Information Technology Services RFP
Solicitation No. FY2018-IT-001

Minutes
Pre-Submission Conference
February 5, 2018, 10:00 a.m.

Palm Beach County Housing Authority
3432 W 45ᵗʰ Street
West Palm Beach, FL 33407
1ˢᵗ Floor Conference Room

Attendees: Jon Sands, Business Development Executive with AGS Core
David Lees, Inspector with PBCHA
Tad Fuller, Chief Financial Officer with PBCHA
LaQuavial Pace, Contract and Procurement Manager with PBCHA

Meeting started at 10:07 a.m.

The pre- submission conference began with introductions.

The bid conference was opened with the following agenda:

1. Brief review of RFP – oral presentation of the "Background & Scope of Services", section I and II of RFP.

2. Brief review on submission instructions and schedule of events, section III of RFP.

    Submission Instruction

    - Hand Delivery Location: 3432 W 45ᵗʰ Street, West Palm Beach, FL 33407
    - Ms. Pace re-iterated with emphasis that proposal must be received by 4:00 p.m. on due date. Any proposals received after 4:00 p.m. will be returned to sender unopened.

    Schedule of Events
    - Deadline for submission of written questions: February 12, 2018 @ 4:00 p.m.
    - Responses due on: February 26, 2018 at 4:00 p.m.
    - Announcement of Successful Responder: March 5, 2018

3. Brief review on Contract Award, "Instruction to Bidders of RFP document provides detailed explanation on all above brief requirements. Bidders are encouraged to carefully read the Request for Proposal (RFP) documents before preparing the proposal."

4. Brief review on Submittal Documents Requirements, section IX of the RFP.

5. Brief explanation provided on evaluation stages and how proposals should correspond to the evaluation criteria.

6. Brief explanation provided on Attachments, "Instruction to Bidders HUD Form 5369-B and HUD Form 5370-C are for informational purpose and should be initialed as acknowledgement that you read both documents. All attachments are part of submittal with your proposal. If you do not submit your attachments, this will deem you none responsive.

Questions and Answers

Q1. How many locations are there?

A1. We have 5 remote locations and the Main Office, which is considered the main hub.

Q2. Are you looking for four hours per location twice a week?

A2. No, just for the Main Office. This needs to be part of the original Management Service package.

Q3. In the scope of services, you mention Web Design. Is this maintenance to the existence site? Or is this expanding upon what's already there? Or is there anything that's being scoped out for that at all?

A3. Our web design is done by another company.

Q4. In the scoring criteria under Experience, how would it affect our score if we never worked with a Housing Authority?

A4. Your experience will be based on certifications your engineers have, how much experience they have, what their expertise is in exchange and infrastructure. We need to know if you have the background in working with Public Housing and Government entities.

Q5. What was keeping the RFP from being awarded last year?

A5. The RFP was based on an hourly rate and this was not advantageous for the Agency, to take on that expense.

Q6. So, Is there currently no IT Staff?

A6. We have a company that we consult with at a monthly rate; they are on a month to month contract.

Q7. What is the industry specific software that you use?

A7. Tenmast. There are four different software's that Housing Authorities use: Tenmast, Yardi, Lindsey and Emphasys Software.

Q8. Is there any way we can get a list of the current hardware being used?

A8. Yes, the list of equipment is below. Everything we have is Dell product.

Dell 390 - Workstations

Dell 7220 – Qty. 5

Hybrid – two into one Qty. 1

Servers – 2 Dell R410 and 2 Dell R710

1 Dell MD3200 – used for pass-through dives on virtual servers.

1 Cybernetics – Storage and backup images created by storage craft.

1 LaCie Network Storage Device – storage for backup images created by storage craft.

Dell 52 Basic Computers for the Labs

Laptops – Dell, Toshiba, 1 Apple MacBook Mini, and 3 Apple MacBook Pros

Closing Overview of Hardware Equipment

Brief overview of the end of life of equipment and software. The first step is to evaluate all software and hardware; due to end of life of must items. Our workstations, servers and routers are over 6 years old.