



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS (RFP) COVER PAGE

RFB NO: 202224

TITLE: Information Technology Support Services

Solicitation Schedule & Deadlines:

May 18, 2022	Solicitation Release Date
June 1, 2022 8:00 AM	Deadline for Submitting Questions
June 3, 2022, 4:30 pm	Deadline to post Addendum
June 16, 2022 at 10:00 AM	Deadline to Submit Response

Responses must be received no later than "Deadline to Submit Response"

June 16, 2022 at 10 AM

Shakara Bray, Purchasing Agent

Megan Cowser, Assistant Purchasing Agent

Phone: 636-584-6274 Email: 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.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

_____ Solicitation Cover page

_____ Company proposal/response

_____ Offer and Schedule of Fees

_____ Exhibit A – Functional/Technical Questions (Five pages)

_____ Exceptions Form

_____ Non-Collusive Affidavit of Prime Bidder

_____ Contractual Terms and Conditions Acknowledgement

_____ Certificate of Insurance (COI)

_____ Performance Bond Information

_____ Vendor Information

_____ I have one original and three copies that are labeled accordingly

_____ Envelope is sealed and label attached

PURPOSE/ INTRODUCTION/ BACKGROUND

Franklin County is soliciting a Request for Proposals, from qualified firms, for Information Technology (IT) Support Services. The term of the awarded contract shall be date of award through one (1) year, with the County reserving the option to renew for four (4) additional years.

Franklin County does not allow for any subcontracting on this agreement, except by commission approval.

PROPOSAL REQUIREMENTS

The County will consider proposals from Firms with specific experience and success in IT Support Services and developing, securing, and administering a backup and recovery solution. All proposals must include:

1. Firm name, address, telephone number and contact persons(s) email address.
2. Brief history of Firm, including number of years of experience. Include information on the staff members that will be utilized for this service.
3. Description of the Firm's processes, method of approach, and timeline, including identification of specific services to be provided.
4. List of recent (last 24 months) organizations that have used the Firm's services on similar projects, with contact names and contact information for reference checks.
5. Fee Schedule

SCOPE OF SERVICES AND QUALIFICATIONS

The successful Firm will be expected to provide all of the needed consultation, installation, service, maintenance, and training to implement the services presented in this RFP. The County's desire is for the contract to begin July 1, 2022.

Background: Franklin County Missouri has a network infrastructure that consists of five organizational domains encompassing Franklin County Government, Sheriff's Department (Including 911\EMA), Narcotics, Prosecuting Attorney, and Child Support. In addition to the organizational domains there are two web domains that support Electronic Mail, GIS, inhouse applications, and access to other online services. Currently this is managed with three failover clusters (with a combined total of twenty-seven virtual machines) in two separate facilities that support a total eight physical locations within Franklin County. These locations are located in downtown Union, MO (Judicial Court, Municipal Court, Health Department, Juvenile, and Government Center - Primary Operations Center). Two miles away from primary Operations Center is the Sheriff's Office, Correctional Facility, 911/EMA (housing Secondary Operations

Center), and Highway Department-East location. Twenty miles from the Primary Operations Center is the Highway Department West Location.

The network infrastructure operates within a 1GB client network system, with nine failover/cluster servers, accessing the switched network in a 10/100/1000 environment. The failover/cluster servers are working in a 10GB environment with five core switches each functioning in a 100/1000/10000 environment using a campus wide fiber optic ring and a dedicated 10G connection to the Operations Center located in EMA/911.

The services and support of the IT Contract are provided to all departments and employees of the County including, but not limited to, thirteen County Elected Officials, eleven County departmental offices that include; Human Resources, Purchasing, Highway, Building dept., 911 Call Center, Emergency Management, Health Department, Municipal Courts, all Law Enforcement (Correctional facility and Sheriff's office), GIS, Planning and Zoning, and additional State offices that use county resources. These include Child Support, Juvenile, and Judicial Court.

