

Request for Quotation (RFQ)
State of California
San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC)

CONSULTANT SERVICES RETAINER
INFORMATIONAL TECHNOLOGICAL (IT) SERVICES AND SUPPORT,
INCLUDING CYBER SECURITY

Provide professional services as required for retained services. Interested consultants/firms may view the RFQ on the Rivers and Mountains Conservancy website at <http://www.rmc.ca.gov>.

All technical questions should be directed to Salian Garcia, Staff Services Manager, (626) 815-1019 x110 or sgarcia@rmc.ca.gov.

Other questions related to the agency may be directed to Mark Stanley, Executive Officer, (626) 815-1019 or mstanley@rmc.ca.gov.

Proposals must be submitted by the deadline at the location and/or email addresses below:

Submittal Deadline: **Friday, September 20, 2019 at 3:00 PM**

Address for Submission: Rivers and Mountains Conservancy
Attn: Salian Garcia
100 N. Old San Gabriel Canyon Road
Azusa, CA 91702

Email: sgarcia@rmc.ca.gov, cc: Jennifer Fierro jfierro@rmc.ca.gov

Phone: (626) 815-1019

Request for Quotation (RFQ)

State of California

San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC)

The San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy (RMC) is requesting Quotations from individual consultants and firms, pursuant to Government Code §4525 et seq.

CONSULTANT SERVICES RETAINER

INFORMATIONAL TECHNOLOGICAL (IT) SERVICES AND SUPPORT, INCLUDING CYBER SECURITY

I. PROJECT DESCRIPTION - RETAINER AGREEMENT

This solicitation is to establish a retainer agreement with a qualified consultant and/or firm to be used on as-needed basis by the RMC. Successful consultants/firms may be awarded multi-year agreements on a fixed rate basis, and task orders to the Retainer Agreement Contract for specific projects will be prepared on an as needed basis. The scope of services and total fee for individual task orders will be negotiated utilizing the rates specified in the Retainer Agreement. The RMC does not guarantee that any work will be made under the agreements during the contract period to the selected firms(s).

II. SCOPE OF SERVICES

The successful firm shall provide professional consulting services, including:

- Information technology (IT) services for the Rivers and Mountains Conservancy (RMC) and its joint powers authorities, as requested and directed by the Executive Officer or the Officer's designee. The primary office in Azusa, CA has a total of three servers, including a server dedicated to geographic information systems (GIS), Wi-Fi accessibility, Cloud services, and fifteen users. The secondary office, located in Long Beach, CA, may require IT services on an as-needed basis.
- Among the services to be provided by the IT Consultant will include, but are not limited to, the following:
 - Assist in the design, configuration and on-going maintenance/service of existing onsite network and GIS servers.
 - Assist in the service, configuration and monthly maintenance of the RMC's local area network (LAN) infrastructure.
 - Train and coordinate with the RMC's Information Technology and Security managers in the use and maintenance of computer equipment, software, and other related equipment (i.e. peripheral, printers).
 - Assist and/or provide troubleshooting support of the server, LAN network or other IT systems, as necessary.
 - Provide training and support to RMC and its joint powers authorities' staff, including but not limited to technical assistance with Microsoft Office Suite, Adobe Suite and GIS software.

- Provide existing and new user system set-up, training and user technical support
- Provide a broad range of IT management and consulting services involving infrastructure management, applications, systems integration, and remote desktop services.
- Identify and assist in the procurement and management of hardware and software needs and upgrades, per State and agency contracting and procurement policies.
- Security Management Services and Application Infrastructure Management, including: Network Security Services, Network Security Audit, Network Security Policy and Procedure, Internet Firewall, Intrusion Detection Trusted Operating System, E-Mail Virus Protection, Vulnerability Testing.
 - Assist and coordinate with RMC's Information Technology and Security managers with information security and privacy program compliance and reporting to California Department of Technology
- Software Services will include: licensing of software products, life cycle management, procurement, compliance and reporting and application design development and maintenance.
- The IT Consultant will provide services for a web-based backup service.

The Rivers and Mountains Conservancy is a State agency whose mission is to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements. The contractor will work under the direction of the Executive Officer and managers of the RMC, and with the respective representatives from the RMC joint powers authorities, including the Watershed Conservation Authority, and the California Department of Information Technology (as necessary).

