



REQUEST FOR PROPOSALS INFORMATION TECHNOLOGY SERVICES

The Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) is inviting proposals from qualified information technology firms and vendors to provide information technology services for the LBA.

Due to normal technology and software obsolescence, the Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) needs:

1. Replacement of hardware and software for 6 desktop computer towers, potential replacement of associated peripherals (i.e. monitor, keyboard, speakers and mouse), and evaluation of 1 laptop for software upgrade or hardware/software replacement;
2. Evaluation of current server and intranet configuration and upgrade to Microsoft Exchange; and
3. Evaluation and recommendations for information backup and retention.

Interested firms should submit **five copies** of their Proposal, which addresses the Proposal Requirements described in the Scope of Work section. Fax and e-mail proposals are not acceptable.

PROPOSALS WILL BE ACCEPTED UNTIL 4:30 PM (EDT), February 12, 2016

They should be addressed to:

**Mr. Christopher Norman – Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.
c/o Griffin & Strong, P.C.
235 Peachtree Street Suite 400
Atlanta, Georgia 30303**

If you have any questions concerning this request, please contact Atty. Rodney Strong at (404) 584-9777.

Sincerely,

Christopher Norman
Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.

GENERAL INFORMATION

Pursuant to O.C.G.A. §48-4-60 the Fulton County/City of Atlanta Land Bank Authority, Inc. was established through an Interlocal Cooperation Agreement dated January 19, 1994. The Interlocal Agreement between Fulton County, Georgia and the City of Atlanta, Georgia bound both parties to the following purpose:

- A. The parties shall participate jointly in the incorporation of a non-profit corporation named the Fulton County/City of Atlanta Land Bank Authority, Inc. (hereinafter referred to as “the Authority”) the establishment of which will be to foster the public purpose of returning property which is in a nonrevenue generating, nontax producing status to an effective utilization status in order to provide housing, new industry, and jobs for the citizens of the county.
- B. In carrying out this purpose the Authority shall, in accordance with applicable laws and codes, acquire title to certain tax delinquent properties which it will in turn inventory, classify, manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange or otherwise dispose of under such terms and conditions as determined in the sole discretion of the Authority.
- C. In further carrying out this purpose the Authority may, in its discretion, and in conjunction with the Parties’ respective School Districts, extinguish past due tax liens from property foreclosed upon by the Parties in their tax collection capacities, in accordance with the guidelines contained herein.

Over the past 22 years, the LBA has served the City of Atlanta and Fulton County in this capacity and has stood as a model for other Land Bank Authorities around the country.

Funding for the LBA’s operational needs is provided from both the City of Atlanta and Fulton County through annual funding requests, as well as, from philanthropic sources and transactional revenue. The LBA also receives funds for programmatic initiatives. The sources of these funds are local and federal.

SCOPE OF WORK

The current networked computer system was installed in June 2009 and is now in need of significant upgrade. The aforementioned system was the first networked computer system for the LBA. This system had certain features that included: homogenous computer types, a server, a fully networked system with individual email for employees, utilization of Outlook and full utilization of a networked high speed copier. The installation project included:

- 6 Dell desktop computers (including tower, monitor and peripherals)
- Microsoft XP and Office Suite
- 1 Dell laptop computer
- 1 server with Microsoft Small Business
- Programming and installation.

The Project will consist of three subtasks that consist of the following:

Task #1 – Replace 6 desktop towers hardware and software, evaluate peripherals for potential replacement, and evaluate 1 laptop for software upgrade or hardware replacement

- All current Dell Vostro 220 Mini-Tower's must be replaced.
- The software for the new towers should consist of the most current Microsoft OS and current version of Microsoft Office.
- The desktop peripherals including keyboard, mouse, speakers, and monitor should be evaluated for obsolescence and compatibility with new tower hardware/software. If deemed necessary, the determined peripherals should be replaced.
- Install and integrate all 6 desktop towers with server and intranet configuration.
- Evaluate technical specifications of current Dell Vostro 1520 laptop. If determined to be technologically obsolete, replace laptop hardware and install current Microsoft OS and current version of Microsoft Office.
- If current Dell Vostro 1520 laptop hardware determined to be acceptable, upgrade software to most current Microsoft OS and current version of Microsoft Office.
- Integrate upgraded/replaced laptop with server and intranet configuration.

