



Town of Nantucket

REQUEST FOR PROPOSALS FOR TOWN OF NANTUCKET INFORMATION TECHNOLOGY ASSESSMENT

The Town of Nantucket invites qualified responders to submit proposals for an Information Technology Assessment for the Town departments.

I. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS.

1. Requests for Proposals can be obtained from, and proposals will be accepted at the Town of Nantucket, Procurement Office, 16 Broad Street, Nantucket, MA 02554, until **10:00 AM, Tuesday, July 7, 2015**. **Four (4) copies of the proposal are required.**

2. Price and non-price (technical) proposals must each be submitted in separate envelopes that are sealed and clearly marked:

Price Proposal for IT Assessment

Non-Price (or Technical) Proposal for IT Assessment

If the proposal is mailed, the sealed price proposal and separately sealed non-price proposal must both be enclosed in a separate sealed envelope for mailing. **Failure to comply strictly with these requirements may result in the rejection of a proposal.**

3. Proposals shall not be opened publicly, but will be opened in the presence of one or more witnesses. At the opening of the proposals the Chief Procurement Officer shall prepare a register of proposals which shall include the name of each offeror and the number of modifications, if any, received. The register of proposals shall be open for public inspection. Proposals will not be available to the public until after the evaluation of proposals is complete.
4. Award date. Award will be made within thirty (30) days after proposal opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of thirty (30) calendar days following the date established for acceptance. The Town shall award a contract, if at all, to the responsible offeror whose proposal is responsive and the most advantageous taking into consideration price and the evaluation criteria set forth in this Request for Proposals.
5. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all companies and individuals on record as having requested the RFP. Each responder shall acknowledge receipt of any and all addendum issues by submitting acknowledgment forms provided with any Addenda; and if no such forms are provided with the addenda, on the face of the offeror's non-price proposal. **Failure to do so shall be cause to reject the submittal as being unresponsive.**
6. Questions concerning this RFP must be submitted in writing to Heidi Bauer, Chief Procurement Officer, 16 Broad Street, Nantucket, MA 02554 **before 4:00 PM, Thursday, July 2, 2015**. Questions may be delivered, mailed, emailed (hbauer@nantucket-ma.gov) or faxed. Written responses, if any, will be in the



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form of addenda to this RFP and will be posted on the Town website and mailed, emailed or faxed to all companies and individuals on record as having requested the RFP.

7. Responses may be modified, corrected or withdrawn only by written notice received by the Town of Nantucket prior to the time and date set for the response opening, except as provided in the next paragraph. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
8. An offeror may correct, modify, or withdraw a proposal by written notice received in the office designated above prior to the time and date set for the receipt of all proposals. After such time and date, an offeror may not change the price or any other provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. The procurement officer shall waive minor informalities or allow the offeror to correct them. If a mistake and the intended bid are clearly evident on the face of the proposal document, the procurement officer shall correct the mistake to reflect the intended correct offer and so notify the offeror in writing, and the offeror may not withdraw the proposal. An offeror may withdraw a proposal if a mistake is clearly evident on the face of the proposal document but the intended correct offer is not similarly evident.
9. Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.
10. The Town of Nantucket reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest and to the extent doing so is permitted by law.
11. The Town of Nantucket will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of Nantucket. All plans, specifications and other documents resulting from this contract shall become the property of the Town of Nantucket. All proposals shall be deemed a public record.
12. Responders must be willing to enter into the Town of Nantucket's standard form of contract.
13. The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B.
14. Sealed proposals received prior to the date of opening will be kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed, sealed and/or identified.
15. Any proposals received after the advertised date and time for opening will be returned to the responder unopened.
16. Purchases by the Town of Nantucket are exempt from federal, state and municipal sales and/or excise taxes.



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17. The Tax Compliance Certification and the Certificate of Non-Collusion , included in this RFP, must be completed, signed, and enclosed with the non-price proposal. These forms must be signed by the authorized individual(s).
18. Unexpected closures. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 3:00 PM on the next normal business day. Proposals will be accepted until that date and time.
19. The Town of Nantucket is an Affirmative Action/Equal Opportunity Employer. The Town encourages submittals from qualified MBE/DBE/WBE firms.
20. Responders should be aware that many overnight mailing services do not guarantee service to Nantucket.
21. Responses to the RFP must be prepared according to the guidelines set forth herein. Selection of the successful responder will be based upon an evaluation and analysis of the information and materials required under the RFP, and in accordance with section 6 of Chapter 30B of the General Laws.



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II. SCOPE OF SERVICES.

The Town of Nantucket's Information Technology Assessment's main goals are 1) to gain an objective view of how technology services are currently being used and managed and, 2) to ensure that technology and security is in compliance with government guidelines and best practices, 3) review current technology policies, and 4) to develop recommendations to meet the evolving technology demands of the Town.

