

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

MANAGED INFORMATION TECHNOLOGY SERVICES

REQUEST FOR PROPOSAL

DUE DATE

October 11, 2019

By 4:30 P.M.

1776 E. Washington Street

Urbana, IL 61802

Elizabeth Murphy

Chief Operating Officer

217-328-3313

emurphy@ccrpc.org

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

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General Information

- 1.1 Definition: A Request for Proposal (RFP) is a method of procurement permitting discussions with responsible proposers and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.
- 1.2 Receipt and Handling of Proposals: Proposals shall be opened in private by Champaign County Regional Planning Commission (RPC) management staff to avoid disclosure of contents to competing proposers.
- 1.3 Addenda: Addenda are written instruments issued by the Regional Planning Commission prior to the date for receipt of proposals which modify or interpret the RFP by additions, deletions, clarifications, or corrections.
- 1.4 Prior to the receipt of proposals, addenda will be mailed or faxed to all who are known to have received a complete Request for Proposal.
- 1.5 After receipt of proposals, addenda shall be distributed only to proposers who submitted proposals; and those proposers shall be permitted to submit new proposals or to amend those submitted.
- 1.6 Each proposer shall ascertain prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such proposers has received all addenda, and that the proposer is familiar with the terms thereof and understands fully the contents of the addenda.
- 1.7 Discussion of Proposals: Regional Planning Commission management may conduct discussions with any proposer who submits an acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, Regional Planning Commission management shall not disclose any information derived from one proposal to another proposer. Regional Planning Commission management will be comprised of the following:

Dalitso Sulamoyo, Chief Executive Officer

Elizabeth Murphy, Chief Operating Officer
- 1.8 During the initial discussion, the proposer shall be prepared to give an oral presentation covering the following topics:
 - a. The specific services to be provided.
 - b. Qualifications of the proposer, including work on similar projects, experience of personnel, etc.
 - c. The working relationship to be established between the Regional Planning Commission and the proposer including, but not limited to, what each party should expect from the other.

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- d. Implementation schedule for the project.
- e. A review of the costs associated with this project.

1.9 Evaluation Criteria:

- a. Ability of the proposer to comply with the requirements of the contract.
- b. The quality level of the proposed services.
- c. The number and scope of conditions attached to the offer.
- d. The price of the services.
- e. Such other information that may be secured by the Regional Planning Commission which may have a bearing on the decision to make the award.

1.10 Negotiations: The Regional Planning Commission reserves the right to negotiate specifications, terms, and conditions which may be necessary or appropriate to the accomplishment of the purpose of the RFP. The Regional Planning Commission may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the Regional Planning Commission as contractually binding on the successful proposer.

1.11 Confidentiality: The Chief Executive Officer and Chief Operating Officer shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the proposer pertaining to this RFP will be public information and will be made available for inspection, unless otherwise determined by the Chief Executive Officer. All data, documentation, and innovations developed as a result of these contractual services shall become the property of the Regional Planning Commission. Based upon the public nature of these RFPs, a proposer must inform the Regional Planning Commission in writing of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

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- 2.1 Introduction: The Champaign County Regional Planning Commission is requesting proposals from qualified, professional technology vendors that have experience working with local government clients providing on-site information technology and network support. The qualified vendor would provide necessary technical services, which would enable the Regional Planning Commission to:
- a. Improve information technology effectiveness
 - b. Enhance its quality of service
 - c. Protect and secure its technology infrastructure
 - d. Ensure the efficient operation of the Regional Planning Commission network and related computer systems in its defined user community.
 - e. Minimize the spending and maximize the ROI for investment in technology
 - f. Server administration, including thorough inspections of the 17 servers to ensure that all data and emails are backed up on a timely and consistent basis
 - g. Provide maximum network uptime, including email and the Internet.
- 2.2 It is the general intent of the Regional Planning Commission that the independent consultant will perform routine maintenance and updates to the system, as well as provide a needed resource for both the end users of the system and associated management staff.

