



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT**

**REQUEST FOR QUALIFICATIONS (RFQ)**

RFQ NO: 2022-30

TITLE: Consulting for Information Technology Assessment Review

Solicitation Schedule & Deadlines:

August 10, 2022	Solicitation Release Date
August 17, 2022 2:00PM	Deadline for Submitting Questions
August 24, 2022 4:30PM	Deadline to post Addendum
August 31, 2022 10:00AM	Deadline to Submit Response

Responses must be received no later than “Deadline to Submit Response”

August 31, 2022 10:00AM

Shakara Bray, Purchasing Director

Meagan Cowser, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Statements of Qualification and Experience will be received by the Franklin county Purchasing Department from qualified consultants for the following services:

--Evaluate current IT operations and provide assessment review report

The selected respondent will be required to enter into a written agreement with Franklin County to provide all services required in this RFQ on a non-exclusive basis. A copy of the agreement will be provided to the selected respondent.

The County intends to enter into an agreement with the selected Respondent commencing the day of award. The Assessment Report will need to be completed by September 30, 2022 and one copy given to the Franklin County Commission and one copy given to the Franklin County Purchasing Department.

All respondents and the selected respondent must agree to comply with and be governed by the County's procurement policy.

All documentation (including plans, photos, etc.) pertaining to any Franklin County operations are the property of Franklin County and will be provided to the County for records retention.

**Scope of Work**

Firm's response shall demonstrate an understanding of the subject matter and describe an approach that will be taken to accomplish the services requested.

Assessment of IT Systems, Structures, Policies and Processes

The selected consultant will conduct an assessment and provide preliminary recommendations to address immediate, short- and long-term vulnerabilities and needs. The consultant will then facilitate a process to review the recommendations and determine the future direction of IT at the County of Franklin, Missouri. This Assessment of Franklin County's currently ran system shall be evaluated within the assessment as well.

The selected consultant will conduct an assessment including but not limited to the following topics:

- IT Infrastructure
  - o All existing technical infrastructure and technology systems used throughout the county
  - o Vulnerabilities in accessing the systems, including staff access rights
  - o Risks of system failure
  - o Cyber Security risks
  - o Inoperability of existing legacy systems
  - o Business continuity
  - o Emergency Preparedness
  - o Components that require an upgrade

- o Ability to adequately recover from a disaster
- Staffing resources, including positions, roles, skills, organization structure for IT, required to support information management and the IT strategy
- Current business processes, procedures, and forms used by staff as they access IT resources
- Needs & Opportunities
  - o Current and projected technology needs driven by organizational changes
  - o Potential for IT to be better integrated into programmatic work
  - o Business needs of all departments in the County
  - o The current and potential use of technology. For example, SharePoint primarily serves as a file repository, and the full capabilities of SharePoint are not maximized.
  - o High-level analysis of enterprise architecture integration opportunities for key applications
- Other concerns or problem areas
- Direction and vision of IT

Tasks undertaken by the consultant may include but are not limited to the following:

- Read and understand the County's existing Strategic Plan and Wireless and Fiber infrastructure Strategic plans.
- Interview Executive Team, IT staff and other staff as needed
- Research, compare and provide examples of IT systems, structures, processes and strategies of organizations similar to the County
- Acquire information from County software\hardware\support vendors as needed
- Review and validate information on infrastructure and systems from sources such as previously completed IT assessments and staff knowledge of IT systems.
- Review information in existing IT network diagrams
- Review policies, forms, and procedures
- Research costs of IT solutions

Following the conclusion of the assessment, County expects at minimum the following deliverables:

- Inventory and analysis of County IT infrastructure and systems, including gaps and vulnerabilities,
- Analysis of County IT structure and staffing, including gaps and vulnerabilities,
- Analysis of County IT business process, including gaps, pain points the current and vulnerabilities,
- Analysis of current IT strategy and IT role and recommendations on future IT strategy and IT role, and
- Report of a prioritized set of recommendations for immediate, short- and long-term solutions. The report shall include but shall not be limited to:
  - Solutions for risks that require immediate mitigation

- Solutions for any identified risks, gaps, pain points or vulnerabilities
  - Opportunities to serve unmet needs
- d. Metrics for measuring IT performance
- Each recommendation shall also include cost and time estimates.

**Statement Requirements**

All Statements of Qualification shall include the following:

- Cover letter including respondents firm name, address, telephone number, and signature by an authorized representative of the respondent’s firm. Please designate a single representative or prime contact through whom the Owner may communicate.
- Description of the respondent’s experiences in providing the same or similar services as outlined in the RFQ.
- Names of the persons who will provide the services, their qualifications, and years of experience performing this type of work.
- Other service providers you may need as part of your team.
- Three (3) references for similar type of contract.
- A fee proposal
- Statements must be submitted in a sealed envelope using the label provided in this RFQ document.

Any questions in regard to statement requirements shall be directed to the Purchasing Department at [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net).

**Evaluation Criteria**

The evaluation criterion defines the factors that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. Respondents shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal submitted shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified respondent, per the evaluation criteria listed below. Respondents are not guaranteed to be ranked.

Experience and Technical Competence	40 max points
Capacity and Capability	30 max points
Past Record of performance	30 max points

**Evaluation Criteria Cont.**

An oral presentation and/or interview may be requested of any firm, at the selection committee’s discretion.

## **MISCELLANEOUS INFORMATION**

Nothing contained herein will create any contractual relationship between the County and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.

Information received from each firm will become the property of the County. Information submitted by the firm cannot be considered confidential.

County reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary. The awarded firm will be subject to a background check done by the Franklin County Sheriff's Office.

The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.

The County reserves the right to accept or reject any or all Qualifications and to waive any irregularities.

The County is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.

The County reserves the right to cancel or modify the terms of this RFQ at any time. The County will provide respondents with written notice of cancellation or modification.

This Assessment will be used as part of the County's specification process for our Information Technology Support Services solicitation. The Awarded firm providing the assessment of the County's current system has limitation of future contracting.

The selected Firm shall agree to indemnify and defend and hold harmless the County, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

### **Insurance Requirements**

If selected the Firm shall provide consistent insurance with the coverage stated below:

- Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
- Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
- Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
- Professional liability insurance coverage in the amount of Four Million Dollars (\$4,000,000) for each

# ATTACHMENT 1

## SEALED LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### SEALED RFQ RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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**BID # 2022-30    DATE: August 31, 2022 10:00AM**

**DESCRIPTION: Consulting for Information  
Technology Assessment Review**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_