



REQUEST FOR PROPOSALS

The enclosed REQUEST FOR PROPOSALS (RFP) and accompanying documents are for your convenience in submitting an offer for the enclosed reference services for:

RFP#2021-04

INTERNET SERVICE PROVIDER FOR GREGG COUNTY, TEXAS

Gregg County, Texas

CLOSING DAY AND TIME: Sealed response will be received no later than:

2:00 P.M. CST Tuesday, April 29, 2021

MARK ENVELOPE:

RFP# 2021-04 Internet Service Provider

RETURN RESPONSE TO:

*Gregg County Purchasing Office
Attn: Kelli Davis, Purchasing Agent
101 East Methvin Street, Suite 205
Longview, Texas 75601*

QUESTIONS: regarding this solicitation should be directed to Kelli Davis at (903) 237-2686 kelli.davis@co.gregg.tx.us on or before time and date. Information in response to any inquiry may be published as an addendum. Addendums can be found on the Gregg County website www.co.gregg.tx.us on the Purchasing Department page.

TABLE OF CONTENTS

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent	Page 3
Proposal Submission Instructions	Pages 4
➤ Deadline to submit questions	
Terms and Conditions	Pages 5-7
➤ Criminal background check requirements	
➤ Proposed Schedule	
Scope of Work	Pages 8-9
Gregg County Information	Pages 10-11
Proposal Submission Requirements	Pages 12-13
Evaluation Criteria and Process	Pages 14-16
RFP Forms Section	Pages 17-23
✓ Compliance with Federal and State Laws	
✓ RFP Signature Form	
✓ Conflict of Interest Information	
✓ Proposal Fee Form	
Advertisement	Page 24
Exhibit A: Standard Terms and Conditions	

This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the RFP package. Respondents are responsible for reading this entire document and complying with all specifications.

**GREGG COUNTY, TEXAS
REQUEST FOR PROPOSALS
NOTICE OF INTENT**

Issue Date: April 05, 2021 8:30am CST

Title: RFP# 2021-04 Internet Service Provider for Gregg County

Issuing and Using Agency: Gregg County
Attn: Purchasing Department
Kelli Davis, Purchasing Agent
101 East Methvin, Suite 205
Longview, Texas 75601

Gregg County desires to engage a qualified and experienced Respondent to provide internet services and additional services as necessary for Gregg County. This document is issued in compliance with the County Purchasing Act Texas Local Government Code.

Solicitation documents are now posted on the Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Please click on the **Current Bids Tab** to download the RFP document. Only paper responses are allowed for this RFP; facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Proposal including but not limited to, the RFP document, questions and responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the **addendums tab** and available for download by bidders and other interested parties. **It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.**

PROPOSAL INSTRUCTIONS

Proposal Requirements: Respondents shall send five (5) sets of SEALED proposals: one with original signatures and four copies. Respondent shall also submit one flash drive (jump, thumb) with a copy of their proposal packet downloaded. All shall be sealed and marked RFP# 2021-04 Internet Service Provider and mailed/hand delivered to the address below by the closing date specified. A facsimile transmission is not an acceptable response to this RFP Process and will not be considered.

**Gregg County Purchasing
Kelli Davis, CPPB, Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601**

Sealed Proposals Required: All proposals must be sealed when returned to Gregg County. All proposals must be received in the office of the County Purchasing Agent no later than 2:00P.M.CST, April 29, 2021 (see purchasing office address on page 3)

Addenda – No oral representations as to the meaning of the RFP will be made to any Respondent. Any explanation desired by a Respondent must be submitted in writing. (see questions deadline) Any changes, interpretations, or corrections to this document will be made by addenda. Addendums can be found on the Gregg County website at www.co.gregg.tx.us on the Purchasing Department Page under the tab labeled “Bids/Addendums”.

Public Bid Opening: RESPONSES WILL BE received and publicly acknowledged at the Gregg County Purchasing Department at 101 East Methvin, Suite 205, 2nd Floor Courthouse, Longview, Texas 75601 at 2:00PM CST April 29, 2021. Respondents, their representatives and interested persons may be present; only the names of the vendors who submitted a response will be read aloud – all information will remain confidential until a contract is awarded; if any.

Late bids/proposals/proposals: Any responses received after the date and/or hour set for in this RFP document will not be accepted. The late Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at bidder’s expense, or destroyed with written authorization.

