



**REQUEST FOR PROPOSALS  
BY PLACER MOSQUITO AND VECTOR CONTROL DISTRICT  
FOR CONTRACT INFORMATION TECHNOLOGY  
SYSTEMS ADMINISTRATION AND MANAGEMENT**

**Proposal Issued: January 11, 2021  
Proposals Due By: February 1, 2021 at 3:30 p.m.  
Questions Due By: January 19, 2021 at 3:30 p.m.**

Proposers shall submit proposals digitally in a PDF file format, not to exceed 10 pages, by email to **Meagan Luevano, Public Information Officer**, [meaganl@placermosquito.org](mailto:meaganl@placermosquito.org).

Proposals received will be acknowledged with a confirmation email within one business day. The District is not responsible for delays due to a bounced email or other technical issues.

Questions regarding this request for proposals may be directed to Meagan Luevano, Public Information Officer, at [meaganl@placermosquito.org](mailto:meaganl@placermosquito.org).

## **1. PROPOSALS REQUESTED**

The Placer Mosquito and Vector Control District (the "District") is soliciting proposals from qualified firms or independent contractors ("proposers") to provide information technology systems administration for the District's network, internet and intranet systems including help desk assistance and optionally, database administration and management. Both small and large qualified firms with competitive rates are encouraged to apply.

## **2. BACKGROUND**

The District is an independent, non-enterprise special district governed by California Mosquito and Vector Control law and an appointed seven-member Board of Trustees. Trustees are appointed by the cities, town councils and the board of supervisors in Placer County. The District is publicly funded and has monthly board meetings that are open to the public.

The District is one of the youngest in California and follows a proud history of ground-breaking mosquito control campaigns in Placer County. The District provides year-round services to the residents of Placer County from valley to Lake Tahoe including Roseville, Rocklin, Lincoln, Loomis and Colfax.

The Placer Mosquito and Vector Control District's mission is to effectively and efficiently manage the risks from vectors and vector-borne disease in order to protect public health and quality of life in Placer County.

District operations include promptly responding to public reports of mosquito or vector issues with on-site inspections and support as well as community wide surveillance through mosquito trapping and testing to monitor mosquito populations and vector borne disease infection like West Nile virus. Control operations follow science-based integrated vector management principles and aim to control

mosquitoes using the highest possible efficacy and efficiency. Public information and outreach support residents in taking action to protect themselves from vectors including mosquitoes, ticks, yellowjackets and rodents.

Work locations include the District main office in Roseville and satellite office in Truckee as well the fleet of field vehicles outfitted with laptops, wireless hotspots, smartphones and iPads.

For the past eight years, Placer Mosquito has retained a long-term contractor to manage the existing information technology systems. During that time, many aspects of the information and technology systems have change and this RFP is looking for services to meet these new and changing needs as well as to potentially fill a role assisting an existing database management contractor. The selected proposer is expected to have substantial knowledge and experience relating to IT hardware and software installations, maintenance and ongoing support to District staff.

### **3. SCOPE OF WORK AND QUALIFICATIONS**

Placer Mosquito is seeking a consultant to provide comprehensive IT services for a small-sized organization of six office staff, 16 field staff and seasonal staff including one main office and one field office. The scope of work shall include, but not be limited, to the following:

#### **Systems Administration**

- a) Support LANs, WANs, network segments, Internet and intranet systems
- b) Ensure the design of the system allows all components to work properly together
- c) Make recommendations for future upgrades
- d) Maintain network and system security
- e) Troubleshoot problems reported by users and analyze and isolate issues
- f) Monitor networks to ensure security
- g) Evaluate and modify the system's performance
- h) Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- i) Maintain the integrity of the network, server deployment, and security
- j) Ensure network connectivity throughout a company's LAN/WAN infrastructure
- k) Design and deploy networks; Maintain network servers such as file servers, and VPN gateways
- l) Perform network address assignment
- m) Assign routing protocols and routing table configuration
- n) Assign configuration of authentication and authorization of directory services
- o) Administer servers, laptop and desktop computers, printers, routers, switches, firewalls, phones, company mobile phones, smartphones, software deployment, security updates and patches
- p) Work with District staff to identify needs and optimize workflows
- q) Ensure public records and personal information are secure, backed up and in compliance with any applicable governmental regulations.
- r) Respond to any IT outages or emergencies, security breaches or other down time in a timely manner for emergency situations.

#### **IT Help Desk**

- a) Provide ongoing help desk services for non-emergency situations and district staff by phone or email during known help desk/business hours with identified and expected response time.

