October 18, 2019

GENESEE COUNTY REQUEST FOR PROPOSALS #19-205

Sealed proposals will be received until 3:00 p.m. (EDT), Wednesday, November 6, 2019 at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502 for Microsoft Licensing as requested by Genesee County IT Department.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

<table>
<thead>
<tr>
<th>DUE DATE:</th>
<th>3:00 PM (EDT), Thursday, ??, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE DATE FOR QUESTIONS</td>
<td>Monday October 28, 2019 before 5:00 PM (EDT)</td>
</tr>
<tr>
<td>PROPOSAL REQUEST NUMBER</td>
<td>#19-205</td>
</tr>
</tbody>
</table>

Derrick Jones, Purchasing Administrator

bid2\2019\19-205
Attachments

GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

www.gc4me.com
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RFP #19-205 MICROSOFT LICENSING

SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until 3:00 p.m. (EDT), Wednesday, November 6, 2019, at the Genesee County Purchasing Department, 1101 Beach Street, Room 361, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 5:00 p.m., closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.

2. Submit one (1) original, two (2) paper copies and one (1) electronic copy of your proposal. All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal.

3. Michigan Inter-governmental Trade Network – an alternate review of RFP can be done at https://www.bidnetdirect.com/mitn under the proposal’s number and title. Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with Michigan Inter-governmental Trade Network (use hyperlink or https://www.mitn.info/Registration.asp?ID=2340) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company’s business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call Michigan Inter-governmental Trade Network support department toll free 1-800-835-4603.

4. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.

5. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at http://www.gc4me.com/departments/purchasing for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.

6. After the award is made to the successful proposer, the County and the successful proposer will negotiate final terms that substantially conforms. Any exceptions to
the terms and conditions of this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal. If your company requires that the County execute one of your company’s agreement, the agreement must be included in your submission. The agreement will be subject approval from the County Risk Management Department and Corporate Counsel.

7. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to indemnify and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

8. Preference for Genesee County Businesses and Veteran-Owned Businesses: Unless the funding source for the contract prohibits such preferences, in the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Preferred Businesses shall be afforded an additional five (5) percent of the total evaluation points up to a maximum of five (5) points.

9. Proposal Format: Proposals must be submitted in the format outlined in Section 8. INFORMATION REQUIRED FROM PROPOSERS to be deemed responsive.

10. Please carefully review this document. It provides information necessary to aid participating vendors in formulating a thorough response. A formal, comprehensive review period will be conducted to ensure that Genesee County selects the best possible vendor that will provide the best value and service.

SECTION 2 - STANDARD TERMS & CONDITIONS

1. Review Genesee County website, Purchasing Department for Standard Terms and Conditions by going to the following link.
   http://www.gc4me.com/Std%20T%20%20C%20SECTION%202016.pdf

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (“the County”) is soliciting proposals from authorized Microsoft License Service Provider (LSP) or Enterprise Software Advisor (ESA) to identify options and provide pricing for upgrading the current software within the County.

2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Information Technology (GCIT). The contact person is Derrick Jones, Purchasing Administrator, Genesee County, 1101
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than, **Monday, October 28, 2019 before 5:00 p.m. (EDT),** to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.

4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website ([http://www.gc4me.com/Purchasing/currentbids.htm](http://www.gc4me.com/Purchasing/currentbids.htm)). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the **Signature Page.**

5. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 8 **INFORMATION REQUIRED FROM PROPOSERS.** In addition, at least one of the paper proposals must be signed with an original signature of the official authorized to bind the proposer to its provisions.

6. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.

7. **Disclosure:** All information in an offeror’s proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the “Freedom of Information Act”. This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as “confidential” or “proprietary,” the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing to the Genesee County Purchasing Department as listed above.

8. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

9. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

10. **Withdrawal of Proposal:** Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the opening of proposals.
11. **Right to Reject:** Genesee County reserves the right to reject any and all bids received in response to this RFP.

12. **Errors, Omissions, and Discrepancies:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the RFP prior to submitting a proposal or it shall be waived.

13. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their bids for the purpose of obtaining best and final offers.

14. **Non-Assignability:** The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.

15. **Independent Contractor:** It is understood and agreed to, by and between the Contractor and Genesee County, that any and all acts that the Contractor or its personnel and employees perform pursuant to the terms of the Contract shall be undertaken as independent contractors and not as employees of Genesee County by or with a contract or agreement, nor impose and liability upon Genesee County. All acts and contracts of the Contractor shall be in its own name and not in the name of Genesee County.

16. **Termination for Misrepresentation:** If the successful proposer receives a contract and is subsequently found to have misrepresented and information in its bid and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.

17. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from specifications or requirements.

18. **News Release:** News releases pertaining to this ITB or the services to which it relates will not be made without prior written Genesee County approval, and then only in accordance with the instructions from the contract administrator. No information regarding the procurement and services shall be released without prior approval of the contract administrator.

