-4127

Union County

*Union County residents may seek services
from any WorkOne location listed.*

EGR 6 WIB Corporate Office

122 E. Main Street
P.O. Box 1856
Muncie, IN 47308-1856
Phone (765) 282-6400
Fax: (765) 282-6411