



## **REQUEST FOR PROPOSALS**

BY MARIN-SONOMA MOSQUITO AND VECTOR CONTROL DISTRICT

### **FOR INFORMATION TECHNOLOGY AND NETWORK MANAGEMENT SERVICES**

Proposal Issued: April 10, 2025

Proposals Due By: May 6, 2025, at 3:30 p.m.

Questions Due By: May 1, 2025, at 3:30 p.m.

Contract Start Date: June 15, 2025

### **SUBMISSION INSTRUCTIONS**

Proposers shall submit proposals digitally in a PDF file format, not to exceed 15 pages, via email to:

Peter Bonkrude, MS- District Manager

[pbonkrude@msmosquito.org](mailto:pbonkrude@msmosquito.org)

### **INQUIRIES**

Questions regarding this RFP may be directed to Peter Bonkrude, MS- District Manager at [pbonkrude@msmosquito.org](mailto:pbonkrude@msmosquito.org)

#### **1. INTRODUCTION**

The Marin-Sonoma Mosquito and Vector Control District (the "District") is soliciting proposals from qualified firms or independent contractors ("proposers") to provide information technology and network management services. The District requires robust IT support for its operational needs, including field data collection, hosted server environments, cybersecurity, and general IT management for a staff of 40 employees.

## **2. BACKGROUND**

The District is an independent, publicly funded special district serving Marin and Sonoma counties. Its mission is to protect public health by managing vector populations and vector-borne diseases through surveillance, research, and control operations. The District relies on modern IT systems to facilitate field data collection, secure network infrastructure, and seamless communication between administrative and field staff.

## **3. SCOPE OF WORK**

The selected consultant will be responsible for providing comprehensive IT services, including but not limited to:

### **A. Network and Infrastructure Support**

- Management and maintenance of LAN/WAN, VPN, and wireless networks.
- Server administration, including cloud-hosted and on-premise systems.
- Security management, including firewall configuration and intrusion detection.
- Remote access solutions for field staff.

### **B. User and Help Desk Support**

- Troubleshooting and technical assistance for staff (remote and onsite support).
- Email, collaboration, and productivity tool management (e.g., Microsoft 365, Google Workspace).
- IT asset inventory and lifecycle management.

### **C. Field Data Collection and Mobile Device Management**

- Support for mobile devices used for GIS mapping, field surveys, and reporting.
- Integration of field data collection tools with centralized databases.
- Cybersecurity for remote access and mobile devices.
- Support for Mobile Device Management software and rollout

### **D. Cybersecurity and Compliance**

- Implementation of cybersecurity best practices and compliance with government regulations.
- Regular security audits, vulnerability assessments, and penetration testing.
- Disaster recovery planning and data backup solutions.

### **E. Software and Database Administration**

- Database management and optimization for field data and operational records.

- Support and maintenance of GIS and vector control tracking systems.
- Ensuring software compliance and license management.

#### **F. Strategic IT Planning and Consultation**

- Recommendations for system upgrades and modernization efforts.
- Development of IT policies and best practices for data governance.
- Training sessions for staff on cybersecurity awareness and IT best practices.

### **4. PROPOSAL CONTENT**

- **Certifications:** A list of relevant professional certifications held by the firm or key personnel, such as NIST 800 series compliance, Cisco certifications (e.g., CCNA, CCNP), Microsoft Certified Professional (MCP), Apple Certified Support Professional (ACSP), or equivalent credentials.

Proposals must include the following information:

- **Firm Information:** Company name, address, and primary contact details.
- **Experience & Qualifications:** A summary of relevant experience providing IT services to similar agencies or organizations.
- **Project Approach & Methodology:** A description of how your firm will meet the scope of work requirements.
- **Team & Personnel:** A list of key personnel assigned to the project and their qualifications.
- **References:** At least three client references for similar IT support projects.
- **Pricing & Fee Structure:** A detailed breakdown of pricing, including hourly rates and fixed-fee services.
- **Insurance Coverage:** Proof of professional liability insurance.

### **5. EVALUATION AND SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

**Experience & Qualifications**– Relevant experience in IT services, particularly in the public sector.

**Approach & Methodology**– Quality and feasibility of the proposed plan.

**Staffing & Availability**– Adequacy of proposed team and responsiveness.

**Pricing & Cost Efficiency**– Competitive pricing and cost-effectiveness.

**References & Past Performance**– Feedback from previous clients.

## 6. GENERAL CONDITIONS

- **Conflict of Interest Statement:** Proposers must disclose any potential conflicts of interest, in compliance with California Public Contract Code, to ensure adherence to ethical standards.
- **Accessibility Standards:** All IT services and products provided under this RFP must comply with applicable accessibility standards, including Section 508 of the Rehabilitation Act, to ensure inclusivity and compliance with federal and state regulations.

The District reserves the right to modify the RFP process, request additional information, or reject any or all proposals. All proposal costs are to be borne by the proposer. The District reserves the right to negotiate final contract terms with the selected vendor. The contract is anticipated to be a multi-year agreement, subject to annual review and renewal.

## 7. CONTRACT TERMS

The initial contract will be for a three-year term, commencing **June 15, 2025**, with an option to extend for an additional two years upon satisfactory performance and mutual agreement.

## 8. TIMELINE

RFP Issued: April 10, 2025

Proposals Due By: May 6, 2025, at 3:30 p.m.

Questions Due By: May 1, 2025, at 3:30 p.m.

Evaluation & Interviews: May 2025

Award Notification: May 2025

Contract Start Date: June 15, 2025

## 9. CONTACT INFORMATION

For inquiries regarding this RFP, please contact:

Peter Bonkrude, MS

Marin-Sonoma Mosquito and Vector Control District

pbonkrude@msmosquito.org

707-285-2200

## Supplemental Scope and Requirements

### Optional Services

- - Database Administration including MySQL, MS SQL Server, and Powershell scripting.
- - Data integration and migration using APIs or structured data files (e.g., CSV).
- - Mobile Device Management using Apple Business Manager.
- - Assistance with GIS-based field data collection systems.

### Required Qualifications

- - Bachelor's degree in Computer Science, Information Systems, or equivalent experience.
- - Expertise in Microsoft and Apple operating environments.
- - Experience with public sector IT requirements and data protection laws.
- - Ability to respond to critical system outages or cyber incidents promptly.

### Proposal Format Guidelines

- - Submit as a single PDF document, not to exceed 15 pages.
- - Include contact information, staff bios, project approach, references, and fee structure.
- - Be concise and relevant; lengthy or promotional materials are discouraged.

### General Conditions

- - All proposals become public record under the California Public Records Act.
- - The District is not liable for costs incurred in proposal preparation or interviews.
- - The District reserves the right to modify the RFP timeline, scope, or selection process.