

Cover Letter

The purpose of this RFP is to solicit proposals from consultants qualified to prepare an information systems strategic five year plan and perform a software architecture evaluation. The ideal consultant will have experience in Municipal/Electric Utility Information Systems and information architecture.

Sealed proposals compliant with FMPA's requirements should be submitted as follows:

Copies: Three complete copies with all attachments

Deadline: All proposals must be received by 4:00 pm on July 31, 2009.

Submit Proposals to: FMPA RFP # 2009-117
Mr. Carter Manucy
Manager of Information Systems
8553 Commodity Circle
Orlando, Florida, 32819

Contact Person: Mr. Carter Manucy
Phone number: 407-355-7767
Fax number: 407-355-5793

Notification: Envelopes or packages must be clearly marked with:
"RFP 2009-117 for Information Systems"

Any proposals received after the above date and time may not be accepted. All materials will become the property of the Florida Municipal Power Agency and the Florida Municipal Power Agency is not responsible for any vendor expenses. The Florida Municipal Power Agency reserves the right to request additional information.

Sincerely,

Carter Manucy
Manager of Information Systems
Florida Municipal Power Agency

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Objective of RFP

The purpose of this RFP is to solicit proposals from one or more vendors qualified to prepare an information technology strategic plan and perform an architecture evaluation. We will consider proposals from single vendors or from multiple vendors working as a team. The ideal vendor(s) will have experience in information technology strategic planning and information architecture. They will have some kind of experience in the public/utilities sector, and have worked with entities both larger and smaller than FMPA.

Background Information

Florida Municipal Power Agency Information

Formed by the Florida Legislature in February, 1978, the Florida Municipal Power Agency is a non-profit, joint action agency created to serve the needs of municipal electric utilities in Florida. Of the 33 municipal systems in the State, 30 are FMPA members who participate at varying levels in Agency activities.

Member utilities of the Agency serve approximately 2,000,000 customers. Each member appoints one representative to the Board of Directors which governs the Agency's activities. Currently, FMPA has five power supply projects and one pooled financing project. Fifteen members currently purchase all of their power requirements from the Agency (All-Requirements Project).

In addition to power supply and pooled financing, many FMPA members participate in various joint purchasing activities. Included are purchases of distribution line construction materials and various technical services such as instrument calibration and testing at power plants.

Description of Existing Computer Systems

FMPA has a wide range of hardware for servers and workstations, predominately running HP or IBM based x86 hardware. FMPA uses Microsoft, Linux and VMWare ESX as base operating systems.

FMPA's IS department provides support for about one hundred customers, including the following:

- All major applications, such as finance, work orders, asset management, document management, e-mail, inter and intranet websites.
- Support for desktop PC's, laptops, PDA's/phones, printers and other miscellaneous equipment.
- All network infrastructure including wired and wireless devices, IP telephony, server infrastructure
- Multimedia services, including webcasts, generation of many types of electronic media and some production/post-production management.
- Limited support to other member utilities, most notably the City of Bushnell, to whom we provide consulting services.

FMPA's Computing/Network Environment

FMPA has approximately 100 computer users (including contract-based employees that may not work in any FMPA building) and 120 PC's/laptops. Most employees/contractors are in one of four locations, which are connected via VPN tunnels over the internet.

FMPA has a mix of Windows 2000/2003 Servers and Linux (mostly RHEL) for server operating systems. Clients are Windows 2000 or Windows XP.

FMPA has two main data centers with servers and workstations in three additional locations. The main sites have iSCSI and Fiber Channel based SANs, and various servers using the SAN via ESX. Other servers are the usual backup servers or are not good virtualization candidates.

FMPA's VoIP telephony system is Asterisk-based, with six servers interconnected together.

Scope of Services

We are looking for a consultant to help us create a strategic plan to guide us through the next five years and align FMPA's strategic goals with a more detailed IS infrastructure plan and design.

We desire to involve all of the primary internal stakeholders in the analysis of the current and future software applications, as well as in prioritization of projects. We expect the consultant to also meet with external stakeholders, such as our member cities and other like businesses to give us a better vision of how we compare to our peers and competition.

We are looking for an evaluation that will highlight current strengths and weaknesses, as well as identify, prioritize, and cost the projects that we should focus on for the next five years. The specific areas that must be included are:

Applications: We have a number of disparate systems, stand alone applications and/or EOL applications and desire to align these systems with FMPA's business goals. We are concerned that as the business grows in the next few years, our accounting and purchasing systems may not be up to the tasks we will demand of them. We are also interested in looking at our entire suite of applications to see where we can make changes that will allow for cost-effective improvements. There are other areas we are interested in making improvements, such as BI, ETRM, CMS, Records Management, e-mail storage/archiving, and other modeling software we use. The details and needs of these applications will come out of the stakeholder sessions.

Infrastructure: Our current infrastructure is fairly modern, but any long-term plans will need to take into account this current infrastructure and what it will look like after applying the recommendations of the awarded consultant.

