

## **EXHIBIT A**

### Proposed Scope of Services

This exhibit forms an integral part of the Agreement which provides for IT Services by the Firm to the River to Sea Transportation Planning Organization (TPO).

#### **I. PURPOSE**

The River to Sea Transportation Planning Organization (R2CTPO) is seeking the services of a professional firm for IT Services. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in the respective services. The Firm must possess technical proficiency in all aspects of IT service. Details on the RFP and the proposed scope of services can be found on the TPO's website at [www.r2ctpo.org](http://www.r2ctpo.org).

#### **II. INTRODUCTION**

The R2CTPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for the entirety of Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

#### **III. OBJECTIVES**

To manage the following network:

The network infrastructure environment at the R2CTPO consists of a Windows 2012 Hyper-V server housing three virtual servers. Each virtual server is configured with specific roles to provide network services to the R2CTPO users. Virtual server DC01 is a Windows 2008 R2 providing Active Directory, DHCP, DNS and File server services. Virtual server EX01 is also a Windows 2008 R2 running Exchange 2010 server to provide email services. Finally, virtual server RD01 is a Windows 2008 R2 Remote Desktop Server providing desktop sessions to users for remote connectivity.

The local area network runs on Gigabit network switches and is protected by a Watchguard XTM 515 firewall appliance. Internet connectivity is accomplished by a BrightHouse Networks broadband connection. There are two wireless networks configured via two wireless access points. One is used for internal corporate use and the other is a guest wireless network. At present, there are 13 workstations on the TPO network 12 are located at 2570 W. International

## River to Sea Transportation Planning Organization

### IT Services

Speedway Blvd., Suite 100, Daytona Beach, FL 32114 and 1 is at Votran 950 Big Tree Road, South Daytona, FL 32119.

IT firm is expected to:

- Manage computer systems and network and associated hardware, software, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system;
- Ensure scheduled preventive maintenance for equipment is properly and promptly performed;
- Maintain the maintenance records on the equipment;
- Develop operations, administrative, and quality assurance back-up plans and procedural documentation;
- Setup new users and edit or remove existing users on server;
- Server performance and capacity management services with reporting when specified thresholds are reached;
- Maintenance of virus detection programs on TPO server, email and all other computers and laptops. Perform security audits as requested;
- Configure TPO system to enable remote access in a secure environment and provide remote access administration as requested by designated TPO personnel;
- Engineering, planning, and design services for major system enhancements, including installations and upgrades of new or existing systems;
- Examples include major server upgrades, storage system upgrades, redesign of backup systems, etc.;
- Provide technical leadership for server technology issues;
- Make recommendations for future purchasing and technology needs;
- Install new servers, software and hardware and transfer data when acquired;
- Strategic planning, design, and installation /upgrade of core network systems; examples include major network upgrades, provider changes, IP schema redesign, installation of “core” network devices, etc.

## River to Sea Transportation Planning Organization

### IT Services

It is critical that our network is up and running at all times, below is the current response time to resolve problems. Proposals must include response time for the outages and the number of staff that would be available to respond in the following format:

<b>Service Request</b>	<b>Impact Scope</b>	<b>Priority</b>	<b>Response Time</b>	<b>Onsite <sup>1</sup></b>
High	All users and major functions unavailable	1	1 hour	2 hours
Medium	Large number of users or critical business processes unavailable	2	4 hours	8 hours
Low	One to two users affected, general business processes can continue	3	24 hours	72 hours
Scheduled <sup>2</sup>	Activity that needs to be scheduled to correspond with and in support of another scheduled event	4	special	special

<sup>1</sup> Plus travel time if distance is >10 miles or 30 minutes from the office from which the engineer is dispatched.

<sup>2</sup> Scheduled service requests need to be submitted 72 hours prior to the scheduled event

# FORMS

**River to Sea Transportation Planning Organization**

**IT Services**

375-030-21  
PROCUREMENT  
10/01

**DBE PARTICIPATION STATEMENT**

Note: The Firm is required to complete the following information and submit this form with the technical proposal.

Project Description: \_\_\_\_\_

Firm Name: \_\_\_\_\_

This Firm (is \_\_\_\_\_) (is not \_\_\_\_\_) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): \_\_\_\_\_%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub Firms are as follows:

DBE Sub Firm	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____

By \_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_



**River to Sea Transportation Planning Organization**

**IT Services**

**Non-Collusion Proposal Certification**

By submission of this proposal, each Proposal and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Proposer or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.
  
- 2) Unless otherwise required by law, the prices which have been noted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor and,
  
- 3) No attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Firm/Firm (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**IT Services**

**Certification of Eligibility**

\_\_\_\_\_ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the River to Sea Transportation Planning Organization, Volusia County or any other transportation agency of any state.

Firm/Firm (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**IT Services**

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, \_\_\_\_\_ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Firm (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**IT Services**

**DEBARMENT AND SUSPENSION CERTIFICATION**

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.510

(1) The (Name of Proposer) \_\_\_\_\_ hereby certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

(2) The (Name of Proposer) \_\_\_\_\_ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Firm/Firm (Proposer) Name: \_\_\_\_\_

Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**River to Sea Transportation Planning Organization**

**IT Services**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

**E-VERIFY**

**Contract No:**  
**Financial Project No(s):**  
**Project Description:**

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**Vendor/Firm acknowledges and agrees to the following:**

**Vendor/Firm shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:**

- 1. all persons employed by the Vendor/Firm during the term of the Contract to perform employment duties within Florida; and**
- 2. all persons, including subcontractors, assigned by the Vendor/Firm to perform work pursuant to the contract with the Department.**

**Company/Firm:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_