

**COUNTY OF BARNSTABLE
PURCHASING
DEPARTMENT OF FINANCE
SUPERIOR COURT HOUSE
P.O. BOX 427
BARNSTABLE, MASSACHUSETTS 02630**

Elaine Davis
Chief Procurement Officer

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REQUEST FOR PROPOSALS

Barnstable County requests proposals to supply, configure and maintain a Regional Wide Area Network (RWAN), which will provide connectivity to Internet services and hosted services to be available for municipalities in both physical and virtual locations.

Proposals will be received at the Superior Court House, Office of the County Commissioners, Purchasing Department, 3195 Main Street, P.O. Box 427, Barnstable, MA 02630, on or before 2 p.m. on Tuesday, January 21, 2014. No exceptions.

NOTE: One original and five (5) copies of each proposal shall be submitted. As per MA General Law, Chapter 30B, proposals are to be submitted in two separate envelopes. One envelope must contain the technical proposal and be clearly labeled "Regional Wide Area Network – Technical Proposal". Price proposals are to be submitted in a separate envelope, clearly labeled "Regional Wide Area Network - Price Proposal". **NO faxed submissions will be accepted.**

The County of Barnstable reserves the right to accept or reject any or all proposals, to waive any informality contained therein, and to award the contract as decided to be in the best interest of the County.

All proposals submitted for this project are subject to the provisions of Massachusetts General Laws, Chapter 30B as amended.

The County of Barnstable fully complies with federal, state, and local laws and directives governing equal opportunity, affirmative action and non-discrimination in all county activities and actively solicits bids/proposals from MBE/WBE businesses in accordance with County policy.

Dated at Barnstable, Massachusetts, this Thirtieth Day of December, Two Thousand and Thirteen.

Elaine Davis
Chief Procurement Officer

**REQUEST FOR PROPOSAL (RFP)
REGIONAL WIDE AREA NETWORK (RWAN) CONNECTIVITY,
MAINTENANCE AND OPERATION.**

Barnstable County, Massachusetts, through its Chief Procurement Officer and on behalf of the Cape Cod Commission and Information Technology Department, is seeking proposals from qualified contractors to provide Regional Wide Area Network connectivity, maintenance and operation as described below.

Barnstable County reserves the right to cancel this RFP at any time until the proposals are opened and to reject any or all proposals if its Chief Procurement Officer determines that such action is in the best interest of Barnstable County. Barnstable County is an Equal Opportunity/Americans with Disabilities Act (ADA) employer.

This request includes the following sections:

1. Purpose
 2. Background
 3. Project Description/Scope of Work
 4. Proposal Submission/Requirements
 5. Proposal Evaluation Process
- Attachment A – Certificate of Non-Collusion and Tax Compliance
Attachment B – Reference Form
Attachment C – Agreement
Attachment D – Pricing Form

1. Purpose & Goals

The purpose of this Request for Proposal (RFP) is to invite prospective vendors or vendors with partners to submit a proposal to supply setup configuration and maintenance services for a RWAN and hosted services that are available both in a physical location and virtually. The RWAN will provide connectivity to the Internet, and the hosted services for participating Cape Cod municipalities, non-profits and educational facilities. The connection from the RWAN will be through key institutions identified by the municipality, non-profit or educational facility. The RFP provides vendors with the relevant operational, performance, service, and architectural requirements of the solution. The RWAN will provide at least a 1Gbps fault tolerance circuit in each town that is further connected to the RWAN and a hosted services site.

2. Background

The Cape Cod Commission (Commission) is the regional land use planning and regulatory agency created to serve the citizens and the 15 towns of Barnstable County, Massachusetts, which is more familiarly known as Cape Cod. The Cape Cod Commission Act, established by the Massachusetts General Court and confirmed by a majority of Barnstable County voters, found that the region possesses unique natural, coastal, historical, cultural, and other values that are threatened by uncoordinated or inappropriate uses of the region's land and other resources. The agency's mission is to keep a special place special and to protect the unique values and quality of life on Cape Cod by coordinating a balanced relationship between environmental protection and economic progress. The Commission carries out this mission by leading, supporting, and enforcing the development of regional plans, policies, regulations, and infrastructure to guide and manage growth, and by supporting the 15

towns with professional and cost-effective planning and technical support services. The Commission, a department of Barnstable County, has been charged by the County Commissioners with the development of a strategic information office.

