



CHAMPAIGN COUNTY REGIONAL
PLANNING COMMISSION
REQUEST FOR PROPOSAL
FOR
MANAGED INFORMATION TECHNOLOGY
SERVICES

Closing Date and Time:
October 31th, 2025 10:00 a.m.

Documents are available for inspection online at
https://ccrpc.org/about_rpc/ccrpc_bid_opportunities.php. The respondent remains responsible
for obtaining all addenda, which will be posted on the same website.

Project Contact:
Tyler Rainey, Data and Technology Director
tyrainey@ccrpc.org

REQUEST FOR PROPOSAL FOR MANAGED INFORMATION TECHNOLOGY SERVICES FOR THE CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Sealed proposals will be received for managed information technology services. Sealed envelopes must be clearly marked on the exterior “CONFIDENTIAL: RFP RPC Managed Information Technology Services” and contain two (2) copies of the complete proposal and one (1) original and one (1) electronic copy OR just one (1) electronic copy if submitting digitally. No responsibility or liability will be attached to any County official, employee or agent for the premature opening or failure to open any proposal not marked according to this instruction. Respondents mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County Regional Planning Commission is not responsible for proposals delayed by mail and/or delivery services of any nature.

Sealed proposals will be accepted until 10:00 A.M., October 31, 2025, at the Champaign County Regional Planning Commission Administrative Office, 1776 E. Washington St., Urbana, IL 61802. At that time, sealed proposals will be publicly opened and read aloud. Electronic submissions will be accepted at tyraine@ccrpc.org.

Champaign County Regional Planning Commission is requesting proposals from qualified proposers to provide Managed Information Technology Services for nineteen (19) CCRPC sites listed in the RFP. The project will be awarded to the proposer who submits the best proposal in compliance with this RFP. The Champaign County Regional Planning Commission will oversee all aspects of the selection process.

The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

The Champaign County Regional Planning Commission reserves the right to reject any and all proposals and to accept any proposal, in whole or in part, and to waive technical errors or informalities in proposal.

Tyler Rainey
Data and Technology Director
Champaign County Regional Planning Commission

Champaign County Regional Planning Commission Champaign, ILLINOIS
RFP Specifications
Managed Information Technology Services

1.0 General Information:

1.1 Purpose

The Champaign County Regional Planning Commission (CCRPC) is requesting proposals from qualified, professional technology vendors that have experience working with local government clients providing on-site information technology and network support. The qualified vendor would provide necessary technical services, which will enable the CCRPC to:

- **Ensure the efficient operation of the CCRPC network and related computer systems**
- **Improve technology effectiveness**
- **Enhance its quality of service related to technology**
- **Protect and secure its technology infrastructure**
- **Minimize cost and maximize the ROI for technology**
- **Provide for Server Administration and hosted applications**
- **Provide maximum network uptime for CCRPC sites and operations**

1.2 Definitions

- a. "CCRPC" or "RPC" refers to, and may be listed as, Champaign County Regional Planning Commission.
- b. "Respondent" refers to any company or contractor submitting a proposal. They may also be referred to as vendor or bidder.
- c. "Independent Contractor" is defined as the individual or company whose proposal has been accepted by Champaign County and is awarded a fully, executed contract.
- d. "Request for Proposal (RFP)" is a formal procurement document in which a service or need is identified but no specific method to achieve it has yet been determined. The purpose of an RFP is to permit the respondent to suggest various approaches to meet the need at a given price.
- e. "Proposal" means a formal offer submitted in response to this solicitation.

