

# County of McHenry Request for Proposal

## RFP # 11-42

### Provide Web-streaming/Agenda Management Services

August 23, 2011

This Request for Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide Audio Streaming Services to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

**GENERAL REQUIREMENT:** This is a Request for Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and one (1) copy of the complete proposal are to be submitted.**

**SUBMISSION LOCATION:**

Purchasing Department  
McHenry County Administration Building  
2200 N. Seminary Avenue, Suite 200  
Woodstock, IL 60098  
Phone: (815) 334-4818  
Fax: (815) 334-4680

**CONTACT PERSON:**

Ms. Catherine Link, CPPB  
Director of Purchasing

**SUBMISSION DATE AND TIME: 2:00 PM, (CST) October 4, 2011**

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

**NOTE: A PRE-RFP SITE MEETING WILL BE HELD ON August 30, 2011 AT 10:00 AM (CST) IN THE PURCHASING OFFICE, ADMINISTRATION BUILDING, ROOM 200, 667 WARE ROAD, WOODSTOCK, IL 60098. IT IS HIGHLY SUGGESTED THAT INTERESTED PARTIES ATTEND THE PRE-BID SITE MEETING.**

### SCHEDULE OF EVENTS

August 23, 2011 -----	RFP Available
August 30, 2011 -----	Pre-RFP / Site meeting will be held in the Purchasing Office, Administration Building, Room 200, 667 Ware Road, Woodstock, IL. 60098 at 10:00 A.M. (CST)
September 20, 2011 -----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
September 27, 2011-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
October 4, 2011 -----	RFP due in Purchasing at 2:00 P.M.(CST)
October 4, 2011 – December 1, 2011 ---	Evaluation, Committee recommendation, Award of Contract and Notification to Successful Vendor

## GENERAL INFORMATION

### REQUEST FOR PROPOSALS

#### DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

#### RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

#### EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

#### DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

#### NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

#### NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

### TERMS AND CONDITIONS

#### AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

### RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. ***Unless otherwise specified by the offeror, the County has no less than ninety (90) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

### INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

### AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

### CRITERIA for SELECTION

All proposals submitted in response to this RFP will be evaluated based on the following criteria:

Compliance with Request for Proposals [Mandatory]: This refers to the adherence to all conditions and requirements of the Request for Proposals.

Suitability of Proposed Item: Prior experience in Providing WEB-STREAMING/AGENDA MANAGEMENT.

Qualifications of the Offeror: Offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, facilities, equipment, and credit which will assure good faith performance. This criterion includes the offeror's performance on similar contracts at other facilities. A description of corporate qualifications and history of the firm is also required.

### NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

### SECURITY

The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or

entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

#### PREVAILING WAGE

The State of Illinois requires under Public Works contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act (820 ILCS 130) as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the Subcontractor under the Vendor. A copy of the prevailing wage rates is posted on the McHenry County website at [www.co.mchenry.il.us](http://www.co.mchenry.il.us) under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol).

#### CERTIFIED PAYROLL REQUIREMENTS ([Public Act 94-0515](#))

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

#### INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS ([Public Act 94-0488](#))

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

#### SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

#### PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria which do not discriminate against the use of recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

#### PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

### PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

### PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

### ADDENDUM

Should the Vendor require any additional information about this RFP, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this RFP as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

### TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

### PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

### VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment

without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

LAW GOVERNING

**Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois. Venue for disputes will be McHenry County, Illinois.**

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

CANCELLATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

## QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

## INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$500,000 per occurrence and \$1,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$300,000 per occurrence combined single limit for:  
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

## CERTIFICATE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the

contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**  
2200 N. Seminary Avenue  
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

#### HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work

covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

#### EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

#### DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original and one (1) copy of the completed proposal along with any support documentation to:

Ms. Catherine Link, CPPB  
Director of Purchasing  
McHenry County Administration Building  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on October 5, 2011**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

**BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.**

#### **PRICING**

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

## **SPECIFICATIONS**

### **SCOPE OF WORK:**

This Request for Proposal (RFP) identifies the requirements that are considered to be minimal by the County. This RFP attempts to provide the proposer with sufficient information to fully understand the County's requirements and the environment in which the proposal must be developed and operated. Notwithstanding any of the specific details described in this RFP, it will be the obligation of the proposer to provide a program that works as a complete functional entity in the accomplishment of the requirements identified in this document. This includes any equipment, hardware, software, and service programs or systems deemed necessary. To aid the evaluation team in fully understanding each proposal submitted, and to ensure that full awareness is given to each aspect of the proposal, any deviation from the requirements specified in this document must be clearly noted and referenced to the subject area of the RFP.

