

COUNTY OF UNION, ILLINOIS

REQUEST FOR PROPOSALS

FOR

**INTERNET, EMAIL & WEBSITE SERVICES, & INFORMATION TECHNOLOGY
SUPPORT OF UNION COUNTY GOVERNMENT**

Issue Date: May 6, 2011

Submittal Date: June 6, 2011

Contact Person:

Bobby Toler, Jr.
Union County Clerk
Union County Courthouse
309 West Market Street
Jonesboro, Illinois 62952
Telephone: 618-833-5711

INTERNET, EMAIL & WEBSITE SERVICES, & INFORMATION TECHNOLOGY SUPPORT OF UNION COUNTY GOVERNMENT

Overview

Union County (the "County") is issuing this Request for Proposals (the "RFP") for internet, email, and website services, and information technology support of the Union County government.

Sealed proposals will be received by the County until June 6, 2011 at 4:00 p.m. in the Union County Clerk's Office.

Questions regarding this RFP may be directed to the Union County Clerk at 618-833-5711.

Questions regarding the existing internet, email, and website services, and information technology support needs and technical specifications may be directed to the Union County State's Attorney's Office at 618-833-7216 or the Union County Treasurer's Office at 618-833-5621.

The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.

Bidders' Meeting

The Union County Government's IT Committee will host a bidders' meeting to provide information on the County's needs and applicable technical specifications on May 16 at 9:00 a.m. Please contact the Union County State's Attorney's Office at 618-833-7216 or the Union County Treasurer's Office at 618-833-5621 with questions about the meeting or to express your intentions of attending.

Mandatory Requirements and Conditions

A response to this RFP must be **sealed** and must include and/or comply with the following:

- (1) A cover letter designating the name, address, email address and telephone number of the person or persons available for contact concerning the proposal.
- (2) A general description of services to be provided and the materials to be used, if applicable

- (3) Proposals may be submitted for any individual needed service, all services, or any combination of services.
- (4) A timeline regarding installation and proposed start of services
- (5) Statement of compliance with the Illinois Prevailing Wage Act.
- (6) Other items the proposer wishes to have considered.
- (7) References.

Opening of Bids and Selection of Proposal

Proposals will be opened by the Union County Board of Commissioners at the regular meeting at 8:30 a.m. on June 21, 2011 at the Jonesboro Community Center.

Evaluation Criteria

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of services to be provided and materials to be used.
- (2) Pricing.
- (3) References.
- (4) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County.
- (5) Any other information and/or factors that the County considers relevant.