1.3 CCRPC Locations

- a. **Brookens Administrative Center:** 1776 E. Washington St. Urbana, IL
- b. **Early Childhood Center at W. Champaign:** 103 S. Country Fair Dr. Champaign, IL
- c. **Rantoul Head Start:** 104 Nightingale Ct. Rantoul, IL
- d. **Danville (V) Head Start:** 1001 E. Voorhees St. Danville, IL (This site will be closed on 12/31/2025.)
- e. **Danville (K) Head Start:** 501 Kimball St. Danville, IL
- f. **Urbana Head Start:** 1603 E. Mumford Dr. Urbana, IL
- g. **Elizabeth Murphy Center Head Start:** 2005 Round Barn Rd. Champaign, IL
- h. **Gilman Head Start:** 210 N. Central St. Gilman, IL
- i. **Watseka Head Start:** 1801 N. State Route 1, Building 1; Suite 3 & 4 Watseka, IL
- j. **Paxton Head Start:** 1195 E. Pells St. Paxton, IL
- k. **Court Diversion Services/YAC:** 2011 Round Barn Rd. Champaign, IL
- l. **LIHEAP Round Barn:** 2009 Round Barn Rd. Champaign, IL
- m. **LIHEAP Rantoul:** 601 S. Century Blvd. Suite 1314 Rantoul, IL
- n. **Emergency Family Shelter:** 302 E. Park St. Champaign, IL
- o. **WD Champaign County:** 1307 N. Mattis Ave. Champaign, IL
- p. **WD Ford County:** 258 W. State St. Paxton, IL
- q. **WD Piatt County:** 1115 N. State St. Monticello, IL
- r. **WD Iroquois County:** 1001 E. Grant St. Watseka, IL
- s. **WD Douglas County:** 401 S. Main St. Tuscola, IL
- t. **ICRT:** 2111 S. Oak St. Suite 106 Champaign, IL
- u. **60+ Remote/Work from home Staff**

1.4 CCRPC Current Technology

The Regional Planning Commission (RPC) has a staff of approximately 360 working in a variety of capacities both on-site and in the field utilizing multiple software systems and federal and state databases. Staff positions include early childhood teachers, social workers, planners, engineers, software developers, economic and community development specialists, researchers, fiscal specialists, clerical staff, cooks and weatherization crews and trainers. The associated technological expertise of the staff varies widely. The Regional Planning Commission is a semi-autonomous department of Champaign County government and as such, it is required to utilize the County's SaaS Platforms, Tyler Munis, UKG Ready, Kronos WFC for its financial, timekeeping and payroll functions. The RPC is also restricted by the County's firewall and security systems

and is currently a sub-Domain of the County. Certain RPC Programs deal with Confidential Client Health Information with the need for encryption services compliant with HIPPA guidelines.

Prospective vendors should recognize that given the rate of change in technology, the below listing may have changed since it was developed, but it presents a baseline for this RFP.

1.4.1 Hardware

- a. 22 Servers (Hosts/VM's) / 17 Workstations (VM's)**
 - Windows Server Ed. 2019 – 2022
 - Linux Ubuntu 22.02 (currently maintained by internal staff)
 - Windows 11 Workstations
 - Axis Camera and Door Controller Servers
- b. 55 Switches/Routers**
 - SonicWall 2800's and 370's
 - 24/48-port rack switches
 - Wi-Fi Routers
- c. 400 Workstations (Desktops/Laptops)**
- d. 20 Desktop Computers (Public)**
- e. 50 iPads**
- f. 4 Android Tablets**
- g. 10 Chromebooks**
- h. 2 Mobile Vans with ISP and Video/Network Equipment**
- i. 17 Sharp Copiers (Leased, supported by 3rd Party Vendor)**
- j. 200 Desktop Printers**
- k. 80 Video Cameras and door controllers through Axis Software**
- l. 250 Desk Phones**
- m. 1 Domain Controller (County controlled)**
- n. Assorted Computer Peripherals (webcams, scanners, mice, keyboards, cables, projectors, TVs, Docks, etc.)**

1.4.2 Vendor Supported Software

- a. Graphic Design, Production Software**
 - Adobe Creative Cloud
- b. Productivity**

- Microsoft Office Applications / Google Office Apps / Browsers (Edge, Chrome, I.E., Firefox) / Communications (Teams, Zoom, WebEx, RingCentral eFax) / etc.

c. Operations

- Kronos WFC / Turning Point / UKG Ready / Munis / File Share / 3CX / Telnyx / ChildPlus / Procare / Miradore / Sortly / Box / N-Central / Hybrid O365 AD and Exchange/ etc.

d. Databases, Hosts, Groups

- Distribution Lists, Domain Rights Group Lists, VPN Rights Group Lists, etc.

