

Notice of Request for Proposals

Hardware IT Services

RFP No. 12

Notice is hereby given that Options for Youth – Victor Valley, Inc (hereinafter referred to as “**OFY-VV**”) is requesting proposals for a provider of Hardware IT services (hereinafter referred to as “**Proposer[s]**”) to assist with OFY-VV’s operation of its charter school programs in Victorville, California.

Proposers should not construe from this notice that OFY-VV intends to enter into a contract with the Proposer unless, in the opinion of OFY-VV, it is in the best interest of OFY-VV to do so. OFY-VV reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at
OFY-VV’s website at <https://ofy-vv.org/notices/rfp/>

To request the RFP documents by e-mail or postal mail, please contact:

Cynthia Ramos , Assistant Principal of Instructional Operations
Options for Youth – Victor Valley, Inc
14397 Amargosa Rd. Victorville, Ca 92392
cramos@ofy.org

OFY-VV will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

OFY-VV will hold an **Optional Tour** of OFY-VV facilities on
Thursday, April 11, 2019, at 9:00 a.m
Location:2585 Cochran Street, Simi Valley, CA 93065

Proposers must submit written proposals via email or in a sealed package labeled:

“Proposal – Hardware IT Services [RFP No.12]”

Addressed to:
Cynthia Ramos
Options for Youth – Victor Valley, Inc.
14397 Amargosa Rd. Victorville, Ca 92392

OFY-VV will accept all proposals received on or before **Friday April 19, 2019**. OFY-VV will not accept proposals that are received after the deadline.

OFY-VV reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. OFY-VV will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of OFY-VV. Following the review and analysis of all responsive proposals, OFY-VV staff will make a recommendation to the OFY-VV Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL
for
HARDWARE IT SERVICES**

**RFP No. 12
HARDWARE IT SERVICES**

by

Options for Youth – Victor Valley, Inc

ADDRESS ALL PROPOSALS TO:

Cynthia Ramos
Options for Youth – Victor Valley, Inc
14397 Amargosa Rd. Victorville, Ca 92392
cramos@ofy.org

Request for Proposal

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Background Information

Options for Youth – Victor Valley, Inc (hereinafter referred to as “OFY-VV”) proudly serves more than 1,000 students and their families at its 3 sites. OFY-VV is a year-round public charter school that serves 7th grade to 12th grade students. We employ approximate 95 staff members, each with his or her own laptop or desktop computer. We also have more than 550 chromebooks for student use.

At OFY-VV, our mission is to create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality. Our students enroll with us to meet various unique needs. Some students enroll to accelerate their progress toward their high school diploma so that they are able to graduate sooner than they might in traditional school. Others are falling behind in a traditional setting and are seeking academic recovery. Additionally, some students attend OFY-VV to eliminate some of the stressors associated with larger class sizes, increased student population and intimidating social demands of traditional high school settings. Our school offers both independent study courses and small group Instruction. Independent study provides students with the space to work at their own pace and develop a heightened sense of accountability. Our small group instruction courses offers a classroom setting with fewer students than a traditional school, in order to maximize support for access to rigorous common core content. In our blended model of independent study and small group instruction students are encouraged to take ownership of their education while still receiving the one on one support they need to successfully progress toward earning a high school diploma.

Learning Centers

Victorville 1
14725 Seventh St.
Victorville, Ca 92392
760-955-5525

Victorville 4
14120 Bear Valley Rd.
Victorville, Ca 92392
706-241-8300

Kathy Lento Learning Center
14397 Amargosa Rd.
Victorville, Ca 92392
760-245-9086

Scope of Work

I. Network Design and Set-Up- Network infrastructure planning, System design, Installation, Configuration, Training, and Documentation

- A. Setup of internet service provider accounts & Management of ISP accounts.
- B. Setup of network equipment - router, switches, and wifi equipment.
- C. Setup of servers, desktops, laptops, Chromebooks, printers, and scanners.
- D. Setup of Surveillance Systems - CCTV
- E. Setup of phone systems - VOIP or analog. Setup IVR and Auto Attendants.
- F. Setup of G Suite infrastructure - Gmail, Drive, Team Drive, user policies.
- G. Setup of Chromebooks in G Suite infrastructure
- H. Transfer of documents, bookmarks, and settings from previous systems.
- I. Create web page forms for Virtual Program that integrates with G-Sheet

II. General Maintenance, Support, and Repair-Routine hardware checks, Software updates, OS updates, and File-structure related services.

