



Berwyn Health Department

Managed Service Provider
Request for Proposal

RFP COORDINATOR:

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1. Introduction

Berwyn Health Department is pleased to invite you to respond to this Request for Proposal (RFP) for Managed IT Services. The intention of this RFP is to solicit responses and formal proposals from qualified Managed IT Services Providers (MSPs) and select a single organization to provide IT services to **BERWYN HEALTH DEPARTMENT**.

1.1 About BERWYN HEALTH DEPARTMENT

The Township and the **Berwyn Public Health District** are separate and distinct governmental bodies with different governing boards. The Township is governed by the Board of Trustees (four elected officials) and chaired by the Township Supervisor. The governing body of the Health District includes the Township Supervisor, Clerk, and Assessor, who serve as President, Secretary, and Treasurer.

1.2 Purpose

With this RFP, **Berwyn Health Department** is requesting information about your company and the IT products and solutions you provide as outlined in the Service Requirements section. This information will be gathered from several different organizations and used to evaluate provider options for **BERWYN HEALTH DEPARTMENT**.

This RFP is issued solely for information and planning purposes. This document does not commit Berwyn Health Department to contract for any service, supply, or subscription whatsoever. **Berwyn Health Department** will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

1.3 Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document, or in discussions related to **Berwyn Health Department** Managed Service Provider selection effort, may be disclosed to another party or used for any other purpose without the express written or verbal consent.

2. Environment Overview

The information below outlines the general demographics of **Berwyn Health Department** and our current technical environment.

Office Locations: 6600 W. 26th Street, Berwyn Illinois 60402

Number of Employees: 14

Remote Employees: 0

Current Technical Environment:

- **Software Systems**
 - Email: Network Solutions
 - Electronic medical record: E-Clinical Works
- **Connectivity**
 - Comcast
- **Remote Access / VPN**
 - Not Applicable
- **Workstations and other Devices**
 - I-Pads (4)
 - PC (10)
 - Konica printer (2)

3. Service Requirements

As part of this RFP, **Berwyn Health Department** has requirements for the following services. We realize that not every MSP will be able to provide all the services listed below, but we encourage you to respond regardless.

- **Help Desk Support** - The MSP should offer superior 24x7x365 Help Desk support from Tier One to Three services utilizing by industry best practice processes and procedures.
- **Server & Network System Monitoring** – The MSP must provide 24x7 monitoring of **BERWYN HEALTH DEPARTMENT's** server & network system with proactive communication and escalation protocols based on the severity of any unscheduled outages.
- **Patch Management Services & Preventative Maintenance** – The MSP must provide management of critical security and system patches to all servers and systems on the network to ensure **BERWYN HEALTH DEPARTMENT's** IT systems and resources are properly managed and maintained.
- **Business Continuity and Disaster Recovery** – The MSP must be able to support **BERWYN HEALTH DEPARTMENT's** ability to recover based on the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) agreed upon by organizational constituents. In addition, backup and redundancy should be used to support this need.
- **Remote Backup** – The MSP must execute a nightly backup plan for the critical servers, including a regularly-tested recovery process.
- **Email System Management** - **BERWYN HEALTH DEPARTMENT** requires the management and administration of **BERWYN HEALTH DEPARTMENT's** email system for all users.
- **Antivirus, AntiSpam & Antispyware Protection** – **BERWYN HEALTH DEPARTMENT** is looking for solutions to defend against security threats including phishing, malware, spam, viruses.
- **On-Site Support** – When needed, the MSP should have the ability to deploy onsite resources to assist in issues which cannot be resolved through remote access to in-house systems.
- **Networking Support** - **BERWYN HEALTH DEPARTMENT** requires proactive management and monitoring of our switches, firewalls, routers and Wi-Fi systems, and other networking equipment as identified by **BERWYN HEALTH DEPARTMENT**.
- **Security Systems Monitoring** – MSP must provide proactive monitoring and management of **BERWYN HEALTH DEPARTMENT's** security systems, including firewalls, intrusion

prevention, secure remote access, and any implementations of advanced security solutions **BERWYN HEALTH DEPARTMENT** may utilize.