The Assessment will measure expectations and perceptions of IT relative to capabilities, resources, vulnerabilities, and internal IT priorities and will identify gaps and offer recommendations to improve productivity and efficiencies.

The assessment will include a review of the various aspects associated with the acquisition, distribution and management of IT resources, as well as a review of the staffing levels and positions that are required for supporting the Town of Nantucket's IT environment.

The scope of this Assessment will address the following:

Introduction and Executive Summary – Contracted party will provide an overview of the Information Technology Department, its infrastructure, processes, staffing levels and budget, to include Town Departments, Enterprise Funds and any other entity supported by the Department, excluding Nantucket Public Schools. The Executive Summary should note major areas of concern and proposed solutions to issues identified as part of the IT assessment process.

Information Technology Administration and Management – Contracted party will review and report on how the IT environment is currently managed. This assessment will cover areas such as existing IT projects, service requests, plans, staffing including use of contracted third-party consultants, budgets and any documentation relating to current IT policies and procedures.

User Satisfaction Survey – Contracted party will conduct a survey of Town and Enterprise users as well as elected and appointed public officials to determine any IT related issues that the Town's user community may have. The results of the survey will be provided as part of this assessment along with recommendations to address any areas of concern that have been identified.

Network Infrastructure – Contracted party will conduct a review of the networking infrastructure necessary to support both wired and wireless networks. This includes the condition of the current network, including networking equipment and physical wiring. Any improvements that are needed will be identified.

Telephone/Cellular Service – Contracted party will conduct a survey of current cellular telephone usage,



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including a review of the data plans for consistency and recommendation as to potential consolidation.

Network Services – Contracted party will evaluate the type of Directory Services used by the unit (Microsoft's Active Directory) within its network environment. Use of Domain Name Service (DNS) and Dynamic Host Configuration Protocol (DHCP) will be assessed. Password and user access policies will be evaluated for standards and configuration. Network infrastructure needed for disaster recovery and backup services will be evaluated. Use of Virtual Private Networks (VPN) and Remote Access software will be reviewed. The use of any third party cloud-based IT services will be evaluated for conformity to security standards.

Server Infrastructure and Applications – Contracted party will assess the back-end server infrastructure including server hardware, operating systems, specifications, warranty, support contracts and server inventory. Data storage and protection such as backup, recovery and archival solutions, and storage technologies will be assessed. The contracted party will also evaluate server operating system patch management and applications such as e-mail, calendaring and collaboration tools. The contracted party will assess the areas where services are being deployed from for security, power, cooling, network and redundancy. The contracted party will also look at any database services and reporting tools that might be used.

Workstations, Peripherals, and Software – Contracted party will assess the customer's current workstation environment including hardware (computers and peripherals) and software. The Town's IT department currently supports approximately 150 laptops, 50 desktops, and 25 servers. Contracted party will evaluate life cycle management and patch management of hardware and software to ensure that they conform to computing best practices. The contracted party will determine the IT department's unique support needs while reviewing their existing support model including documentation, maintenance plans, and support contracts and how support requests are reported and handled.

IT Security – Contracted party will assess the IT department's security infrastructure and safeguards for protecting the department's network, applications, computing devices and data. Vulnerability scans will be conducted to identify any potential vulnerabilities and personally identifiable information (PII). Compliance with industry standards for IT security will be determined.

Specialized and/or Unique Applications – Contracted party will identify all specialized and/or unique applications used by the Town of Nantucket, such as Munis. Applications will be assessed for compatibility with IT standards, support, and maintainability. Support for 3rd party software will also be evaluated. Please see attached sample list of applications by department.

Audio Visual Equipment – Contracted party will evaluate the use of audio/visual equipment to determine how the technology is utilized and managed. This includes SKYPE, EarthChannel, NCTV, streaming, etc. Recommendations for improvements will be made.



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Mobile device management – Contracted party will perform an assessment of the Town’s mobile device deployment, utilization and management to get a clear view as to what risks need to be eliminated to maintain town security. Recommendations for improvements will be made.

Web Services – Contracted party will evaluate the Town’s current websites hosted by CivicPlus. All aspects of the Town’s websites, including where they are hosted, how they are maintained and cost of operation will be assessed.

Social Media – Contracted party will provide a basic evaluation of the communications aspects of the Town’s present social media environment, such as the Town’s website (www.nantucket-ma.gov), Twitter and Facebook accounts, and deliver social media recommendations.

Technical (or non-price) Proposals:

In your technical proposal please present a plan of services that provides as follows:

- Details of the Plan of Service for the assessment;
- Details on proposals for evaluations, surveys and review of existing equipment and resources.

The evaluation of a technical proposal may include revisions to the proposed plan of services included in the proposal which should be obtained by the Town in negotiation prior to awarding the contract to the offeror of the proposal.

