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PARISH OF ST. JOHN THE BAPTIST  
STATE OF LOUISIANA

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## **Request for Proposals**

### **Managed Information Technology Services**

**RFP No. 2020-0001**

**Opening Date: Thursday, October 1, 2020 at 10:00am (CST)**

**Closing Date: Friday, October 30, 2020 at 10:00am (CST)**

#### **RFP RESPONSES**

RFP responses shall be delivered via courier service or by hand delivery. If by courier service, each response shall have issued by the courier service a tracking number and a requirement for signature upon delivery. If by hand delivery, two (2) originals of the "PROOF OF SUBMISSION" shall accompany each submitted response. All responses shall be received by the requestor on or before the exact closing date and time. Any response received or submitted after the exact closing date and time shall NOT be considered. Each response, inclusive of all required duplicate and supporting documents, shall be submitted in a sealed envelope, with the responder's name, address and "RFP No. 2020 - 0001" prominently set out on the front cover.

FOR FURTHER INFORMATION REGARDING THIS RFP, PLEASE CONTACT

Keith Green, Jr., Civil Chief

Phone: (985) 652 - 9757

E-mail: [kgreen@stjohnda.com](mailto:kgreen@stjohnda.com)

QUESTIONS AND COMMENTS MUST BE SENT VIA EMAIL  
NO LATER THAN FRIDAY, OCTOBER 23, 2020 AT 4:30PM (CST)

# **REQUEST FOR PROPOSALS**

## **MANAGED INFORMATION TECHNOLOGY SERVICES**

### **1. Purpose**

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from qualified responders for Managed Information Technology Services for the St. John the Baptist Parish District Attorney, in accordance with LSA – R.S. 38:2237, and the specifications and requirements contained herein.

### **2. Objective**

The primary objective for this RFP is to secure technical support, assistance, hardware and software troubleshooting, system maintenance and training for more than forty employees.

### **3. Solution**

To award a contract to the company with the proposal most advantageous to the District Attorney to provide Managed Information Technology Services. The selected Company will work closely with the District Attorney’s Civil Division and other administrative staff to provide hardware, software, support and maintenance in various locations. “Hardware” specifically excludes desktop computers, laptop computers, electronic tablets, cellular/mobile phones and printers/scanners. In summary, the selected vendor, or group of vendors, at the sole discretion of the District Attorney, is/are expected to provide Managed Information Technology Services in accordance with the specifications and requirements contained herein.

### **4. Selection**

This RFP will require the vendor to provide all relevant information based on multiple configurations detailed within the RFP. Any information submitted in response to this RFP shall be provided in printed and digital formats. This RFP contains sufficient information and instructions to enable qualified responders to adequately prepare and submit proposals in accordance with the requirements contained herein. The contract shall be awarded to the responsible offeror, whose proposal is determined in writing by the District Attorney to be the most advantageous, when taking into consideration the price, and other relevant factors set forth herein. For consideration of the contract award, responders shall satisfy all requirements as stated in this RFP. This RFP also contains major terms and conditions that the responsible offeror will be expected to accept. Proposed entities must submit a complete proposal that satisfies all requirements as stated in this RFP. Failure to fully comply with all of the requirements as stated in this RFP may result in disqualification of the submitted proposal.

### **5. Solution Requirements**

The Company shall provide written responses to the following requests in the same order as requests are stated. The Company shall address the following requests with sufficient detail to allow the District Attorney to understand how the respondent company would fulfill the District Attorney’s needs.

## Qualifications and Experience

1. Background
2. Company must have over 2 years contracted experience providing Managed Information Technology Services
3. Company must provide a minimum of three (3) **written** customer references for current or prior projects (**must be letters from current or prior client**)
4. Special capabilities to accomplish assigned work

