



REQUEST FOR QUOTE #2021-7 Microsoft Integration Partner / Consulting Services

Objective:

ChildCareGroup (CCG) is seeking a consulting services partner to execute the configuration of cloud-workspace with SharePoint Online and Microsoft Teams for one business process.

Summary:

Child Care Group has a highly mobile and scattered workforce with a need to increase mobility and dissemination of information. Consultant will partner with the internal IT Team on recommendations to development and implementation of Sharepoint, Microsoft Teams, and Office 365 Services. Consultants will conduct introduction workshop(s) for the Office 365 services and applications that are available from Microsoft as part of the Office 365 platform. (Note: Office 365 is already installed and Sharepoint foundation already implemented).

Deadline for questions:

Questions regarding this solicitation will be received until 5:00pm (central time) on May 10, 2021. All questions shall be forwarded to the attention of Sean Cusick, Procurement Manager, at scusick@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on May 21st, 2021 by 5:00pm (central time). Responses will be received in electronic form **only** and shall be sent to Sean Cusick, Procurement Manager, at scusick@ccgroup.org. Late responses will not be accepted.

SPECIFICATIONS / SCOPE OF WORK

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The below is a recommendation about how to scope this project to properly adopt and implement a reliable and highly adopted Microsoft 365 suite implementation.

Recommended Phases:

1. Business Mapping Session
 - a. Mapping sessions with key stakeholders in critical departments
 - b. Determine page requirements.
 - c. Determine Microsoft Team and future Power Automate needs
 - d. Determine page count and function requirements.
2. Current Site Review
 - a. Delivery of GAP analysis
 - b. Creation of agreed project scope and roadmap
3. Build and Implementation
 - a. Construction of sitemap
 - b. Construction of each page with correct permissions
 - c. Creation of team sites

- d. Creation of any required custom development
- 4. Administrator Training
 - a. Divisional and stakeholder training
 - b. Process creation and documentation
- 5. End User Training and Materials
 - a. Live training sessions
 - b. Knowledge article creation
 - c. Support of operational questions
 - d. Process modifications
- 6. Ongoing Consulting relationship

The following documents must be completed and submitted to be considered as a vendor. Failure to submit these documents will deem your submission non-responsive.

3.1 Proposal

3.2 Copy of all Certifications

3.3 W-9 Form

3.4 Resume of all employees that will be assigned to ChildCareGroup projects.

Evaluation Criteria

All services solicited under this RFQ shall be procured under the competitive method and reviewed for compliance with this RFQ to ensure that all required documentation has been submitted. Failure to provide the required documentation may result in the submission being determined “Non-Responsive”. This is a cost reimbursement contract. No specific obligation of funds is made under this contract. A selection will include one (1) or more vendors to provide these services and will be with responsible bidders whose submissions are determined to be most advantageous to ChildCareGroup, with price and other factors considered. **Submissions must receive a minimum score of 80 to be considered** for award. The responses which have been determined to meet the minimum qualifications for selection, based on score, will be included in a Vendors List. ChildCareGroup will contact the appropriate vendor(s) to arrange the needed services. Additional information may be requested at that time.

Review and evaluation will be based on the following:

1. Company Overview **(10 Points)**. This category will be evaluated based on:
 - Company Profile/Structure
 - Number of years in operation
 - Persons assigned to project and their years of experience.
2. MBE/WBE/HUB entity **(10 Points)** To claim points in this category firm must present evidence of certification by state/federal certifying agency.
3. Vendor’s Experience/Capacity **(30 Points)**. This category will be evaluated based on:
 - Microsoft Integration experience working with non-profits or with entities of similar size.
 - Three (3) references of current clients to include name, e-mail address, telephone number
4. Quality of Proposal **(30 Points)**
 - Alignment with ChildCareGroup
5. Cost **(20 Points)**. This category will be evaluated based on:
 - One-time up-front cost

- Ongoing cost
- Cost to expand consultation services.

Selection Process

The selection process shall be in accordance with federal procurement principles and the TWC Financial Manual for Grants and Contracts, which requires “full and open competition”, fair and equal treatment, and “arm’s length” relationships with all potential proposers. These principles are addressed in the Board’s policies and procedures, which require that: (1) selection of a service provider shall be made on a competitive basis to the extent practicable; (2) the process be conducted according to strict ethical standards, including a code of conduct for Board members and staff, and a policy to guard against “real or apparent” conflicts of interest; (3) confidentiality and non-disclosure of proposal information are maintained prior to the procurement decision; (4) a policy of openness and access to public records apply after the decision; and (5) fairness and objectivity are maintained in evaluation of proposals, selection, negotiations, and contract management. Positive efforts shall be made to utilize small, minority and female owned or operated organizations in the provision of services. These efforts shall allow those sources maximum feasible opportunity to compete for a contract.

Awards shall be made only to responsible bidders who have demonstrated ability to perform based on delivering comparable or related services, staff and organizational qualifications including a satisfactory record of past performance, the ability to meet the requirements of this RFQ, and any applicable regulations of the Board's funding sources.

CCG reserves the right to select the top bidders to do a finalist presentation before making final award.

All vendors will be notified of the status of their proposal no later than **June 18, 2021**.

END OF SPECIFICATIONS / SCOPE OF WORK

Submittals:

Please submit an overview of your company and services provided along with your fee structure and hourly rates for specific services.

Contract Term:

This fixed-cost agreement shall be for a period of one year with the option to renew for four additional one (1) year periods, subject to funding availability.

General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda

contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.

3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **PRICING:** Prices offered shall be submitted as part of a monthly retainer, with any additional expenses pre-approved by CCG.
5. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. **Tax shall not be included in prices offered.** A Tax-Exempt Form will be provided by CCG upon request. A request for a Tax-Exempt Form can be submitted in writing to khuff@ccgroup.org or by contacting the Finance Department at 214-905-2408. In no event is it the CCG's responsibility to provide a tax-exempt form without a request for the same.
6. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO/COO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. **All change orders and modifications to the contract shall be processed through the Procurement Department only.**
7. **INVOICES:** Invoices shall be submitted to the attention of Accounts Payable Department, 1420 W. Mockingbird Lane, Dallas, Texas 75247.
8. **PAYMENT TERMS:** Payment terms are net 30 days, unless otherwise specified by CCG in the proposal document.
9. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The contracted proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Procurement Manager. The basis for price escalation should be based on the Consumer Price Index for the most recent twelve-month period reported for the Dallas-Fort Worth area. The contracted proposer shall provide CCG with copies of the appropriate indices for verification purposes. CCG reserves the right to approve or reject any and all requests for price escalations.
10. **PRICE REDUCTION:** If during the life of the contract, the contracted proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
11. **INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages

received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the successful proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract which may result from the proposal and the proposer so agrees upon the submission of the proposal. The proposer must deliver, if so, requested by CCG, a written release of all liens or other proper evidence of same, to the satisfaction of CCG prior to the issuance of final payment by CCG.

12. **TERMINATION FOR DEFAULT:** ChildCareGroup reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of CCG in the event of breach or default of this contract. CCG reserves the right to terminate the contract immediately in the event the contracted proposer fails to meet delivery schedules, or otherwise perform in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source, and charge the full increase in cost to the defaulting contracted proposer.
13. **TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the contracted proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.