

# **Request for Sealed Proposals**

## **Instructions**



**Curry County, Oregon**

**Permissive Cooperative Procurement**

**Information Technology  
Equipment, Services and Operations**

Date issued: September 7, 2016  
Responses Due: October 12, 2016

## Introduction

As described more fully herein, Curry County, a General Law County and Political Subdivision of the State of Oregon, is issuing this Request for Proposals (RFP) to qualified persons or entities to procure Information Technology (IT) Services. This procurement is intended to explore alternatives to the County performing such functions itself with a two-person IT Department. The County will then be able to make an informed decision after considering options for spending limited County resources.

This RFP is issued under Oregon Revised Statute 279A.125 as a Permissive Cooperative Procurement. Under that law, other governments and the contractor (if awarded) will have the option to enter into agreements under the same or similar terms in this procurement without engaging in a separate procurement.

This RFP is intended to provide interested parties with sufficient information to prepare and submit proposals for consideration by the County. A description of the Information Technology functions are described more fully in Exhibit "A" attached hereto, and the appendages to that.

Submission of the proposal constitutes acceptance by the Offeror of terms, conditions, and requirements set forth herein and provides a guarantee that if chosen, it will be able to provide the proposed products and services during the period of time discussed in the RFP.

All work leading up to and preparing a Response is at the expense of the Offeror. Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals providing additional information when requested by the County or for participating in any selection interviews.

Curry County reserves the right to cancel the procurement or reject any or all proposals in accordance with ORS 279B.100.

Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document. If required, contractor shall possess asbestos abatement license if required under ORS 468A.710.

By submitting a proposal, the Offeror represents and declares that it has carefully examined this RFP, all project requirements, project conditions (including hardware, software and physical conditions) affecting the performance of the work and that if its proposal is accepted, the vendor(s) will fully satisfy the requirements of this RFP.

## Definitions

As used in this RFP:

“Contractor” means a person or entity or persons or entities selected by the County

through this RFP who enters into a contract with the County;

“County” means Curry County, a General Law County and Political Subdivision of the State of Oregon.

“Offer” means a proposal as a response to the RFP form an Offeror.

“Offeror” means any person or entity that submits a proposal in response to this RFP.

When not inconsistent with the context, words in the plural number include the singular, and words in the singular include the plural.

#### Scope of Services

The specific services to be provided are stated in Exhibit “A”.

Work shall be faithfully performed with care and diligence to meet the highest standards prevalent in the industry.

#### Curry County Single Point of Contact

Name and title of the person designated to receive proposals and the person the County designates as the Point of Contact for the procurement.

John R. Hutt  
Curry County Legal Counsel and Risk Manager  
94235 Moore Street, Suite 123  
Gold Beach, Oregon 97444  
(541) 247-3291  
huttlj@co.curry.or.us

Offerors are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Offerors should request clarification if needed. Every request for information on, or clarification of, the RFP must be submitted to County Point of Contact in writing by September 21, 2016.

Submission of an offer constitutes acceptance by the Offeror of terms, conditions, and requirements set forth herein and provides a guarantee that if chosen, it will be able to provide the proposed products and services during the period of time discussed in the RFP.

#### Protest of Solicitation

Any prospective Offeror who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of the contract for services or substantially diminish competition must file a written protest to the RFP by September 21, 2016. Failure to file a protest will be deemed a waiver of any claim by an Offeror that the selection procedure violates any provision of ORS Chapter 279B or the County’s Rules for Selection of Persons to Perform Personal Services.

Protests to any specification or to request a change to any provision or specification contained in the RFP must be submitted in writing by September 21, 2016. Each protest and request for change must include the reasons and any proposed changes to the RFP provisions or specifications.

After the notification of intent to award contract is released, proposers not selected can submit a written protest to the County Point of Contact within seven (7) calendar days after the notification, and may make an appointment to view the RFP files at the office of the County's Point of Contact.