## Requirements and Specifications

1. Microsoft Certified Systems Engineers and/or Microsoft Certified Solutions Experts
2. A+, Network+, and Security+ certified technicians
3. Experts in Windows 10, Microsoft Office365 and Apple product configuration and troubleshooting
4. Ability to diagnose and troubleshoot almost any computer, printer or cellular phone issue regardless of brand
5. Ability to upgrade, install, and configure computers, phones, machines, network firewalls, network servers, operating systems and applications (including third-party)
6. Capable of conducting a business impact analysis (BIA), assist with development of recovery strategies and IT contingency plans, designing and operating off-site network for all operations in the event of a natural or man-made disaster
7. Network (and switch) design, configuration, implementation, and troubleshooting
8. Project completion documentation preparation
9. Proficiency with Office 365, ODBC Data Sources, Trend Micro anti-virus, Velocity Credit Card Payment System, Laserfiche Content Management System, AS-400, VoIP phone systems, Sonic Wall VPN, Sonic Wall Firewalls, Sonic Wall Content Filters, Remote Access (for desktops, Barcode and Inventory Management software, and Geo Systems Surveillance Equipment)
10. Company must execute a Past Criminal Convictions Attestation Form and Non-Solicitation Affidavit Form. One original copy of each form is to be submitted with the proposal
11. Provide general Help Desk support such as system maintenance, hardware and software installation and configurations, system upgrades, network cabling, installation, and maintenance, and updates at the following locations
  - a. 1342 LA Highway 44, Reserve, Louisiana 70084
  - b. St. John the Baptist Parish Courthouse, Edgard, LA 70049
12. Complete a current system security evaluation and assessment of all network and domain servers and systems
13. Provide recommendations and solutions to network issues

## **Email, Security, and Backup Efforts**

Maintenance of email accounts using the District Attorney domain, adding, changing, and/or deleting employee accounts as requested; maintenance of virus detection programs on the District Attorney servers, desktop computers, and laptops, and performance of periodic security audits.

Configuration of the District Attorney's systems to enable remote access in the secure environment with provisions for remote access administration, as requested by the District Attorney point of contact.

Requirements for the data backup policy, with procedures in place to handle daily, weekly, and monthly back-up of computers, data and information, email, and like systems; Ability to restore systems and data if servers and/or computers go down is required.

## **Pricing**

1. List and describe all fees associated with services required in the RFP (i.e. training, customer support, data, maintenance, etc.) on Exhibit C
2. If the pricing schedule does not fit the Company's invoicing, please submit pricing for services required in the RFP

**All proposals must be able to provide the below within the packet in order to be considered.**

## **Past Performance**

1. Capacity to manage client requests
2. Coordination and cooperation with clients and others
3. Ability to meet deadlines and budgets

## **Technical Capabilities and Workload**

1. Briefly describe key personnel, any support staff, and their qualifications (**resumes recommended**)
2. Available equipment dedicated to the project
3. Delivery methods and reliability of systems during emergencies
4. Number and size of projects currently under contract

## **6. Solution Costs and Pricing**

\$ \_\_\_\_\_.\_\_\_\_ per hour for onsite visit troubleshooting in Reserve, Louisiana

\$ \_\_\_\_\_.\_\_\_\_ per hour for onsite visit troubleshooting in Edgard, Louisiana.

\$ \_\_\_\_\_.\_\_\_\_ per hour for remote access troubleshooting.

## **7. General Specifications**

1. All per hour billing shall be invoiced per the quarter-hour
2. If applicable, successful vendor shall maintain for the duration of the contract term the Statutory Workman's Compensation Insurance coverage that is compliant with all requirements of the State of Louisiana and the local governing authority. No excluded classes of owners, officers and/or employees permitted on the District Attorney premises. The limits of coverage shall not be less than:
  - a. Bodily Injury by Accident: \$500,000.00 each accident;
  - b. Bodily Injury by Disease: \$500,000.00 each employee; and
  - c. Bodily Injury by Disease: \$500,000.00 policy limit
3. Successful vendor shall have and maintain for the duration of the contract term, a Commercial General Liability Insurance policy naming the District Attorney as an additional insured, with coverage and limits that shall not be less than:
  - a. General Aggregate: \$2,000,000.00;
  - b. Products/Completed Operations Aggregate: \$2,000,000.00;
  - c. Personal and Advertising Injury Each Occurrence: \$1,000,000.00;
  - d. Each Occurrence Limit: \$1,000,000.00;
  - e. Medical Expenses (any one person) \$10,000.00; and
  - f. A blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of the awarded contract.
4. Successful vendor shall have and maintain for the duration of the contract term, an Automobile Liability Insurance policy with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence, with respect to the selected vendor's owned, hired, and non-owned vehicles.
5. All insurance policies described above shall be issued by companies licensed in Louisiana with a current A.M. Best rating of A- or better. At the signing of the awarded contract, or any time prior, but at all times prior to the commencement of any work or payment of a submitted invoice, the selected vendor shall furnish the District Attorney with a Certificate

of Insurance evidencing the required coverages, conditions, and limits required by this RFP and awarded contract. All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of the awarded contract. Each Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