The Barnstable County Information Technology Department's mission is to provide the staff and offices of the County of Barnstable and participating municipalities with high quality advice and support in the technology and communications fields. The department manages and administers the County's networks and multi-user systems and also provides database administration services and website management services to County departments. The goal of these services is to ensure that the County's data and networks are secure and maintained in a sustainable fashion.

Currently several Cape towns are operating Wide Area Networks (WANs) with others actively developing their own. As more towns in the County develop Wide Area Networks and can utilize managed services, the County would like to have a RWAN that can deliver to these towns managed services over a high speed network to better meet emerging needs within Barnstable County. Services **may** include; unified communications, video conferencing, surveillance, network perimeter security services. E-Permitting, GIS, financial management and other software could also be offered as services.

3. Project Description/Scope of Work

The Selected Proposer will setup, configure and connect each participating governmental entity to a RWAN through one or more key municipal and educational locations. The RWAN will provide a 1Gbps fault tolerant circuit at requested key institutions, providing shared 1Gbps Internet access, connection to the RWAN and hosted services. This includes providing customer premise equipment, and working with the municipalities to configure their front end devices or advise municipal IT staff on upgrading obsolete hardware. The municipality will be responsible for connectivity between their connection points on the RWAN and the rest of their network or through a secure VPN connection if a physical connection to the RWAN isn't available. Additionally the Selected Proposer will maintain the RWAN by providing problem notification, escalation and reporting services and change management and configuration management procedures. While the parties to the contract resulting from this RFP will be the Selected Proposer and Barnstable County acting through the Cape Cod Commission and Information Technology Departments, the County will also act as fiduciary agent on behalf of the participating municipalities, non-profits and educational facilities. The Selected Proposer will be required to accept directly from and respond directly to service issues raised by each participating entity.

3.1 Monitoring

The Selected Proposer will monitor the devices that provide connectivity, hosted services and/or applications to the participating municipality 24 hours a day, seven days a week for status and error conditions. Levels of monitoring should include the performance metrics specified in a proposed Service Level Agreement.

3.2 Management

Quality of Service (QoS)

The Selected Proposer must be able to provide QoS services and have the ability to profile network traffic and throttle if necessary. Proposals should describe these services and the respective costs, if not included in the connection fees, should be included in the Cost Proposal to be submitted separately.

Load Balancing

The Selected Proposer must be able to provide network traffic load-balancing services. The proposal should list these services and the respective costs should be included in the Cost Proposal to be submitted separately.

Addressing, Segmentation, and Transport

Proposers must provide a strategy for all applicable layers of the network, including VLAN assignments, IP addressing, and routing. The proposer must offer a minimum of 5 publicly routable IP addresses per municipality, and scalable beyond that minimum. The Selected Proposer will provide a well-designed, flexible addressing strategy to integrate with the existing municipal networks.

3.3 Services

Security Services

The Selected Proposer should provide Security services to ensure the integrity of the Internet Access connections provided through the RWAN. If offered, the proposal must include the security products and services available and the respective costs in the Cost Proposal to be submitted separately.

Filtering

Although not required, it is desired that the Selected Proposer provide filtering services. The proposal should include all the filtering services available and the respective costs in Cost Proposal to be submitted separately.

Hosted Services

The Selected Proposer must have access to a physical hosting solution location in the continental United States that is able to host virtual services and be able to deliver various solutions or rack space to host a municipality's physical server in a secure location.

3.4 Network Specifications

The Selected Proposer is required to provide scalable high-speed 1 Gbps (at minimum) dedicated connections to accommodate large user/data throughput and be available across a wide geographic area, including national and international.

4. Proposal Submission Requirements

General Information

One original and five (5) copies of the original proposal shall be delivered to the Office of the County Commissioners at the address below no later than Tuesday, January 21, 2013 at 2:00 p.m. Late proposals will not be accepted.

Office of the Barnstable County Commissioners
Purchasing Department
Superior Courthouse

3195 Main Street, P.O. Box 427
Barnstable, MA 02630

Consistent with MA General Law, Chapter 30B, **proposals are to be submitted in two separate envelopes**. One envelope must contain the technical proposal and be clearly labeled “**Regional Wide Area Network – Technical Proposal**.” Price proposals are to be submitted in a separate envelope, clearly labeled “**Regional Wide Area Network – Price Proposal**.”