- **Vendor Management** – The MSP should be able to manage other vendors which may be contracted for by **BERWYN HEALTH DEPARTMENT** and serve as the key point of contact unless escalated.
- **Warranty and Asset Inventory Management** – **BERWYN HEALTH DEPARTMENT** expects the MSP to maintain a hardware and asset inventory that includes Desktops, Laptops, Servers, Printers/Scanners, Fax Machines, and notify **BERWYN HEALTH DEPARTMENT** of any potential service or warranty issues. The MSP must also assist with managing the lifecycle of **BERWYN HEALTH DEPARTMENT's** devices and maintain an equipment inventory to ensure our systems are always current.
- **Software Licensing Control** – Oversight of automatic renewal of software applications and maintenance of appropriate documentation.
- **Procurement Management** – The MSP must assist with the selection of commercially rated equipment, order placement, order tracking, shipping, equipment returns, and sourcing and ordering of replacement parts.
- **PC Deployment** – Delivery and setup of machines on-site.
- **Desktop and Laptop Support** - MSPs must include their ability to support existing and future desktop and laptop hardware. This includes maintenance and repair, replacement for failed equipment, and the acquisition and provisioning for new equipment as needed.
- **Printers, Copiers and Scanners** -The MSP must be able to support existing printers, copiers and scanner related network-printing issues.
- **Desktop Software Standardization and Software Licensing and Upgrades** – MSP must have a process for identifying standardization and management of desktop images and ensuring that staff are using current products as well as current OS and browser versions.
- **Lifecycle Management of Hardware Units** – The MSP should have processes for end-of-life notification, replacement, and asset decommissioning/disposal.
- **Break Fixes and Installation** – The MSP should offer planned and on-call break/fix services, including emergency response to server issues.
- **Move, Add, Change (MAC)** – **BERWYN HEALTH DEPARTMENT** is looking for the MSP to help with any changes to the location, configuration of existing equipment or software, and installation of additional equipment or software as needed.
- **Reporting** – The MSP should provide relevant reporting not only based on their performance from a help desk perspective but also regarding system health, uptime, and assist in keeping an accurate hardware inventory to inform ongoing planning of maintenance, warranties, and refresh schedules.
- **Technology Strategy Planning** – The MSP will work with current IT staff to develop a long-term strategic technology plan. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mandate in the community.
- **Account Management** – The MSP must offer an internal escalation process in tandem with **BERWYN HEALTH DEPARTMENT** to ensure the ability to have multiple points of contact available if needed depending on the items or issue encountered.
- **Project Management** – The MSP should be able to offer project management and technical engineering resources to assist with technical projects as identified by the MSP or **BERWYN HEALTH DEPARTMENT**.
- **Solution Design** – The MSP must provide solution packages (e.g., hardware, software, licensing) and associated consolidation of data.

- **Service Levels** – The MSP should identify service level agreements or objectives and report back on a regular basis to **BERWYN HEALTH DEPARTMENT** on their ability to meet these agreements or objectives.
- **IT Policy Review and Development** – The MSP should be able to assist in the development of customized policies related to the use of technology.
- **Onboarding and Offboarding Staff** - The MSP must have process and procedure in place to onboard or offboard team members in a timely and efficient manner.
- **Compliance** – The MSP must use systems that comply with published Payment Card Industry Security (PCI) Standards. In addition, the MSP should also support rules and regulations as provided by relevant governing organizations as identified by regulatory or grant based requirements.
- **Scalability** – The MSP must be able to offer a model where scaling up or down from a systems and cost perspective is simple and nimble.
- **Multi-Factor Authentication (MFA)** – MSP must be able to provide and manage a Multi-Factor Authentication (MFA) solution to provide an easy-to-use method to verify user identities at login and to protect logins with multi-factor authentication.
- **End-User Security Awareness Training** – The MSP should offer Security Awareness Training to teach **BERWYN HEALTH DEPARTMENT’s** staff and employees about current threats, terms, standards, and compliance to help them avoid a security incident.
- **Vulnerability Testing** - The MSP should offer vulnerability tests, both internally and externally, to determine what flaws and potential threats exist from the outside, or perimeter, of **BERWYN HEALTH DEPARTMENT’s** business network.
- **Managed SOC-as-a-Service** - The MSP should offer Managed SOC-as-a-Service to monitor **BERWYN HEALTH DEPARTMENT’s** environment and ensure proactive detection and response to threats, intrusions and attacks.
- **Special Projects** – The MSP must be able to offer support with implementing new electronic medical record system, support and insure continuity of scanning patient medical records