Background Information

- 3.1 Definition: The Champaign County Regional Planning Commission currently has computer hardware located in 13 permanent office locations and 30 virtual home offices in a 13-county area. These facilities include:
- a. **Brookens Administrative Center (Administrative Offices)**
1776 E. Washington Street, Urbana, IL
 - b. **Champaign Early Childhood Center**
809 N. Neil Street, Monticello, IL
 - c. **Rantoul Early Childhood Center**
104 Nightingale Court, Rantoul, IL
 - d. **Savoy Early Childhood Center**
310 W. Church Street, Savoy, IL
 - e. **Savoy Transportation Center**
101 W. Tomaras Avenue, Savoy, IL

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f. Urbana Early Childhood Center

1603 E. Mumford, Urbana, IL

g. Illinois WorkNet (American Job Center)

1307 N. Mattis Avenue, Champaign, IL

h. Illinois WorkNet (American Job Center)

1001 E. Grant Street, Watseka, IL

i. Illinois WorkNet (American Job Center)

1115 N. State Street, Monticello, IL

j. Illinois WorkNet (American Job Center)

124 W. State Street, Paxton, IL

k. Youth Assessment Center

2011 Round Barn Road, Champaign, IL

l. Illinois WorkNet (American Job Center)

401 S. Main, Tuscola, IL

m. Champaign West Early Childhood Center

103 S. Country Fair, Champaign, IL

n. Individual Service & Support Coordination

13 virtual offices in 13-country area

The Regional Planning Commission (RPC) currently has a staff of 350 working in a variety of capacities both on-site and in the field utilizing multiple software systems and federal and state databases. Staff positions include early childhood teachers, social workers, planners, engineers, economic and community development specialists, fiscal specialists, clerical staff, cooks, bus drivers and weatherization crews. The associated technological expertise of the staff varies widely. The Regional Planning Commission is a semi-autonomous unit of Champaign County government. As such, it is required to utilize the County's mainframe computer (IBM AS400) for a number of operational functions including proprietary systems for accounting, budgeting, accounts payable, as well as Kronos for timekeeping and payroll functions. The RPC is also restricted by the County's firewall and security systems.

The Regional Planning Commission recognizes responsible environmental stewardship as part of its mission to provide high quality public services to its clients, residents and businesses. The RPC is committed to environmental sustainability efforts, especially in the utilization of technology to reduce energy consumption.

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Current Technology

- 4.1 Definition: The RPC's current technology includes a network system that connects the Commission's administrative offices to its external locations and includes the following:
- a. 22 Servers (Hosts/VM's) / 17 Workstation (VM's)
 - b. 55 Switches/Routers
 - c. 360 Workstations Desktops/laptops
 - d. 20 Desktop computers (public)
 - e. 50 iPads (preschool children) and WIOA
 - f. 15 Xerox copiers (scan-to-email capability)
 - g. 65 Printers
 - h. 80 video cameras monitored and recorded through Milestone Software
- 4.2 Prospective vendors should recognize that given the rate of change in technology, the above listing may have changed since it was developed, but it presents a baseline for this RFP.

Server Operating Environment

- 5.1 The RPC's server operating systems include:
- a. **Brookens Administrative Center**
 - i. Windows Server 2012 RC2 – 2019, Quantity 22, Applications (File Server, HyperV, Email, Active Directory, Exchange, Misc.)
 - ii. Windows 10, Windows 7, Quantity 17, Applications (VM Workstations for various organizations)
 - iii. SonicWALL, Quantity 1, Applications (Router, Firewall, and VPN Server)
 - iv. Linux Ubuntu 18.04, 19.04, Quantity 4, Applications (websites and applications maintained by internal RPC staff)
 - b. **Early Childhood Centers**
 - i. Windows Server 2012 RC2 – 2019, Quantity 5, Applications (Servers to monitor and view camera videos)
 - ii. SonicWALL, Quantity 6, Applications (Router, Firewall, VPN Server)
 - c. **Workforce Center/Emergency Shelter**
 - i. SonicWALL, Quantity 5, Applications (Router, Firewall, VPN Server)
 - ii. Public PC Management PC/Server