Addenda - Any supplemental instructions, amendments or changes in the Request for Proposals, or attached documents, shall be in the form of written addenda to this Request. If issued, such addenda shall be sent by email or fax to all persons on record as having received a Request for Proposals.

The Chief Procurement Officer shall unconditionally accept a proposal without alteration or correction, except as provided in this paragraph. A Proposer may correct, modify or withdraw a proposal by written notice received in the County Commissioner’s Office prior to the time and date for the opening of proposals. After the opening of proposals, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Chief Procurement Officer, fair competition, and in compliance with MGL chapter 30B. The Chief Procurement Officer shall waive minor informalities or allow the Proposer to correct them.

The Chief Procurement Officer shall not open the proposals publicly per M.G.L. c. 30B Section 6, but shall open them in the presence of one or more witnesses at the time specified herein. Until the completion of the evaluation process or until the time for acceptance specified herein, the contents of the proposals shall remain confidential and shall not be disclosed to competing Proposers.

It is the responsibility of every respondent who receives this RFP electronically to check for any addenda or modification to this solicitation, if they intend to respond. Barnstable County accepts no liability to provide accommodation to respondent who submit a proposal based upon an out of date solicitation document.

Respondents may not alter (manually or electronically) the RFP language or any documents. Unauthorized modifications to the body of the RFP, specifications, terms or conditions, or which change the intent of this RFP are prohibited and will disqualify a proposal.

The Chief Procurement Officer may cancel the Request for Proposal, or may reject in whole or in part any and all proposals if, she determines the cancellation or rejection serves the best interests of the County. Should funds for the services called for in this RFP and any resulting contract not be appropriated or be significantly reduced, Barnstable County reserves the right to cancel any contract between said agencies and the Selected Proposer.

Non-Price Technical Proposal Requirements

1. Cover letter including name, address, and telephone number of team, firm, partner, subcontractor or individual and principal contact person.
2. Signed (original and handwritten) Certificate of Non-Collusion and Tax Compliance (Attachment A.)
3. Type of organization (i.e. corporation, partnership, joint venture, sole proprietor, etc.), history, ownership and background including experience that clearly demonstrates the Proposer is qualified to provide these services with respect to work being requested.

4. Project narrative indicating an understanding of the project scope, approach, and other comments the Proposer deems relevant.
5. Scope of Services to be provided outlining specific tasks and deliverables including a timeline detailing project milestones, meetings and deliverables.
6. Resumes for each individual to be assigned to the project and a staffing plan linking individuals to specific portions of the project scope.
7. Listing and description of previous similar assignments including: location and project description, consultant team's involvement, start/end dates of project. A minimum of three client references are to be provided using Attachment B – Reference Form.
8. Proposer must provide in its response a copy of its Service Level Agreement (SLA) that specifies the performance measures and associated penalties for non-performance for the following metrics, at a minimum:
 - Network Uptime
 - Technical service response times

Price Proposal

Under separate sealed cover, clearly marked "Regional Area Network - Price Proposal" the proposer should submit a list of hourly rates of all individuals to be billed during this contract period specifying a total not-to-exceed cost and/or cost per task. Proposals should clearly identify all tasks to be performed and the basis for fees charged, billing rates for personnel to be assigned to the project, direct cost expenses, and any other costs.

Proposers will complete the Pricing Proposal (Attachment D) on initial connection costs per connection point and an ongoing pricing structure for 2 and 3 years. Proposers may propose a cost structure with varying price points dependent upon the number of connection points, for example 1 to 10 connection points; 11 to 25 connection points; 26 to 60 connection points, etc. Proposers should use the 'Other' Cost section to enumerate any and all costs not otherwise listed, such as early termination fees, etc.

Insurance Requirements

Each Proposer shall submit a sample "Certificate of Insurance" for the items listed below. Before the selected proposer begins work, the insurance company shall provide to the County a Certificate of Insurance indicating that such insurance is in force. Arrangements will be made with the insurance company to notify the County of any termination or material change in the aforementioned insurance at least ten days prior to the date on which the termination or change takes place.

Workers Compensation: The selected proposer will furnish the County with Certificates of Insurance showing that all of its employees who will be providing services on this project are protected under Workers' Compensation Insurance Policies, in statutorily required amounts.

General Liability: The selected proposer will furnish the County with Certificates of Insurance that provide a limit of liability as follows for claims arising from incidents involving employees and others acting on behalf or under the direction of the selected proposer.

Bodily Injury: not less than \$500,000 per person, \$1,000,000 per accident/occurrence

Property Damage: not less than \$500,000 per accident/occurrence.

