



Information Technology Assessment

Request for Proposal

Commissioned by the

Office 





I PURPOSE OF REQUEST FOR PROPOSAL

[REDACTED] is issuing this request for proposal (RFP) to obtain Management and Technical Services to conduct an Information Technology Assessment of the Organization's Information Technology Function (IT Function). This Assessment is commissioned by the Chief Executive Officer and the winning bidder is responsible to his office, or his designee.

[REDACTED]'s IT Function Assessment is intended to result in improved service delivery to [REDACTED] staff and its members. Information services are currently not delivered in the most cost effective and efficient manner. [REDACTED] needs to bring in an independent expert to review the current state of situation and make appropriate recommendations to improve the management and functionality of our systems along with the coordination of processes across departments. The organization's primary goals and objectives include:

- Improve service delivery to the customer
- Improve interoperability of systems
- Improve efficiencies to reduce operational and administrative costs

II [REDACTED] BACKGROUND

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

III TECHNICAL ARCHITECTURE / INFRASTRUCTURE

[REDACTED]

[REDACTED]

[REDACTED]

1. [REDACTED] Network
2. [REDACTED] Applications
3. Office Automation Capability
4. User Base / Customers
5. Remote Systems

IV STATEMENT OF WORK

Through this request for proposal, [REDACTED] seeks expert Management and Technical Services to conduct an Information Technology Assessment of the Organization's IT Function. This order will be issued under a Fixed Price Agreement. The contractor will be responsible for accomplishing the following tasks:

Task 1: Develop Project Management Plan (Project Work Plan and Schedule):

Within five working days after the effective date of the contract, the Contractor's Program Manager and key team members shall meet with the [REDACTED] Committee to present a work plan and schedule for completing each task in the order. This plan shall indicate the resources the Contractor will dedicate to each task, and [REDACTED] specific assistance required.

Task 2: Conduct IT Function Assessment

As part of this assessment, the Contractor shall review, at a minimum, the following areas:

[REDACTED]

Strategy & Business Alignment: Review [REDACTED]'s IT vision and plans, as well as its alignment with the business throughout the cycle of innovation, planning, and delivery.

Management & Governance: Analyze the CIO's approach for directing and controlling IT resources to achieve stated goals, as well as its practices for managing the "business operation" of IT.

Organization & Skills: Determine if [REDACTED]'s IT structure, capabilities, and sourcing strategy are conducive to the Organization's business model.

Technology & Architecture: Review the underlying technology components and the processes for developing, deploying, enhancing, and supporting business capabilities using technology solutions.

Bidders are encouraged to propose other areas/facets of the IT Function that should be reviewed.

Major Activities to be Accomplished During the Assessment Phase:

- Conduct confidential interviews with key Stakeholders ([REDACTED] will provide a list of suggested interviewees).
- Interview IT management team
- Review 1-2 years of historic IT spending and current investment plan
- Review major business systems and underlying technologies
- Review project delivery history and deliverables
- Review standard project management processes, communication tools, and sample project documentation
- Attend sample IT-business discussions, IT management meetings

The contractor will be responsible for documenting, in detail, the results of the Assessment. In addition, interviews shall be documented.

Task 3: Present Findings and Recommendations:

Based on the results of the Assessment phase, the contractor will develop a presentation of findings that includes recommendations.

Task 4: Deliver Action Plan:

The contractor shall develop a plan for implementing each recommendation. The plan should include the technical as well as the management approach. This plan will include:

- A project schedule, work breakdown structure, and timeline





LATE PROPOSALS WILL NOT BE ACCEPTED

VIII SCHEDULE FOR SELECTION PROCESS



IX PROPOSAL EVALUATIONS

The contract will be awarded to the proposal with the highest score based on the following criteria:

- A. Qualifications applicable to the project - 25 Points
- B. Experience with similar projects - 25 Points
- C. Knowledge of issues - 25 Points
- D. Cost - 25 Points

Total 100 Points

The **technical proposal** should be sent to:



The **cost proposal** should be sent to:



X SPECIAL PROVISIONS

1. The winning contractor will be precluded from participating in the implementation of recommendations.
2. Proposals are limited to 8 pages excluding resumes/references.
3. Resumes of the resources proposed in bidders' responses to the RFP should be included in the proposal.
4. All information pertaining to this IT Function Assessment shall be purged from Contractor systems and possession within one month after delivery of final product.