Task #2 – Evaluate server and intranet configuration and upgrade to Microsoft Exchange

- Evaluate technical specifications of current Dell PowerEdge server to determine if it can be utilized for all upgrades and Microsoft Exchange. Review current server partitioning and configuration as well as intranet architecture/configuration to ensure that it optimizes performance and resources. Provide recommendations and make modifications as applicable.
- If current server is no longer adequate, replace and install new server.

Task #3 – Provide recommendations for information backup and retention

- Evaluation and recommendations should include disaster recovery scenario.

Future Engagement and Support

Upon completion of the aforementioned projects, the LBA will consider the chosen firm to provide post-installation support on an as-needed basis billed at an agreed upon hourly rate.

EVALUATION OF PROPOSALS

1. Evaluation Committee – Proposals received will be evaluated by a committee consisting of LBA Staff, LBA Board Directors and selected professionals.
2. Review of Proposals – The Evaluation Committee will use a two-step method to render a decision on the selection of the awardee.

Step 1. Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Please provide information and evidence that supports any “yes” answer. Any “no” answer to any of the four questions will disqualify the Proposal.

1. Is the firm legally formed and in good standing? yes no
2. Do the firm and associated Project personnel have proper technical certification? yes no
3. Is the firm registered with E-Verify? yes no
4. Did the firm provide at least three references with contact information? yes no

Step 2. Proposals will be scored using the following technical criteria. Points for each question will range from 0-15. The maximum technical score is 70 points. Please ensure that Proposals clearly address the information requested in each of the following questions.

- Does the proposal fully respond to the needs of the LBA with regard to information technology services in a clear, concise, and understandable manner? (0-15 points)

- Has the proposer demonstrated sufficient stability, continuity of operations, and resources to provide reasonable assurance of its ability to perform the required service? (0-10 points)
- Does the firm have a quality control program to help ensure adherence to high professional standards? (0-5 points)
- What is the timeframe that the firm estimates that it will be able to complete all three components of the Project? This includes completion of assessment, hardware/software delivery, installation and trouble shooting. 0-2 weeks (0-15 points), 0-3 weeks (0-10 points), 0-4 weeks (0-5 points)
- Has the firm performed similar services for other local governments, or has there been experience working with the City of Atlanta and Fulton County? If so, please list the references for local government experience and indicate if we may contact them. (0-10 points)
- Is the quality of the firm's personnel to be assigned to the engagement and quality of the firm's management support personnel available for technical consultation adequate? (0-15 points)

PROPOSAL FORMAT AND REQUIREMENTS

In order to secure information in a form, which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

- ❖ Title page should include the proposal subject, the firm's name, address, phone and fax numbers, email address, contact person, and date of the proposal.
- ❖ A Table of Contents with page numbers.
- ❖ A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the period, a statement why the firm believes it to be the best qualified to perform the engagement and that the proposal is an irrevocable offer for a stated period of time (minimum 90 days).
- ❖ Information about the firm. Is the firm local, national or regional? Outline the firm's history, philosophy and target market. Do the firm and/or Project personnel have the appropriate technical certifications that will for satisfactory completion of the Project? Provide evidence to support certification.
- ❖ A description of your understanding of the project objectives and outcomes and how these will be achieved.
- ❖ Team composition—a complete listing of all key personnel who will be assigned to this project, their background, experience, qualifications, roles and responsibilities, and availability.
- ❖ Provide prior experience with providing similar services for the past four years. Information on each engagement should indicate term of engagement, and types of services provided (i.e. hardware/software installation, system architecture, consulting, etc.). Highlight particular experience in dealing with non-profit organizations and/or local governments.
- ❖ Provide references of at least three information technology services clients (with phone numbers and contact persons). If applicable, include reference contacts for local government or non-profit clients as part of the references. The total number of references may exceed three. The clients listed should be those served by members of the proposed project team and/or the local office that will serve the LBA.