4. Response Process

4.1 Notification of Intent to Respond and Clarifying Questions

Please indicate your intention to respond to this RFP by email to the Primary RFP Contact listed below by the *Intent to Respond and Questions Due* date outlined below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP.

4.2 Primary RFP Contact

Please direct all inquiries regarding to this RFP to:

BETSY CANEDO
 LEAD NURSE
 BERWYN HEALTH DEPARTMENT
bcanedo@berwyntownship.org
 708 765 4563

4.3 Response Delivery Instructions

BERWYN HEALTH DEPARTMENT requires responses to this request for proposal to be delivered in writing. You may attach documentation to support your answers, if necessary.

Please submit all responses via electronic delivery no later than **11/01/2024** to:

BETSY CANEDO
LEAD NURSE
BERWYN HEALTH DEPARTMENT
bcanedo@berwyntownship.org
708 765 4563

Any response received after the delivery date specified, will not be considered without prior written or electronic approval.

Please complete the attached forms (Attachment A and Attachment B), a proposal document, pricing breakdown, and a version of any master services agreement or other contract that would be utilized if chosen.

5. Selection Criteria & Process

5.1 Selection Criteria

BERWYN HEALTH DEPARTMENT will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. **BERWYN HEALTH DEPARTMENT** is not obligated to select the lowest price bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Demonstrated customer service quality and support
- Previous relevant experience
- Vendor strength and stability
- Account management
- Reporting capabilities
- Financial considerations

5.2 Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses, as well as clarification of information as deemed necessary by the evaluation team.

- Identification of 2–3 final candidates to conduct in-depth review of capabilities, including on-site interviews and/or presentations.
- Conducting of site visits and/or reference calls as deemed appropriate by the evaluation team.

5.3 Finalist Presentations

Our intention is to hold presentations/demonstrations with one or more firms as indicated in the *Key Dates* table. The presentations will be held at **BERWYN HEALTH DEPARTMENT** at 6600 W. 26th Street, Berwyn Illinois 60402 and we will try to provide the finalist firms with as much advance notice as possible.

6. Key Dates

Below is a general timeline outlining the process steps with **estimated dates** for each step of the process. By participating in the RFP process, MSPs agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Distributed to MSPs	10/09/2024
Responses Due from MSPs	11/01/2024
MSP Selection / Award Contract	11/15/2024
MSP "Go Live"	12/15/2024

Thank You

BERWYN HEALTH DEPARTMENT looks forward to reviewing your response and would like to thank you in advance for your participation. The Managed Service Provider selection project is very important to our continued success and represents a major focus of effort for **BERWYN HEALTH DEPARTMENT**. We appreciate and value your input, expertise, and feedback.

Attachment A

RFP Response Form: Company Information

Please provide the following information about your Company:

1.0 Company Profile		
1.1	Company Name	
1.2	Company Address	
1.3	Contact Information (Party responsible for responding to this RFP)	
1.4	Company Webpage	
1.5	Main Products / Services	
1.6	Main Market / Customers	
1.7	Number of years in the Market	
1.8	When did you first start providing similar solutions?	
1.9	Company location(s)	
1.10	Number of Employees	
1.11	Number of Employees in Account Management	
1.12	Number of Employees in Technical Support	
1.13	Key Business Partnerships	

Attachment B

RFP Response Form: Questions

Please provide responses to the questions below to the best of your ability.