### **BACKGROUND INFORMATION:**

The County of McHenry is located in the northeastern portion of Illinois bordering Wisconsin and serves a certified population of 308,760.

McHenry County currently does not broadcast its meetings and the only record of the meetings is through meeting minutes. The McHenry County Administration Building, where the County Board meetings are held, was constructed in 2003. McHenry County is interested in receiving proposals from qualified vendors to provide web-streaming/agenda management of County Board & Committee meetings over the internet.

### **MINIMUM PROPOSAL REQUIREMENTS FOR WEB-STREAMING/AGENDA MANAGEMENT SERVICES**

The successful proposer shall provide, but is not limited to, the following services:

1. **Web-streaming**

The proposed solution shall include all required hardware, software, complete onsite installation and training to meet all expectations. It shall interface to the McHenry County website ([www.co.mchenry.il.us](http://www.co.mchenry.il.us)) and McHenry County Codified Ordinances (in development). The County Board seeks to contract with a vendor to provide live and on-demand web-streaming of County Board & Committee meetings to better serve the needs of the general public, local governments, state legislatures, County staff and other key stakeholder groups.

At a minimum, solution attributes and functionality shall include:

- a. Provide unlimited bandwidth on external vendor website for streaming live and archived web-streaming of County Board meetings. Web-streaming must be available to both external users (public) and internal users (staff).
- b. Provide, install, configure and support hardware and software required to upload audio content to vendor website to access via County website.
- c. Provide, install, and configure and support hardware and software required to upload video/audio content to vendor website and access via County website.
- d. Provide ability for users to access specific segments of audio through links from the meeting agenda and/or key word searches.

- e. Provide ability to archive County video/audio content for on-demand retrieval for five (5) years.
- f. Provide on-site training for County staff members in the use of streaming hardware and software.
- g. Provide 24/7 maintenance and support for County Board meeting web-streaming.
- h. Provide a timeline for project implementation.
- i. Meetings shall be available as searchable archive hosted by the vendor.
- j. Searchable closed captioning shall be supported.
- k. The ability for web-streaming system to interface or work along with current agenda management and codification system.
- l. Provide reporting tools for usage analysis of traffic on meeting sites.

2. **Agenda Management Software and Training**

All proposals should include an agenda management component in addition to the web-streaming component. At a minimum, the agenda management system should be able to interface with the web-streaming component. Training for the software should be included in the proposed price. A demonstration disk of the software should be included with the proposal.

At a minimum, solution attributes and functionality shall include:

- a. The ability to interface with the web-streaming component.
- b. The ability to provide a centralized document database that can import and cross reference documents.
- c. The ability to generate meeting-related documents into one concise packet.
- d. The ability to track the workflow and review process for agenda preparation.
- e. The ability to generate meeting minutes that can be indexed and interfaced with the web-streaming component.

3. **Support and Training**

Provide electronic user manuals, onsite training and toll-free telephone/e-mail support for all programs as well as software installation support during normal business hours. Describe when installation would take place.

**COST AND FEES**

Each proposer shall provide detail pricing for all start up, programming, licensing, operational, ongoing and future charges, maintenance charges, supplement charges, reprint fees (bound and unbound), delivery fees and **all other fees pertinent for all aspects of this RFP**. The selected vendor will be responsible for any necessary programming costs, and shall provide an hourly consulting rate for additional services that will be fixed during the term of the contract, should the County desire to obtain additional services.

**INTEGRATION AND TECHNICAL SOLUTION**

Proposers shall define the technical terms and programs in order to develop and implement this RFP program. The selected vendor will work in conjunction with existing County systems, and any future County systems, during the time of the contract agreement.

## **IMPLEMENTATION AND TIMELINE**

Each proposer should include a detailed timeline for the implementation of this RFP. The timeline should include, but not be limited to, a schedule of activities, including preparation and presentation of legal report and initial draft, County review period, and publication timeframe. Timeline should show the implementation by week and month of any and all steps required for this proposal with a commitment to meet this timeline.

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**PROPOSAL FORM**

WE, \_\_\_\_\_, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE PROPOSED TOTAL GUARANTEED MAXIMUM OF \$ \_\_\_\_\_

\_\_\_\_\_  
(Written dollar amount)

**PLEASE PROVIDE A COMPLETE DETAILED BREAKDOWN (BRAND NAMES WITH PART NUMBERS) OF TOTAL COSTS, USE ADDITIONAL SHEETS IF NECESSARY.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF MCHENRY.