6. The District Attorney's "Professional Services Agreement" shall be the only document signed in acceptance of any evaluated response to this RFP.
7. No verbal agreement or understanding with any officer, agent or employee of the District Attorney, either before or after the execution of the contract, shall alter, amend, modify, or rescind any of the terms or provisions contained in any of the contract documents. Any changes must be authorized in writing.
8. This agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
9. The awarded vendor shall be responsible for furnishing the District Attorney with insurance certificates naming the vendor and warranty providing company as insured. All insurance requirements as detailed in Sections 7 and 11 shall be shown on the certificate, if applicable.
10. Respondents shall provide specification sheets for the laptops being bid with their responses to demonstrate compliance with specifications contained herein.

## **8. RFP No. 2020 – 0001 Solicitation Schedule**

RFP opens for response and inquiry submissions at 10:00AM.....	October 1, 2020
RFP inquiry submissions closes at 4:30PM .....	October 23, 2020
RFP response submissions closes at 10:00AM.....	October 30, 2020
RFP Selection Committee opens and evaluates responses	
RFP Selection Committee submits recommendation to the District Attorney	
Selected vendor is notified of award.....	December 1, 2020

This schedule represents the earliest day and time that the referenced event may occur. This schedule is not binding on the District Attorney nor shall any entity or person whatsoever construe this schedule to be anything more than a *best case scenario* for this RFP process. This schedule may change at any time, with or without notice, at the sole discretion of the District Attorney.

## **9. Instructions to Vendors**

### **RFP Questions and Clarifications**

Vendors shall aggregate their questions or requests for clarification and submit them via email to [kgreen@stjohnnda.com](mailto:kgreen@stjohnnda.com). Questions and requests for clarification regarding this RFP must be received no later than 4:30PM (CST), October 23, 2020. Such questions and requests for

clarification, and the District Attorney's response will be provided in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

#### RFP Response Format

Vendors must address all information specified by this RFP. All questions must be answered completely. The District Attorney reserves the right to verify any information contained in the vendor's RFP response, and to request additional information after the RFP response has been received. Any supplemental information that you provide must be in writing and will become part of your proposal. Marketing brochures included as part of the main body of the bid response shall not be considered. Such material must be submitted only as attachments and must not be used as a substitute for written responses. In case of any conflict between the content in the attachments and a vendor's answers in the body of the proposal, the latter will prevail.

#### Cover Sheet

Each proposal must be accompanied by the attached cover sheet that is fully completed and signed by the individual duly authorized to bind the proposed entity.

#### Responder Profile and Demographics

Provide a statement giving a brief history of your company, how it is organized and how its available products and resources will be used to meet the District Attorney's requirements and help achieve the business objectives stated above. The responder shall submit the following information:

- a. The company's official name and address. The responder shall also indicate what type of entity it is (i.e. a corporation or a partnership).
- b. The name, address, telephone number and capacity with the company of the person who receives correspondence and who is the individual duly authorized to bind, make decisions on behalf of and/or or represent the proposed entity.
- c. The total number of years the proposed entity has been in business and offering computer technology equipment and services and, if applicable, the number of years under the present business name.
- d. The number of years that the proposed entity has been providing the specific solution that forms part of its current proposal.
- e. A description of the proposed entity's operations: facilities, business and objectives, and the number of employees.

#### Financial Information

Upon written request of the District Attorney, the proposed entity shall provide a complete set of audited financial statements for the past three (3) years. All financial statements should be prepared to generally accepted accounting principles. Each proposed entity should note that the District Attorney reserves the right to purchase credit reports and additional financial information, as it deems necessary. The proposed entity shall also provide a copy of its corporate annual report.

#### Proposal Submission

All proposals shall be mailed/delivered to the following address:

St. John the Baptist Parish District Attorney  
Attn: Mr. Keith Green, Jr.  
Civil Chief  
1342 LA Highway 44  
Reserve, Louisiana 70084

Please note that it is the vendor's responsibility to ensure that the proposal and all other required documents are received at the address named above by the closing date specified above. The District Attorney will be the sole judge of the qualifications of all prospective candidates, and reserves the right to reject all submittals without recourse. The District Attorney is aware that information contained in the proposals indicates the vendor's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.