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Current Software

6.1 The RPC supports a variety of software applications as well as numerous department-specific applications.

a. Transportation and Traffic Engineering Software

- i. CUBE
- ii. SYNCHRO and SimTraffic
- iii. Highway Capacity Software (HCS)
- v. Jamar Petra Pro
- vi. MetroCounts
- vii. Eco Counter
- viii. Nu-metrics

b. Graphic Design and Presentation Software

- i. Adobe Creative Cloud – Acrobat, InDesign, Illustrator, Photoshop
- ii. AUTOCAD

c. Graphic Design and Presentation Software

- i. Adobe Creative Cloud – Acrobat, InDesign, Illustrator, Photoshop
- ii. AUTOCAD

d. Loan Software

- i. Pearl

e. Productivity

- i. Microsoft Office 365 - WORD, EXCEL, POWERPOINT, PUBLISHER, ACCESS

f. Early Childhood

- i. ChildPlus

g. Operations

- i. Kronos Human Resources
- ii. Kronos TimeKeeper
- iii. Turning Point

Regional Planning Commission staff access and require daily connectivity to a number of federal and state databases; i.e., WeatherWorks, LIHEAP, IWDS, etc.

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Software, Hardware, and Network Maintenance Agreements

- 7.1 The Vendor will be responsible for ensuring all required software licensing and maintenance agreements are current. The RPC will be responsible for the contractual and procurement requirements of the maintenance agreements.

Scope of Work

- 8.1 The Vendor shall be responsible for performing all work outlined in the Scope of Services by providing a full range of information technology support services for the RPC's computer-based technologies system (hereinafter referred to as "System"). The nature of the service will be ongoing support and coordination of the System to ensure proper implementation of new technologies, general management and operation, maintenance/troubleshooting and to prepare for future needs, prevent technical difficulties, or down time. It is the general intent of the RPC that the vendor will provide on-site information technology staff to perform routine maintenance and updates to the System, deploy equipment and software, and provide needed resources for both end users of the System and RPC management staff to ensure System integrity, reliability and security.
- 8.2 The Vendor will be responsible for the managed services platform allowing for automatic updates, application updates, monitoring, print management, anti-virus deployment and updates, and system backups.
- 8.3 The services described in this RFP are intended to be comprehensive but may not be all inclusive in describing the actual particular activities that will be required, resources or other details necessary for the proper performance of the services.
- 8.4 The selected Vendor must provide the services described in this RFP as they evolve and may change during the contract term, through the approved change control process. This may include modifying, changing, replacing, supplementing and enhancing the services described below over time.

Scope Limitations

- 9.1 The RPC's current telephone system is generally outside the scope of this project with the exception of occasional device resetting/initialization and some IP space maintenance.
- 9.2 The Vendor will provide all support from the networking port on the copier/printer/scanner back to the users. Any hardware maintenance for copiers/printers/scanners is provided by a third-party vendor and/or warranty provisions.
- 9.3 New hardware, network equipment, software and other IT standard procurements are outside the scope of this proposal. During the course of this contract, the selected Vendor will identify new IT procurements and will work with RPC management to select and obtain the required hardware, equipment and software required. In this capacity, the selected vendor will serve in a consultative and advisory role.

