



RFP INSTRUCTIONS

Deadline to Submit Proposal: July 15th, 2024 at 3pm

Submit Proposal to Anna Kinder, Executive Director
475 S Spruce St,
Casper, WY 82601

Contact #: 307-235-9340

The Casper/Natrona County Health Department (“CNCHD”) seeks proposals by the Request for Proposals (“RFP”) Instructions.

SCOPE OF SERVICES. Provide IT Managed Services and IT Infrastructure Consultation for the new Building described in Attachment A for FIVE years, starting August 1st, 2024. Provide all personnel, equipment, materials — existing buildings and new—support services for existing and new construction, and supplies necessary to perform services. This will include consultation and recommendations in conjunction with contractors and architects.

CNCHD may issue addendums to this RFP before the deadline for submitting proposals. Any such addendum is deemed part of this RFP.

TO SUBMIT A PROPOSAL: (1) obtain an RFP packet online at <https://casperpublichealth.org/>; this will be available the week of July 1st. (2) prepare a proposal following RFP Instructions, and (3) submit a proposal in a sealed opaque envelope labeled proposal for IT MANAGED SERVICES and IT INFRASTRUCTURE FOR NEW BUILDING SERVICES to the above address by the deadline.

RFP FORMS. Follow the RFP Instructions and complete each form in the packet. The packet includes the following forms:

1. *Proposal Schedule*
2. *Non-Collusion Affidavit*

ATTACHMENTS. Follow the RFP Instructions and include the following:

1. Bidder’s résumé with relevant education, training, certification, license, skills, experience, and prior experience
2. Bidder’s references
3. Proof of compliance with Workers’ Compensation laws
4. Proof of commercial general liability insurance
5. Proof of automobile insurance

EVALUATION CRITERIA. CNCHD seeks a responsive proposal from a qualified bidder with the lowest proposal price, which CNCHD determines is in the best interest of CNCHD. CNCHD may consider the following in its evaluation of opened proposals:

[CasperPublicHealth.org](https://casperpublichealth.org)

Phone: 307.235.9340 **Fax:** 307.237.2036 **Address:** 475 S. Spruce Street, Casper, WY 82601



1. Whether the proposal is complete and, if not, whether the proposal is sufficiently complete to continue to evaluate it
2. Whether the proposal is responsive to the RFP and, if not, whether the proposal is sufficiently responsive to continue to evaluate it
3. The total proposal prices
4. The itemized proposal prices
5. Whether the proposal contains conditions and/or alternatives for Bidder's performance of Services
6. Bidder's experience, qualifications, and relative skills
7. If applicable, whether Bidder and/or Bidder's personnel is appropriately licensed and/or certified
8. If applicable, the number and reliability of Bidder's personnel
9. The reputation of Bidder's character, competence, judgment, innovativeness, cooperativeness, experience, and efficiency
10. Bidder's references
11. Whether Bidder is delinquent in paying a county tax or license or otherwise owes the County money
12. Whether Bidder has violated a federal, state, or local law or regulation
13. Whether Bidder has violated any County resolution (such as the Zoning, Subdivision, or Building resolutions)
14. Whether a former employee of Bidder submitted a wage claim against Bidder
15. If Bidder is a business entity, whether Bidder is listed as "active" by the Wyoming Secretary of State
16. If Bidder is a business entity, how long the business entity has been active
17. Interview – a CNCHD agent(s), Building Committee or the Natrona County Health Board (the "Board") may interview one or more of the bidders

PROPOSAL PROCEDURE. Following is the *general* process regarding proposals:

1. The Board retains its right to reject a proposal(s) in whole or part, waive technicalities, and accept the proposal it determines is in the County's best interest.
2. The Board will consider accepting a proposal at one of its meetings based on recommendations by the Building Committee. Regular CNCHD meetings are generally held on the third Thursday of each month.
3. If the Board approves accepting a proposal, it will contingently award the contract to the successful bidder. The bidder must execute and return the contract to CNCHD within 15 days of the contract postmark. If the Bidder fails to return the contract by the deadline, the Board may rescind its *contingent award* and select a different proposal.



GENERAL.

1. Once the Bidder submits a proposal to CNCHD, the proposal, along with all of its attachments and enclosures, becomes the property of CNCHD and will not be returned to the Bidder.
2. Once the Bidder submits a proposal to CNCHD, the proposal and all of its attachments and enclosures become a public record.
3. All submitted proposals will be valid for 30 days, including the date proposals were opened.
4. CNCHD does not waive and specifically retains all immunity provided by the Wyoming Governmental Claims Act, Wyo. Stat. §§ 1-39-101, et. seq., and all other immunities provided by law.
5. The laws of the State of Wyoming govern the interpretation and enforcement of this RFP. The courts in the State of Wyoming have jurisdiction over this RFP. A court in Natrona County, Wyoming, is the proper venue for any legal action arising from this RFP.
6. Any contract arising from this RFP is contingent upon adequately allocating funds to CNCHD for Services. CNCHD may rescind its contingent award or terminate any contract without penalty if such funds are not allocated. CNCHD will not be liable for any future payment or alleged damage resulting from rescinding a *contingent award* or terminating a contract. CNCHD will not claim funds unavailable to acquire similar services from a third party.
7. The bidder will be an independent contractor solely responsible for its debts and other liabilities. The bidder will also be solely responsible for any taxes and costs resulting from its performance of Services, including, but not limited to, federal and social security taxes, workers' compensation, and unemployment insurance.
- 8.** Bidder must be aware of and comply with all applicable federal, state, and local laws in its performance of Services

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PROPOSAL SCHEDULE

Respond to the questions and list every anticipated or potential fee and any other costs for Services. Add additional pages as needed. Only fees and costs listed on this form (including clearly labeled pages added to the form) will be part of a Services contract.

1. Explain how Bidder will cover emergency repairs.
2. Explain how Bidder will provide, monitor, and update IT security.
3. Identify new equipment needed in the new construction, seamless transition to the new building, and connectivity to all required servers and equipment.
4. List any applicable service Bidder provides that is not listed on this form and the cost of the service.

	Service	Unit (e.g. per hour, per visit)	Fee	Not Offered
1	IT Maintenance			
2	IT Repair			
3	IT Emergency Repair			
4	IT Technical Support			
5	IT Security			
6	Inventory and new IT Consultation			
7	IT Installation			

I am the Bidder or an authorized agent of the Bidder, and I am submitting this proposal in response to an RFP. The bidder is responsible for all the costs of preparing and submitting this proposal. The bidder understands that CNCHD may not select this proposal and is not obligated to select any proposal.

The bidder can review all matters that could affect its cost to provide Services, including, but not limited to, visiting CNCHD’s facilities, reviewing site plans, and meeting with contractors and architects. The bidder understands that if CNCHD selects and approves this proposal, the Bidder will be bound by it and a contract with CNCHD.

Name of the bidding entity

Signature of person signing Date

Printed name and title of the person signing.