Mail & Delivery of bids/proposals/proposals: If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised due date and time. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, responses thus delayed will not be considered and will be disposed of as authorized.

Questions/Contact Info: Respondents are encouraged to review this entire Request for Proposal Document (RFP). All questions regarding this RFP must be in writing and sent by email to Purchasing Agent Kelli Davis at kelli.davis@co.gregg.tx.us or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for Proposal may be grounds for elimination from the selection process.

DEADLINE TO SUBMIT QUESTIONS IS: 5:00PM CST, APRIL 23, 2021.

Decline to submit response: If no response is to be submitted, do no return the solicitation. A letter should be sent to the Gregg County Purchasing Agent whether future solicitations for the type of supplies/services are desired. Failure of the recipient to notify Gregg County that future solicitations are desired may result in removal of the of recipient from the mailing list for the type of supplies or services.

TERMS & CONDITIONS

Late Proposals:

Gregg County reserves the right to not accept late proposals. Each Respondent is responsible for insuring that responses to this RFP have been delivered by the date, time and to the location as specified in this Request for Proposal Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by Gregg County as an offer. Documentation will become a part of the Commissioners Court minutes only after selection is made, if any.

Contracting Authority:

Only the Commissioners Court of Gregg County, Texas acting as a body may enter into any type of agreement or contract on behalf of Gregg County. Department heads, other elected or appointed officials, are not authorized to enter into any type of agreement or contract on behalf of Gregg County, or to agree to any type of supplemental agreements or contracts for goods or services. Contracts are subject to review by the County's attorney prior to signature by the authorized County official.

Disadvantages Business Enterprise (DBE)

Gregg County is wholly committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The County, its contractors, their suppliers and sub-contractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, sub-contractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with Gregg County shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all citizens of Gregg County.

BAFO:

Gregg County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. Gregg County assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that Gregg County assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Rejection of Responses:

Gregg County reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the County, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Gregg County Commissioners Court.

Ethics/Gratuities:

Gregg County may, by written notice to the Awarded Respondent, cancel any contract without liability to Awarded Respondent if it is determined by Gregg County that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Respondent, or any agent or representative of the Respondent, to any officer or employee of Gregg County with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing

of such a contract. In the event this contract is canceled by Gregg County pursuant to this provision, Gregg County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Awarded Respondent in providing such gratuities.

Compliance with RFP terms:

Respondents are cautioned that exceptions to these terms, conditions, and attachments may result in rejection. Any awarded respondent will be expected to execute a contract separate from this document but includes this document as part of the contract.

Confidentiality:

Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered to be confidential. Trade secrets or confidential information MUST be placed in a separate envelope marked “CONFIDENTIAL INFORMATION” and EACH PAGE must be marked “CONFIDENTIAL INFORMATION”. Please be advised that Gregg County cannot and will not make any agreement to withhold information from the public that is contrary to the County’s responsibility under the Act.

Non-responsive / Proposal Rejections

Proposals may be deemed non-responsive, among other reasons, for any of the following reasons:

1. Proposals containing inconsistencies
2. Unbalanced value of terms
3. Respondents may be disqualified and not considered, among other reasons, for any of the following specific reasons:
 - Reason for believing collusion exists among the Respondents.
 - Reasonable grounds for believing that any Respondent is interested in more than one submission for the work contemplated.
 - The Respondent being interested in any litigation against the county.
 - The Respondent in arrears on any existing contract or having defaulted on a previous contract.
 - Lack of competency as revealed by a financial statement, experience.
 - Respondents shall not owe delinquent property tax in Gregg County.
 - Respondent past performance record with Gregg County.
 - Limited competition.

CRIMINAL BACKGROUND CHECKS

Criminal background checks will be performed on any Awarded Respondents, and employees that will require them to enter/work in any sensitive security areas at any of Gregg County's Facilities. These include, but are not limited to, Gregg County Airport, Gregg County Courthouse, Gregg County Sheriff's Department and/or Gregg County Jails and Gregg County Juvenile.

The following will apply to awarded vendor personnel.

- The successful respondent shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on Gregg County property.
- Vendor personnel who perform work on Gregg County property must submit to and pass a Sheriff's Department Criminal Background Check. That status must be maintained by all vendor personnel entering County buildings for the duration of the contract.
- Criminal Background checks conducted by your Respondent may or may not be acceptable to certain departments depending on their particular requirements. The County reserves the right to conduct additional Criminal Background Checks as it deems necessary.
- Award of a contract could be affected by your Respondents' refusal to agree to these terms. Award could also be affected if your Respondent is unable to supply personnel who can pass a Criminal Background Check. The Criminal Background Check applies to the individual and not the company.