III. MINIMUM REQUIREMENTS

Firms that are interested in providing professional services for this contracting opportunity shall submit the following information in 8.5" x 11" format (11-point font or greater) with each of the numbered sections collated in a separate tab. Firms shall ensure that their written responses indicate how they meet the Selection Criteria listed below.

Submit one set of the following:

1. Letter of Interest that includes the Federal Identification Number (if applicable) of the firm as well as the person authorized to negotiate and sign all agreements. A completed STD 204 Vendor Data Record should be submitted with an original signature. The current version of the form is available [here](#).
2. A resume of the consultant/firm and for any proposed sub-contractors. The resume should include each individual's proposed project assignment and responsibilities, their specific professional experience related to this assignment, and their current work assignment(s) and projected completion dates.
3. Written statement of the consultant's/firm's qualifications that is responsive to the selection criteria below. Consultants/firms shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. **Firms must respond to each numbered criterion with complete and organized responses.**
4. Additional Required Documents:
 - a. Current Statement of Information (can be obtained on the California Secretary of State's website [here](#)). If operating under a fictitious business name, provide all supporting documentation (i.e. fictitious business name statement certified by the appropriate county clerk).
 - b. If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained [here](#).
 - c. Completed and signed California Civil Rights Laws Attachment, available [here](#).
 - d. The Bidder's Declaration Form (GSPD-05-105, which can be found [here](#)). This form documents subcontracted services.
 - e. Disabled Veteran Business Enterprise Declarations Form (STD 843, which can be found [here](#)). *This form documents compliance with requirements set forth in the Military and Veterans Code and is required to be completed for **each** Disabled Veteran Business Enterprise.*

The State encourages Small Businesses and Disabled Veteran Business Enterprises to apply. If you feel you (if an individual), your company or your subcontractor qualifies as either, you may go [here](#) for more information or call OSDS at (916) 375-4940 for further information.

IV. SUBMISSION INFORMATION AND DEADLINE

Documents shall be received no later than **Friday, September 20, 2019 at 3:00 PM**

Documents shall be submitted to:

Rivers and Mountains Conservancy
Attn: Salian Garcia
100 N. Old San Gabriel Canyon Road
Azusa, CA 91702

Proposals may also be submitted via email no later than the date and time above to sgarcia@rmc.ca.gov, with carbon copy to Jennifer Fierro, RMC Secretary, jfierro@rmc.ca.gov.

V. SELECTION CRITERIA

1. Provide a detailed description for completing the services requested and identified in Section II Scope of Work (25 points)
2. Service Level Agreement, which includes hourly rates, outside business hours rate, onsite response time, remote support, emergency calls and any travel charges. Include a total cost for your contracted services on an annual basis (25 points)
3. Level of consultant/firm experience and qualifications with similar projects and organizations (15 points)
4. Professional experience and training of key personnel – list staff education, certification and training (15 points)
5. Firm's workload and demonstrated ability to meet schedules (10 points)
6. Location of firm office(s) for project coordination and services (10 points)

VI. CONTRACT ADMINISTRATIVE PROCESS

Responsive submittals will be evaluated and scored based upon the above selection criteria for those consultants who have complied with the minimum qualification requirements. Scores will be averaged and ranked. Typically, up to three consultants with the highest scores will be selected for the "short list." These consultants may be invited for an interview and may be asked to make an oral presentation on their qualifications and experience to the RMC.

Final selection will be based on the identification of the highest benefit to the RMC and the State of California in providing the requested services. The State does not guarantee the amount of services being requested.

The State reserves the right to terminate the selection proceedings at any time.

See [Public Contract Code § 6106.5 \(e\)](#) for further requirements pertaining to sub-consultants.

VII. PREVAILING WAGES

Pursuant to [Labor Code Section § 1774](#), the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties. Additionally, these prevailing wage rates are available on the DIR website [here](#).

This project is subject to compliance monitoring and enforcement by the Department of General Services.

VIII. QUESTIONS

All project and contract related questions and questions regarding the submission of RFQs should be directed to Salian Garcia, Staff Services Manager at (626) 815-1019 x110 or sgarcia@rmc.ca.gov.

END OF DOCUMENT