



February 22, 2018

Request for Proposal

Rolling Plains Management Corporation is currently requesting proposals from qualified individuals or firms to provide onsite computer programming services, updates and repairs in Wichita Falls Texas and surrounding area. Services requested but not limited to the following:

- Windows server configuration, deployment, maintenance, upgrades, etc.
- Firewalls maintenance, upgrades, trouble shooting and problem resolution, etc.
- Windows based computers configuration, deployment, maintenance, upgrades, etc.
- Day to day operational issues as needed form a ticket based problem resolution forwarded from RPMC IT Director (e.g., issues related to server & PC hardware/software/OS, printers, scanners, internet connectivity, passwords, etc.)

Requirements

- Bachelor's degree in computer science or related field
- 3-5 years' experience in maintaining computer software, networks, trouble shooting and problem solving

Deadline for Submission

The deadline for submission of proposals will be Friday March 16, 2018 at 5:00 p.m. RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, proposers may be required to prepare and submit additional information prior to final award is selection, in order to reach terms for the provisions of services, which are agreeable to both parties.

Modifications and Renewals

RPMC reserves the right to negotiate modifications or renewals in connection with any executed contract funded through this request without repeating process for a period of up to four (4) years additional years from the original proposal initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

Evolution Criteria

The selection of a proposal is to be made after a careful evaluation of prevailing prices in the area of the proposals received. The successful vender must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsible vendor is one who submits a complete proposal within the stated time in accordance with the proposal.
- b) A responsible vender is one who demonstrates, via his or her response to the selection criteria, his or her ability to deliver the services solicited for procurement.

Selection of a vendor will include the consideration of proposed cost; the ability to offer services requested and provided services in a timely manner.

Submission Requirements

The bid should contain the following:

- Individual and /or company name, address, and phone
- Summary or experience
- Other information pertinent to your qualifications
- Hours of availability
- Hourly rate of services

Contact Person

All questions may be directed to Debra Thomas or e-mailed to debra.thomas@rollingplains.org. Proposals may be submitted by mail to: Rolling Plains Management Corporation, PO Box 490 118 N. 1st Street, Crowell Texas. 79557.

Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part in its entirety this request if found to be the best interest of RPMC.

This request does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to produce or contract for any services. All proposals will become part of this agency's official files.

Grievance Procedures

All protests and complaints regarding the bid process or selections of the winning bid must be submitted in writing to:

Executive Director
PO Box 490
Crowell, Texas, 79227

All protests and complaints shall be referred to the RPMC Executive Committee for resolution.

Rolling Plains Management Corporation is an equal opportunity employer and provider.