1. Support for all full-time employees, part-time employees, seasonal employees, and end users in various capacities. These totals are in excess 300 employees at any given time.
2. Nine Host servers operating twenty-seven virtualized servers, three separate physical domain servers, three back up servers, two standalone web (intrusion detection) servers, and five physical firewalls. All servers, virtual machines, and client PC's use Microsoft Operating Systems.
3. Between all locations there are fifty-five managed switches, fifteen unmanaged switches, five firewalls twenty-seven managed wireless access points and six unmanaged wireless access points.
4. Network and VLAN Support for approximately 300 Mitel Hosted VOIP phone devices.
5. Sixty-five networked printers and scanners combined.
6. 325 desktop workstations.
7. Over seventy-five mobile devices including, but not limited to, MiFi's, ToughBooks, Tablets/IPADs, and Smartphones.
8. Nineteen plus business related applications for various departments. These are for departmental needs including mission critical applications such as GIS, Omnigo, MULES, Watchguard, Security Cameras and door access, accounting, Human Resources, etc. Included in this list are the more well-known office and protection type applications including Microsoft Office, Adobe, Chrome, antivirus, etc.
9. Approximately twenty-three custom in-house applications. These applications require expertise in:

- i. General: Unix, Linux, Windows 7/10/11, Windows Server 2012/2016/2019/2022, IBM NMOM, TIVOLI, and Jasper Report, IIS.
- ii. MS-SQL Firebird, and mySQL
- iii. User Interface (UI) Development: Angular, Postman, and JavaScript
- iv. Build Tools: Gradle and Bitbucket.
- v. Amazon Web Services: ELB, ALB, WAF, EC2, SQS, IAM, RDS, Elasti Cache, Kinesis, and Microservices Architecture.
- vi. Java Development: Spring Boot, JPA, Rest, Batch, Caching, Security, and Thymleaf.
- vii. .NET Technologies Development: VB and C#.
- viii. Web Security Services: OAuth, Tokens, SSL, and Jasypt.
- ix. Project Management: Jira

Initial Assessment: The successful Firm shall review the inventory, assessment of the system architecture and equipment for efficiency, life expectancy, capacity, speed, security, and current processes. The successful firm will need to make recommendations for improving routine support criteria and eliminating emergency maintenance situations. A report of this initial assessment shall be submitted by August 1st 2022 and each August 1st as long as the contract is in force. This is to allow for necessary budget planning for the upcoming year.

Price is to be included in infrastructure Support.

Customer Service in-house Support: The Firm is to provide four (4) dedicated full-time on-site Tier 2 Level Technology Technicians (Primary Technicians to be approved by the County) and to include the use of other technicians (Secondary Technicians) via remote access and/or onsite if primary technicians are out to illness or vacation. The Proposer shall give 24-hour notice with the exception of illness and emergencies which notice will be given the same day, and provide a Secondary Technician in the event a Primary Technician is unable to be onsite. This support to include but not be limited to support of workstation hardware including repairs, operating system, hardware, application software installs, upgrades, printing resources on-site, PC/laptop setup and installations, mobile device set up and installation, password changes, day to day operations support, new and outgoing staff changes to Active Directory and mail Management Console.

The Proposer's staff will be required to be accessible in a 24/7/365 capacity via after hours on-call phone support and be staffed with Tier 1 to Tier 4 level Technicians prioritizing and distributing incidents accordingly. The Proposer's support team will be accessible via phone and/or email during normal business hours. Normal business operating hours for Franklin

County are Monday – Friday 8:00 till 4:30. Times outside normal business hours will have a separate fee structure.

The Proposer must have a comprehensive support structure and staff that will actively assist and manage the onsite County personnel and the ongoing daily operations for all functional departments within the county. The proposing firm must have a minimum of SEVEN years' experience working in a Microsoft Virtualized Environment utilizing Microsoft Clustering Services.

Desktop Application Support: Performance of basic support functions, including but not limited to the installation of PC's, laptops, multi-function printers, peripherals, and office software; diagnosis and correction of desktop application problems, configuring of PC's and laptops for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed. This includes video monitoring/surveillance proprietary software access to servers or internet, county access to the internet for video court systems, and vehicle mounted Toughbook's. Assist the auditor in maintaining an up-to-date inventory of all County computer related hardware.