Client References to be included with the Technical (non-price) Proposal:

Please include a list of all clients for whom you have provided a similar service during the past five years. Please include a contact name, company name, address, and telephone number.

The Town expects to check references. One or more poor references may be a basis for determining that a proposer is not responsible and result in a rejection of the proposal. Reference questions will include but may not be limited to IT knowledge and general customer satisfaction.

Price Proposal:

Please provide a lump sum price proposal for the services offered under this RFP. **Offeror’s must use the price proposal form contained within this RFP.**

Insurance Required:

- (a) Workers' Compensation, covering the obligations of the CONTRACTOR in accordance with applicable Workers' Compensation or Benefits laws.
- (b) Commercial General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1 million. Coverage is to include premises and operations, coverage for liability of



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subcontractors. The policy shall contain an endorsement stating that the aggregate limits will apply separately to the work being performed under this Agreement.

- (c) Automobile Liability Insurance of not less than \$1 million combined single limit covering owned, hired and non-hired vehicle use.

III PROPOSAL EVALUATION PROCEDURE

The Chief Procurement Officer shall designate one or more persons to evaluate responsive non-price proposals according to the evaluation criteria contained below. Once evaluations are complete, the Chief Procurement Officer shall open and review price proposals, and make an award to the successful vendor.

Submittals that comply with the quality requirements will be further evaluated based on the comparative criteria detailed below. Each proposal will be assigned a rating for each comparative criterion and a composite rating.

Finalists will be identified from the evaluation of comparative criteria. The Town will rank these finalists. Price proposals will then be considered. The Town will negotiate a contract with the highest ranked finalist who proposes a price within the Town's budgeted amount. The Town reserves the right to reject any and all proposals if such rejection is in its best interest.

Minimum Quality Criteria/Requirements

Proposals must meet the following minimum criteria/requirements:

1. Proposals must provide all of the items described in Section I and below.
2. Technical Proposals must provide details on the level of experience of each member of your staff intended to be utilized as part of this assessment.
3. Technical Proposals must provide proof that the business, as currently constituted, has been regularly and actively engaged on a full-time basis in the information technology business or as a consultant in the information technology business, operating under the same business name and organization structure; and performing the type of work described in the section of this RFP entitled "SCOPE OF SERVICES" for a minimum of the past five (5) years.
4. Technical Proposals must provide proof of Insurance(s).

Comparative Criteria

HA – Highly Advantageous

A – Advantageous

NA – Not Advantageous

Relevant Experience of proposer and/or proposed staff:

HA – the majority of employees proposed to be used have more than (5) years professional IT



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experience per person.

A -- The majority of employees proposed to be used have three (3) to five (5) years professional IT experience per person.

NA – the majority of employees proposed to be used have less than three (3) years professional IT experience per person.

Business Experience with large entities, defined as businesses or organizations with five (5) or more separate departments requiring IT services:

HA – Proposer has five (5) to ten (10) years experience working with large business IT departments.

A – Proposer has five (5) years experience working with large business IT departments.

NA – Proposer has less than five (5) years experience working with large business IT departments.

Experience working with municipalities:

HA – Proposer has had more than three (3) municipal clients in the past five years.

A -- Proposer has had between one (1) and three (3) municipal clients in the past five years.

NA -- Proposer has had no municipal clients in the past five years.

Plan of Services:

HA – Proposer has shown the resources and ability to meet the requirements of a large IT operation and has identified a plan of service with the ability to make changes for making the Town IT department and services more user friendly, efficient and manageable.

A - Proposer has shown the resources and ability to meet the requirements of a large IT operation.

NA – Proposer has not shown the resources or ability to meet the requirements of a large IT operation.

IV. RULE FOR AWARD

The Town will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP.

V. TERM OF CONTRACT

The contract awarded will be for less than one year and proposer should expect to begin the assessment immediately.



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PROPOSAL RESPONSE FORM

INFORMATION TECHNOLOGY ASSESSMENT SERVICES

The undersigned proposes to the Town of Nantucket the contract price specified below for the specifications contained herein.

**Proposal Price must include all labor costs, all material costs and all other expenses.
There will be no reimbursable expenses allowed in the contract.**

CONTRACT YEAR	AMOUNT
2015	
TOTAL PROPOSAL AMOUNT:	\$

Total proposal amount in words:

Name of proposer

Telephone Number

FEIN or SSN

Address, City, State and Zip Code

Signature of proposer's authorized individual

Date

Printed Name & Title

NOTE: *If the proposer is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address.*



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CERTIFICATE OF NON-COLLUSION

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

Signature of person signing bid or proposal

Name of Business



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TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

By: _____
President's Signature

Date: _____



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AGREEMENT BETWEEN THE TOWN OF NANTUCKET, MASSACHUSETTS AND XXXXXXX

THIS AGREEMENT made effective _____, 2015, by and between the **TOWN OF NANTUCKET, MASSACHUSETTS**, a municipal corporation, acting by and through its Town Administration, with offices at Town Hall, Nantucket, Massachusetts 02554 (hereinafter called the "TOWN"), and **XXXXXXXXXXXXXXXX** whose principal office address and state of incorporation are as set forth on Exhibit A (hereinafter called the "CONTRACTOR").