Please list below other costs that may be associated with this service or used additional sheets if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated start date after receipt of purchase order: # \_\_\_\_\_ days.

Estimated time of completion: # \_\_\_\_\_ days

AUTHORIZED NEGOTIATORS:

Name: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Title: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone # \_\_\_\_\_  
Title: \_\_\_\_\_

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**PROPOSAL REQUIREMENTS**

The following questions/requests outline McHenry County’s quest for additional knowledge of the proposed service.

*All questions/requests below must be addressed.*

<b>Proposal Snapshot</b>		<b>Yes</b>	<b>No</b>
1.	Would your solution cause any need for upgrades to our existing software and/or hardware?		
2.	Do you offer closed captioning?		
3.	Do you offer language translation?		
4.	Do you offer bookmarking?		
5.	Do you offer statistical reporting?		
6.	Do you offer keyword search?		
7.	Do you offer agenda synchronization?		
8.	Do you offer other navigational features?		
9.	Do you offer users the ability to subscribe to minute archives via Really Simple Syndication (RSS) feeds (or similar)?		
10.	Do you offer the ability for users to download files potentially for pod-casting?		

**Detailed Questions and other Requests**

1. Provide a general overview of your product/service.
  
2. Describe the proposed solution including major features or functions which may tend to differentiate your offerings from those of competitors.
  
3. Who is responsible for ongoing operation?
  - a. Which responsibilities fall with you?
  
  - b. Which responsibilities fall with us?
  
4. Describe the encoding process including staff vs. vendor responsibilities and the ability of staff to perform live event scheduling, live indexing and automatic web publishing.

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5. What are your terms and size of storage space for web-streaming on-demand, location of server(s), and time-line allowed for storage of information (e.g. one year for audio on-demand files)?
6. Describe the flow of streaming information (e.g. from McHenry County, to server in *\*California\**, to users accessing files through McHenry County web-server).
7. Describe how many users can be viewing streaming files and the effects web-streaming will have on the McHenry County network, internal connection speeds, and external viewing speeds.
8. If your solution causes need for upgrades to our existing software and/or hardware, what would those upgrades involve?
9. Describe contract terms, length of contract, re-renewal fees that may apply.
10. Can length of contract be determined by the County?
11. Who owns the physical equipment housed at our facility?
12. If the equipment is not owned by the County is it considered leased?
13. If the equipment is owned by the County and the County chooses to select another provider at the end of a contract, does the hardware provide any functionality to the County or is it an exclusive piece of hardware for your software?
14. What are your terms for hardware “out of the box” and extended warranties (if available)?

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15. Describe your terms for warranty repair and troubleshooting procedures and also timelines.
16. Provide the hours that customer service or troubleshooting can be provided.
17. If closed captioning and/or language translation are offered.
  - a. Are these services available as part of live, on-demand, or both?
  
  - b. Is there an additional cost for these services? If so, how much?
18. If bookmarking, keyword search, and/or agenda synchronization are available.
  - a. Are these services available as part of live, on-demand, or both?
  
  - b. Is there an additional cost for these services? If so, how much?
19. What other navigational features do you offer?
20. If you provide a subscription service other than RSS, describe what it is and how it works.

***THIS PAGE IS MANDATORY.***

***REFERENCES***

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

***THIS PAGE IS MANDATORY.***

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL  
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

**CERTIFICATIONS**

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. \_\_\_\_\_ Yes \_\_\_\_\_ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) \_\_\_\_\_ Yes \_\_\_\_\_ No

Under penalties of perjury, I certify that \_\_\_\_\_ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual   | <input type="checkbox"/> Real Estate Agent       |
| <input type="checkbox"/> Sole Proprietorship                                      | <input type="checkbox"/> Government Entity       |
| <input type="checkbox"/> *Partnership   | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation  | (IRC 501(a) only)                                |
| <input type="checkbox"/> Not-for-Profit Corporation                               | <input type="checkbox"/> Trust or Estate         |
| <input type="checkbox"/> Medical and Health Care<br>Services Provider Corporation |  |

\*State full names, titles and addresses of all responsible principles and/or partners below;

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

**If needed please submit any additional sheets.**

***THIS PAGE IS MANDATORY.***

**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\*\*State of Incorporation \_\_\_\_\_

\_\_\_\_\_  
(Individual - Partnership - Company - Corporation)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(By Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone No)

\_\_\_\_\_  
(Fax No)

\_\_\_\_\_  
(Date)

*End of Document*