Server and Workstation Administration Services: Management of networks and computer systems, including complex applications, databases, electronic mail, application and domain servers, associated hardware, custom software, third party hosted software, VLAN'ed phone communications, and operating systems. The successful firm will provide necessary processes for performance, security, reliability, and recoverability of the systems. Scheduling of preventative maintenance for equipment in the areas of coverage is properly and promptly performed (outside of normal operating hours will incur additional costs); Service Calls will be completed when prompted by elected officials or department supervisors for the setup of new users and edit or remove existing users on server. Server performance and capacity monitoring services reporting when critical thresholds are reached; Inspection and monitoring of systems logs for security, system and application errors.

Configuration management: Monitor and schedule all changes, upgrades, patches, etc. to failover/cluster hosts, all virtual machines, and all physical servers. In addition to all servers and end user PC's upgrades, patches, etc. the same must be done for all switching, robotic tape library, and firewalls. Ongoing management of user login's and password policies; and support of software products relating to servers, workstations, laptops, and cell phones. In house support staff must maintain a timely response to repair and maintenance requests for all employees of Franklin County.

Custom Application Support: Franklin County has a variety of custom applications to support several departments. Existing support for SQL Databases, Visual Studio Applications, and programming as described within the custom applications staffing section.

Voice System: The Voice network uses Mitel phones and ATT as the carrier prover. Offices are Hosted VOIP. AT&T provides maintenance of the County's telephone communication system, the Utility Services customer call center, hardware and software maintenance contract, commercial carrier infrastructure, and targeted technical support for the County departmental moves, adds, and changes. AT&T is the maintenance Firm for the county. The proposed onsite technicians will need five years' experience in rudimentary VOIP and POTS phone system troubleshooting and configuration. In addition, the proposer must configure and maintain appropriate VLANS' for phones to function within the network.

Email, Website, and Security: Maintenance of County email accounts using the county domain, adding, changing, and/or deleting County employee accounts as requested: maintenance of virus detection programs on the County servers and user computers and laptops; performance of periodic security audits, including notification of suspected breaches of security to the County Commission are required. Protect against cyber-attacks to internal systems.

Maintenance of virus detection programs on County servers, email and all other County computers and laptops. Perform security audits as requested and notify County personnel immediately of suspected breaches of security or instruction detection. Configure County systems to enable remote access in a secure environment and provide remote access administration as requested by designated County personnel.

Provide County website support including updates and maintenance for normal County business and special events through the hosted contracted source.

Project Staffing: In times of heavy call volume, or for the implementation of special projects, it may be necessary to have additional staff dedicated to Franklin County. Special projects will be scheduled on a case by case basis. Additional staff must be available to help eliminate backlog's and/or complete planned projects on time. The County requires the ability to throttle up IT services on a project need basis in a very timely manner. **Describe the Firm's ability, process and proposed pricing in achieving staffing balance.**

Planning: Engineering, planning, and design services for major system enhancements and/or upgrades to existing systems; recommendations for future purchasing and technology needs, when requested or necessary. Installation of new equipment, software, and transfer existing data when acquired, will be required.

Equipment: The County reserves the right to purchase equipment from the awarded Firm, and/or any other contract/cooperative agreement that would be most advantageous for the County budget and department functionality.

Software Development: From time to time the County could require software development in SQL, Visual Basic, Website Development and deployment, GIS, java, etc. (as described in programming section) or other duties as assigned. **Outline your process for software development in-house and your ability to perform software development.**

Critical System Outage: In the event of a network outage, server down, or other critical system outage (outside normal operating hours) that is affecting the overall operations of the County, Sheriff's Office, or EMA/911 Dispatch, the Firm will have the ability to have onsite technical support within TWO hours of notification of outage. Immediate action will be taken during normal business hours.

Transfer of Services: Upon award of proposal the Firm will provide the County of Franklin a detailed plan of transition of services from the County's current IT support provider. The plan shall consist of a detailed timeline of transition to include but not limited to system training (end user and administrator), deployment schedule, system documentation, change management procedures, system validation & testing. Full system cutover will have to be complete no later than July 1, 2022.