Vendors shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation phase. The District Attorney will in no way be responsible for these costs, regardless of the conduct or outcome of the prequalification process.

#### Proposal Evaluation

The evaluation process will comprise of the following:

- a. A preliminary examination to determine substantial commercial and technical responsiveness and relevant experience.
- b. A detailed technical evaluation to determine conformity to the requirements.
- c. A possible vendor presentation
- d. After completing the evaluation phase of the process, the District Attorney will enter into contract/financial negotiations with identified vendor(s). The final selection will be based on the satisfactory outcome of these negotiations.

#### Preliminary Examination

The District Attorney will examine the proposals to determine whether they are complete, that the documents are properly signed and that they are compliant with the general RFP requirements.

## Detailed Technical Evaluation

An evaluation of proposed products will generally include an assessment of the viability of those products in the proposed solution. These assessments will be based on an established installed base, market share and growth trends, for which vendors must provide supporting information. Evaluation will also include the fit and integration with related District Attorney's infrastructure, system environments and business applications. Technical merits and features will be reviewed against the requirements identified in the vendor and technical requirements sections of this document.

## References

The vendor should provide details of customers for reference. References should be for customers with objectives and requirements similar to those of the District Attorney. References should include information about the contract (specific products in use, date of contract execution, "go live" and completion date and any services provided), as well as contact information for the client's project manager or other senior staff members familiar with the project. The District Attorney reserves the right to contact these references and discuss the client's level of satisfaction with the vendor and its products.

## Confidentiality

All information about the District Attorney provided during the RFP process shall remain under non-disclosure and cannot be released without the express permission of the District Attorney. The vendor may not make any public announcements or news releases pertaining to the vendor's intent to enter into an agreement without the DA Office's prior written permission.

## **10. Vendor Requirements**

### Operational requirements:

- a. The vendor must be flexible in modifying their project plan timeframe to meet the District Attorney's project demands. The project must be completed within the published timeframe.
- b. The District Attorney recognizes that this project involves significant technical capability for successful completion. Any information provided by the District Attorney with regard to this project is strictly confidential and shall not be disclosed to third parties.
- c. Any information provided by the District Attorney or any vendor prior to the release of this RFP, verbally or in writing, is considered preliminary and is not binding for the District Attorney or the vendor.
- d. No interpretation of the meaning of the specifications or other bidding documents, or correction of any apparent ambiguity, inconsistency, or error therein will be made orally to any vendor. Every request for such interpretation or correction must be in

writing, addressed to a District Attorney's agent. In case the District Attorney finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposal due date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be e-mailed, mailed, faxed, or delivered to all prospective vendors at the respective address furnished for such purpose.

- e. All addenda must be acknowledged in writing and included within the proposal documents submitted by the vendor.
- f. This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.
- g. The solution integration and interoperation may necessitate some changes on the District Attorney's existing information technology systems. In such case, the proposed changes have to be reviewed and approved by the appropriate District Attorney's staff.
- h. Clarification and Interpretation of RFP: The words "must", "will", "should", or "shall", in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the proposal.
- i. A proposal, which is in any way incomplete, irregular, or conditional, will not be accepted unless approved in advance by the District Attorney.
- j. The District Attorney expects the new solution to be delivered within three weeks from the date the invoice for the new solution is paid in full. The invoice will reflect exact purchase requirements.
- k. THE VENDOR MUST ENSURE INTEGRATED OPERABILITY BETWEEN THE NEWLY INSTALLED SOLUTION AND THE DISTRICT ATTORNEY'S EXISTING INFORMATION RESOURCES FOR A 60-DAY PERIOD FOLLOWING THE NEW SOLUTION INSTALLATION BEFORE THE DISTRICT ATTORNEY SHALL PROVIDE THE PROJECT SIGN-OFF. ONCE THE SIGN-OFF IS MADE, THE REMAINING 25% OF THE AWARD WILL BE REMITTED TO THE VENDOR, MINUS PENALTIES. Note: Installation is not required.
- l. The vendor must address the technical requirements delineated herein and professional services objectives identified in Section 3 - Solution. After the award of the contract, the awarded vendor (contractor) is responsible for any necessary item not brought to the attention of the District Attorney before the award in order to complete the project.
- m. It is not the intent of this specification to describe all technical requirements essential to operation, installation, and management of the solution, nor to set forth those requirements adequately covered by applicable codes, industry standards, and accepted trade practices. It is the vendor's responsibility to implement and deliver a fully

functioning, complete, optimized system that meets the criteria of all objectives, technical and functional requirements.