- A. Maintaining high system availability with minimum downtime.
- B. Installation of all upgrades for all desktops, laptops, Chromebooks, servers, security cameras, DVRs, and network equipment.
- C. Repairing desktops, laptops, Chromebooks, and servers.
- D. Management of security equipment (cameras and DVRs) with regular updates, and access rights.
- E. Management, maintenance and enhancement of all web services, including but not limited to secure email, video-conferencing, media streaming, and portals.
- F. Management, maintenance and enhancement of all telephone, VOIP, and IVT services.
- G. Review and maintain of all necessary vendor licenses.
- H. Creation and management of staff Windows, Google, Okta, and Workday accounts.
- I. Management of mobile devices.
- J. Provide a Help Desk system for staff to enter request tickets.
- K. Provide a Help Desk call center for staff who needs immediate support. (7am to 5pm M-F)
- L. Management, maintenance of inventory tracking system for computer, laptop, cell phone and desktops.
- M. Management, maintenance of door entry systems.

III. Hardware and Software Installation

- A. On-site evaluation and planning
- B. Installation of hardware and application software. This service includes RAM upgrades, hard-drives, and peripherals. Specialty hardware and industry specific software.

IV. Hardware & Software Troubleshooting

- A. On-site support
- B. Remote support
- C. Call center support
- D. Email support
- E. Isolate the cause of the problem(s) in the computing environment and repair as needed.

V. IT Needs Assessment-Consulting support- Hardware or software evaluations, IT Purchases, IT Analysis, IT solutions, and Technology best practices.

- A. Provide purchasing guidance on all IT items purchased in Workday and through third-party vendors. This applies to all hardware, peripherals, and specialty hardware and vendor specific software.
- B. Maintain strong communication with OFY-VV in weekly and monthly meetings as needed.

VI. Systems Integration-Installation of hardware or software into an existing computing environment. Services include analysis, design, vendor reviews, requests for proposals and quotes, vendor evaluations, pilots, setup, coordination, implementation, training, and documentation of any necessary infrastructure, hardware or software.

- A. Management, maintenance of OKTA integration with Workday
- B. Management, maintenance of Workday integration with Active Directory.
- C. Management, maintenance of Help Desk logins by integrating with Workday accounts.
- D. Management, maintenance of APEX integration with student G-suite and StudentTrac accounts.
- E. Management, maintenance of System Center Configuration Manager
- F. Management, maintenance of StudentTrac integration with Active Directory
- G. Management, maintenance of StudentTrac integration with G Suite for student accounts.

VII. Network Monitoring-Network monitoring for OFY-VV network (Network Operating Center, corporate and remote sites) (24 hours per day, 7 days per week, and 365 days per year).

- A. Management, maintenance of critical servers in the cloud and colocation environment.
- B. Management of critical routers and managed switches.

VIII. Data Backup & Data Recovery-Development and implementation of backup and data recovery services.

- A. Management, maintenance of backups for Cloud Environment - G Suite products (Drive, Calendar, Gmail, etc)
- B. Management, maintenance of backup for Colocation Environment

IX. Rapid-Response Service-General on-site services are usually delivered within a 12 – 48 hour timeframe. Rapid-response service is delivered within a 1 – 4 hour timeframe as available. Additional fees may be billed for special circumstances that require temporary loan of hardware or other items. Specific details are discussed at time of service request.

- A. Daily on-site field technicians that travel to the school sites to help staff with technology needs / issues / problems.
- B. Technicians in the Los Angeles area that are on-site daily.
- C. Technicians on-site at the corporate office.

X. 24-Hour Emergency Service

- A. After hours onsite service is from 5pm to 8am, Monday through Sunday, and is delivered within a 1 – 4 hour timeframe.

XI. Google Accounts and Services-Support for our ongoing cloud infrastructure which includes staff and student accounts, and chromebooks.

- A. Setup, support, and maintenance of cloud computing infrastructure.
- B. Setup and support for G Suite products (Drive, Calendar, Gmail, Team Drives).
- C. Setup support and maintenance of G Suite user/device policies and permission.
- D. Setup, support, and shipping for Chromebooks.
- E. Integration of student Chromebooks into the classroom.

- F. Web-Filters for student/staff Chromebooks.
- G. Custom kiosk apps to provide a one-click solution for student resources on Chromebooks.

XII. Summer School Support

- A. Coordinating with Leadership to meet their needs for Summer
- B. Providing recommendations for hardware for Staff and Students.
- C. Configuring and delivering additional computers and printers for Staff and Students
- D. Providing extended IT support for Centers during summer hours.
- E. Creation and management of Summer Staff and Students.