In the event of an early contract termination or at the end of the existing contract and a new Firm is awarded, the incumbent Firm shall facilitate the transition of services to the new Firm. Facilitation will include but is not limited to providing documentation of the County systems, documenting the location of County systems, and provide system access while cutover is being completed to ensure County personnel and services are not impacted by transition of services.

Minimum Qualifications:

1. All staff of the Proposer's Firm that will be accessing Franklin County resources onsite or remote must be able to pass an extensive background check. This includes the submission of fingerprints.
2. The on-site contracted technicians must be Tier 2 Level Technicians with:
 - a. Associates of Applied Science Degree in Information Technology (or related) and/or five years' experience in trouble shooting, maintenance, system configurations
 - b. Technicians are to have experience in Sonicwall firewall configuration and administration, Sophos and AVG anti-virus, Microsoft Server and client operating systems, and familiarity with an AS400.

- c. System configurations and administration of law enforcement programs, i.e. MULES (Missouri Uniform Law Enforcement System) and Omnigo a plus.
 - d. Onsite technicians must have excellent customer service and interpersonal communications skills.
3. Information Technology supervisory staff must possess:
- a. Bachelor's Degree in Information Technology or related field. Master's Degree preferred or TEN equivalent years of experience.
 - b. Seven years Supervisory Experience.
 - c. Ten Years Information Technology and IT Infrastructure experience including trouble shooting, maintenance, system configurations.
4. Programmers/Developers – A bachelor's Degree in Computer Science or related field and ten years' experience with demonstrated and documentable competence with the following technologies:
- a. General: Unix, Windows 7/10, Windows Server 2012/2016, IBM NMOM, TIVOLI, and Jasper Reports.
 - b. User Interface (UI) Development: Angular, Postman, and JavaScript.
 - c. Build Tools: Gradle and Bitbucket.
 - d. Application Program Interface (API) for Mobil applications in Apple and Android iOS.
 - e. Amazon Web Services: ELB, ALB, WAF, EC2, SQS, IAM, RDS, Elasti Cache, Kinesis, and Microservices Architecture.
 - f. Java Development: Spring Boot, JPA, Rest, Batch, Caching, Security, and Thymleaf.
 - g. NET Technologies Development: VB and C#.
 - h. Web Security Services: OAuth, Tokens, SSL, and Jasypt.
 - i. Project Management: Jira
 - j. Microsoft MS SQL
5. The Proposer's Firm must have and provide reference information to support knowledge, experience, and staffing certifications to perform: To provide a minimum of five references showing similar contractual services to this RFP. This shall include other municipality services as well.
- a. To provide resumes for the key personnel to be assigned to this contract.
 - b. To provide clear communications of how the Firm proposes to place non-critical and critical emergency support calls.
6. Silence of Specifications: Commercially accepted practices shall apply to any detail not covered in the specification and to any omission of the specification. Any

omission of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with your response.

Insurance Requirements:

The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:

- A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the compensation law of the Ate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
- B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 - a. Premises – Operations
 - b. Products and Completed Operations
 - c. Broad Form Property Damage
 - d. Contractual
 - e. Personal Injury
- C. Automobile Liability with a minimum limit of \$1,00,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
 - a. Owned Automobiles
 - b. Hired Automobiles
 - c. Non-Owned Automobiles
- D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, MO 63084. The services provided to Franklin County shall be listed under "Description of Operations."
- E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin county, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's."

The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

OFFER AND SCHEDULE OF FEES

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein. The Firm awarded this Agreement of Services shall be paid in accordance with the accepted Option(s).

Year 1 and 2: Per aforementioned criterial.

Contract Annual Cost: _____

Alternate Pricing:

Equipment: The County reserves the right to purchase equipment from the awarded Firm, and/or any other contract/cooperative agreement that would be most advantageous for the County budget and department functionality.

