



# CITY OF BISHOP

377 West Line Street - Bishop, California 93514  
Post Office Box 1236 - Bishop, California 93515  
760-873-8458 publicworks@ca-bishop.us  
www.ca-bishop.us

## Request For Proposals

### Information Technology (IT) Services

**Release:** 10 June 2014

**Closes:** 27 June 2014

**Contact:** David Grah, Director of Public Works

**General:** The City of Bishop requests proposals from consultants to provide IT services.

**Background:** The City of Bishop is a general law city that has a permanent population of about 3,500. Bishop is located in a remote rural part of the State of California. Bishop is the only incorporated city in Inyo County and is the service center for the surrounding area. The City's economic base is mostly recreation and government.

The city employs about 38 full time staff. These staff work in several departments located in several work locations. The work locations include City Hall, the Fire Station, the Police Station, the Public Works Shop, and the City Park. The greatest separation between the locations is about one half mile. At this time, these work locations are separate with communication between them only through the internet and phone services.

City functions that rely on IT include city financial systems, public safety information systems, and water and sewer system controls. These functions in particular have essential specialized and sensitive services, some that must operate 24 hours per day throughout the year, including Police and Finance. Some of these services have considerable security and redundancy requirements dictated by law or by standards of professional practice.

The city has no staff dedicated to IT and has a limited IT budget. To date, many city IT activities have been conducted on a one-at-a-time basis with little coordination. The city would like to better plan, coordinate, and execute its IT

activities city wide. The city believes the best way to better plan, coordinate, and execute its IT activities is by working with an IT service provider firm.

The city has an IT Steering Committee, made up of representatives from various city departments and functions to direct and oversee IT for the city. This direction and oversight includes the procurement and the ongoing providing of IT expertise for the city.

### **General Scope of Work:**

The city has identified the following as a potential general scope of IT services. The final scope will be refined through discussion with the selected firm and based on financial considerations. IT services could include computers and communication including networks and phones. Some activities could be supported or completed by city staff.

Work would probably be phased with subsequent phases being pursued when justified by outcome of an earlier phase. Potential phases are as indicated below. It is anticipated performance of the selected consultant would be reviewed continuously with initial contracting being extended based on performance to a total term of up to 5 years. After 5 years a subsequent RFP process is anticipated for IT services.

### Initial Phase

- Develop detailed inventory of existing equipment. A preliminary inventory is attached.
- Inventory existing communication infrastructure.
- Develop detailed inventory of existing software. A preliminary inventory is attached.
- Review city Policy on the Use of Electronic Communication Systems.
- Identify system, data, policy and practice deficiencies and vulnerabilities.
- Assess current and short term needed and desired functions.
- Plan network and security infrastructure, including internet communication requirements, and develop associated cost estimates.
- Plan server facilities and develop associated cost estimates.
- Develop hardware and software succession planning and develop associated cost estimates.

### Intermediate Phase

- Assist in acquisition of equipment and services.

### Ongoing Phase

- Provide system management and user support.

The selected provider shall possess familiarity with government security and redundancy requirements that are dictated by law and by standards of professional practice. The selected provider shall be available for response 24 hours a day, 365 days a year.

**Proposal:** A qualifying proposal must include:

1. Brief description of firm, contact person, address, telephone number, and e-mail address.
2. Detailed scope of work for the initial phase of the work and how proposed scope compares to general scope for that phase described in this RFP.
3. Proposed refined scope of work for the intermediate and ongoing phases of the work and how proposed scope compares to general scope for those phases described in this RFP.
4. Resumes of staff involved including a list of applicable degrees and certifications held.
5. Three references involving similar work for similar organizations.
6. Proposed work schedule.
7. Estimate of cost.

Proposals must be received no later than 1500 (3 pm) on the closing date for this Request for Proposals. Send proposals to:

David Grah  
Director of Public Works  
City of Bishop  
377 West Line Street  
Bishop, California 93514  
publicworks@ca-bishop.us

Proposals shall be submitted in a sealed envelope (3 paper copies and 1 electronic copy) which is clearly marked with the title of the Request for Proposal.

**Selection Process:** The consultant will be selected based on the experience and ability of the firm and staff to accomplish the scope of work, based on the proposal, and considering the effective use of City funds.

City of Bishop  
Information Technology Preliminary Inventory

June 2014

Brand	Model	Operating System	Processor	Memory
IBM	Thinkpad		Centrino Duo	
Dell	Studio XPS 8100		i-7	8GB
Dell	Optiplex 755		Intel Core 2 Duo	4GB
Dell	Optiplex 755		Intel Core 2 Duo	2GB
Dell	Vostro 430		i-5	4GB
Dell	Latitude E6500 -LAPTOP		Intel Core 2 Duo	1GB
Dell	Optiplex 990		i-7	8GB
Dell	Studio XPS 8100		i-5	8GB
Dell	Optiplex 755		Intel Core 2 Duo	2GB
AS 400 IBM Server				
Dell	Optiplex 960		Intel Core 2 Duo	4GB
Dell	Optiplex 9010		i-7	8GB
Dell	Optiplx 170L		Pentium 4	1GB
Dell	Dimensions 9200			
Dell	Precision T1500		i-3	2GB
Dell	XPS All-In-One			
Dell	Vostro 470		i-7	8GB
Dell	Latitude D520 - LAPTOP		Celeron 430	1GB
Dell	Poweredge 2900	2003 Server R2 Standard Edition	Intel Xeon	32GB
Dell	Optiplex 755	XP	Intel Core 2 Duo	1GB
Dell	Optiplex 755	XP	Intel Core 2 Duo	1GB
IBM		2000 Service Pack 4	Intel Xeon	1.5GB
Dell	Optiplex 755	XP	Intel Core 2 Duo	1GB
Dell	Optiplex 745	XP	Intel Core 2 Duo	2GB
Dell	Optiplex 390	Windows 7	Intel i-3	3.5GB
Dell	Latitude E6400	Windows 7	Intel Core 2 Duo	
Dell	Optiplex 390	Windows 7	Intel i-3	3.5GB
Dell	Optiplex 390	Windows 7	Intel i-5	3.5GB
Dell	Optiplex 980	Windows 7	Intel i-5	3.5GB
IBM		2000 Professional Edition SP4	Intel Pentium 4	
Dell	Optiplex 380	Windows 7	Intel Core 2 Duo	3.5GB
Dell	Optiplex 390	Windows 7	Intel i-5	3.5GB
Dell	Optiplex 390	Windows 7	Intel i-5	3.5GB
Dell	Optiplex 380	Windows 7	Intel Core 2 Duo	3.5GB
Dell	Optiplex 780	XP	Intel Core 2 Duo	2GB
		2000 Professional Edition SP4	Intel Pentium 4	
Dell	Optiplex 3010	Windows 7	Intel i-5	8GB
IBM		XP	Intel Pentium 4	1GB
Dell	Optiplex 755	XP	Intel Core 2 Duo	1GB
Dell	Optiplex 980	Windows 7	Intel i-5	3.5GB
Dell	Optiplex 390	Windows 7	Intel i-5	
Dell	Optiplex 755	XP	Intel Core 2 Duo	1GB
IBM		Server Service Pack 4	Intel Xeon 2.0GHz	1.5GB