Staff structure: We will need recommendations of how best to fulfill support of and new initiatives, software, hardware or other recommendations given where we are today and where the plan takes us in five years.

IT Policies and Procedures: We don't have many policies and procedures, as we were small enough before that we could effectively get by without them. As time has gone on and we have become a more complicated entity, this is an area we need to review to see where we may need to put some policies and procedures in place to ensure business continuity. Our current procedure list is a wiki-based online system that is constantly being updated and revised as we complete certain tasks or procedures. We have very few written policies, most of which are committed to FMPA's Personnel Policies and Procedures, or FMPA's Manager Handbook.

Deliverables

The following deliverables are to be provided by the vendor(s). Additional deliverables may be identified during the initial/ongoing meetings between the vendor(s) and FMPA.

- A five-year strategic plan adding the topics above and any others identified in the process of stakeholder discussions.
- Policy and procedural documentation to create a standard for future hardware, software or other systems put into service at FPMA. These documents will help support a common framework of applications to ensure, to the best degree possible, that new systems or software that are introduced to FMPA in the future work well

with existing systems in order to facilitate accurate and timely reporting and data analysis of any information the system or software will produce.

- Each vendor shall include with their proposal the name(s) of the consultant(s) that will work on the project, as well as their individual resumes. We will be looking for information such as the number of projects completed like the one being bid on now, the number of years each of the consultant(s) has engaged in electric utility systems needs assessments, the number of years engaged in municipal and member association strategic plans, and the number of assessments performed by each of the consultant(s) in the areas of Finance, Asset Management, Enterprise Collaboration and Records Management.

Required Proposal Responses

The proposal must provide a summary of the vendor's qualifications to perform the duties outlined in the scope of services section. Vendors must complete all the forms included in this RFP, which include:

- 1) Drug Free Workplace Compliance Form
- 2) Proposer Information Form
- 3) Affidavit of Consulting Vendor President/CEO
- 4) Pricing

Along with the above mentioned forms, please also provide the following information with your RFP response:

- Any background information on the company in the following areas: accounts payable and purchase orders, accounts receivable and cash receipting, fund and encumbrance accounting, general ledger and budgeting, payroll, attendance, personnel and human resources, program and project management, records management and imaging, electric utility rate design and cost-of-service analysis, electric utility warehouse and parts inventories, electric utility demand forecasting and analysis, ad hoc reporting and office automation, fixed assets and depreciation, enterprise collaboration, enterprise asset management, computer hardware and network infrastructure design.
- We would also like to know if the bidding vendor(s) has sold or installed any software or hardware in the past ten years.
- Please include a Gantt chart of the anticipated project schedule.

- We would like to see a labor distribution of the consultant(s) assigned to various task(s) and the approximate number of hours each will take. This may be integrated into the Gantt chart for ease of visual representation.
- Please explain your methodology, approach, technique, and procedures to accomplish the project.
- Please list the names of all Non-Profit, Municipal or Electric Utility Systems Management Plan and Needs Assessment projects completed by the vendor during the past ten years.

Pricing

The following is a not-to-exceed project cost. Out of pocket expenses will be billed as incurred.

Strategic Plan Development	\$
Estimated Expenses	\$
Estimated Project Cost	\$

RFP Schedule

Public Notice/Distribution of RFP	July 10, 2009
Sealed Proposal(s) Due Date	July 31, 2009
Potential Interview(s) of Short List	August 7, 2009
Award to Proposer(s)	August 12, 2009

Duration of Offer

Proposals submitted in response to this RFP are irrevocable for ninety (90) days following the closing date. This period may be extended at FMPA's request only by written agreement of the proposer. The content of this RFP and the proposal of the successful proposer will be included by reference in any resulting contract.

Right of Rejection

This RFP is not an offer establishing any contractual rights. This solicitation is solely an invitation to submit proposals.

FMPA reserves the right to:

- Reject any and all proposals received in response to this RFP
- Waive any requirement in this RFP
- Not disclose the reason for rejecting a proposal
- Not select the proposal with the lowest price
- Seek and reflect clarifications to proposals

Interpretations and Addenda

All questions regarding interpretation of this RFP, technical or otherwise, must be submitted in writing to the following:

By Fax: Mr. Carter Manucy
(321) 239-1132

By Mail or Courier: Mr. Carter Manucy
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

By E Mail: *carter.manucy@fmpa.com*

Only written responses provided by FMPA to proposers' questions will be considered official. A verbal response by FMPA will not be considered an official response. Written responses to questions and requests for interpretations will be provided to all proposers and posted on FMPA's website under <http://www.fmpa.com/html/news/rfp.html>. Copies of all addenda issued in connection with this RFP will be sent to all potential proposers.

Errors, Modifications or Withdrawal of Proposal

Each proposer should carefully review the information provided in the RFP prior to submitting a response. The RFP contains instructions which should be followed by all proposers. Modifications to proposals already received by FMPA will only be accepted prior to the Proposal Due Date. Proposals may be withdrawn by giving written notice to FMPA prior to the Proposal Due Date.