1.4.3 Staff Supported Software

a. Transportation and Planning Software

- CUBE / MOVE / SYNCHRO / METROCOUNTS / Eco Counter / Numerics / Highway Capacity Software (HCS) / QGIS / ArcGIS / AutoCAD

b. Research Systems

- HOBOWare, EasyLog USB, SW21 Software, ExactLog, RStudio, Stata, MATLAB, PyCharm, Visual Studio, GitHub, WinMerge, Zotero, Web Services (AWS, Grafana, Prometheus, Mailgun, Twillio, etc.)

c. Databases, Hosts, Groups

- PostgreSQL, MySQL, MongoDB, AKS Cloud Hosting, AWS Cloud Hosting, Local Linux Hosting

d. Federal and State Mandated Systems

- WeatherWorks, LIHEAP, WellSky HMIS, STARS, IWDS, etc.

2.0 Scope of Work and Services to be Performed:

2.1 Requirements

- The Vendor shall be responsible for performing all work outlined in the Scope of Work and Services by providing a full range of information technology support services for the CCRPC's computer-based technology systems (hereinafter referred to as "System") referenced in Section 1.4. The nature of the service will be ongoing support and coordination of the System to ensure proper implementation of new technologies, general management and operation, maintenance/troubleshooting and to prepare for future needs, prevent technical

difficulties, or down time.

- It is the intent of the CCRPC that the vendor will provide on-site information technology staff to perform routine maintenance and updates to the System, deploy equipment and software, and provide needed resources for both end users and RPC management staff to ensure System integrity, reliability and security.
- The Vendor will be responsible for ensuring all required software licensing and maintenance agreements are current. The CCRPC will be responsible for the contractual and procurement requirements of the maintenance agreements.
- The Vendor will be responsible for the managed services platform allowing for automatic updates, application updates, monitoring, print management, anti-virus deployment and updates, and system backups.
- The services described in this RFP are intended to be comprehensive but may not be all-inclusive in describing the actual activities that will be required, resources or other details necessary for the proper performance of the System.
- The selected Vendor must provide services described in this RFP as they evolve and may change during the contract term, through the approved change control process. This may include modifying, changing, replacing, supplementing and enhancing the services described over time.
- The Respondent shall not subcontract any portion of the services outlined in this agreement without the prior written consent of RPC. All services must be performed directly by the personnel identified in the Respondent's proposal. Unauthorized subcontracting may be grounds for immediate termination of the contract. The Respondent remains fully responsible for the performance, conduct, and compliance of all assigned personnel.

2.2 Scope Limitations

- The Vendor will provide all support from the networking port on the copier/printer/scanner back to the users. Any hardware maintenance for copiers/printers/scanners is provided by third-party vendors and/or warranty provisions.
- Procurement of technology is outside the scope of this project. During the course of this contract, the selected Vendor will identify new IT procurements and will work with RPC management in an advisory or consultative role.
- Certain network infrastructure is maintained by Champaign County IT Staff / 3rd party vendors are outside the scope of this project.
- Technologies listed under section 1.4.3 are not included in the scope of this contract as these items are supported by internal staff or 3rd party vendors.