Scope of Services

- 10.1 The following information technology services shall be provided by the Vendor to the RPC:

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- a. **Initial Assessment** - Review of the inventory, assessment of the system architecture and equipment for efficiency, capacity, speed, and current processes, and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. This assessment should focus on short term, high priority issues regarding the network and the ability to support daily operations.
- b. **Desktop Application Support**—Performance of basic support functions, including the installation of PC's, laptops, printers, peripherals, and office software; diagnosis and correction of desktop application problems, configuring of PC's and laptops for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed; update and maintain an inventory of all computer related hardware and software and make available to RPC staff implementation of a Help Desk system.
- c. **Server and Workstation Administration Services**—Manage computer network and associated hardware, software, application software, communications and operating systems necessary for the quality, security, performance, availability, recoverability and reliability of the system. Monitor server performance and capacity management services. Ensure scheduled preventive maintenance for equipment is promptly performed; develop back-up plans and procedural documentation. The Vendor shall be responsible for configuration management, including changes, upgrades, patches, etc., management of user login's and password security (in coordination with County IT); support of software products relating to servers and workstations; and timely response to repair and maintenance work for the user.
- d. **Network Administration Services**—Maintenance and support of network equipment, including switches, firewalls, routers, security devices, and wireless equipment are included. Install and connect printers, scanners, network devices and any other computer peripherals computer devices. Analyze routine configuration changes and install software patches and upgrades as well as minor cabling if needed. Design alert notification system to designated RPC personnel in the event of failure. Complete proactive monitoring of network equipment including bandwidth utilization, and other performance indicators, with reporting when specified thresholds are reached. Oversee network performance and capacity management services, and network troubleshooting. Maintain network documentation and procedures.
- e. **Email**—The Vendor shall manage the RPC's email account and ensure domain name is properly established and maintained. The Vendor shall be responsible for adding, deleting or changing employee email accounts of RPC employees and ensure that each email account is working efficiently and effectively free of uninterrupted errors, and ensure that each individual email account can maintain ample server space so that employees may store several years of email data. An email account notification shall be established for reporting IT maintenance problems or needed support.
- f. **Security, Backup Efforts and Website and Internet**—In coordination with County IT, the Vendor shall ensure that all RPC servers, desktops and laptops are protected by

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antivirus software and that an adequate firewall is in place to prevent unwanted intrusion into the RPC's computer network system. Systems shall be designed to notify RPC employees when system securities are breached and or when system hardware is not operating efficiently. The Vendor shall perform security audits as requested and notify RPC personnel immediately of suspected breach of security or intrusion detection. Backup system shall be established to prevent loss of data and functionality. The Vendor shall configure the RPC system to enable remote access in a secure environment and provide remote access administration as requested by designated RPC personnel. The Vendor shall provide support and maintenance service for the RPC's website and Internet services.

- g. Strategic Planning**—The Vendor shall engineer, plan and design services for major system enhancements, including installations and upgrades of new and existing systems. Examples include major server upgrade, storage system upgrades, redesign of backup systems, etc. Provide technical leadership for server technology issues. Make recommendations for future purchases of hardware, software and technology needs. Install new servers, software and hardware and transfer data when acquired. Strategic planning, design and installation/upgrade of core network systems. Examples include major network up-grades; provide changes, IP schema design, installation of core network devices, etc.
- h. On Demand Response**—The Vendor shall offer on-demand response to the RPC's IT requests. The Vendor shall have access and be available 24/7 but particularly during the RPC's normal business hours (8:00 a.m. and 4:30 p.m.). The Vendor will also be required to perform maintenance service after hours and on weekends in situations which would least likely disrupt RPC staff during regular business hours. The Vendor will be expected to guarantee a 4-hour response time for emergency situations and high priority requests from RPC management.
- i. Service Level Metrics and Management Reporting** - Based on industry "best practices" the Vendor shall negotiate an appropriate level of uptime and downtime monitoring and reporting to RPC management. For example, the RPC requires network availability at 99.99% and Help Desk request acknowledgement and resolution within a specified time parameter. The Vendor will report actual performance as one component of monthly reporting to RPC management.
- j. Confidentiality**—Confidentiality of computer information and data is vital. The selected Vendor and their employees will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law. The Vendor also agrees that the RPC may perform a criminal background investigation on any Vendor employees who have access to the RPC's system and the Vendor will provide requested employee information when requested by the RPC.
- k. Miscellaneous** - The Vendor will be permitted to perform some routine procedures remotely however; the Vendor will be expected to perform on-site visits both for

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routine preventative maintenance and on-demand response (when that allows for effective problem resolution and associated response time). All on-demand requests will be coordinated through RPC management.