### Schedule of Events

The following schedule of events shall be followed for this RFP:

Issuance of RFP	9-7-2016
Protest of Requirements are due by 5:00 p.m.:	9-21-2016
Last date for Non-Mandatory Walk Through (call for apt)	9-28-2016
Questions from Offerors are due	9-30-2016
Written Responses to all Offerors are due by:	10-7-2016
<b>Proposals are due by:</b>	<b>10-12-2016 5:00pm</b>
Last date for Interviews (County's discretion)	10-28-2016
Notice of Intent to Award issued	11-4-2016
Protest of Award Notice due	11-11-2016
Contract Award* (est):	11-16-2016
Date for Return of Signed Contract by:	10 days after award
(Bid security subject to forfeit and award to next best proposer if contract and insurance not timely submitted.)	

\*County reserves the right to cancel procurement in whole or in part.

The schedule of events is intended to allow prospective Offerors sufficient time for written questions, objections to this RFP, and preparation of proposals. Prospective Offerors who think that the schedule is unreasonable should notify the County Point of Contact immediately. If the County receives a substantial number of adverse comments, the County may extend the schedule of events by issuing an addendum. Addenda will only be posted on County website.

Interested parties assume all responsibility for sending and confirming receipt of proposals. Offerors are encouraged to submit proposals several days in advance and to confirm that your proposal has been received. Late proposals will not be considered and may be returned unopened.

### Addenda To The Request For Proposals

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by Offerors raise issues that require clarification by the County or the County decides to revise any part of this RFP, addenda will be provided to all persons who receive the

RFP, and posted on the County's website. Addenda will not be noticed by newspaper advertisement. Addenda will only be posted on County website.

Curry County reserves the right to cancel the procurement or reject any or all proposals in accordance with ORS 279B.100.

#### Format Of Proposal

An original marked as such and Six (6) copies marked as such of the proposals shall be submitted to County Point of Contact. Electronic (fax, email, text, etc.) proposals will not be accepted. Written proposals are to be submitted in sealed packages. Proposals must be submitted in the format described in this section.

In order to be considered for selection, an Offeror must submit a complete, succinct response to this RFP. Proposals should be prepared simply and economically, providing a concise description of the Offeror's capabilities to satisfy the requirements of the RFP. The County will not reimburse Offerors for any costs incurred in the preparation and presentation of their proposals, or interviews, if any.

All proposals shall be submitted on standard weight 8.5 x 11 inch paper. All strike-throughs or hand-written changes or the like must be initialed by the person signing the proposal. All proposals shall be signed in ink by a person who is authorized to represent the Offeror.

A proposal from a corporation shall be signed by the president, chief executive officer, or other person authorized to act on behalf of the corporation and shall include evidence of the corporate officer's authority to sign. Identify the state of incorporation. Out of state and alien corporations must be registered with the Oregon Secretary of State to contract to do business in the State of Oregon.

The terms and conditions of this RFP as well as the offer in response thereto to the extent accepted by the County will become part of the contract.

All proposals shall include the following:

**Cover Letter or Executive Summary:** Provide Offeror's name and contact information as well as a concise overview highlighting the proposal in two pages or less. Address how your proposal will meet the County needs in a cost effective manner.

**Offeror Background and Qualifications:** As applicable, provide narrative responses to the following, including any necessary documentation, for each item listed below.

- a) State the number of years the vendor has been providing Information Technology (IT) Services. Indicate the number of clients for public sector vs. private sector and revenue percentage comparisons.

- b) Describe the company's ownership structure and number of employees.
- c) Name, and describe the seniority, tenure and background of the company's key executives and technicians: Board of Directors, Chief Executive Officer, Chief Financial Officer, Professional Engineers, others.
- d) Provide a brief statement of the company's background demonstrating longevity and financial stability.
- g) Indicate if the company incurred an annual operating loss in the last 5 years.
- h) Provide details of all past or pending litigation, liens or claims filed against the company.
- i) Describe how the company measures customer satisfaction for customer service and support, and how issues with customer satisfaction are resolved.

**Offeror's References:** Offerors should include a list of their government and non-government clients in Oregon and elsewhere. If different, provide a list of all contract customers for the last five (5) years or more for whom Offeror has provided similar or comparable IT services.

Do not use "To Be Determined" or similar annotations for cost estimates.