**SECTION 4 - QUALIFICATIONS OF PROPOSERS**

In order to qualify for submitting a proposal, a proposer shall have the capability in all respects to perform the contract and the integrity and reliability which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all contractual requirements.
At a minimum, prospective proposers shall meet the following requirements for submission of a proposal: Must be an authorized Microsoft License Service Provider (LSP) or Enterprise Software Advisor (ESA).

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County may not consider its offer for contract award.

SECTION 5 – INTRODUCTION & PURPOSE

Genesee County is the 5th largest County in Michigan serving over 400,000 residents. Genesee County Information Technology (GCIT) provides services to our residents and over 1400 employees (about 960 full time, 440 part time/temp) in 24 departments. GCIT is under new leadership. Microsoft is considered a strategic partner for the County and we are looking for an authorized Microsoft License Service Provider (LSP) or Enterprise Software Advisor (ESA) to identify options and provide pricing for upgrading the current software investments while maximizing value and minimizing costs.

SECTION 6 - SCOPE OF SERVICES

GCIT historically purchased either Select 6 or Open licensing for all Microsoft products. There are no licenses currently on any support agreement that can be identified limiting our ability to upgrade. The current email solution is on premise Microsoft Exchange. The county desires:

- To upgrade all Windows 7 and Windows 8 devices to Windows 10
- To upgrade most servers to more current versions
- To upgrade most SQL Server systems to more current versions
- To move email to hosted Office 365 eliminating the need for Exchange on premise
- To ensure full compliance with Microsoft License requirements, now and in the future

Based on the current inventory, the licensing needs to cover the following:

- 850 workstations/laptops (170 with Windows 10), all have some version of MS Office. 800 assigned to employees, about 50 classroom, KIOSK, specific or multi use machines.
- 1100 Mailboxes. For Office 365: 800 G3, 300 G1 with Litigation Hold.
- 9 Windows Server Datacenter (144 cores) for the virtual environment
- 6 Windows Server Standard Licenses for non-virtual servers
- SQL Server Standard Licenses for use on virtual servers – 4 Applications - 16 cores
- Various individual licenses of MS Visio, Project, Access – not likely to be included in any agreement.
- Please note all counts are estimates and may adjust as a solution is finalized

Genesee County is seeking bids to provide an optimal solution to meet the licensing requirements at minimal cost. We are requesting proposals from qualified LAR’s that answer the following:
- Should Genesee County move to an EA, CSP, SCE, or some combination of agreements to execute this upgrade in the most cost effective manner?
- Should Genesee County exclude anything from a master agreement and leave as a separate item?
- Should Genesee County move to Microsoft 365 or Office 365?
- Should we utilize SQL Server Developer Edition or another option for our application support team to maximize the ability to deploy test SQL databases?
- What licensing should be employed to optimize the CAL requirements for all products?
- While not under support, is there a way to get credit for previous investments to minimize the initial investment no matter the vehicle?
- Are there promotional deals that can be employed to minimize the investment required?

To achieve the most significant discounts, and minimize the complexity to negotiate a public sector contract, eligible LAR’s are encouraged to utilize the MiDeal contract or other established public sector agreements valid for Genesee County use.

All responses should include:
- An Executive Summary outlining the LAR’s qualification and experience including 3 Public Sector references, preferably Michigan based.
- A narrative directly addressing the questions above.
- A narrative and financial analysis describing why a move to Office 365/Microsoft 365 is cost effective.
- A narrative outlining any promotional or special pricing utilized to achieve the proposed solution.
- A narrative outlining and value added products, services or support provided by the LAR at no additional charge.
- Worksheets in Microsoft Excel format with all license options to allow the County to manipulate data as we evaluate options and finalize solutions. 1 Worksheet per agreement type. Each license listed individually with unit price. Quantities must be modifiable. Genesee County reserves the right to adjust quantities as we work towards our final solution.

SECTION 7 – INSURANCE

Should your proposal be successful, the County may require insurances according to the specifications in this RFP and may be provided prior to any Contract Award as a result of this RFP. Genesee County must be listed as an additional insured on any insurance certificate issued due to any contract award subsequent to this RFP.

Insurance requirements vary from one RFP to another, due to distinct and different Scopes of Services. Each checklist is labeled with a corresponding RFP Number and Title and, therefore, must be executed separately for each RFP.
SECTION 8 – INFORMATION REQUIRED FROM PROPOSERS
(PROPOSAL FORMAT)

1. NON-RESPONSIVE PROPOSALS
   Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
   A. The proposal is not received in a timely manner in accordance with the terms of this RFP
   B. The proposal does not follow the specified format as presented in this Section (8)
   C. The proposal is not adequate to allow a judgment by the reviewers

2. RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING:
   A. An Executive Summary outlining the LAR’s qualification and experience including 3 Public Sector references, preferably Michigan based.
   B. A narrative directly addressing the questions above.
   C. A narrative and financial analysis describing why a move to Office 365/Microsoft 365 is cost effective.
   D. A narrative outlining any promotional or special pricing utilized to achieve the proposed solution.
   E. A narrative outlining and value added products, services or support provided by the LAR at no additional charge.
   F. Worksheets in Microsoft Excel format with all license options to allow the County to manipulate data as we evaluate options and finalize solutions. 1 Worksheet per agreement type. Each license listed individually with unit price. Quantities must be modifiable. Genesee County reserves the right to adjust quantities as we work towards our final solution.

