




OFFICE OF THE MAYOR • TOWN OF PROSPECT, CT 06712-1699
ROBERT J. CHATFIELD, MAYOR
758-4461
WWW.TOWNOFPROSPECT.COM

Town of Prospect
Request for Proposal

The Town of Prospect requests a proposal on Information Technology Assessment and Recommendations. Please drop off sealed proposals to the Mayor's Office by December 9, 2021 at 10 AM. Proposals will be opened at that time. Please enclose an insurance certificate with the proposal.


Robert J. Chatfield
Mayor

An Equal Opportunity Employer



Introduction

requests proposals for consulting services to assess the company's information technology infrastructure and to propose a strategic technology plan.

Goals include 1) an independent, comprehensive assessment of the TOP's computing infrastructure, 2) a strategic plan that addresses all major aspects of information technology for the OTOP in the zero to two-year and two to five-year time frames, and 3) tactical recommendations for improvements.

In this RFP, information technology and IT infrastructure refer to business applications, software acquisition and development, computers, interconnecting hardware, system and utility software, security, and IT department processes.

Note that the TOP may publish separate RFPs to implement specific improvements at appropriate times following internal approval of a new TOP technology plan.

Background

The Town operates under a Mayor/Town Meeting form of government. A Town Charter governs the operation of the Town. In addition, certain Town transactions are governed by the State of Connecticut General Statutes (CGS).

The Town of Prospect serves an area of 14.5 square miles with a population of approximately 9,548. The Town of Prospect's fiscal year begins on July 1st and ends on June 30th.

The Town of Prospect provides the following services to its citizens: Parks and Recreation, Animal Control, Street Lights, Road Repair, Snow Removal, Transfer Station, Recycling Services, Education and General Government Services.

More detailed information on the government can be found on the Town of Prospect's website at: www.townofprospect.org.

Objectives

1. A report providing a high-level assessment of the TOP's information technology
 - a. Existing infrastructure
 - b. Infrastructure needed to meet company objectives
 - c. Required additions and changes
 - d. Comparisons of alternatives
 - e. Strategic and tactical recommendations

2. Recommendations for each process, skill, and technology area with a suggested plan and sequence of implementation

3. Estimated cost and implementation time for each recommendation and alternative
4. A presentation to the TOP including summaries of the information technology assessment and recommendations.

Evaluation and Selection Process

- A. Opening of Proposals – At the designated time and date, the Mayor shall open and list the proposals for the record. Responses received after 4 P.M. on Thursday, December 9, 2021, shall be returned unopened.
- B. Evaluation – During the evaluation phase, proposals are reviewed to determine which proposals address all the requirements of the RFP, and to technically review the proposals. Interviews may be requested of any and all firms that submitted proposals. The Mayor and Town Council will be involved in the selection process. All accepted proposals will be discussed at a Town Council meeting for the public to attend.

Termination of Contract

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the town's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Auditor.

Right to Reject Requests for Proposal

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Prospect and may result in ineligibility for further Town of Prospect contracts. The proposer shall at all times in the proposal and contract process comply with all applicable Town of Prospect, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

The Town of Prospect reserves the right to reject without prejudice any and all quotations received under this Request for Proposal.

FOR YOUR NARRATIVE:

Cost: _____

MINIMUM REQUIREMENTS
FOR
CERTIFICATE OF INSURANCE

- (1) **Commercial General Liability:**
- General Aggregate: \$2,000,000
 - Products/Completed Operations Aggregate: \$1,000,000
 - Each Occurrence: \$1,000,000
- (2) **Automobile Liability:**
- Each Accident: \$1,000,000
- (3) **Excess (Umbrella Liability) Liability:**
- Each Occurrence: \$1,000,000
 - Aggregate: \$1,000,000
- (4) **Workers' Compensation and Employer's Liability:**
- Statutory Workers Compensation.
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease-each employee.

Note: The Town of Prospect is named as an Additional Insured regarding contracted plowing town owned parking lots, driveways and shoveling walks. Bidders wishing to take any exceptions to any Certificate requirements shall explain such exceptions in writing.