Questions Regarding Request for Proposals

All questions as to the interpretation of the Request for Proposal, Purchase Description and Specifications, Evaluation Criteria and all other Contract Documents shall be submitted in writing no later than 4 p.m. on January 14, 2014 to:

Elaine Davis, Chief Procurement Officer
3195 Main St., Box 427
Barnstable, MA 02630
Email: edavis@barnstablecounty.org
Phone: (508) 375-6637
FAX: (508) 362-4136

Written answers to such questions shall be issued as an addendum and sent to each person on record as having received a Request for Proposal via email or fax.

5. EVALUATION PROCESS

Basis for Acceptance: Any proposal made will be accepted only on the basis that the Proposer represents that it is made in good faith without fraud, collusion or connection of any kind with any other Proposer for the same work; that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person, firm or corporation; that no other person, firm or corporation has any interest in the contract; that no officer, agent or employee of the County is financially interested in the contract; that the Proposer is fully informed in regard to all provisions of the Contract Documents, including, without limitation, the specifications and drawings, if any; the damages, bonds and insurance, if any. No proposal shall be deemed responsive unless a Proposer has certified and signed the statutory required Non-Collusion Certificate (Attachment A.) In accordance with M.G.L. c.30B, the awarding of the contract is subject to the approval of the Barnstable County Commissioners.

Rule for Award: Award will be made to the most responsive, responsible Proposer or Proposers offering the most advantageous proposal response, based on the evaluative criteria.

Contract Award: The Chief Procurement Officer shall award the contract by written notice to the selected Proposer within 60 days of the RFP deadline. The parties may extend the time for acceptance by mutual agreement. In accordance with M.G.L. c.30B, the awarding of the contract is subject to the approval of the Barnstable County Commissioners.

The contract resulting from this RFP is expected to expire 2 or 3 years from execution date, contingent upon a vote of the Barnstable County Commissioners. Barnstable County may choose to renew this contract up to two times for additional one to two year periods; however, this renewal or extension option shall be exercised at the sole discretion of the Barnstable County Commissioners and shall not be subject to the agreement or acceptance of the contractor, pursuant to Chapter 30B, Section 12. Exercise of this option shall be based on a determination that it is more advantageous to renew or extend the contract than to undertake a new procurement. The contract resulting from this RFP shall be canceled if funds are not appropriated or otherwise made available to support continuation of this agreement.

Contract Terms and Conditions: If awarded the contract, the selected proposer will be expected to execute a contract substantially the same as in Attachment C. This contract will incorporate by

reference the specifications of this RFP and approved scope of services submitted by the selected proposer.

Screening Proposals: Utilizing the proposal submission requirements and minimum (quality) criteria incorporated herein, the Evaluation Committee, to be designated by the Chief Procurement Officer, shall screen proposals as to their responsiveness, and identify those which are responsive.

Any proposal which, in the opinion of the Evaluation Committee, fails to include the information or documentation specified in the submission requirements shall be determined to be non-responsive and shall be rejected.

Any Proposer who fails to meet any of the standards set forth as minimum (quality) criteria shall be determined to be non-responsible and shall be rejected.

The County reserves the right to request additional information, should a proposal reach the state of final evaluation.

Minimum (Quality) Criteria

1. A complete proposal including all items listed under Proposal Submission Requirements including all required documentation and certifications.
2. A Non-Price Technical proposal that clearly demonstrates an understanding of the Project Description/Scope of Work outlined in the RFP.
3. Identified key staff must have and demonstrate a minimum of five years of experience with specific expertise in switching and routing multi-vendor wired, wireless, and hosted services.
4. Identified key staff must have and demonstrate a minimum of 5 years of experience with fiber optic network concepts like CWDM/DWDM, insertion loss, optical budgets.
5. Identified key staff must have and demonstrate experience in operating multi-use/multi-tenant networks that support multiple types of traffic with multiple protocols.
6. Minimum of three satisfactory references (Attachment B).
7. Ability to provide service and connectivity at a minimum of 1Gbps through a fault tolerant and scalable infrastructure.
8. Ability to provide shared Internet access for RWAN participants at a minimum of 1Gbps.
9. Hosted physical location must be within the continental United States.

Comparative Criteria

- 1. Experience** – technical expertise in applicable fields, including but not limited to the design and operation of wide area networks and datacenters, servicing the unique needs of municipalities.