PROPOSED SCHEDULE

This is just a proposed schedule, Gregg County reserves the right to change or extend the dates listed below at any time.

RFP issue date	April 05, 2021
Deadline to submit questions	April 23, 2021 by 5:00pm CST
RFP proposal deadline	April 29, 2021 by 2:00pm CST
Committee evaluations	April 30 – May 07, 2021
*Interviews (if requested)	To be Determined
Committee Recommend to CC	May 10, 2021
Anticipated Start Date	June 01, 2021

***Gregg County reserves the right to request further information and interviews from just one, two, some, or all Respondents.**

SCOPE OF WORK

Purpose: Gregg County solicits responses from qualified Respondents and companies for an Internet Service Provider. All Respondents must have proper licensing at the time of submission of the response to this RFP. Gregg County reserves the right to add or remove facilities at any time to meet the Counties requirements.

Vendor must provide:

- 200/200 Mbps minimum with a maximum of up to 1G of symmetrical dedicated internet access with a managed Cisco router with one (1) GB port and thirteen (13+) usable IP addresses.
- Failover for dedicated internet access shall be provided when alternate location is determined, Core ISP diversity/redundancy, and Routes configured as primary and secondary with failover time in 2,000ms.
- All equipment Gregg County needs for routing to all external locations. Gregg County requests Cisco routers, model 2901 to handle up to but not to exceed 100mgbs network interface cards.
- Managed Metro Ethernet (MPLS) WAN for fifteen (15+) remote locations and data headquarters located at 101 E. Methvin St. Longview, TX.
- Managed Cisco router at data headquarters with one (1) GB port for WAN.
- Managed Cisco router at each remote site with one (1) GB port and 100Mbps bandwidth back to data headquarters for a total of 200/200MBPS.
- Vendor shall configure/install/manage/monitor all seventeen (17+) Cisco routers.
- Vendor shall continue to supply UNE T 1 Circuits at the following locations:
- Gregg County Precinct#3- 6174 FM Rd. 2206 Longview, TX 75604
- Gregg County Records Building- 815 Frank Lucy Rd. Longview, TX 75603
- Progress reports at completion of major milestones and meetings as requested by the IT Director.
- An inventory and report of location availability of spare router equipment for each make and model of equipment deployed at the customer premises. Spares include chassis, interface cards, power supplies, etc. and will be replenished by operations staff as they are used. Spares are stored at Respondent location.

Monitoring:

The monitoring system should, at a minimum:

- Provide 24/7/365 proactive monitoring of network operation and usage, connectivity points and customer connections. Respondent shall notify the Gregg County IT Director within fifteen minutes of any service disruption via email or phone.
- Perform a handshake, ping, SNMP status check, or other test with each managed network component at least every two minutes to insure that the monitored network component is in-service and is working as expected.
- Detect circuit or facility failures through loss-of-signal, carrier, data, or high error rate alarms, or the use of test signals to verify circuit health. Circuit failure should not go undetected for more than two minutes by the terminating equipment.
- Raise appropriate alarms within five minutes of any detected failure.
- Log all alarms, all human interventions, and all in-service and out-of-service messages.
- Record network traffic statistics at least every five minutes.

Equipment/Accessories:

- All equipment/accessories must be new and unused, unless otherwise specified, in first-class condition and of current manufacture.

Reports/Meetings:

- As needed by Gregg County otherwise, meetings every 3 months would satisfy Gregg Counties need for scalability options.

- Under normal circumstances, Gregg County follows the monthly bill, which is very granular, however upon special request Gregg County would like to have reports ready for analysis immediately upon request.

Billing/Auditing:

- All Gregg County invoices must be itemized to the Gregg County Courthouse along with each specific location and include details on bandwidth utilization as well as phone usage information to include long distance.
- Gregg County consistently checks for security issues, audits the billing, and network consistently. Every 2 years Gregg County performs an extensive audit on the complete Gregg County network to include the phone system. When this happens, Gregg County will notify the current ISP to advise them of any and all penetration testing to be performed.
- All fiber optic and router installations shall be billed on an hourly installation charge as determined by the ISP. Gregg County shall have the right to review equipment invoices. Gregg County shall reimburse at cost only, NEVER at cost plus.