**Training:** Describe your proposed training program for system users and system administrators along with documentation that is included (i.e., training manuals, technical manuals, user guides, data element dictionary, and context-sensitive online help text with customizable screens).

**Any Other Relevant Information:** Describe any other information Offeror feels is relevant for County's consideration in making selection.

#### Proposal Security

The County requires proposal security in the form of a cash bond, a letter of credit on an Oregon bank Curry County Branch, or a certified check in the amount of 5% of the Offeror's total proposal. Proposal security shall serve the function of covering the county's cost, and ensuring a timely return of a signed contract with proper insurance certificates from the Contractor.

The County shall return the proposal security to all proposers upon the execution of the contract.

The County shall retain the proposal security if a proposer who is awarded a contract fails to promptly and properly execute the contract. For purposes of this paragraph, prompt and proper execution of the contract includes all action by a proposer that is necessary to form a contract in accordance with the request for proposals, including posting performance security and submitting proof of insurance when the request for proposals requires the submission.

#### Confidential Information

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. All applicable information will be subject to public disclosure in accordance

with applicable laws (including ORS Chapter 192 and the Freedom of Information Act) at award of contract, or cancellation of the RFP.

If a proposer's RFP includes any information to be furnished that the proposer considers proprietary and is not required by law, and the proposer requests up front this information be held in confidence, the County will take reasonable efforts to maintain the confidentiality to the extent allowable under Oregon law, including whether the public interest would suffer by disclosure.

Notwithstanding a requirement to make proposals open to public inspection after the County issues notice of intent to award a contract, a County may withhold from disclosure to the public materials included in a proposal that are exempt or conditionally exempt from disclosure under ORS 192.501 or 192.502.

In the event a request is made to make public information that an Offeror has identified as confidential, the County will give the Offeror the opportunity to argue against disclosure. All costs of keeping Offeror's identifies information confidential shall be borne by the Offeror.

#### Sample Contract

The Offeror selected by the County will be required to enter into a written contract in the sample form that is attached to this RFP as Exhibit "B".

Offeror shall meet insurance requirements as outlined in the attached contract. Offeror who does not meet this requirement must do so within a reasonable time after selection and before the effective date of a contract. Failure to do so renders the bid bond forfeit and the County will retain the bond and may select an alternate Offeror or re-solicit the entire procurement.

The proposal should indicate acceptance of the County's proposed contract provisions or suggest reasonable alternatives that do not substantially impair the County's rights under the contract. Refusal to accept the contract provisions proposed by County without offering acceptable alternatives may result in the disqualification of the Offeror or a less favorable evaluation of its proposal.

If inclusion of any of the County's proposed contract provisions will result in higher costs for the services, such costs must be specifically identified in the proposal.

Curry County reserves the right to exercise its option of negotiation with Offerors in the development of the final contract.

#### Submission of Proposals

Written proposals must be delivered to the Office of the Curry County Point of Contact set forth above on or before 5:00 p.m. October 12, 2016. Offerors who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Proposals received after the specified time and date will be rejected. They will not be opened, and will be returned to the Offeror.

**NOTE:** Electronically submitted (fax, email, text, etc.) proposals will not be accepted.

Proposals shall be submitted in sealed packages or envelopes and clearly identified on the exterior of the envelope or package as follows:

### RFP – INFORMATION TECHNOLOGY SERVICES

An original of each proposal timely received by the County shall be maintained at the Office of the Curry County Legal Counsel at 94235 Moore Street, Suite 123, Gold Beach, Oregon for public review in compliance with ORS Chapter 192. Public review shall be available only after the date of the proposal opening and after the issuance of a notice of intent to award contract.

#### Withdrawal of Proposals by Offerors or Cancellation of Solicitation by County

Any proposal may be withdrawn by delivering a written request to the County Point of Contact at any time prior to the time set for opening proposals. The request shall be executed by a duly authorized representative of the Offeror.

If a request for proposals is canceled under ORS 279B.100 after proposals are received or if a proposal is rejected, the County may return a proposal to the proposer that made the proposal. The County shall keep a list of returned proposals in the file for the solicitation.