Highly Advantageous: Proposer's key staff has more than ten years of experience with specific expertise in switching and routing multi-vendor wired, wireless, and hosted services; key staff has more than five years of experience with fiber optic network concepts like CWDM/DWDM, insertion loss, optical budgets; proposer has documented experience with public sector entities.

Advantageous: Proposer's key staff has more than five years of experience with specific expertise in switching and routing multi-vendor wired, wireless, and hosted services. Key staff also has 5 years of experience with fiber optic network concepts like CWDM/DWDM, insertion loss, optical budgets and documented experience with public sector entities.

Not Advantageous: Proposer's key staff meets the minimum requirements of five years of experience with specific expertise in switching and routing multi-vendor wired, wireless, and hosted services; key staff has five years of experience with fiber optic network concepts like CWDM/DWDM, insertion loss, optical budgets.

- 2. Network Design** – Design plan for the network, complete with physical locations, security (both physical and network), path redundancy/fault tolerance capabilities, and a model for connecting governmental agencies of varying technical requirements.

Highly Advantageous: Proposer provides a clear plan addressing the project's requirements for both physical and logical network topology, addressing redundancy/fault tolerance by way of multiple routes, load balancing and QoS, as well as equipment failover; provides options for the onboarding of various agency types, both directly and indirectly, as well as underlying security risk mitigation.

Advantageous: A clear plan is presented that addresses the divergent technical needs of various governmental agencies.

Not Advantageous: Proposer meets the minimum requirements presenting an adequate plan that addresses the project's requirements.

- 3. Hosted Services** – capacity to provide hosted services, both physical and virtual, as well as the connectivity to the user base.

Highly Advantageous: Proposer is able to provide physical and virtual hosting in Barnstable County, and directly connected to the regional network being provided.

Advantageous: Proposer is able to provide physical and virtual hosting in the Commonwealth of Massachusetts and directly connected to the regional network being provided.

Not Advantageous: Proposer is able to provide physical and virtual hosting in the continental United States and directly connected to the regional network being provided.

4. Speed – ability to provide high speed, scalable connectivity.

Highly Advantageous: Proposer has the ability to provide shared Internet connectivity greater than 1Gbps to the region, with itemized options for scaling, and connectivity of greater than 1Gbps in the regional network between participants, with immediate scaling options.

Advantageous: Proposer has the ability to provide shared 1Gbps Internet connectivity to the region, with itemized options for scaling, and 1Gbps connectivity in the regional network between participants, with immediate scaling options.

Not Advantageous: Proposer meets the minimum requirement to provide at least 1Gbps of Internet and regional connectivity.

5. Level of Service – Provide documentation within the framework of a Service Level Agreement that provides values for network uptime, support availability, mean time to recovery, and turnaround time for outages, configuration/change requests, and onboarding of a new connection.

Highly Advantageous: Four nines (99.99%) network availability, sub-300 millisecond fault recovery time, 24/7 support with 4 hour on-site emergency response to outages, and single business day turnaround time for non-critical issues.

Advantageous: Four nines (99.99%) network availability, sub-300 millisecond fault recovery time, 24/7 support availability, 6 hour on-site emergency response to emergency outages.

Not Advantageous: 24/7 support available to address customer concerns or network outages.

**ATTACHMENT A
CERTIFICATE of NON-COLLUSION AND TAX
COMPLIANCE**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

I certify under the penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other legal organization, entity or group of individuals.

Company: _____

Address: _____

Signature of Individual Signing Proposal, or Corporate Officer:

X _____

Telephone: _____

Social Security Number Or Federal Identification Number:

SSN or EIN _____

Date: _____

Any person or corporation which fails to execute this document will be considered a non-responsive bidder and will be rejected pursuant to MGL Chapter 30B.

**ATTACHMENT B
REFERENCE FORM**

Proposer: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided:

Attach additional sheets as necessary.

ATTACHMENT C

AGREEMENT BETWEEN

Barnstable County through
Cape Cod Commission and
Information Technology Department
3225 Main Street
Barnstable, MA 02630

and

THIS AGREEMENT, made this _____ day of _____ 2014 by and between _____ (hereinafter referred to as Contractor), and Mary Pat Flynn, William Doherty and Sheila Lyons as they are the Commissioners of Barnstable County, acting through the Cape Cod Commission (Commission) and Information Technology Department but without any personal liability.