Failures/Emergencies:

- There is no latency when it comes to emergencies. Customer service must provide immediate service especially when it involves level 1 downtime for internet and phone interruption of service.

Automated Upgrades:

- When there is a mandatory upgrade, Respondent must take immediate action to ensure that Gregg County is aware of the upgrades and when they will be installed to ensure maximum security as well as operability. For internet and phone issues, the main contacts will be Jack Gary and Derold Miller at 903-234-3171.

Required Dedicated Personnel:

- It is always preferred to have a main technician assigned to a specific location. Gregg County requires access to the Respondent's main Network Operations Center as well as the personal cell phone number of the assigned technician for Gregg County. The particular technician should be available 24/7/365.

Technical Issues:

- The Gregg County IT dept. **MUST be notified immediately**, within ten (10) minutes, in reference to any and all technical issues regardless of severity. If the issue at hand is after regular business hours, the ISP must contact the "on call" technician from the Gregg County IT department so they can appropriately route the call to the specific technician.

GREGG COUNTY INFORMATION

The main phone system is housed in the Gregg County Courthouse Data Center. Gregg County is using Cisco call manager publisher/subscriber, Unity Voicemail system, CER (Cisco Emergency Responder) for the 911 system, and Bridge Operating Console for the switchboard operators. Gregg County currently deploys 7945G and 7965G Multi-line phones using SIP trunking. Phone installation and server maintenance is handled by the Gregg County Information Technology Department. In order for the ISP to support the Gregg County phone system, Respondent MUST use SIP trunking. Ten (10) of the external locations use approximately six (6) phones each. Three (3) of the external locations including the Airport, Precinct #2 and Kilgore Tax Office will use ten (10) phones each. The main Courthouse including the North Jail, Marvin A. Smith, Health, and Juvenile locations use approximately six hundred (600+) phones combined.

Gregg County currently use the XMedius fax server for digital faxes and approximately twenty four (24) analog fax lines for lines located outside the main Courthouse.

Gregg County requires 24/7/365 support of the phone system as well as the internet feed keeping a consistent speed of 10x10 bandwidth to all the 13+ locations and 200x200 bandwidth to the main Courthouse with additional bandwidth as necessary.

Locations, addresses, and contact information for Gregg County are listed below:

Gregg County Courthouse 200x200

101 E. Methvin Longview, Texas 75601
Derold Miller / Jack Gary
Phone- 903-234-3171
Fax- 903-758-1148

North Jail 200x200

103 W. Whaley Longview, Texas 75601
Sheriff Maxey Cerliano
Phone- 903-236-1779

Justice of the Peace Precinct 2 10x10

3211 W. Marshall Ave. Longview, Texas 75604
Judge Tim Bryan
Phone- 903-237-2636
Fax- 903-297-3412

Justice of the Peace Precinct 3 10x10

622 Kay St. Kilgore, Texas 75662
Judge Talyna Carlson
Phone- 903-986-8411
Fax- 903-984-4345

Justice of the Peace Precinct 4 10x10

2131 S. Eastman Rd. Longview, Texas 75602
Judge Robby Cox
Phone- 903-758-6342
Fax- 903-758-2684

Road and Bridge Precinct 1 10x10

1179 FM 449 Longview, Texas 75605

Commissioner Ronnie McKinney

Phone- 903-663-0400

Fax- 903-663-2475

Commissioner Precinct 2 10x10

3211C West Marshall Ave. Longview, Texas 75604

Commissioner Darryl Primo

Phone- 903-759-3611

Fax- 903-759-6707

Road and Bridge Precinct 3 10x10

6174 FM 2206 Longview, Texas 75604

Commissioner Floyd Wingo

Phone- 903-759-8962

Fax- 903-297-9140

Road and Bridge Precinct 4 10x10

710 West Martin Luther King Blvd. Kilgore, Texas 75662

Commissioner Shannon Brown

Phone- 903-981-1117

Fax- 903-981-1119

East Texas Regional Airport 10x10

269 Terminal Circle Longview, Texas 75603

Roy Miller

Phone- 903-643-3031

Fax- 903-643-7371

Greggton Tax Office 10x10

3211 W. Marshall Ave. Longview, Texas 75604

Kirk Shields

Phone- 903-237-2601

Fax- 903-759-1672

Kilgore Tax Office 10x10

1102 N. Kilgore St. Kilgore, Texas 7562

Kirk Shields

Phone- 903-984-3521

Fax- 903-983-1739

Marvin A. Smith Facility 10x10

197 Floyd Wingo Dr. Kilgore, Texas 75662

Sheriff Maxey Cerliano

Phone- 903-988-0609

Veterans Services 10x10

1203A E. Marshall Ave. Longview, Texas 75601

Kevin Marshall

Phone- 903-237-2674

Fax- 903-238-8095

Records Management Building 10x10

813 and 815 Frank Lucy Rd. Longview, Texas 75603

Nancy Manning / Phone- 903-643-2563

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Format:

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all the required components in order.