#### Evaluation of Proposals

The County will ultimately select one Contractor. Proposals will be ranked on the stated criteria and recommendations made to the Board of Curry County Commissioners for funding approval.

#### Weighted Evaluation Criteria

- (20%) Background and qualifications
- (20%) Key staff
- (20%) References
- (20%) Service Options including in-person availability

Award of contract resulting from this solicitation shall be based upon a finding in the public interest by the Board of County Commissioners. The Board will make the selection decision, and it reserves the right to agree or not to agree with the ranking recommendation.

Proposals that do not contain all information required by this RFP or are otherwise non-responsive may be rejected or given a lower rating in the evaluation process.

The County may request supplemental information from an Offeror concerning the Offeror's ability to perform services. If an Offeror fails to provide supplemental information promptly after receiving a written request from the County, the County may refuse to consider the Offeror's proposal.

The County reserves the right to waive defects in a proposal if the County determines that it is in the public interest to do so.

The County reserves the right to reject any proposal or all proposals if the County determines that it is in the public interest to do so.

The County may interview representatives of selected Offerors, but the County is not required to interview any of the Offerors.

The County reserves the right to consider other criteria that are pertinent to the Offeror's qualifications in addition to criteria listed above.

In cases of doubt or differences of opinion concerning the interpretation of this RFP, the County shall have exclusive discretion to determine the intent, purpose, and meaning of any provision in this RFP. The County retains exclusive discretion to determine:

Whether proposal is complete and complies with the provisions of this RFP.

Whether an Offeror should be allowed to submit supplemental information.

Whether a representative of an Offeror will be interviewed.

Whether irregularities or deficiencies in a proposal should be waived.

For purposes of evaluation, when provided for in the request for proposals, the County may employ methods of contractor selection that include, but are not limited to:

- (a) An award or awards based solely on the ranking of proposals;
- (b) Discussions leading to best and final offers, in which the County may not disclose private discussions leading to best and final offers;
- (c) Discussions leading to best and final offers, in which the County may not disclose information derived from proposals submitted by competing proposers;
- (d) Serial negotiations, beginning with the highest ranked proposer;
- (e) Competitive simultaneous negotiations; or
- (f) A combination of methods described in this subsection, as authorized by this RFP.

Revisions of proposals may be permitted after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

After the opening of proposals, the County may issue or electronically post an addendum to the request for proposals that modifies the criteria, rating process and procedure for any tier of competition before the start of the tier to which the addendum applies. The County shall send an addendum that is issued by a method other than electronic posting to all proposers who are eligible to compete under the addendum.

The County shall issue or electronically post the notice of intent to award described in ORS 9 | IT RFP

279B.135 to each proposer who was evaluated in the final competitive tier.

The County may conduct site tours, demonstrations, individual or group discussions and other informational activities with proposers before or after the opening of proposals for the purpose of clarification to ensure full understanding of, and responsiveness to, the solicitation requirements or to consider and respond to requests for modifications of the proposal requirements. The County shall use procedures designed to accord proposers' fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

#### Selection

The County shall award the contract to the responsible proposer whose proposal the County determines in writing is the most advantageous to the County based on the evaluation process and evaluation factors described in the request for proposals, applicable preferences described in ORS 279A.120 and 279A.125 and, when applicable, the outcome of any negotiations authorized by the request for proposals.

All Offerors not selected will be notified of the County's decision. After the County issues a notice of intent to award a contract, any Offeror may review the evaluation documentation at the office of the Curry County Point of Contact, except for information that the County determines to be exempt from disclosure under ORS 192.501 or 192.502 or other applicable law. If there are disagreements with the outcome, Offerors must submit a protest in writing to the Curry County Legal Counsel within 3 business days of the date of the notice of intent to award a public contract. The protesting Offeror must submit a response in compliance with ORS 279B.410 and Section 14 of the Curry County Local Contract Review Board Rules in order to be considered. A written response from the County will be issued for all protests that are made by Offerors.

END OF INSTRUCTIONS  
(Continue to Exhibits)

**Exhibit "A"**  
Information Technology Services RFP  
**Scope of Services**  
Curry County Oregon

Curry county Oregon is a General Law County and a Political Subdivision of the State of Oregon.