WITNESSETH THAT:

WHEREAS, the Commission is the regional planning agency charged with developing a Strategic Information Office for the region, and

WHEREAS, the Commission is interested in providing high speed Internet access and hosted services for the 15 towns in Barnstable County, and

WHEREAS, the Commission requires a vendor to supply, configure and maintain a regional Wide Area Network, which will provide connectivity to Internet services and a regional data center for this purpose, and

WHEREAS, the Contractor has been selected through a competitive procurement process to perform this assistance,

NOW THEREFORE, the Commission, IT, and the Contractor do mutually agree as follows:

1. Employment of Contractor. The Commission and IT hereby agree to engage the Contractor to perform the services hereinafter set forth in the Scope of Services. Contractor shall not be considered an employee of Barnstable County. Contractor hereby agrees to hold the Commission and IT harmless from any claims regarding worker's compensation benefits, unemployment compensation benefits, retirement benefits, or any other benefit normally attributable to the status of "employee" and Contractor specifically agrees to pay for all damages incurred by the Commission and/or IT, including costs, benefits, and reasonable attorney fees in the event the Contractor files such claim.

2. Scope of Services. The Contractor shall perform the scope of services as set forth in Barnstable County's Request for Proposals dated _____ and its proposal dated _____, incorporated herein by reference.

3. Time of Performance. Work in connection with the Agreement shall begin upon execution of this Agreement and continue until _____ unless an extension in time is agreed to in writing by both the Commission, IT, and the Contractor.

4. Payment. The Commission and IT shall compensate the Contractor for services provided under Section 2, Scope of Services, a maximum not-to-exceed fee of \$ _____. Travel and other expenses authorized shall be within the total contract limiting fee. Upon acceptance of the Contractor's invoice, payment will be made within thirty (30) days. If an invoice is not accepted by the Commission or IT within fifteen (15) days, it shall be returned to the Contractor with a written explanation for the rejection. At the end of each County fiscal year Contractor must submit any outstanding invoices for services performed or delivered during the fiscal year (July 1-June 30) to the Commission or IT no later than July 31st.

5. Termination or Suspension of Contract for Cause. If through any sufficient cause, the Contractor or the Commission or IT shall fail to fulfill or perform its duties and obligations under this Contract, or if either party shall violate or breach any of the provisions of this Contract, either party shall thereupon have the right to terminate or suspend this Contract, by giving written notice to the other party of such termination or suspension and specifying the effective date thereof. Such notice shall be given at least fifteen (15) calendar days before such effective date.

6. Termination for Convenience of Commission. The Commission shall have the right to discontinue the work of the Contractor and cancel this contract by written notice to the Contractor of such termination and specifying the effective date of such termination. In the event of such termination or suspension of this Contract, the Contractor shall be entitled to just and equitable compensation for satisfactory work completed, for services performed and for reimbursable expenses necessarily incurred in the performance of this Contract up to and including the date of termination or suspension.

7. Changes. The Commission or IT may, from time to time, require changes in the Scope of Contractor Services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Commission, IT and the Contractor, shall be incorporated in written amendments to this Contract.

8. Non-Discrimination in Employment and Affirmative Action. The Contractor shall take affirmative action to ensure that qualified applicants and employees are treated without regard to age, race, color, religion, sex, marital status, sexual orientation, national origin, disability, or Vietnam Era Veteran status. The contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964, as amended; Massachusetts General Laws Chapter 151B§(1); the Americans with Disabilities Act of 1990; and all relevant administrative orders and executive orders including Executive Order 246.

9. Subcontracting. None of the services to be provided by the Contractor pursuant to this Contract shall be subcontracted or delegated in whole or in part to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of the Commission and IT. No subcontract or delegation shall relieve or discharge the Contractor from any obligation or liability under this Contract except as specifically set forth in the instrument of approval. If this Contract is funded in whole or in part with federal funds, Contractor further agrees to comply with the provisions of the Office of Management and Budget Circular A-110, as amended, with respect to taking affirmative

steps to utilize the services of small and minority firms, women's business enterprises and labor surplus area firms. All subcontracts shall be in writing and shall contain provisions which are functionally identical to, and consistent with, the provisions of this Contract. The Commission and IT shall have the right to obtain a copy of the subcontract upon request.