## **11. Required Submittals**

The District Attorney requires that responses to this solicitation contain the following information:

- a. RFP 2020 – 0001 Cover Sheet. The form attached to this RFP must be completed, signed and submitted by the individual duly authorized to bind the proposed entity, and placed as the first document to the RFP response.
- b. Non-Solicitation and Unemployment Affidavit. The form attached to this RFP as must be signed by the individual duly authorized to bind the entity, and whose signature must notarized.
- c. Pricing Summary Sheet. This responder created document must provide the information detailed in Section 6 of this RFP.
- d. Entity Documentation. Each responder must submit proof of:
  - i. The entity's proper filing with the appropriate state agency (i.e. Articles of Organization with the Louisiana Secretary of State, etc);
  - ii. Appropriate authorization for the individual duly authorized to bind the proposed entity, as acknowledged in Section 9 of this RFP (i.e. "Certificate of Authority" for an LLC, etc); and
  - iii. The required general liability insurance coverages detailed in Section 7, with exception to the "additional insured" requirement.
- e. References. The responder must provide at least three (3) references from a period not to exceed five (5) years preceding the date the proposal is submitted, in compliance with Section 9 of this RFP.
- f. Required Documentation. The responder must submit all primary and supporting documentation required by this RFP, whether specifically identified in this Section 11.

## **12. General Submittal Requirements**

All submittals must be transmitted as provided for in Section 9 of this RFP. In addition, each submittal must:

- a. Contain one (1) original package that includes the original signature(s) of the individual duly authorized to bind the proposed entity, where applicable, and a certified copy of required proof of insurance coverages.
- b. Four (4) photocopies of the original package.

- c. Be submitted and received by the District Attorney **on or before October 30, 2020 at 10:00AM (CST)**. Any proposal submitted and/or received after the deadline will not be considered by the District Attorney.
- d. Clearly state the responding company's name, full address, name of the contact person and that individual's phone number, fax number and e-mail address.

### **13. Responder's Representation/Warranty**

Any responding vendor, by submitting a proposal, specifically represents and warrants that it has and shall possess, and that its employees, agents and subcontractors have and shall possess, the required education, knowledge, experience and character necessary to qualify them individually for the particular duties they perform. The District Attorney shall reserve the right to inspect and/or evaluate any potential awardee's facility, physical equipment, staff and all matters that may bear upon the ability to successfully perform the scope of work.

The District Attorney may conduct interviews of responder(s)/vendor, as needed, to evaluate qualifications. Should the District Attorney reasonably find that any responder(s)/vendor does not have the capacity to perform the work, The District Attorney may reject the responder(s)/vendor's proposal.

### **14. General Terms and Conditions of the Awarded Contract**

Execution of a written contract will be required by any company selected to perform the work that is the subject of this RFP. The final, executed contract will incorporate this RFP document, any addenda to this RFP issued by the District Attorney, and those portions of the selected vendor's proposal designated as accepted by the District Attorney.

The contract, and any documents referred to or incorporated therein and/or attached thereto shall be complementary, and what is called for by any one shall be as binding as if called for by all. If, with respect to any subject, the terms and conditions set forth in such documents and attachments are consistent with the terms and conditions of the contract, then their provisions and requirements shall be deemed cumulative and the selected vendor shall comply with each provision and requirement. However, to the extent that any provision in such documents is, or may be, inconsistent with a provision therein, on the same subject or a part of a subject, then the selected vendor shall comply with the provision which is most favorable to the District Attorney, as determined by the District Attorney.

Any terms and conditions of a responding vendor that are in conflict with the College's terms and conditions, inclusive of any specific contractual requirements, must be identified within the selected vendor's response. The District Attorney, at its sole discretion, may negotiate the inclusion, exclusion, or alteration of any language, terms, pricing or conditions prior to the issuance of a signed contract or, if applicable, throughout the term of the contract.

### **15. Insurance and Indemnification Requirements**

The selected vendor agrees to comply with the District Attorney insurance and indemnification requirements as detailed in Sections 7 and 11 of this RFP. An insurance certificate that meets all requirements must be submitted by the selected vendor prior to any work being performed or submitted invoice being paid.