XI VALIDITY OF PROPOSAL

The terms and conditions of your proposal, including all pricing, will be deemed to be a firm offer for sixty (60) days following the date of your proposal's submission to EEI. Your proposal must include a statement to this effect.

XII CREDIT CHECK

Credit checks may be performed on vendors submitting proposals to evaluate their financial stability.

XIII OMISSIONS

YOU ARE RESPONSIBLE FOR ENSURING THE ACCURACY OF ALL INFORMATION, CONDITIONS AND REQUIREMENTS ASSOCIATED WITH THIS RFP WHICH MAY IN ANY WAY AFFECT THE COSTS OR PERFORMANCE OF SERVICES PROPOSED. FAILURE TO DO SO WILL NOT RELIEVE YOU OF RESPONSIBILITY FOR PROPERLY ESTIMATING THE COSTS REQUIRED TO SUCCESSFULLY PERFORM ANY SERVICES. EEI IS NOT OBLIGATED TO CLARIFY ERRORS OR OMISSIONS IN YOUR PROPOSAL.



XIV PREPARATION OF PROPOSAL

EEI will not be liable for any costs or expenses incurred in the preparation, production, revision, or presentation of any response to this RFP for the services, or any costs or expenses related to any services or work performed by or for you in connection with any of the foregoing. You assume all risk and EEI shall not be liable in any way in connection with the foregoing, including, without limitation, any inaccuracies that may be included in the RFP.

XV PRESENTATION

If you submit a proposal, [REDACTED] may require you to give one or more presentations at [REDACTED] office. This will include a question/answer period and will permit you to clarify or elaborate on the proposal, but it will not permit you to change the proposal.

XVI [REDACTED] RESERVATION OF RIGHTS

EEI reserves, in its sole and absolute discretion and without any liability of any kind to you, the rights to:

- (a) Modify the RFP and/or any supporting documentation;
- (b) Accept and/or reject any or all vendor proposals in part or in their entirety;
- (c) Request additional information or written clarification of vendor proposals;
- (d) Choose not to commence, terminate, delay, or modify the Services for which the RFP is sought;
- (e) Award the Services or any portion of them to any Finalist or group of Finalists or to no Finalist; and
- (f) Contact Client references submitted by you in your proposal. We will contact either a partial or complete list of client references to gain insights into your capability, service levels and other pertinent information that will aid us in our decision making process.

XVII INSURANCE

You must provide evidence of appropriate insurance protection. Appropriate insurance protection shall be deemed to be the coverage as stated below:

- (a) Your insurers must be rated A-7 or better in the then most recent edition of Best's Insurance Reports;



(b) Commercial General Liability Insurance, including Contractual Liability, completed Operations, Personal Injury Coverage, Broad Form Property Damage with a combined single limit of at least \$1,000,000 on an occurrence basis and \$2,000,000 on an aggregate basis; and

(c) If selected, you will need to add EEI to your policy as an additional insured as evidenced by certificate.

XVIII VENDOR CODE OF CONDUCT

Please review and sign the attached Vendor Code of Conduct Statement (“VCC”) The VCC must be signed by an authorized agent of your company and submitted to [REDACTED] before your response to the RFP will be reviewed.

XIX AUTHORIZED SIGNATURE

BY SIGNATURE OF YOUR AUTHORIZED REPRESENTATIVE BELOW, YOU ACCEPT THE TERMS AND CONDITIONS OF THE RFP. (IF E-MAIL SUBMISSION, TYPE NAME ON SIGNATURE LINE.)

By: _____
Typed Name: _____
Title: _____
Date: _____
E-mail Address: _____

Based upon this notice, [REDACTED] shall in good faith assume the apparent authority of such signer(s), but reserves the right to request satisfactory evidence of such authority.