1.0 General	
1.1	Q. What are the general types of organizations your clients represent? A.
1.2	Q. Why do you believe that you are a good fit with our organization? A.
1.3	Q. Describe your onboarding/implementation process and approach if you were selected? A.
1.4	Q. How do you typically work with IT Management at clients who have staff members? A.
1.5	Q. What do you feel your overall strengths and differentiators are? A.
1.6	Q. Do you serve clients with 24 X 7 requirements? A.
1.7	Q. What services do you offer besides the core services of a Managed Service Provider? A.
1.8	Q. What type of training do you offer either during onboarding or ongoing? A.
1.9	Q. What training resources are available for team members? A.
1.10	Q. What type of general expertise can you provide in key technology areas? A.

2.0 Processes

2.1	Q. Do you use in-house or contracted resources for services? A.
2.2	Q. Describe your process for migrating [BERWYN HEALTH DEPARTMENT] to your organization? A.
2.3	Q. What BERWYN HEALTH DEPARTMENT resources would you require (i.e., information, data, staff resources, communication) during initial migration and on an ongoing basis? A.
2.4	Q. Outline the methods by which clients can access you (i.e. online, by phone, etc.). A.
2.5	Q. Describe the escalation and account management process. A.
2.6	Q. Where is/are your support center(s) located? A.
2.7	Q. How involved is your team with creating project plans/testing during technical projects? A.
2.8	Q. Do you follow ITIL or other processes aligned with industry standard practices? A.
2.9	Q. Do you participate in drills or tests i.e. DR, IRP, etc.? A.
2.10	Q. How do you notify users of maintenance windows or system outages? A.
2.11	Q. What types of diagrams would you typically create/maintain? A.
2.12	Q. Do you offer knowledge bases for common issues and how are they utilized? A.
2.13	Q. What is your willingness or ability to support the security systems, phone systems, audio/visual systems? A.
2.14	Q. How often do you conduct DR testing? A.

3.0 Technology

3.1	Q. What types of monitoring agents would you use for end user devices? A.
3.2	Q. What is the back-end help desk system you use? A.
3.3	Q. Do you offer managed firewalls or other managed technology? A.
3.4	Q. Do you offer MDM or other mobile management technology? A.
3.5	Q. Do you offer a SIEM or other security-based technology? A.
3.6	Q. Do you have tools to provide system uptime metrics? A.
3.7	Q. What tools do you use for network monitoring? A.
3.8	Q. What tools do you use for system monitoring or general health level of end user devices? A.
3.9	Q. Do you offer or partner for laptop encryption? A.
3.10	Q. If hosting/co-location is an option please describe details of option i.e. services, vendor partners, etc. A.

4.0 Support	
4.1	<p>Q. Describe fully your technical support options including the assistance request process, escalation process, support hours, response times, staffing levels, staff expertise, and physical location of the help desk.</p> <p>A.</p>
4.2	<p>Q. Please provide details on your standard reporting capabilities.</p> <p>A.</p>
4.3	<p>Q. Describe any documentation and support (e.g., user manuals, online help, interactive dem web-based seminars, and online knowledge base) that will be available, both from the techni perspective and the end user perspective.</p> <p>A.</p>
4.4	<p>Q. What options are available for user training and technical training that may be required by staff?</p> <p>A.</p>
4.5	<p>Q. Describe any user groups, websites, newsletters, conferences, or any other means you support for sharing information and soliciting service feedback.</p> <p>A.</p>
4.6	<p>Q. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process?</p> <p>A.</p>
4.7	<p>Q. The BERWYN HEALTH DEPARTMENT user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills.</p> <p>A.</p>

5.0 Pricing & Contracts	
5.1	<p>Please attach cost estimates and worksheets to support these estimates if applicable. Itemize non-recurring and recurring costs. Recurring costs should be quoted as per user per month costs. Other pricing models may be provided as an option.</p>
5.2	<p>Please attach a Master Services Agreement or other legal documents beyond a proposal which act Berwyn Health Department a proposal.</p>

6.0 References	
6.1	<p>Please provide at least three references for customers with similar operations to the proposed solution. Include contact names, phone numbers, email addresses and industry.</p>