- ❖ Provide information as to the approach, timing, and work program of the engagement team. Include a proposed work plan and time schedule addressing the scope of work.
- ❖ A section detailing the cost for the Project, including cost estimates for out-of-pocket expenses and a proposed payment schedule based on the work plan.
- ❖ Provide description of internal quality control program used to ensure high standards of performance.
- ❖ Outline the level of support your firm will require of the LBA staff.

WITHDRAWAL OF RFP PROPOSAL SUBMISSION

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

RFP COSTS

All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the LBA. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the accounting services contract.

AWARD BASIS

At the option of the Board of Directors of the LBA, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission.

LBA reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which LBA, acting in the sole and exclusive exercise of its discretion, deems to be in LBA's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

CONTRACTUAL DEVELOPMENT

Once a proposal is accepted, the successful respondent will enter into a contract with the Fulton County/City of Atlanta Land Bank Authority, Inc. in their role as management entity for the LBA Board of Directors. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

OTHER TERMS AND CONDITIONS

1. WORK PRODUCT

All reports rendered to the LBA are their exclusive property and subject to their use and control.

2. INDEPENDENT CONTRACTOR

The successful bidder and its agents, officers and employees shall act at all times in an independent capacity during the term of the agreement and in the performance of the services to be rendered, and shall not act as, and shall not be, and shall not in any manner be considered to be agents, officers or employees of LBA, the City of Atlanta or Fulton County.

3. ASSIGNMENT

Neither the agreement, nor any part thereof, shall be assigned by the successful bidder without the prior written consent of the Fulton County/City of Atlanta Land Bank Authority, Inc. and the LBA Board of Directors.

CONTRACT TERMS

The firm that is selected is eligible to enter into a one time service contract. Fulton County/City of Atlanta Land Bank Authority, Inc. may terminate the contract upon written notice to the vendor of not less than fifteen (15) days.

The LBA also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of the LBA.

PAYMENT TERMS

The LBA will pay the compensation for services, as included in the accepted proposal, based on net 30 days from date of receipt of invoice.

INFRINGEMENT AND INDEMNIFICATION

The firm awarded this contract pursuant to the RFP process agrees to protect, defend and hold harmless the LBA against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless the LBA, their employees and the LBA Board of Directors from suits or actions of every nature and description arising out of, or in connection with, the performance of those contracts, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firm, or its agents.

EQUAL OPPORTUNITY

The LBA emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. While no additional points will be given for their status during the qualification and award process, minority and women-owned firms are especially encouraged to respond to this RFP.

LIMITATIONS

The LBA, reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter should not exceed 15 pages. Note that this also excludes exhibits.

BIDDER’S QUESTIONS

Any technical questions concerning the Request for Proposals should be submitted in writing to:

Rodney K. Strong, Esq.
Griffin & Strong, P.C.
235 Peachtree Street, Suite 400
Atlanta, GA 30303
Email: Rodney@gspclaw.com
Tel. (404) 584-9777
Fax (404) 584-9730

Such questions must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions will be provided to all firms holding Request for Proposals by the date and time stipulated in the calendar of events.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If LBA finds it necessary to change any of these dates, it will be done by addendum.

February 1, 2016	Issue Date
February 4, 2016, 10:00 a.m.	Pre-Proposal conference and site visit (attendance is not mandatory) 34 Peachtree Street, NW 19th Floor Conference Room Atlanta, Georgia 30303
February 8, 2016, 4:30 p.m.	Deadline for questions regarding RFP
February 9, 2016, 4:30 p.m.	LBA issues responses to questions
February 12, 2016, 4:30 p.m.	Proposal submission deadline
February 19, 2016	Notification of Award