10. Interest of Members of Commission and Others. No officer, member or employee of the Commission, IT, and no member of its governing body of the locality or localities in which the Project is situated or being carried out who exercises any functions or responsibility in the review or approval of the undertaking or carrying out of the Project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

11. Interest of Contractor. The Contractor covenants that it presently has no interest and shall not acquire any interest directly or indirectly which would conflict in any manner or degree with the performance of its services hereunder.

12. Assignability. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Commission and IT thereto; provided, however that claims for money due or to become due the Contractor from the Commission or IT under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Commission and IT.

13. Recordkeeping, Audit, and Inspection of Records. The Contractor shall maintain books, records, and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of seven (7) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. If this contract is funded in whole or in part with state or federal funds, the state or federal grantor agency, the Commission, IT or any of its duly authorized representatives or designees, shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review and copying of records.

14. Findings Confidential. Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Contract which the Commission requests to be kept as confidential shall not be made available to any individual or organization by the Contractor without the prior written approval of the Commission.

15. Publication, Reproduction and Use of Material. No material produced in whole or in part under this Contract shall be subject to copyright in the United States or in any other country. The Commission and IT shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this Contract.

16. Political Activity Prohibited. None of the services to be provided by the Contractor shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

17. Anti-Boycott Warranty. During the term of this Contract, neither the Contractor nor any “affiliated company” as hereafter defined, shall participate in or cooperate with an international boycott, as defined in Section 999 (b) (3) and (4) of the Internal Revenue Code of 1954, as amended by the Tax Reform Act of 1986, or engage in conduct declared to be unlawful by Sections 2 and 3 of Chapter 151E, Massachusetts General Laws. As used herein, an “affiliated company” shall be any business entity of which at least 51% of the ownership interested is directly or indirectly owned by the Contractor or by a person or persons or business entity or entities which directly or indirectly own at least 51% of the ownership interests of the Contractor.

18. Choice of Law. This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Contractor and the agents thereof, agree to bring any federal or state legal proceedings arising under this Contract, in which the Commission is a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts. This paragraph shall not be construed to limit any rights a party may have to intervene in any action, wherever pending, in which the other is a party.

19. Force Majeure. Neither party shall be liable to the other nor be deemed to be in breach of this Contract for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include, but are not limited to: acts of God or the public enemy, wars, fires, floods, epidemics, strikes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

20. Compliance with Laws. The Contractor shall promptly comply with all applicable laws, rules, regulations, ordinances, orders and requirements of the Commonwealth and any state or federal governmental authority relating to the delivery of the services described in this Contract subject to section 18 above. Unless otherwise provided by law, the Contractor shall promptly pay all fines, penalties and damages that may arise out of or are imposed because of the Contractor's failure to comply with the provisions of this section and, shall indemnify the Commission and IT against any liability incurred as a result of a violation of this section. If the Contractor receives federal funds pursuant to this Contract, Contractor understands and agrees to comply with all federal requirements including but not limited to audit requirements. Not-for-Profit entities that receive federal funds from the Commission must comply with the audit requirements outlined in the Office of Management and Budget OMB Circular A-133.

21. Headings, Interpretation and Severability. The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of the Contract. If any provision of this Contract is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent permitted by law.

22. Licensing. All software provided under this agreement shall be licensed to the Barnstable County Information Technology Department, owned by Barnstable County, and used in agreement with the licensing terms of the software manufacturers.

23. Data ownership. All data contained in the proposed solution shall be and remain the property of Barnstable County and the Cape Cod Commission. The proposer retains no right to use or access the data once the scope of this contract is complete.

IN WITNESS WHEREOF, the Commission, IT and Contractor have executed this Agreement this _____ day of _____ in the year two thousand and fourteen.

BARNSTABLE COUNTY COMMISSIONERS:

FOR THE COMMISSION:

Mary Pat Flynn, Chair

Paul Niedzwiecki, Executive Director

William Doherty, Vice-Chair

Date

Sheila Lyons, Commissioner

Date

FOR THE CONTRACTOR:

FOR IT:

William Traverse, Interim Director

Date

Date

ATTACHMENT D PRICING FORM

Price Proposals will be provided on this form and be submitted under separate sealed cover

Cost Type	2 Year Contract	3 Year Contract
Connection Costs (per connection point)		
One Time Costs:		
Annual Costs:		
Other:		
Service/Support		
Annual Cost:		
Other:		
Hosted Services		
Physical Location - annual cost per rack:		
Physical Location - Other:		
Virtual Location - Annual Cost:		
Virtual Location - Other:		
Other (specify, if any)		