Percentage over Firm's cost of equipment/software purchases _____

Renewal (yearly): Maximum Percentage Increase: _____%

Date: _____ Legal Company Name: _____

Signature: _____

Name (printed): _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Federal Tax ID No. _____

State company is incorporated: _____ State business/charter No. _____

EVALUATION CRITERIA

The criteria used to select a Firm include the following factors:

- A. Quality and responsiveness of the proposal. (10 points)
- B. Ability, capacity, and experience of the Firm to perform the services; qualifications of staff proposed for the project. (25 points)
- C. Firm's plan/processes, services to be provided, method of approach, and schedule. (25 points)
- D. Price to provide the services requested. (30 points)
- E. Responses to the Firm' references. (10 points)

SELECTION PROCESS

The County will review and evaluate the proposals based on the evaluation criteria as set forth in the Evaluation Criteria section of this RFP. Firms may be selected for interviews or questions for clarification. However, the County may choose to proceed without interviewing any Firms.

The County of Franklin hereby notifies all Firms that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

EXHIBIT A - FUNCTIONAL/TECHNICAL QUESTIONS

Completion of the functional / technical questions is required. Failure to comply with this format may be considered non-responsive and may cause the Firm's proposal to be removed from consideration. This portion of the proposal response contains a number of questions that must be answered by each Firm and are included as an aid to assist the Firm in making sure all major functionality has been covered in their proposal. The following should be used when responding to the questions:

YES = Firm can meet requirement NO = Firm cannot meet requirement

(*) Indicated the Firm has an alternative method to satisfy a requirement. The Firm may place an asterisk (*) in the YES column and refer to that item in the "Exception" Column. In addition, indicate how many of the onsite technicians a “yes” answer applies to.

	Description	YES	NO	Number of Technicians	Exception
1.	Will specific primary and back-up technicians and engineers be assigned to this contract? Explain in Proposal.				
2.	Does assigned staff have a minimum of three years networking experience and/or associates degree?				
3	Does assigned staff have experience with law enforcement applications?				
4.	Does assigned staff have familiarity with remote monitoring and access tools?				
5.	Does assigned staff have experience with SonicWall firewall configuration and administration?				
6.	Does assigned staff have experience with Microsoft Active Directory configuration and administration?				
7.	Does assigned staff have experience with HP Aruba Switch configuration and administration?				
8.	Does assigned staff have experience with SQL Server 2008/2014/2017/2019 configuration and administration?				

EXHIBIT A - FUNCTIONAL/TECHNICAL QUESTIONS

Continued

	Description	YES	NO	Number of Technicians	Exception
9.	Is a clear support plan with procedures provided in this proposal? Remotely, on site, etc.				
10.	Did Firm provide at least five references for similar projects in scope for the organization?				
11.	Did Firm provide qualifications of key personnel to be assigned to this project?				
12.	Is clear contact information included on how to place non-critical and critical emergency support calls?				
13.	Does Firm agree to be working (whether onsite or remotely 24x7) on an emergency (critical) support call within TWO hours of County notification; 24 Hours of a nonemergency support call?				
14.	Does assigned staff have at least THREE years working in a Microsoft Virtualized Environment with Microsoft failover Clusters?				
15.	Perform basic desktop support functions, including the installation of PCs, laptops, smartphones (Android and iOS), printers, peripherals, and office software; diagnose and correct desktop application problems, configure PCs and laptops for standard applications; identify and correct user hardware problems, either remotely or on-site, as needed.				
16.	Network engineering support and maintenance is to be included for the IP network infrastructure comprised of both layer 2 and layer 3 POE switches and routers.				
17.	Firewall support maintenance and upgrades.				

EXHIBIT A - FUNCTIONAL/TECHNICAL QUESTIONS

Continued

	Description	YES	NO	No. of Technicians	Exception
18.	Document appropriate after hours support procedures.				
19.	Agree to assist in the Maintenance hardware inventory and license documentation.				
20.	Design, implement and support the County's Local Area Network (LAN) and Wide Area Network (WAN).				
21.	Perform general maintenance on all software packages. Work with third party vendors for access to VM's and provide additional support.				
22.	Coordinate problem-solving with software Firms, contact support hotlines to resolve problems.				
23.	Install files, directories, and provide security to accommodate department needs.				
24.	Provide recommendations on solutions to issues, including cost estimates for repairs and/or replacement items.				
25.	Research, evaluate, and advise management of enhancements/new releases of hardware and software technology.				
26.	Coordinate and assist with the hardware and software purchases in accordance with County Purchasing Policy.				
27.	Set up new user accounts, email and required computer programs.				