XIII. APEX-APEX Management

- A. Setup, support, and maintenance of Apex. Enrollment / Withdraw students.
- B. Master classroom creation (according to curriculum whiteboard standards)
- C. Regular Classroom creation (New and Existing classes)
- D. Password Reset (Staff & Student)
- E. Quiz reset, Grade Reset
- F. Classroom Maintenance (Adding/Archiving classes, transferring classes)
- G. Account Creation (staff/students)
- H. Apex Support/troubleshooting (Wrong classes, Missing classes, Missing grades, account resets)
- I. Administration of Staff account access, and Master Accounts.
- J. Maintaining Apex Facilitator List
- K. Ticket, Email, and Phone support.

IX. Student File Digitization Service

- A. Digitizing of student records and files
- B. Management of Database that hold the digital file of student records

Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of Hardware IT services (collectively referred to herein as “Service Provider”) that will provide Options for Youth – Victor Valley, Inc (hereinafter referred to as “OFY-VV”) with assistance in the operation of its California public charter school located in Victorville, California. The Service Provider will provide services to OFY-VV as described in the Scope of Work.

Through this RFP, OFY-VV seeks to promote maximum open and free competition consistent with applicable federal and state laws and standards. Outlined below are examples of basic competitive bidding standards OFY-VV will use in the issuance of this RFP:

- OFY-VV is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- OFY-VV released this RFP to benefit OFY-VV and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by OFY-VV of the Proposer who meets OFY-VV’s requirements, as determined by OFY-VV when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Service Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. OFY-VV will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibit, and OFY-VV responses to questions before submitting a proposal.
- Ask appropriate questions or request clarification before the deadline in the RFP.
- Submit all required responses by the required deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify OFY-VV of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify OFY-VV of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

**Schedule of Events
for
RFP No. 12**

- Release of RFP Monday, April 8, 2019
- Optional Tour Thursday, April 11, 2019
- Proposer Question Submission Deadline Friday, April 12, 2019
- OFY-VV Provides Answers Tuesday, April 16, 2019
- Deadline for Submission of Proposal Friday, April 19, 2019
- Proposals Evaluated Monday, April 22 – Tuesday, April 23, 2019
- Board Meeting – Proposal Approval On or about Friday, May 10, 2019
- Anticipated Contract Award Date On or about Wednesday, May 22, 2019

OFY-VV will make every effort to adhere to the schedule. However, OFY-VV's management reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at <https://ofy-vv.org/notices/rfp/>.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy OFY-VV's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP.
3. OFY-VV may reject a proposal if the proposal is conditional or incomplete, deemed non responsive, or if it contains any alterations of form or other irregularities of any kind. OFY-VV may reject any or all proposals or waive any immaterial deviation in a proposal. OFY-VV's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge OFY-VV for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to OFY-VV, signed by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page ii of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. OFY-VV may modify the RFP prior to the date given for submission of proposals by posting an addendum on <https://ofy-vv.org/notices/rfp/>. OFY-VV will notify Proposers so they can obtain any addenda from OFY-VV's Website, or request it by e-mail, postal mail, or fax.
8. OFY-VV reserves the right to reject all proposals for any reason and at OFY-VV's discretion. OFY-VV is not required to award a contract.
9. Any proposals and resulting contract(s) will be public documents reviewed by the OFY-VV Board of Directors at a public meeting. Proposers understand that such documents will not be kept confidential.
10. OFY-VV will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause OFY-VV to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, OFY-VV will not consider any of the participants of such collusion in this or future solicitations.
11. OFY-VV will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

13. All proposals shall include the forms provided as attachments to this RFP. Proposers may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
14. OFY-VV shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened late proposals to the respective Proposers.
15. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Proposers may submit their questions regarding the information presented in this RFP to Cynthia Ramos in writing by postal mail at 14397 Amargosa Rd. Victorville, Ca. 92392, e-mail at cramos@ofy.org, no later than 5pm on the date set forth above. OFY-VV will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Proposers may not contact OFY-VV employees directly to ask questions.
17. OFY-VV representatives reserve the right to inspect a Proposer's operations prior to any award of a contract.
18. OFY-VV reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided OFY-VV considers such negotiation to be in its best interest. OFY-VV may award the full contract to any one Proposer, or may choose to split up the contract between multiple Proposers if in OFY-VV's best interest.
19. Interested Proposers are invited to inspect OFY-VV's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the optional tour.
20. Proposers shall submit one paper copy and one copy in digital format (*e.g.*, email, CD, DVD, or flash drive.).
 - a. The paper copy must contain the original signature of the individual(s) authorized to bind the Proposer contractually and be labeled "Master Copy."
 - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
 - c. The sealed proposal envelopes must be marked legibly with OFY-VV's RFP number and title, and OFY-VV's name and address, as shown in the following example:

Proposal— Hardware IT Services [RFP No.12]

[*Enter Service Provider Name Submitting RFP*]

for

Options for Youth – Victor Valley, Inc

Submitted to:

Cynthia Ramos

Options for Youth – Victor Valley, Inc
14397 Amargosa Rd. Victorville, Ca 92392

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
1.	Cover Letter
2.	Table of Contents
3.	Attachments Checklist
4.	Minimum Qualifications
5.	Proposal Questionnaire
6.	Proposer References
7.	Authorization Agreement.
8.	Fee Proposal

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. OFY-VV may reject the proposal if the Proposer fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to OFY-VV
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary; marking the proposal as proprietary does not mean that OFY-VV can keep it confidential, as OFY-VV must comply with the California Public Records Act)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. **Table of Contents**

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

3. **Attachments Checklist**

The Proposer shall include all documents identified in the Attachments Checklist (Attachment B). OFY-VV may reject proposals that do not include the proper required attachments.

4. **Minimum Qualifications**

OFY-VV will only consider Proposers that **meet all minimum qualifications** (as listed on Attachment C).

5. **Proposal Questionnaire**

The Proposal Questionnaire (Attachment D) is intended to provide OFY-VV with specific information concerning the Proposer's capability to provide services as described in this RFP. Proposers should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

6. **Proposer References**

Proposers must provide two references on the Proposer References form (Attachment E). OFY-VV reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

7. **Authorization Agreement**

The Proposer or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

8. **Fee Proposal**

The Proposer must complete the Fee Proposal (Attachment G) and return it with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date specified in the Schedule of Events. During the evaluation process, OFY-VV may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause OFY-VV to reject that proposal; however, OFY-VV may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, OFY-VV will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

OFY-VV will open proposals to determine if they contain all the required information in accordance with this RFP. OFY-VV will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?	5
Did the Proposer demonstrate experience with and an understanding of the Hardware IT needs as described?	10
Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of OFY-VV's service requirements, as described in the RFP and the Scope of Work, and can the Proposer perform those services to OFY-VV's satisfaction?	15
Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, relevant charter school experience, number of other schools served, client retention and satisfaction, and references?	10
Cost	10
TOTAL POINTS	50

OFY-VV will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. OFY-VV will recommend awarding the contract to the Proposer with the highest total proposal score.

Attachments

Attachment A

Optional Tour

The Optional Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Proposers may not contact any sites or employees outside of the scheduled visit.
- OFY-VV requests that Proposers do not take pictures during the tour as OFY-VV has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at *9:00 AM*
Opportunities for Learning - Watts Learning Center
2585 Cochran Street, Simi Valley, CA 93065

OFY-VV thanks all Proposers for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment B

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to OFY-VV. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
____ 1	Cover Letter
____ 2	Table of Contents
____ 3	Attachments Checklist
____ 4	Minimum Qualifications
____ 5	Proposal Questionnaire
____ 6	Proposer References
____ 7	Authorization Agreement
____ 8	Fee Proposal

Attachment C

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to OFY-VV's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

Currently, both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing Hardware IT services.

Yes _____

No _____

2. The Proposer has knowledge and experience working with California charter schools.

Yes _____

No _____

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____

No _____

4. The Proposer is licensed to do business in the state of California.

Yes _____ No _____

Attachment D

Proposal Questionnaire

This proposal questionnaire is intended to provide OFY-VV with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing Hardware IT services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with California charter schools.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of organizations or schools that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each company level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a recommended transition plan that describes the steps the Proposer will take to begin providing the services described in this RFP.

Attachment E

Proposer References

List at least two references to which the Proposer has provided Hardware IT services within the past five year(s). *Failure to complete and return this Attachment will cause your proposal to be rejected.*

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment F

Authorization Agreement

Request for Proposal for Hardware IT Services
RFP No. 12

We, [*Enter Company Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws and regulations.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for OFY-VV.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment G

Fee Proposal

COST BREAKDOWN

Proposer Instructions

Provide a breakdown of all costs included in the fixed price, including personnel costs.

Clearly identify all costs

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		