2.3 Scope of Services

- **Initial Assessment** – Review of the inventory, assessment of the system architecture and equipment for efficiency, capacity, speed and current processes, and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. This assessment should focus on short term, high priority issues regarding the network and the ability to support daily operations.
- **Desktop Application Support** – Performance of basic support functions, including the installation and update of PC's, laptops, printers, peripherals, and office software; diagnosis and correction (troubleshooting) of desktop application problems; configuring of PC's and laptops for standard applications; identification and correction of user hardware problems; update and maintain an inventory of all computer related hardware and software and make available to RPC staff; operation of a help desk ticket system.
- **Server and Workstation Administration Services** – Manage computer network and associated network hardware, software, application software, communications and operating systems necessary for the quality, security, performance, availability, recoverability and reliability of the system. Monitor server performance and capacity management services. Ensure scheduled preventive maintenance for equipment is promptly performed; develop back-up plans and procedural documentation. The Vendor shall be responsible for configuration management, including changes, upgrades, patches, etc., management of user login's and password security (in coordination with County IT); support of software products relating to servers and workstations; and timely response to repair and maintenance work for the user.
- **Network Administration Services** – Maintenance and support of network equipment, including switches, firewalls, routers, security devices, and wireless equipment. Install and connect printers, scanners, network devices and any other computer peripheral devices. Analyze routine configuration changes and install software patches and upgrades as well as minor cabling if needed. Design alert notification system for designated RPC staff in the event of failure. Complete proactive monitoring of network equipment including bandwidth utilization, and other performance indicators with reporting when specified thresholds are reached. Oversee network performance and capacity management services, and network troubleshooting. Maintain network documentation and procedures.
- **Email** – The Vendor shall manage the RPC's email account and ensure domain name is properly established and maintained. The Vendor shall be responsible for adding, deleting or changing employee email accounts and ensure that each email account is working efficiently and effectively, free of errors in the email and

calendar functions, and ensure that each individual email account can maintain ample server space for several years of email data. Email backups shall be maintained by the Vendor when staff leave the organization for future searches and FOIA requests.

- **Security, Backups, Websites and Internet Services** – In coordination with County IT, the Vendor shall ensure that all RPC servers, desktops and laptops are protected by network and end-point antivirus software and adequate firewall is implemented to prevent unwanted computer network intrusions. Systems shall be designed to notify RPC employees when system security is breached and/or when system hardware is not operating at proper performance levels. The Vendor shall perform security audits as requested and notify RPC staff immediately of suspected breach of security or intrusion detection. Backup systems shall be established to prevent loss of data and functionality. The Vendor shall configure the RPC System to enable remote access in a secure environment (VPN Tunnels) and provide remote access administration as requested by designated RPC personnel. The Vendor shall provide support and maintenance service for the RPC's websites and internet services.
- **Strategic Planning Support** – The Vendor shall engineer, plan and design services for major system enhancements, including installations and upgrades of new and existing systems. Examples include: major server upgrades, storage system upgrades, redesign of backup systems, etc. Vendor shall provide technical leadership for server issues and necessary upgrades and transfer of data. Vendor shall act as an advisory consultant in providing recommendations for future purchases of hardware, software, strategic planning, design and installation/upgrade of core network systems.
- **On Demand Response** – The Vendor shall offer on-demand response to the RPC's IT requests. The Vendor shall have access and be available 24/7 but particularly during the RPC's normal business hours (8:00 a.m. to 4:30 p.m. Monday – Friday). The Vendor will also be required to perform maintenance service after hours and on weekends in situations which would least likely disrupt RPC staff during regular business hours. The Vendor will be expected to guarantee a 4-hour response time for emergency situations and high priority requests from RPC management.
- **Service Level Metrics and Management Reporting** – Based on industry "best practices", the Vendor shall negotiate an appropriate level of uptime and downtime monitoring and reporting to RPC management. For example, the RPC requires network availability at 99.99% and Help Desk request acknowledgement and resolution within a specified time parameter. The Vendor will report actual performance as one component of monthly reporting to the RPC management. Additional hours billed beyond standard operations covered in this RFP will be

clearly documented with who was performing the work and what work was done and for which division/program.