Not Included—The contract to be awarded does not obligate the RPC to purchase computer equipment, hardware devices, cabling, licenses, software, managed services platform; etc. from the successful Vendor. Replacement parts are not part of this contract. The scope also does not include computer equipment and networks not owned by the RPC.

Submission Requirements

11.1 The RPC is requesting that the proposal submitted address the subjects with specificity. We are looking for content, organized effort, and solution-oriented procedures. The goal is a secure, smooth operating, efficient process, and effective informational technology system.

11.2 Due to the nature of this proposal, it is requested that each proposal be targeted and focused on how your organization can best meet the RPC's requirements. It is our expectation that vendor proposals will present a comprehensive and professional solution to our information technology needs. Finalist vendors will have an opportunity to provide a more detailed explanation of their services during the short list evaluation process. Each proposal shall provide the following information in the order as listed:

a. Letter of Transmittal - The letter of transmittal is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statement and information:

- i. Company name, address, phone number(s) and website.
- ii. Name, title, email address and phone number of the person to contact and who is authorized to represent the vendor and to whom correspondence should be directed.
- iii. Federal and State taxpayer identification number of the Vendor.
- iv. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
- v. Letter must be signed by a corporate officer or person authorized to bind the Vendor to the proposal and cost schedule.
- vi. A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with the RPC.

b. Profile - Provide a short profile of the firm including at a minimum the following:

- i. Length of time in business.
- ii. Length of time in providing proposed managed services

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- iii. Number of clients
- iv. Number of clients in the public sector.
- v. Number of full-time and part-time employees and areas of involvement; i.e., technical support, administrative support, etc.
- vi. Location of office to service the RPC account.
- vii. Please provide a resume of the Project Director and any full and part employees that will be servicing the account, including any relevant certifications.

Proposal

- 12.1 Describe the overall approach the Vendor will use in providing the services required and the methodology for providing on-going support.
- 12.2 Describe how your firm is positioned to provide the services listed above and provide a history of experiences on providing similar services.
- 12.3 Provide the name, title, address and phone numbers of the public sector clients you have worked with in the past three (3) years. Also include information referencing the actual services performed, number of users, and length of tenure.
- 12.4 Describe the approach to conduct the Initial Assessment (A) and the anticipated deliverable
- 12.5 Describe Desktop Application Support (B) services in general and specific questions to address:
 - i. Help Desk description
 - ii. Support availability (days of week and time)
 - iii. Structure of charges for support
 - iv. Steps for resolving problem escalation
 - v. Final authority regarding conflicts
 - vi. Response time and goal for resolving problems

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- 12.6 Describe Managed Services Solution for the following:
- i. Server and Workstation Administration Services (C)
 - ii. Network Administration Services and Monitoring Platform (D)
 - iii. Email (E)
 - iv. Security, Backup Efforts and RPC Website and Internet (G)
- 12.7 Describe the proposed approach for providing Strategic Planning Services (H) as described in the RFP.
- 12.8 Describe the proposed approach for providing the On-Demand Response (I) services.
- 12.9 Describe the proposed Service Level Metrics by service delivery category and proposed management reporting to RPC Management
- 12.10 Explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non- performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it. The RPC will evaluate the facts, and may, at its sole discretion, reject the vendor's proposal.
- 12.11 Scope of services beyond the RFP that the vendor provides which may be of interest to the RPC.
- 12.12 Proposal summary, including why the vendor is pursuing the work and how it is uniquely qualified to perform the services. Include other pertinent information that helps the RPC determine your overall qualifications.
- 12.13 The Vendor shall submit service reports on a regular basis, summarizing service and IT policy issues. The vendor must be available to meet with the RPC Chief Executive Officer and Chief Operating Officer to review reports and discuss issues.