The aim of the required format is to simplify the proposal preparation and evaluation process and ensure that all proposals receive the same orderly review.

All proposals must include the following components:

Section	Topic
1	RFP Instruction Compliance
2	Respondent Profile, Experience, and Project Team
3	Project Services
4	Proposed Cost
5	Additional Information

Proposal Components:

1. **RFP Instruction Compliance:** Provide a one or two page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

The Cover Letter should include the following

- A brief statement of the Respondent's understanding of the project
- The name, title, phone number, fax number, email address, and street address of the person in the Respondent's organization who will respond to questions about the proposal
- Highlights of the Respondent's qualifications and ability to perform the project services

All forms must be completed including:

- Proposal Fee Form
- Vendor References
- Compliance with Federal and State Laws
- RFP Signature Form
- HB1295 Form
- For RFP required forms see pages 17-23.

2. **Respondent Profile, Experience, and Project Team:** Provide the following information about your Respondent:

- The Respondent's name, email address, business address, phone number and fax number of company
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the Respondent has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the Respondents' background, demonstrating longevity and financial

stability

- For at least three (3) relevant projects include a one or two page project description that demonstrates capabilities in project services, and experience with similar government entities. Gregg County is looking for qualified Respondents that have prior and recent experience in internet services. Include the name of the organization and the name of the person there to contract for a reference.
- Introduce the designated key people that you will utilize for this service. Include experience, education and professional license information for each person if applicable.

3. **Project Services:** In this section, which is intended to be the heart of the proposal, describe the respondents expertise with the methods necessary to perform the project services. Describe the proposers handling of "flapping" service events, where the circuit is receiving intermittent errors, interfaces going up and down, cyclical IP re-routing, etc. The Proposer should describe specifically what they define as a service "outage" in their SLA.
4. **Proposed Cost:** Include all fees that may be associated with internet services, Cisco phones, fax, or network support for Gregg County.
5. **Additional Information:** At your discretion, include additional information that supports your proposal. However, the additional information section should be used carefully; this section of the proposal should not constitute the bulk of your submission.

EVALUATION CRITERIA AND PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some or all of the top ranked Respondents. The evaluation committee will determine the best value offer based on the submitted proposals and will begin contract negotiations after court approval. Gregg County reserves the right at its sole discretion to determine if pursuing any contract negotiations is in the best interest of the County as a result of this RFP.

Presentations

During the evaluation process, Gregg County may at its discretion, request Respondents to make oral presentations. All costs incurred by Respondent for the presentations will be the sole responsibility of the Respondent. After any such presentation, proposals may be evaluated again. Gregg County reserves the right at its sole discretion to determine if presentations are in the best interest of the county and is under no obligation to request presentations from all Respondents.

Request for Information

Gregg County also reserves the right to request additional information or clarifications from Respondent or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations proposals may be evaluated again. Gregg County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Gregg County and is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some or all Respondents.

Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Gregg County Commissioners Court of their staff, or any other Gregg County elected officials or their staff, prior to award. Any contact regarding this RFP, may result in the Respondents' disqualification and removal from consideration by the Gregg County Commissioners Court. Contact may only be initiated by the Gregg County Purchasing Department for purposes of evaluation and clarification.

Approach

The Gregg County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractors(s) in the evaluation of proposals as the County deems necessary.

Vendor Demonstration and Presentations

Respondents with the highest initial scores may be invited to provide a product Demonstration and make a Presentation(s) to the Evaluation Committee. Invited respondents will receive additional direction with the invitations.

If selected, Respondents must be able to demo their solution, products and/or services. Respondents must be prepared to give virtual presentations/demos as an alternative to in-person presentations/demos, if requested by Gregg County.

Evaluation Scores of the Demonstration and Presentations will be based on the same criteria used for the initial ranking. The Demonstration/Presentation score for these Respondents will override the initial score.