- **Confidentiality** – Certain RPC programs deal with confidential client health information that needs to be secured and encrypted. The Vendor and their employees will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law. The Vendor also agrees that the RPC may perform a criminal background investigation on any Vendor employees who have access to the RPC's system and the Vendor will provide requested employee information when requested by the RPC.
- **Vendor Replacement System Transition** – The Vendor shall allow time at the end of a contract to assist with transitioning the supported Technology Systems to the newly chosen vendor to ensure a smooth hand-off and that there are no gaps in security or support. This includes a 1-2 month period after the end of a contract where existing Technology vendors will work with incoming technology vendors on system hand-off.
- **Miscellaneous** – The Vendor will be permitted to perform some routine procedures remotely; however, the Vendor will be expected to perform on-site visits both for routine preventative maintenance and on-demand response (when that allows for effective problems resolution and associated response time). All on-demand requests will be coordinated through RPC management.
- **Not Included** – The contract to be awarded does not obligate the RPC to purchase computer equipment, hardware devices, cabling, licenses, software, managed services platforms, etc. from the successful Vendor. Replacement parts are not included in this contract. The scope also does not include computer equipment and networks not owned by the RPC.

3.0 Minimum Insurance Requirements

If awarded, during the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

(1) 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 CCRPC, 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 A-/VII 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 contractors, Products/Completed

Operations, Personal Injury and Contractual Liability; limits of liability not less than: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County Regional Planning Commission;

(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 NonOwnership; limits of liability not less than: \$1,000,000 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 \$500,000 for each incident, \$500,000 for each disease and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County Regional Planning Commission. (d) Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence, and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.

(2) EVIDENCE OF INSURANCE The successful bidder agrees that with respect to the above required insurance that:

(a) The Champaign County Regional Planning Commission 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 Champaign County Regional Planning Commission 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, shall execute the Subcontractor Agreement provided by Champaign County Regional Planning Commission, and comply with the same insurance requirements as contractors;

(e) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the Champaign County Regional Planning Commission as an additional insured. A copy of the endorsement shall be provided to Champaign County Regional Planning Commission

along with the Certificate of Insurance;

(f) Champaign County Regional Planning Commission must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as: Champaign County Regional Planning Commission, a body politic 1776 East Washington Street, Urbana, IL 61802; and,

(g) Insurance Notices and Certificates of Insurance shall be provided to: Champaign County Regional Planning Commission, 1776 East Washington Street, Urbana, IL 61802.

4.0 Submission Requirements

The RPC is requesting that the proposal submitted address the subjects with specificity. We are looking for content, organized effort, and solution-oriented procedures. The goal is a secure, smooth operating, efficient and effective information technology system. Due to the nature of this proposal, it is requested that each proposal be targeted and focused on how your organization can best meet the RPC's requirements. It is our expectation that Vendor proposals will present a comprehensive and professional solution to our information technology needs. Finalist Vendors will have an opportunity to provide a more detailed explanation of their services during the short list evaluation process. Each proposal shall provide the following information:

4.1 Overview of Business

- Respondent should provide a brief outline for the Vendor's pertinent business details. The respondent shall list legal name, business address, business phone number(s) and website.
- Name, title, email address and phone number of the person to contact and who is authorized to represent the Vendor and to whom correspondence should be directed.
- Federal and State Taxpayer Identification Number of the Vendor
- A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with the RPC.
- Length of time in business; Length of time in providing proposed managed services; Number of clients; Number of clients in the public sector; Number of full-time and part-time employees and areas of involvement.

4.2 Experience

- Respondent shall clearly explain in detail its capability to complete overall scope of services. Describe previous experience where the respondent provided managed IT services to businesses and/or local governments of a similar headcount and number of facilities.