## **16. Evaluation and Award of Proposals**

While each proposal shall be considered objectively, the District Attorney reserves the right to accept or reject any proposal and to waive any formalities, informalities and/or technicalities in this RFP and the coordinated process at its own discretion.

The District Attorney will not be bound by oral explanations or instructions given by the District Attorney's employee or agent at any time during the competitive proposal process or after award. Only modifications to specifications issued in writing by way of an addendum shall be valid.

The District Attorney shall have the right to award this RFP, or any part thereof, in any manner that it deems to be in its best interest.

## RFP No. 2020 – 0001 Cover Sheet

*This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.*

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

*In order to induce the District Attorney to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to the St. John the Baptist Parish District Attorney's Office, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to the St. John the Baptist Parish District Attorney's Office.*

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**Please type or print legibly information below.**

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Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

### PROPOSER INFORMATION

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

### AUTHORIZATION TO PROPOSE (must be signed):

By: \_\_\_\_\_  
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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**If this proposal is being submitted on behalf of an agent/broker, please complete section below:**

Submitted on behalf of: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)**

STATE OF LOUISIANA

COUNTY/PARISH OF \_\_\_\_\_

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, \_\_\_\_\_, (Appearer) the owner/authorized representative of

\_\_\_\_\_  
Company / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| (a) Public bribery (R.S. 14:118)      | (c) Extortion (R.S. 14:66)         |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:230) |

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- |   |   |
|---|---|
| (a) Theft (R.S. 14:67)                                    | (f) Bank fraud (R.S. 14:71.1)             |
| (b) Identity Theft (R.S. 14:67.16)                        | (g) Forgery (R.S. 14:72)                  |
| (c) Theft of business record (R.S. 14:67.20)              | (h) Issuing worthless checks (R.S. 14:71) |
| (d) False accounting (R.S. 14:70)                         | (i) Malfeasance in office (R.S. 14:134)   |
| (e) Contractor's misapplication of payments (R.S. 14:202) |   |

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Signatory of Bidder

\_\_\_\_\_  
Project Name/Number

\_\_\_\_\_  
Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Printed Notary Name: \_\_\_\_\_

Notary/Bar Roll Number: \_\_\_\_\_

My Commission is For/Expires: \_\_\_\_\_

**ST. JOHN THE BAPTIST PARISH DISTRICT ATTORNEY  
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**

(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

**Before me**, the undersigned authority, came and appeared:

\_\_\_\_\_ ,

the duly authorized representative of \_\_\_\_\_ who, being first duly sworn, depose and state that I, personally and as an authorized representative of the above identified legal entity, executes this continuing affidavit stating that neither the above named Contractor, nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the Managed Information Technology Services.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p><b>SUBSCRIBED AND SWORN BEFORE ME ON THIS</b></p> <p>_____ DAY OF _____ 2020.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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## SELECTION/SCORING CRITERIA

St. John the Baptist Parish District Attorney's Office may select any or all of the proposals that best contribute to the overall functioning of the District Attorney. All proposals will be evaluated by applying a set of evaluation criteria and awarding points to each proposal.

The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

CRITERIA	MAXIMUM POINTS
<u>Qualifications and Experience</u>	0-20 pts
<ul style="list-style-type: none"><li>• Qualifications of key staff to perform work</li><li>• Ability to provide desired specifications</li><li>• Experience in performing like or comparable work</li></ul>	
<u>Past Performance</u>	0-20 pts
<ul style="list-style-type: none"><li>• Quality of work and special capabilities to accomplish work</li><li>• Coordination and cooperation with Parish and others</li><li>• Ability to meet deadlines and budgets</li></ul>	
<u>Technical Capabilities</u>	0-20 pts
<ul style="list-style-type: none"><li>• Key personnel and support staff</li><li>• Equipment availability and dedication</li><li>• Delivery methods and reliability of system during emergencies</li><li>• Number and size of <i>similar</i> projects currently under contract</li></ul>	
<u>Current Work Load</u>	0-10 pts
<ul style="list-style-type: none"><li>• Capacity to successfully manage District Attorney's requests</li><li>• Number and size of projects currently under contract</li></ul>	
<u>Pricing</u>	0-30 pts
<ul style="list-style-type: none"><li>• Price will be evaluated for the best overall value to the District Attorney</li></ul>	
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>