Gregg County reserves the right at its sole discretion to determine if product Demonstration and/or oral Presentation(s) are in the best interest of Gregg County. Gregg County is under no obligation to request product Demonstrations or Presentations.

Contract Negotiations

The Gregg County Purchasing Department may conduct contract negotiations along with representatives from Gregg County Departments.

The County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County. The County is under no obligation to pursue a Contract.

Best and Final Offer

The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.

Gregg County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).

In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described. Gregg County reserves the right to request Best and Final Offers from Respondents including any necessary re-scoring as a result of the Best and Final Offers received.

Gregg County reserves the right at its sole discretion to determine the process for this proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all proposals to this RFP.

Evaluation Criteria

<p>RFP instructions compliance</p> <ul style="list-style-type: none"> • Instructions followed • Cover letter • Forms completed, including: Proposal fee form, vendor references, compliance with federal and state laws, RFP signature form, conflict of interest, HB1295 	10 points
<p>Respondent Profile, Experience, and Project Team</p> <ul style="list-style-type: none"> • The Respondent's name, email address, business address, phone number and fax number • Types of services and products offered • Number of years in business • Information on pending or past litigation the Respondent has been involved in • Number of employees • The location of the offices that would provide the project services • A brief statement of the Respondents' background, demonstrating longevity and financial stability. • Designated key people that you will utilize for this service. Including experience, education and professional license information for each person if applicable. 	35points
<p>Project Services</p> <ul style="list-style-type: none"> • Expertise with the methods necessary to perform the project services. 	15 points
<p>Proposed Cost</p>	35 points
<p>Additional information that supports the proposal.</p>	5 points

Required Forms

PROPOSAL FEE FORM

Cost to add bandwidth: x10 _____ x200 _____ x1G _____

One-time installation fees: \$ _____

Hourly installation fees: \$ _____

Monthly cost for failover alternate source: \$ _____

Equipment fees:

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

\$ _____ for _____

After hour's fees: \$ _____

Emergency fees: \$ _____

Trip fees:\$ _____

Cisco Phone fees: \$ _____

(Please explain)

Any other applicable fees: \$ _____

(Please explain)

Proposed total monthly cost: \$ _____

(Please explain)

*All fiber optic and router installations MUST be billed on an hourly installation charge as determined by the ISP.

Comments:

Warranty Information:

VENDOR REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

REFERENCE ONE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE TWO:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

REFERENCE THREE:

COMPANY NAME:
ADDRESS/CITY/STATE/ZIP:
CONTACT NAME/TITLE:
BUSINESS PHONE/FAX:
SCOPE OF WORK:

COMPLIANCE WITH FEDERAL AND STATE LAWS

Certification of Eligibility

By submitting a RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Disclosure of Interested Parties

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: _____ **Date:** _____

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Statement of Submission becomes the property of Gregg County after the official opening.

The undersigned Respondents the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if this Statement of Submission is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Scope of Work. The period for acceptance of this Statement of Submission will be (90) calendar days.

The undersigned Respondents that they are duly authorized to execute a contract with Gregg County and that this Statement of Submission has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this Statement of Submission have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this Proposal.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned Respondents that they have read and do understand the scope of work and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire submission.***

Signature: _____ **Date:** _____

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name _____ Title _____

Tel. No. _____ Email: _____

Address: _____

COMPANY IS:

Business included in a Corporate Income Tax Return? YES NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____ Principal

offices are in the city of _____

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

Gregg County Clerk

Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department

Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



Gregg County Purchasing Department
Kelli L. Davis, CPPB Purchasing Agent
101 E. Methvin St., Suite 205, Longview, Texas 75601
Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

March 31, 2021

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2021-04 Internet Service Provider for Gregg County

Please run the following ad on Monday April 05 and Tuesday, April 13 in the Longview-News Journal.

PUBLIC NOTICE

Sealed proposals will be received by the County Purchasing Agent Kelli Davis at the Gregg County Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, on or before 2:00pm, April 29, 2021 for RFP No. 2021-04 Internet Service Provider for Gregg County. Late submissions will not be accepted. RFP packet will be available on April 05, 2021 by visiting www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903)-237-2684. Payment will be made after items or services have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum discounts. Gregg County reserves the right to accept or reject in whole or in part any bid received and to waive any irregularities or formalities in the best interest of Gregg County.