

VIRGINIA ASSOCIATION OF COUNTIES

REQUEST FOR PROPOSAL  
(RFP)

1207 E. Main St., Suite 300  
Richmond, VA 23219

Issue Date: June 2, 2015  
Deadline for Submissions: July 2, 2015 (5pm)

SEND PROPOSALS DIRECTLY TO: Virginia Association of Counties  
1207 E. Main St., Suite 300  
Richmond, VA 23219  
ATTN: Vicky Steinruck, CPA

In compliance with this Request for Proposal (RFP) and all the conditions imposed herein, the undersigned offers and agrees to furnish the Services/Goods in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink)

(Print Name) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Federal Identification Number \_\_\_\_\_

Email Address \_\_\_\_\_

## PROPOSAL

### Purpose

The Virginia Association of Counties is seeking proposals from professional Information Technology (IT) contractors to provide services to VACo to include assessing the current IT system; drafting recommendations for the performance, architecture, stability, dependencies, security and maintainability relating to the system and planning for improved IT architecture and processes.

### Goals and Tasks

Assist in the comprehensive evaluation of the system (hardware, software, servers, websites, internet access, business and communications processes) to clearly visualize all the components and their configuration as it is being used currently;

Assist in conducting a cost/benefit analysis of the components of the system to determine if they create undue vulnerabilities and need to be upgraded, replaced or removed;

Assist with User interviews of all the VACo staff to ascertain how they currently use the system. Special consideration is given to business processes and pain-points or bottlenecks, expectations and wish-list functionality;

Assist the IT Director in developing a comprehensive IT plan that meets the needs of the stakeholders critical business processes and makes clear recommendations for hardware, software and network solutions. The plan will map a way forward for VACo to continue to monitor, update and implement the plan;

Assist in drafting a set of protocols for Best Practices regarding backups, security, updates, upgrades, redundancy, training and retention policies;

Assist in drafting a phased implementation strategy and a schedule that includes an estimated cost per phase. The strategy should also address the use of personal technology linked to VACo systems.

### Background and current operating systems

The Virginia Association of Counties is an eleven team staff organization that promotes the interests of Virginia's counties through education, advocacy, communications and enterprise programs. Currently VACo utilizes HP Servers, HP desktops, Wyse Terminals, Cisco network infrastructure equipment, Microsoft server products, Microsoft Office products, Microsoft Dynamics, VMware, Netforum, and constant contact

## STATEMENT OF WORK

The following schedule is to be used to provide a firm cost of services described under the RFP. Please complete in detail the expected work and costs estimates.

Detailed Description and Cost Proposal:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

It is expected that the Offeror will use the Statement of Work form for the response. However, if needed, the Offeror may expand this form for other items that should be included, based on the Offeror's method of charging for this service. If there are other charges, please define clearly and provide the associated rate for that charge. This is a requirement. Any charge for services not addressed in the Statement of Work in the proposal will not be allowed during the course of the Contract. Any and all administrative fees are assumed to be included in the cost.

## QUALIFICATIONS AND REFERENCES

Please provide a statement of Offeror's qualifications and references.

For additional questions:

Dean Lynch, Deputy Executive Director [dlynch@vaco.org](mailto:dlynch@vaco.org)

John Kandris, Director of Technical Services [jkandris@vaco.org](mailto:jkandris@vaco.org)