The County provides services to the citizens of Curry County in the area of public safety, roads, development planning, assessment and taxation, recording and elections, among other things. Several of the functions are government specialties, and require specific technology needs and associated professional certifications and qualifications, such as public safety answering point emergency 911 dispatch and criminal records information handling.

In addition to the specific governmental needs and qualifications, the County as an organization requires internet, email and other industry standard processes, with the added element of confidentiality and security in health (HIPAA) and criminal matters, notwithstanding public records production and retention requirements.

The county has a meeting room with a public cable broadcasting channel and a website, both of which may or may not be outsourced, but which will require in any event IT staff to address technological interface issues from time to time.

The county seeks responses from qualified individuals, corporations, or other governments to describe how those parties can deliver information technology services. The county Information Technology Services Department in the past has been staffed by a Department Head Director of Information Technology and a Technician. The job descriptions of those two positions are attached for reference. The ideal responder should be able to provide as many of those described qualifications and fulfil as many of the described duties and responsibilities as defined therein; and describe advantages of an outsourced solution over hiring in-house staff.

The County IT department has performed installation and maintenance of hardware and software, and has competitively-procured outside vendors to meet the County's ongoing IT needs. Some typical day-to-day functions of the IT department include: Processing equipment and service orders with vendors, physical mail billings and Email billings; Work with technology MS office, HP Dell IBM, cell phones PDAs (both Apple and Android), and CISCO IP phones among others.

The successful bidder will have a succession plan in place; create and update (real time) list of all county software licenses and numbers; create and update (real time) secure list of all user names, passwords and the Administrator having access to system hardware and software with and without vendors. The succession plan would have to allow the county to be in position to continue business without interruption in the absence of the IT provider.

EXHIBIT "B"

CONTRACT BETWEEN CURRY COUNTY AND

[NAME]

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between Curry County, a General Law County, Political Subdivision of the State of Oregon (County) and \_\_\_\_\_ NAME \_\_\_\_\_ (Contractor).

1. Work to Be Performed

Contractor, shall, except as otherwise provided, at its own expense, furnish all materials, labor and equipment, necessary to complete the project regarding the services.

DESCRIBE

Services Outlined in Exhibit "A" [typically contractor quote / proposal] that is attached hereto and incorporated by reference. Scope of work also includes all provisions of procurement documents unless expressly stated.

Contractor shall perform work to specifications and according to generally accepted standards in Contractor's trade or industry.

2. Performance and Payment Bond

The Board of Curry County Commissioners has specifically waived the requirement for a performance and a payment bond.

3. Completion Date

Time is of the essence. Contractor shall begin work on the project immediately upon execution of this agreement and shall complete all tasks within 90 days of execution. [Service agreements typically last for a period of time measured in years.]

4. Compensation Not to Exceed

Contractor agrees to perform the work called for under this contract for an amount not to exceed \$XXXXX as set forth on Exhibit "A".

5. Independent Contractor

Contractor is engaged as an independent contractor, and will be deemed so for purposes of the following:

A. Contractor will be solely responsible for payment of any federal or state taxes required as a result of this contract.

B. This contract is not intended to entitle Contractor to any benefits generally granted to County's employees, such as vacation, sick leave, health insurance, Social Security, etc.

6. Incorporation of Statutory Provisions Required for Public Contracts

The Contractor certifies that it will comply with all applicable public contract laws, including, but not limited to, ORS 279B.220 and 279B.235 that are incorporated by reference into this agreement.

7. Workers' Compensation

Contractor, its subcontractors, if any, working under this contract are subject workers under Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires it to provide workers' compensation coverage for all of its subject workers.

8. Certification of Reading and Understanding of Documents

The Contractor certifies that it has read and fully understands all contract documents including this contract, the solicitation document and all terms and conditions. The Contractor understands and acknowledges that in signing this contract Contractor waives all right to plead any misunderstandings regarding the same.