4.3 Assigned Team

- Respondent must identify all key individuals who will be assigned to RPC and provide the stated scope of services, including individuals who will provide on-site services as well as oversight and management of service delivery. The respondent will ensure the individuals listed below are qualified, experienced and fully capable of performing the duties outlined in the scope of services. The respondent must list each individual and provide the following information on each team member including full legal name, role, phone number, relevant certifications/education, and qualifications.

4.4 Client Reference List

- Respondent must provide the RPC with the name and contact information of three (3) clients where the managed IT Services referenced are currently being supported by the Respondent (public sector organizations preferred). Each Reference must include contact information for the RPC or designee whom they worked directly with throughout previous project and integration.

4.5 Miscellaneous Requirements

- Respondents will provide proof of any license(s), certifications, classifications, and certificates of insurance within their proposal. This must include that the respondent/contractor is proven to be licensed to work in the State of Illinois.
- All individuals assigned to provide on-site services under this contract shall be required to complete, or provide proof of completion of, anti-harassment training prior to the commencement of work at any RPC facility. This training must align with federal, state, and local anti-harassment laws and workplace conduct standards.
- Respondent must not be debarred or suspended from doing business with the federal government.
- Respondent will be required to assume prime vendor responsibility for the contract and will be sole/primary contact regarding managed information technology services. The selected vendor will assume all responsibility for all services provided under any contract accepted under this RFP.
- Respondents are cautioned to limit or avoid, if possible, proprietary trade secret information within the proposal. If the vendor deems it necessary to include such information, the vendor shall note the section as such and provide the information in a separate sealed envelope. Under no circumstances shall a respondent's entire proposal, rates, or offers be labeled as proprietary or confidential.
- Respondents must supply a list of ANY violations or fines by ANY state within the last 36 months relating to their managed information technology services. Any violation shall be considered grounds for disqualification.
- Respondents must meet all requirements stated within the RFP, if that respondent cannot meet such requirements, it is the respondent's

responsibility to note within the proposal. If the respondent has an alternate solution to the listed requirement, it should be noted within the proposal to the CCRPC for consideration.

- The Vendor shall ensure that all on-site personnel assigned to this Agreement accurately record their hours worked using a mutually agreed-upon time tracking system or method. The Contractor shall submit a detailed timesheet for each employee including the dates, times, and a description of work performed. All timesheets must be verified and signed by an authorized representative of the Contractor prior to submission. CCRPC reserves the right to review, audit, and request additional documentation to confirm the accuracy of reported hours.

5.0 Submissions of Proposal

- 5.1** Describe the overall approach the Vendor will use in providing services required and the methodology for providing on-going support.
- 5.2** Describe how your firm is positioned to provide the services listed above and provide a history of experiences on providing similar services.
- 5.3** Describe the approach to conduct the Initial Assessment and the anticipated deliverables.
- 5.4** Describe Desktop Application Support services in general and specific questions to address:
 - Help Desk description
 - Support availability
 - Structure of charges for during and after-hours
 - Steps for resolving problem escalation
 - Final authority regarding conflicts
 - Response time and goal for resolving IT issues
- 5.5** Describe Managed Services Solution for the following:
 - Server and Workstation Administration Services
 - Network Administration Services and Monitoring Platform
 - Email
 - Security, Backup Efforts and RPC Website and Internet Services
- 5.6** Describe the proposed approach for providing Strategic Planning Services as described in the RFP.
- 5.7** Describe the proposed Service Level Metrics by service delivery category and proposed management reporting to RPC Management
- 5.8** Explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and phone number of party. If NO such termination occurred for default, declare it. The RPC will evaluate the facts, and

may, at its sole discretion, reject the vendor's proposal.