EXHIBIT A - FUNCTIONAL/TECHNICAL QUESTIONS

Continued

	Description	YES	NO	No. of Technicians	Exception
28.	Administer computer network and associated hardware, software, communications and operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system.				
29.	Work with elected officials and department heads on appropriate access to a variety of applications.				
30.	Ensure scheduled preventive maintenance on equipment is promptly performed.				
31.	Assist Franklin County in development of a comprehensive disaster recovery plan for the whole county and each department.				
32.	Implement and maintain system for email storage, backup, filing, search, and retrieval.				
33.	Maintain County email accounts using the County domain, adding, changing, and/or deleting County employee accounts as requested.				
34.	Maintain virus detection programs on the County servers and user workstations.				
35.	Perform periodic security audits, including notification of suspected breaches of security to the County designated person are required.				
36.	Implement and configure the County systems to enable remote access in a secure environment, with provisions for remote access administration, as requested by the County Administrator is required.				

EXHIBIT A - FUNCTIONAL/TECHNICAL QUESTIONS

Continued

	Description	YES	NO	No. of Technicians	Exception
37.	Work with County Staff to develop data backup policy, with procedures in place to handle daily, weekly, and monthly backup of all Franklin County critical application data including but not limited to the workstations, emails, servers and databases.				
38.	Work with County Staff to develop process to restore systems and data if servers and/or workstations go down,				
39.	Maintain virus/malware detection and spam reduction programs for County servers, email and all other County workstations and laptops.				
40.	Perform security audits annually or as requested by County personnel, or immediately following suspected breaches of security.				
41.	Assist the County in complying with best practices as well as Criminal Justice Information Systems (CJS) requirements.				
42.	Provide technical leadership for all technology issues; make recommendations for future purchases and technology needs assist with policy formation and application.				

EXCEPTIONS FORM

Firm's signature on bid certifies complete acceptance of the Agreement and Terms & Conditions in this solicitation, except as noted below. Additional pages may be attached (if necessary).

Check one of the following responses to the Agreement and Terms & Conditions:

_____ Firm takes no exceptions or deviations to the Agreement and Terms & Conditions. (Note: if none are listed below, it is understood that no exceptions/deviations are taken.)

_____ Firm takes the following exceptions/deviations. All exceptions/deviations must be clearly explained and reference the corresponding paragraph/clauses to which you are taking exception/deviation. Clearly state if you are requesting additional terms and conditions; provide details below or attach additional pages.

Section/Page	Term/Condition	Exception/Deviation

Bidder name: _____

NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

State of _____)

S . S .

County of _____)

_____ being first duly sworn, deposes and says that:

1. He is the (owner, partner, officer, representative, or agent) of _____, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid; and that all statements made and fact set out in the Bid are true and correct;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest including this affidavit, has in any way colluded considered, connived, or agreed, directly or indirectly with any other Bidder, Firm, or person, to submit a sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract; or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, Firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix the overhead, profit, or cost element of the Bid price of the other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Franklin County Missouri or any person interested in the Proposed Contact.
5. The price or prices quoted in the attached Bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives] owners, employees, or parties in interest, including this affidavit; and
6. He further certifies that Bidder is not financially interested in or financially affiliated with any other Bidder on this project.

Signed _____

Title _____

Subscribed and sworn to before me this _____ day of _____, 2022

Notary Public

My Commission expires: _____

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

May we send Bid Packet and Bid Information via email? _____

ATTACHMENT 1

SEALED RFP LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

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

RFP # 202224 DATE: 06/16/2022

DESCRIPTION: Information Technology Support Services

Vendor Name: _____

Vendor Address: _____