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Evaluation Criteria and Process

13.1 RPC management will review the vendors' qualifications. From this review, an evaluation and selection process will be completed using the following criteria as a benchmark for making a recommendation. Following are the criteria:

CRITERIA	POINTS
Public Sector Experience	25
Project approach	25
Understanding of services to be provided	15
Project staffing	15
Satisfaction of clients and end users	5
Proposal presentation (clarity & creativity)	5
Pricing	10
Total Points	100

13.2 The selection process is as follows:

- i. Reviews qualifications, experience, references, approach and personnel etc.
- ii. Scoring of the proposals.
- iii. Short list vendors and schedule interviews.
- iv. Recommendation to the RPC board for approval of a contract to the vendor whose approach and pricing best meets the RPC's needs.

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RFP Timeline

EVENT	DATE
RFP Issued	September 9, 2019
RFPs Due	October 11, 2019 by 4:30 p.m. Brookens Administration Center
Interviews (Shortlist)	October 7, 2019
Contract Award	October 25, 2019
Start Date	November 1, 2019

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Submission of Proposal

- 14.1 Proposals must be received by 4:30 P.M. on October 11, 2019 at the Regional Planning Commission's offices in the Brookens Administrative Center, 1776 E. Washington Street, Urbana, IL. Questions must be received 5 days prior to the closing of the RFPs and emailed to emurphy@ccrpc.org. A response in the form of an addendum will be issued.
- 14.2 The pricing sheet should provide detailed pricing on a per user basis assuming 2.0 FTE's dedicated to professional on-site, remote, and virtual support for a contractual period of three years. Detailed supporting cost data will facilitate the evaluation process. Relevant assumptions used to develop the cost data should also be provided
- 14.3 Please submit two (2) copies of the proposal. All copies of the proposals must be submitted in a sealed envelope. Proposals should be addressed as follows:

Champaign County Regional Planning Commission

Ms. Elizabeth Murphy, Chief Operating Officer

1776 E. Washington Street

Urbana, IL 61802

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PLEASE SUBMIT ONE (1) ORIGINAL OF ALL DOCUMENTS FOLLOWING THIS PAGE

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PROPOSAL FORM –

MANAGED INFORMATION TECHNOLOGY SERVICES

Company Name:
Contact Person:
Address:
City, State, Zip:
Phone
Signature:
E-Mail Address Required:

The Proposer acknowledges receipt of the addenda as follows:

Addendum No. _____ Addendum No. _____ Addendum No. _____

This Proposal is an offer which shall be considered accepted only after the RPC Chief Executive Officer authorizes the execution of the contract. In the event that this Proposal is accepted and an award of contract is made, the Vendor does hereby agree to deliver to the RPC the signed and executed contract within ten (10) working days after the date of such acceptance and notification thereof.

The proposal shall be binding for sixty (60) days following the bid opening date unless the Vendor, upon request of the RPC agrees to an extension.

This proposal, when accepted and signed by an authorized signatory of the RPC, shall become a contract binding upon the person, partnership, or corporation to perform as specified and upon the RPC to accept the associated services.

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DISCLOSURE OF BENEFICIARIES

In compliance with the Champaign County Regional Planning Commission's Purchasing Policies requiring the disclosure of certain interests by persons applying for permits, licenses, approval, or benefits from the RPC:

1. Applicant: _____

Name _____

Address _____

Federal Tax ID# _____

2. Nature of Transaction Sought; for example, license, permit, approval or sale of products, services, or miscellaneous (explain miscellaneous):

3. Nature of Applicant: (Please check one)

- a. Natural Person: _____
- b. Corporation: _____
- c. Land Trust/Trustee: _____
- d. Trust/Trustee: _____
- e. Partnership: _____
- f. Joint Venture: _____

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of the applicant:

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5. If in your answer to Section 3 you have checked Box b, c, d, or e, identify by name and address each person or entity who is a 7.5 percent shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity.

	Name	Address	Interest
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each such entity.

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VERIFICATION

I, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

(Authorized Signature and Title)

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public