- 5.9** Scope of services beyond the RFP that the Vendor provides which may be of interest to the RPC.
- 5.10** Proposal summary, including why the vendor is pursuing the work and how it is uniquely qualified to perform the services. Include other pertinent information that helps the RPC determine your overall qualifications.
- 5.11** The Vendor shall submit service reports on a regular basis, summarizing service and IT policy issues. The Vendor must be available to meet with the RPC CEO, COO and Data and Technology Division Director to review reports and discuss issues.
- 5.12** Proposals shall be submitted under sealed cover and received by date outlined on the RFP Timetable Section 6.2. Paper proposals must be received by US mail, or courier no later than the deadline given. Electronic submissions must be received no later than the deadline given. It is the sole responsibility of the submitting Bidder to ensure that its proposal is received before the submission deadline. Submitting Bidders shall bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals will not be accepted.
- 5.13** The pricing sheet should provide detailed pricing on a per-user basis assuming 2.0 FTE's dedicated to professional on-site, remote, and virtual support for a contractual period of three (3) years with the option to renew for two (2) 1-year terms. Detailed supporting cost data will facilitate the evaluation process. Relevant assumptions used to develop the cost data should also be provided.
- 5.14** For paper submissions, respondents should include two (2) identical copies, one (1) original proposal, and one (1) electronic copy or just one (1) electronic copy emailed to the address listed. The proposal packets should be of thoughtful, clear, and well-organized content. Each packet shall include information required in Submission Requirements section 4.0. All expenses incurred by respondents in replying to the Managed Services RFP or in making any appearance prior to vendor selection, shall be incurred at the respondent's own expense.

PAPER SUBMISSIONS

Completed RFP packages shall be submitted to:

Champaign County Regional Planning Commission

Attn: Tyler Rainey

1776 E. Washington St., Urbana, IL 61802

Clearly marked

"CONFIDENTIAL: RFP CCRPC Managed Information Technology Services"

EMAIL SUBMISSIONS

Completed RFP packages shall be submitted to:

CCRPC-Procurement@ccrpc.org

Subject line must read:
“CONFIDENTIAL: RFP CCRPC Managed Information Technology Services”

6.0 Evaluation of Proposals

6.1 Evaluation Criteria: Evaluation of proposals will be conducted by RPC Data and Technology Director in conjunction with members of the Administration and Finance Departments. Each member will include in each consideration the following factors:

Evaluation Criteria Description	Possible Points
Understanding of work to be performed	5
Project Staffing and Approach	10
Responsiveness and conformance to specifications of RFP	10
Proximity of Headquarters to Champaign-Urbana	5
Qualifications and Experience of Vendor	25
References	20
Technical Score Maximum Points	75
Reasonableness of Proposed Costs	25
Total Potential Points	100

This RFP does not commit CCRPC to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, to procure, or contract for any services or supplies.

As per 2 CFR 200.321, CCRPC reserves the right to take all necessary affirmative steps to assure that qualified minority businesses and women’s business enterprises are considered whenever possible

CCRPC reserves the right to reject all proposals submitted, to waive formalities, informalities, and/or irregularities contained within any submitted proposal. CCRPC reserves the right to accept any bid, in whole or in part. CCRPC reserves the right to accept and offer any contract herein if it is deemed within the best interest of CCRPC to do so. While lowest price is an important factor in selection of a potential vendor, the CCRPC will choose the most adequate Managed Information Technology Services that will ultimately fit the needs and usage of the CCRPC. Additionally, CCRPC reserves the right to negotiate optional items and/or services with the successful vendor.

6.2 RFP Timeline

<u>Event</u>	<u>Date</u>	<u>Time</u>
Solicitation/RFP Advertised	September 29, 2025	
Last Date to Submit Questions	October 20, 2025	12:00 pm
Deadline to Submit Proposals	October 31, 2025	10:00 am
Proposal Opening	October 31, 2025	10:00 am

Interviews (Shortlist) If Requested	TBD	
Contract Award	November 14, 2025	
Start Date	December 1, 2025	

6.3 Selection Process

- Reviews qualifications, experience, references, approach and personnel, etc.
- Scoring of the proposals.
- Short list vendors and schedule interviews.
- Selection of a contract Vendor whose approach and pricing best meets the RPC's needs.