- b) Provide in-person assistance as needed or required to keep systems operational especially during the mosquito season (April -November)
- c) Assist and schedule with staff trainings about new or existing standard operating procedures, etc.

**Optional: Database Administration**

- a) Specify, install, configure and maintain Relational Database Management Systems using MySQL and MS Sql Server
- b) Perform data integration, migration, export and import of data between different internal and external data systems, such as other database platforms, API, and CSV files
- c) Create and maintain MySQL and Powershell scripts for database administration and data integration
- d) Responsible for the integrity, accessibility and protection of organizational data
- e) Support District's database administration and analytics team

Respondents to this RFP should build on this general description by proposing a scope of work with specific sub-tasks as deemed appropriate. Respondents should also refer to the EVALUATION AND SELECTION CRITERIA AND PROCESS section for additional requirements. Additional tasks and work elements may be added or deleted during contract negotiations. Below are additional recommended qualifications in addition to the above scope of work.

**Required Proposer Qualifications**

- Bachelor's degree in computer sciences, technology, or other degree or relevant experience
- Specific experience with Microsoft Operating Systems for servers and workstations
- Familiarity with managing Apple iOS devices (laptop and iPhones) using apple business manager
- Experience working with a government agency and knowledge of public agency requirements and regulations related to public records, data system disclosures, and security.

**4. PROPOSAL CONTENT**

Interested and qualified proposers are requested to submit a digital PDF of the proposal via email by 3:30 p.m. on February 1, 2021 to meaganl@placermosquito.org. It is the proposer's responsibility to ensure that proposals are submitted and received in a timely manner. The submittal materials shall provide the following information:

- a) Firm name, address, telephone number and website, and principal contact name, telephone number and e-mail address.
- b) Brief description of the firm and a statement of the firm's qualifications to perform the requested services. Specifically describe previous work in Placer County or the surrounding region and experience working collaboratively with government agencies.
- c) Name of the principal staff persons who will be primarily responsible for providing services to the District and their resume and qualifications.

d) Explanation of the firm's experience in providing the requested services. Include the client, type of work, project start and completion dates, project name, and project size.

e) List three client references from similar projects completed in the past five years, include client's organization, name of principal staff contact, email, phone number, and description of project including current URL.

f) Description of the firm's proposed fees, costs and charges, including an explanation of what services will be provided on an hourly rate, flat rate, fixed retainer or other basis. Explain how often the District will be invoiced for services. Explain what costs would be charged to the District and the firm's policy for billing fees and costs relating to travel or other expenses.

g) Description of the firm's general liability, automobile liability and professional liability insurance coverages.

## **5. EVALUATION, SELECTION CRITERIA AND PROCESS**

The District will review all submitted proposals and evaluate them against the following selection criteria: demonstrated positive experience performing the requested services; capability to perform the services, including demonstrated qualifications and resources to perform the work competently and in a timely manner; firm and principal staff reputation in the community; quality of references; location of the firm's nearest office that would service the work; and proposal price and fees.

The District may schedule interviews with selected firms, or it may make a selection based on the written submittal materials. Interviews may be conducted via videoconference.

Proposals will be reviewed and considered by the District Board of Directors, based on a recommendation from District staff. Contract award, if any, will be on the basis of the selection criteria set forth above. Proposal price alone will not be the determinative criterion. If the Board decides to proceed with retaining a firm, the District will enter into contract negotiations with the selected firm. The contract will be based on the District's standard form of services contract. The selected firm will be expected to begin work without delay.

## **6. GENERAL CONDITIONS AND REQUIREMENTS**

a) The District reserves the right to conduct contract negotiations with any firm (whether or not it has submitted a proposal), to verify the information in any proposal, to waive any informality in the process, to alter the selection process in any way, to request additional information or clarifications, to allow corrections of errors or omissions, to revise the scope of services and work, to extend the deadline for submission, to withdraw this request for proposals at any time without prior notice, to reject any and all proposals, and/or to decide whether or not to contract with any firm.

b) The District makes no representation that any contract will be awarded to any firm responding to this request. Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular firm. This request for proposals shall not be deemed to be an offer to contract.

c) All costs of response and proposal preparation shall be borne by the proposer. The District shall not be liable for any pre-contractual expenses incurred by the proposer, including any time and costs associated with the preparation and submission of the proposal and any interview.

d) All submitted proposals shall become the property of the District. The District shall have the right to copy, reproduce, publicize, retain or otherwise dispose of each proposal. All responses received by the District will be considered public records subject to disclosure under the California Public Records Act.

e) Proposals must be submitted as an electronic document through email. Please be succinct. Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to the request for proposals requirements are not desired.