9. Indemnification

Contractor shall indemnify, defend and save and hold harmless County from any and all suits, actions, legal or administrative proceedings, demands, claims, liabilities, fines, penalties losses, injuries, damages, expenses or costs, including interest and attorney fees, in any way connected with any injury to any person or damage to any property occasioned in any way by Contractor's or Contractor's subcontractor's prosecution of work under this contract.

10. Insurance

Contractor shall provide the following insurance in connection with the project:

INSURANCE DESCRIPTION	MINIMUM REQUIRED COVERAGE
A. Workers' Compensation	Statutory
B. General Liability	\$2,000,000
C. Automobile Liability	\$1,000,000

Evidence of such insurance shall be provided to County within ten days of the execution of this agreement and before work begins. The liability insurance shall name County and its officers, agents and employees as additional insured.

11. Nonwaiver

No waiver of any breach of this agreement shall be held to be a waiver of any other or subsequent breach.

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12. Severability

Should any clause or section of this contract be declared by a court to be void or voidable, the remainder of the contract shall remain in full force and effect.

13. Termination for Convenience

County shall have the right to terminate this contract in its entirety at its convenience. If County terminates pursuant to this section, County shall retain any other right or remedy which County has against Contractor. Termination shall not prejudice the rights of the County that accrued before termination. If the County invokes this provision, it may notify Contractor by any commercially reasonable means. Contractor shall be entitled to payment for work done up to the date of termination.

14. Attorney Fees and Costs

In the event that either party to this contract shall take any action, judicial or otherwise, to enforce or interpret any of the terms of this contract, each party shall be wholly responsible for its own expenses which it may incur in taking such action, including costs and attorney fees, whether incurred in a suit or action or appeal from a judgment or decree therein or in connection with any non-judicial action.

15. Applicable Laws

This contract is executed in the State of Oregon and is subject to Oregon law and the jurisdiction of Curry County.

16. Written Changes Required

The rights and duties under this contract shall not be modified, delegated, transferred, or assigned, except upon written signed consent of both parties.

THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE IN TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY FOR THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN NOTICE SPECIFIED HEREIN REGARDING THIS CONTRACT. THE CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

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[Signature page to follow]

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CONTRACTOR

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Federal I.D. No.

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

COUNTY BOARD OF CURRY COUNTY COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Brock Smith, Commissioner

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
John R. Huttel, Curry County Legal Counsel

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology & Enterprise Network Security**

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**EXEMPT:** Yes  
**SALARY LEVEL:** C-12  
**DOT CODE:**  
**SUPERVISOR:** Board of Commissioners  
**PREPARED BY:** Payroll/Personnel

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**POSITION SUMMARY:**

This position is responsible for two functional areas: the Director of Information Technology and Enterprise Network Security.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to the following:

1. Development of a cooperative intergovernmental agency delivering Information Technology services to multiple jurisdictions, including cities, schools, utilities, ports, etc.
2. Within the framework of the policies and philosophy of the Board of Commissioners, technical solutions and implementation strategies are recommended.
3. Negotiates on behalf of the Curry County Board of Commissioners with regional, state and federal agencies and other suppliers of data, hardware, software and computing services for use by the Curry County Information Services Network customers.
4. Manages the Information Technology Department in accomplishing its mission, goals and objectives. Shares operational responsibilities with the Deputy Director.
5. Manages, directs, coordinates, and performs the activities of application support for Curry County.
6. Directs, coordinates and provides application work of other project members and consultants for users, agencies, and departments.
7. Within the framework of the policies and philosophy of the Board of Commissioners, provides cost effective, high quality computing solutions that contribute to the success of the organization.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology & Enterprise Network Security -  
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**ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)**

8. Meets customer expectations by demonstrating functional leadership and by providing a variety of easy-to-use information services.
9. Organizes, plans and manages the Information Technology organization to accomplish its goals and objectives.
10. Manages the development and implementation of a service delivery plan for the Information Technology Department.
11. Fosters a partnership relationship with customers and clients to understand and meet their changing business needs better.
12. Aligns, adapts and supports a wide variety of information services to meet customer expectations.
13. Provides customers with the ability to manage their data and processes.
14. Ensures that employees understand their job and responsibilities and the role they play in the department's delivery of service.
15. Ensures that employees have pride and satisfaction in their work.
16. Ensures the timely delivery of quality, cost effective services.
17. Ensures that information assets are safe, easily accessible, and have integrity.
18. Provides a simple, consistent customer interface to computer services and systems.
19. Ensures that the Information Technology department is recognized throughout the organization as a vital and constructive contributor to the organization's success.
20. Coordinates activities with regional, state and federal agencies.
21. Manages, directs, organizes and may delegate agency support activities, including the development, acquisition, implementation and operation of new and revised computer systems and application software.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology & Enterprise Network Security -  
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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (cont.)