SECTION 9 - EVALUATION & SELECTION PROCEDURE

The Evaluation Committee will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, proposers should exercise particular care in reviewing the Proposal Format required in this RFP.

The Evaluation Committee will then review and score each proposal individually based on the evaluation criteria referenced in this RFP. Scores and rankings for each proposal will be compiled to determine the committee recommendations. Based upon the scoring and ranking, the Committee may recommend a short list of proposals that are reasonably likely of being selected for award.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, Genesee County may request presentations by proposers, to carry out contract negotiations for the purpose of obtaining best and final offers, and/or conduct detailed reference checks on the short-listed proposers. Further, Genesee County reserves the right to contact any and all references to obtain, without limitation, information regarding the proposer’s performance on previous projects.

Once the ranking process is complete, the Evaluation Committee will recommend a
contract award to the Purchasing Department regarding the apparent successful proposer(s). Upon acceptance, a recommendation will be made to the Genesee County Board of Commissioners for approval. The final recommendation made to the Genesee County Board of Commissioners will be based on review of the final scores.

Subsequent to final selection and award by the Genesee County Board of Commissioners, a contract will be negotiated with the successful proposers. Upon the successful completion of negotiations, contracts will be presented to the Genesee County Board of Commissioners for approval.

SECTION 10 – EVALUATION CRITERIA

It is the intent of Genesee County to conduct a fair and comprehensive evaluation of proposals received. The Contract will be awarded to the proposer who submitted a proposal that is most advantageous to Genesee County. All proposals will be evaluated based on the evaluation criteria as seen below. Each criterion will be scored based upon the points indicated.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Phase 1</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>A. Compliance with the instructions and completeness of the information</td>
<td>10</td>
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<tr>
<td>B. Overall solution design and achievement of stated goals</td>
<td>30</td>
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<tr>
<td>D. Pricing – the total cost of ownership</td>
<td>40</td>
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<tr>
<td>E. Vendor References</td>
<td>10</td>
<td></td>
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<tr>
<td>F. Other value added services</td>
<td>10</td>
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<tr>
<td><strong>Total Evaluation Points</strong></td>
<td><strong>100</strong></td>
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Proposed Timeline for this project:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tr>
<td>Release of RFP</td>
<td>October 18, 2019</td>
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<tr>
<td>Written Questions due to Genesee County</td>
<td>October 28, 2019 before 5:00 PM (EDT)</td>
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<tr>
<td>Questions and Answers published</td>
<td>No later than October 30, 2019 before 5:00 PM (EDT)</td>
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<tr>
<td>Vendor Proposals Due</td>
<td>Wednesday, November 6, 2019 before 3:00 PM (EDT)</td>
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<tr>
<td>Review proposals</td>
<td>November 7-8, 2019</td>
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<tr>
<td>Finalist Interviews</td>
<td>Thursday, November 14, 2019</td>
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COST PROPOSAL FORM

PROJECT: RFP #19-205 Microsoft Licensing

NAME OF BIDDER: _________________________________________________________

SERVICE ADDRESS: _______________________________________________________

CITY, STATE, ZIP: _______________________________________________________ 

CONTACT PHONE: _________________________________________________________

CONTACT EMAIL: _________________________________________________________

The undersigned bidder, having received specifications, addenda, and examined all conditions affecting the work, hereby submits the following bid:

Vendor will submit worksheets in Microsoft Excel format with all license options to allow the County to manipulate data as we evaluate options and finalize solutions. 1 Worksheet per agreement type. Each license listed individually with unit price. Quantities must be modifiable. Genesee County reserves the right to adjust quantities as we work towards our final solution.
SIGNATURE PAGE - RFP #19-205

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not “Iran linked businesses,” as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _________________ issued as part of the RFP:

Conflict of Interest:

_____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

_____ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

Exceptions to Solicitation and/or Standard Contract: NO_____ YES_____ (include attached statement)

Name (typed):________________________________________________________

Signature:_________________________ Title:____________________________________

Company:____________________________________________________________

Federal Employee Identification Number (FEIN): _____________________________

DUNS Number: ________________________________

Date:____________________________________________________________

Contact Person of company representative for matters regarding this RFP

CONTACT NAME                                      POSITION

E-MAIL

MAILING ADDRESS         CITY        STATE        ZIP CODE

PHONE                   FAX
REFERENCES
List 3 references of similar projects

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<th>Contacts:</th>
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