6.4 Reservation of Rights

- This request for bids is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. CCRPC may accept or reject any or all bids submitted in response to this request. CCRPC also may make no award or cancel this request for bids in its entirety. CCRPC further reserves its right to waive minor errors and omissions in bids, request additional information or revisions to offers, and to negotiate with any or all Bidders.
- CCRPC reserves the right to waive inconsequential disparities in a submitted bid. CCRPC has the right to amend the request for bid, in whole or in part, by written addendum, at any time. CCRPC is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf. CCRPC reserves the right to extend the proposal due date or reissue the RFP at a future date.

7.0 General Terms and Conditions

7.1 Hold Harmless: Vendor agrees to indemnify, save and defend the Champaign County Regional Planning Commission, their agents, servants, and employees, and hold them harmless from any and all lawsuits, claims, demands, liabilities, 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 is such injury, death, or damage is caused directly by the willful and wanton conduct of the Champaign County Regional Planning Commission, their agents, servants, or employees or any other person indemnified here under any Waivers of Subrogation endorsements.

7.2 Dispute Resolution: In the event a dispute arises relative to any matter included in the terms or performance of this agreement, the Parties shall first require their

authorized representatives to meet in good faith negotiations to resolve the issues in conflict. If the Parties are unable to settle the existing differences, then any and all court proceedings shall be held in the Circuit Courts of Champaign County in Urbana, Illinois, and the 6th Illinois Judicial District. In the event Champaign County Regional Planning Commission is a litigant in proceedings relative to this Agreement and prevails, the losing party shall pay all of the attorney's fees and costs incurred by the CCRPC.

7.3 Clarification, Exceptions, and Addenda: Any and all exceptions to the specifications must be identified and fully explained in the submitted proposal documents. All questions should be submitted to Data and Technology Director Tyler Rainey at tyrainey@ccrpc.org with "Managed Information Technology Services" in the subject line. All questions must be submitted prior to the deadline noted in Section 6.2 of this RFP. Any addenda to this proposal will be issued in writing and posted on the CCRPC website (www.ccrpc.org). No oral statements, explanations, or commitments shall be provided or binding upon the CCRPC. After reviewing the proposal documents, CCRPC may develop a list of clarification questions to be posted to the website.

7.4 Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the vendor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provisions in all subcontracts, if allowed, awarded here under. The Vendor must comply with all Federal, State, and local laws, ordinances, rules, regulations, circulars, and executive orders applicable to the project.

7.5 Severability: Every section, provision, or part of this agreement is declared severable from every other section, provision, or part thereof, to the extent that if any section, provision, or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

7.6 NON-APPROPRIATION: The contract shall include a rider containing the following or similar language:

This Agreement is contingent upon the availability of sufficient funding. If adequate funds are not appropriated or otherwise made available from state, federal, or local sources, CCRPC may suspend or terminate this Agreement, in whole or in part, without penalty or further obligation. In the event of a funding loss that results in a reduction in CCRPC staffing, CCRPC reserves the right to reduce the scope of services, or the personnel assigned to this Agreement. In such cases, CCRPC and the other party will work together in good faith to negotiate an equitable adjustment to the Agreement. CCRPC will provide at least thirty (30) days' written notice of any such funding loss or non-appropriation and its intent to terminate or renegotiate the terms of this Agreement.

- 7.7 Drug Free Workplace Act:** If applicable, compliance with the Drug Free Workplace Act (30 ILCS 580/1 et seq.) is required.
- 7.8 Nondiscrimination:** If funded, the Vendor must comply with prohibitions against discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state non-discrimination, equal opportunity, and affirmative action laws, orders, and regulations.
- 7.9 Equal Employment Opportunity:** If funded, the Vendor must comply with Executive Order 11246, as amended, the Equal Opportunity in Employment Act.