22. Performs analyses and makes recommendations regarding feasibility studies, cost/benefit estimates, conceptual design, schedules of implementation, network, hardware and software requirements, internal procedures and standards for application systems and servers.
23. Develops goals and objectives; directs the development and implementation of policies and procedures.
24. Recommends the appointment of personnel; provides or coordinates staff training; works with employees to improve knowledge and skills.
25. Develops and implements the departmental budget; works with the Deputy Director to forecast the need for additional funds for staffing, equipment, materials, and supplies; administers the approved budget.
26. Participates in departmental disaster recovery planning.
27. Coordinates activities with Curry County users, contractors, and vendors.
28. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position shares responsibility with the Deputy Director for supervising the department's personnel.

**QUALIFICATION REQUIREMENTS:**

*Knowledge of-*

Principles and practices of supervision, training, personnel management, and planning (strategic and tactical).

Principles and practices of Organizational Development and Group dynamics.

Principles and practices of local government budget preparation and administration.

Information systems technology and application.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology & Enterprise Network Security -  
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*Knowledge of- (cont.)*

Design, implementation and effectiveness review of all security details for all network-connected systems. Must ensure security regulations of Federal and State Partners and local policies are complied with.

Management of Information Technology organizations, their resources, technology and client relationships.

Computer hardware and software characteristics, performance, evaluation, and vendors.

Strong skills in command-line level familiarity with all forms of network infrastructure devices as made by Cisco, Hewlett Packard, Juniper.  
Strong skills with Linux derivatives such as Red Hat, Slackware, Fedora, and Unix-like operating systems such as OpenBSD, FreeBSD and others.  
Strong understanding of all forms of network cabling, both copper and optical.  
Must have complete understanding of all network routing protocols such as EIGRP, OSPF, RIP-2 and traffic management through Quality of Service, VLANS, VPN's and related technologies and devices including IKE, encryption.

Report writing methods and techniques.

*Ability to-*

Participate as an equal member of the Curry County Management Team.

Ensure that the Information Technology organization operates under the rules of the Curry County Management Team.

Ensure all systems closely follow current industry-standard practices as they apply to procedures used to install, configure, maintain all systems.

Plan, direct, monitor, evaluate and redirect the focus and energies of an Information Technology organization.

Accept the goals, objectives and direction of the Board of Commissioners as the framework within which to manage the Information Technology Department and its delivery of services.

Work under the direction of the Board of Commissioners.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Director of Information Technology & Enterprise Network Security -  
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*Ability to-* (cont.)

Establish and maintain effective, cooperative working relationships with customers, clients, IT subcontractors and the citizens of Curry County.

Communicate clearly and concisely, both orally and in writing.

Analyze problems, identify root causes, identify alternative solutions and their consequences, develop action plans and implementation strategies.

Accept the public's well being and service to the public and the work of each client/customer as more important than technology.

Organize, administer, and perform application support activities.

Supervise, train, and evaluate personnel.

*Skill in -*

Managing an Information Technology program, its performance (availability, reliability and responsiveness) and its resources (people, data, software, hardware, and suppliers).

Preparing system designs to satisfy business application requirements.

Developing computer services project tasks and time estimates.

Managing and/or delegating the activities of all customer support programs.

Providing direct support to IT Staff in support of all customers.

Trouble shooting and problem solving in the area of application software

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree or equivalent from an accredited college or university with major course work in management of information systems or a related field.

A minimum of fifteen years of experience in the management of an Information Technology organization, ten years of which must include experience with Enterprise Network Design and execution.

