



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

Cecil S. Moore, Purchasing Director



REQUEST FOR QUOTE NUMBER:

10GS72984YB

WILL BE RECEIVED UNTIL 2:00 P.M., EST.

APRIL 13, 2010

DESCRIPTION: BUSINESS ANALYSIS SERVICES INFORMATION TECHNOLOGY RESEARCH AND ADVISORY SERVICES

DEPARTMENT: INFORMATION TECHNOLOGY

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at www.fultonvendorservice.co.ga.us. You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME

Gertis Strozier

E-Mail Address:

gertis.strozier@fultoncountyga.gov

Telephone Number:

404-612-5826

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

Company Name:

Company Address:

City

State

Zip Code

Telephone Number:

Fax Number:

E-Mail Address:

RESPONSES MUST BE SUBMITTED ON-LINE AT www.fultonvendorservice.co.ga.us BY THE TIME AND DATE INDICATED.

Person submitting QUOTE: (Please Print)

Date

Title

\*Signature of the person submitting QUOTE:

\*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws—including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

## REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 10GS70984YB

Opening Date: April 13, 2010

### Business Analysis Services Information Technology Research and Advisory Services Fulton County Department of Information Technology

#### 1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide Information Technology Research and Advisory Services from date of award and continuing forward for twelve (12) consecutive months of coverage beginning April 15, 2010 through April 16, 2011 for the Department of Information Technology.

#### 2. CONTACT PERSON

Please contact Gertis Strozier, Procurement Officer at (404) 612-5826 or by e-mail [gertis.strozier@fultoncountyga.gov](mailto:gertis.strozier@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website ([www.fultonvendorelfselfservice.co.fulton.ga.us](http://www.fultonvendorelfselfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

#### 3. PRODUCT/SERVICE SPECIFICATIONS

The County of Fulton, requests the submission of offers for subscription-based Information Technology (IT) Research and Advisory Services. These services must cover every aspect of information technology to provide the Department's decision-makers with the base of knowledge needed to capitalize on IT technologies and markets to ensure that appropriate and emerging technology supports the Department's business strategies. The research and advice must be targeted at both (IT) and business management professionals. **It must, at a minimum, include a full range of Research and Advisory Services, including research notes, templates, diagnostic tools, presentations, benchmarking data, analysis reports, audio briefings, conference tickets, product and vendor evaluations, and full Internet access to services and reports.**

The County requires the research and advisory services to be relevant, meaningful, timely, clearly organized, and consistent. The subscribers will rely on these services to better understand: business drivers and the application of technology, IT management strategy, changing technology trends, and specific vendor products and services. This information is needed to facilitate informed decisions, ensure selection of the best products at the best prices, and to assure the success of our department's information technology initiatives.

**Research Only** - must provide unlimited web-based access to printed research and advisory reports published by the successful bidder.

**A. The following topic areas must be covered by the service:**

<b>Research Topic Area</b>
Application Development and Integration
Application Platform Strategy
Business Intelligence
Business Process Management
Cloud Computing
Collaboration & Content Strategy
Consumer Technologies
Customer Relationship Management
Data Center Strategy
Data Management & Integration
ERP & Supply Chain Management
Emerging Trends & Technologies
Enterprise Architecture
Government
High Performance Workplace
IT Asset Management
IT Management
IT Operations
Mobile & Wireless
Networking & Communications Equipment
Networking & Communications Services
Open Source
Outsourcing & IT Services
PC, Laptops, & Handheld Devices
Print Markets & Management
Regulatory Compliance
Security, Identity & Privacy
Servers & Storage
Software Markets
Virtualization
Web Services

**B. The research must include decision support tools such as reference architectures**

Reference architecture provides a proven template solution for architecture within a particular domain. It provides a template, based on the generalization of a set of successful solutions. These solutions have been generalized and structured for the depiction of both a logical and physical architecture based on the harvesting of a set of patterns that describe observations in a number of successful implementations. Further it shows how to compose these parts together into a solution. It also provides a common vocabulary with which to discuss implementations, often with the aim to stress commonality.

**C. The service must provide options for advisory services specifically targeted to IT Leaders**

The County is seeking both research and advisory services for agency CIOs and IT leaders whose focus is on how information technology impacts business issues.

The advisory services should include services such as:

- **Exclusive Research Reports & toolkits** developed for CIO clients in addition to the full range of research, toolkits, templates activity cycles and case studies across all roles for the IT professional.
- **Analyst Inquiry** - This service provides the EXP Premier Member access to Standard Analyst Inquiry as required for their individual business purposes, for the benefit of Client, which can be facilitated through a EXP Relationship Manager. The Relationship Manager will facilitate scheduling with appropriate analysts.
- **Events and Regional Roundtables** focused on CIO issues,
- **A Team** of support personnel focused on the executive
- **Onsite advisor visits** for mentoring, planning or analyst interaction.
- **Customized IT Benchmarking Assessment** to provide a high level overview of investment and staffing levels and distribution against industry peers as well as insight into technology-specific cost, staffing and performance levels.
- **IT Market Compensation Study**
- **Document & Contract Reviews**, including contract pricing, reviewed by analysts for comments and guidance.
- **CIO Networking program**
- **Responding Vendor must agree to make 2 analyst visits in the 12 month period**
- **Visiting analyst must be of a senior level, and name of visiting analyst must be submitted**
- **A Dedicated Team** - consisting of an Executive Advisor who is a former CIO or senior IT executive with at least 15-20 years of relevant IT experience who will coordinate delivery of research and advice focused on the client's most pressing issues. The team also includes an Executive Client Manager who stays updated on client initiatives and sends proactive research as well as setting up analyst calls and registering the members for events.

#### 4. PRICING SHEETS

Information Technology Research and Advisory Service Twelve (12) months

Total price:           \$ \_\_\_\_\_  
*Shipping must included in quote*

#### 5. SPECIAL CONDITIONS/INSTRUCTIONS

Department of Information  
 141 Pryor Street, S.W., Suite 9049  
 Atlanta, Georgia 30303  
 Attention: Financial System Manager

#### 6. INSURANCE & RISK MANAGEMENT PROVISIONS

Not applicable for this quote.