Proprietary Confidential Business Information

All proposals shall become property of FMPA. FMPA will not disclose to third parties any information that is clearly labeled “Proprietary Confidential Business Information” in a proposal unless such disclosures are required by law or by order of the court or government agency having appropriate jurisdiction. Each page of Proprietary Confidential Business Information must be clearly labeled “PROPRIETARY CONFIDENTIAL BUSINESS INFORMATION” at the top of the page. FMPA reserves the right to disclose information contained in proposals to its consultant(s) for the sole purpose of assisting in the proposal evaluation process. FMPA will require the consultant(s) to maintain the confidentiality of the document.

Default and Damages Provisions

FMPA will negotiate the conditions of default and damages with the successful proposer. The respondent is requested to include default and damages provisions in its proposal.

Evaluation Process

The proposals will be evaluated based on information provided by each proposer by the Proposal Due Date. No additional data will be considered after the Proposal Due Date, except for clarifications requested by FMPA. FMPA will evaluate the proposals in terms of cost and other quantitative and non-quantitative factors.

Selection and rejection of proposals and notification of proposers at all stages will remain entirely with FMPA’s discretion. FMPA intends to notify proposers not selected under this solicitation within a reasonable amount of time.

Public Entity Crimes Statement

Pursuant to Section 287.133(2)(a), FLORIDA STATUTES, all proposers should be aware of the following:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

Collusion

By offering a submission pursuant to this Request for Proposal, the proposer certifies the proposer has not divulged, discussed, or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to his own organization, that in connection with this proposal:

- (1) Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor.
- (2) Any prices and/or cost data quoted for this proposal have not knowingly been disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor.
- (3) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition
- (4) The only person or persons interested in this proposal, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into and;

- (5) No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Proposer for the purpose of doing business.

Drug Free Workplace

A Drug-Free Workplace Statement should be completed, signed, and returned prior to award of proposal. This form will be used whenever two or more proposals that are identical with respect to price, quality, delivery, and service are received; a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Subcontracted Services

Consultant's proposal should indicate which, if any, of the services to be provided would be subcontracted by the consultant to independent contractors.

Pre-bid Conference

FMPA shall not conduct a Pre-bid conference for this proposal.

Criteria for Evaluation of Proposals

Proposals will be evaluated based upon primarily the individual named consultant(s) who will be contracted to work on this project based upon the following criteria:

1. Ability to competently meet requirements
2. Experience, qualifications and knowledge of available system solutions
3. Methodology, techniques and approach
4. Successfully completed projects with similar functionality and complexity
5. References
6. Price as related to expected performance

Availability of named consultant(s) to commence with the project

Interviews

As soon as possible after the Proposal Due Date, FMPA will develop a short list of proposers and notify those on the short list of the interview schedule. Proposers should reserve August 7th, 2009 for interviews. Depending on the specifics of the proposals received, FMPA reserves the right to cancel the interviews and award the RFP without the benefit of interviews.

Drug-Free Workplace Compliance Form

IDENTICAL TIE PROPOSALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing the proposals will be followed if none of the ties vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

The undersigned vendor in accordance with Florida Statue 287.087 hereby certifies that _____ does:

(Name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Vendor's Signature

Date

Florida Municipal Power Agency Expectations and Assumptions

Named Individual Consultant

The Florida Municipal Power Agency assumes that the vendor(s) who will perform this project are the responsible parties for which we primarily wish to have information. In some cases an excellent vendor may have done the quality of work we require, however the named individual(s) for the project may not have sufficient experience to undertake the project. Thus, we require the name of the individual(s) who will personally perform this project and have worksheets to describe the Individual Consultant(s). If more than one consultant is to work on this project, then we need a separate form to indicate their personal background. We are not looking for general system consultants, but rather, highly sophisticated and specialized professionals who are senior level experts with experience with complex and sophisticated applications

Proposer Information Form

_____ We DO NOT take exception to the Proposal Specifications.

_____ We TAKE exception to the Proposal Specifications as follows:

Company Name: _____

By: _____

(Authorized Person's Signature)

(Print or type name and title of signer)

Company Address: _____

Telephone Number: _____

Toll Free Number: _____

Email: _____

Fax Number: _____

Date: _____

Affidavit of Consulting Vendor President/CEO

_____ has over the last ten years has not endorsed, promoted, or supported a hardware or software vendor, its products, or services.

_____ has not received any compensation from a vendor for any system installation or system recommendation in any prior client contracts, nor will _____ receive any compensation from vendors for any system installation or system recommendation during the tenure of this contract.

Signature of Consulting Vendor President/CEO

On this _____ day of _____, 2008, before me came _____, to me known, who, being by me duly sworn, did dispose and say the he/she is the person so named and whose signature I witnessed above.

Signature of Notary Public:

Notary Public