**CURRY COUNTY  
JOB DESCRIPTION**

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**EDUCATION AND/OR EXPERIENCE: (cont.)**

Experience in the operation, management and long range (strategic and tactical) planning of a local government cooperative regional Information Technology services organization is highly desirable.

Experience with local government budgeting and political processes is desirable.

Experience with the development, implementation and operation of Assessment, Taxation, Elections, Land Use Planning, Public Works, Criminal Justice (courts, prosecution, investigations, and enforcement), Accounting and Budgetary systems is essential, preferably with Oregon Counties.

Experience with the automation of cities, schools and other public agencies is highly desirable.

Familiarity with Firewalls, Network Security Best Practices, system administrative tasks with a variety of UNIX and UNIX-like operating systems in addition to Microsoft Windows, Microsoft Active Directory, Relational Data Base structures and their application is essential.

Any satisfactory equivalent combination of experience and training that will demonstrate the required knowledge and abilities may be substituted for the specific educational requirements.

Recent experience with SQL is highly desirable.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: COMPUTER TECHNICIAN**

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<b>EXEMPT:</b>	No	
<b>SALARY LEVEL:</b>	C-8	
<b>SUPERVISOR:</b>	Director of Information Technology	
<b>PREPARED BY:</b>	Director of Information Technology	February 2011

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**POSITION SUMMARY:**

This is the Help Desk / Technical Support position within the Information Technology Department. Incumbent is expected to respond promptly to phone and email support requests from County and Partner Agency Staff. Incumbent is responsible for providing onsite technical support for workstation hardware, software and data communications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to the following; other duties may be assigned as required:

- Answers support calls, logs calls, documents call resolutions and provides telephone and email based customer service and troubleshooting for Curry County's computer equipment and related applications. Responds to questions and problems from end-users in a timely and professional manner.
- Setup and image new personal computer systems. Install personal computer applications for use with Curry County's System Network. Job duties include basic troubleshooting, repair, installation and maintenance of personal computers, printers and devices at various locations in Curry County.
- Follows policies and procedures and uses own judgment and initiative in solving problems and performing computer support service tasks. Effectively works with end-users to understand their technology specific requirements and find ways to leverage technology to meet their business requirements.
- Dispatches and escalates appropriate advanced technical requests to resolve highly technical problems as required. Be available on an on-call basis.
- Performs Website design and updates to the Curry County Internet Website.
- Takes ownership/accountability for role in Service Excellence.

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: COMPUTER TECHNICIAN - Page 2**

**SUPERVISORY RESPONSIBILITIES:**

This position does not supervise the work of others.

**REQUIREMENTS:**

*Knowledge of:*

- Local and remote administration of Microsoft Windows desktop environment.
- Imaging and deploying computers in a Microsoft AD environment.

*Ability to:*

- Work without immediate supervision to define complex technical problems, collect information, establish facts and draw conclusions in regards to solutions.
- Effectively communicate verbally and non-verbally.
- Perform moderate lifting (10-20 lbs) with occasional heavy lifting (21-50 lbs).

*Skill in:*

- Basic network troubleshooting and physical network wiring.
- Documentation of highly technical processes and procedures.
- Advanced Computer operation and configuration.

**MINIMUM QUALIFICATIONS:**

*Education:*

- Associates Degree from an accredited college or university with major course work in Computer Science or a related field. Additional work experience may be substituted for educational requirements.

*Experience:*

- Two to five years experience working in Information Technology including possible desktop support, web design, system operations and related positions.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Curry County, Oregon**

**Request for Sealed Proposals**

**Information Technology  
Equipment, Services and Operations**

**FIRST ADDENDUM**

Curry County Oregon issues this First Addendum to the RFP for Information Technology Equipment Services and Operations as follows:

The requirement for a Proposal Security as found on pages 6-7 of the Instructions to Proposers is waived. There is no requirement for Proposers to submit Proposal Security.

Per the Instructions to Proposers, this Addendum will only be published on the website, except where requests for email copies have been received.

September 22, 2016

John R. HuttI  
Curry County Point of Contact  
541 247 3218