RECITALS:

WHEREAS, the TOWN desires to retain the CONTRACTOR to provide certain services for the TOWN, as described below, and the CONTRACTOR is willing to accept such engagement, all on the terms hereinafter set forth,

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE CONTRACTOR

- 1.1 The TOWN hereby engages the CONTRACTOR, and the CONTRACTOR hereby accepts the engagement to perform certain services for the TOWN, as described in Article 2.
- 1.2 In the performance of any service under this Agreement, the CONTRACTOR acts at all times as an independent contractor. There is no relationship of employment or agency between the TOWN, on the one hand, and the CONTRACTOR, on the other, and the TOWN shall not have or exercise any control or direction over the method by which the CONTRACTOR performs its work or functions aside from such control or directions which are consistent with the independent contractor relationship contemplated in the Agreement.

ARTICLE 2 - SERVICES OF THE CONTRACTOR

- 2.1 The CONTRACTOR will perform the services described in the Scope of Services set forth on Exhibit A (the "Work").
- 2.2 The CONTRACTOR shall report, and be responsible, to the TOWN and its designee (if any) as set forth on Exhibit A.
- 2.3 There shall be no amendment to the Scope of Services or Work provided for in this Agreement without the written approval of the TOWN. The TOWN shall be under no obligation to pay for any services performed by the CONTRACTOR which are not explicitly agreed to by the TOWN in writing.
- 2.4 The CONTRACTOR represents and warrants to the TOWN that the CONTRACTOR (including all of its personnel, whether employees, agents or independent contractors) will be qualified and duly licensed (if necessary) to perform the services required by this Agreement and further agrees to perform its services in a professional manner, and in accordance with the reasonable standard of care implied by law and all applicable local, state or federal ordinances, laws, rules and regulations, all of which are incorporated herein



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by reference. The CONTRACTOR will obtain and pay for any and all permits, bonds and other items required for the proper and legal performance of the Work.

- 2.5 The CONTRACTOR represents and warrants to the TOWN that it is not a party to any agreement contract or understanding which would in any way restrict or prohibit it from undertaking or performing its obligations hereunder in accordance with the terms and conditions of this Agreement.
- 2.6 All written materials and any other documents (whether in the form of "hard" copies, graphics, magnetic media or otherwise) which are received and produced by the CONTRACTOR pursuant to this Agreement shall be deemed to be "work for hire" and shall be and become the property of the TOWN upon the receipt and production of such items by the CONTRACTOR. The TOWN acknowledges that such materials are being prepared with respect to the specific project contemplated hereby and that any reuse of such materials by the TOWN in connection with any other project shall be at the TOWN's sole risk, unless otherwise agreed to by the CONTRACTOR in writing.
- 2.7 The CONTRACTOR shall be responsible for the professional and technical accuracy, and for the coordination, of all designs, drawings, specifications, estimates and other work or services furnished by CONTRACTOR or its consultants and subcontractors. The CONTRACTOR shall perform its work under this Agreement in such a competent and professional manner that detail checking and reviewing by the TOWN shall not be necessary. The CONTRACTOR shall supervise and direct the Work, using its best skills and attention, which shall not be less than such state of skill and attention generally rendered by the design and engineering profession for projects similar to the subject project in scope, difficulty and location.
- 2.8 The CONTRACTOR shall not use any subcontractors or sub-consultants (not identified herein) for any work required under this Agreement unless such use has been approved in advance in writing by the TOWN.
- 2.9 Notwithstanding anything to the contrary in this Agreement, the CONTRACTOR shall not be relieved of its obligations under this Agreement by the TOWN's performance, or failure to perform, any of the TOWN's administrative duties under this Agreement, including, but not limited to, the TOWN's review and/or approval of plans, estimates, programs, documents, materials, work and services furnished by CONTRACTOR.

ARTICLE 3 - PERIOD OF SERVICES

- 3.1 Unless otherwise provided on Exhibit A, the term of this Agreement shall commence on the date hereof and continue until the Work is completed to the TOWN's reasonable satisfaction.
- 3.2 The CONTRACTOR shall proceed with the Work promptly after receiving Notice to Proceed and will diligently and faithfully prosecute the Work to completion in accordance with the provisions hereof. In any event, the Work shall be completed not later than the date set forth on Exhibit A. The CONTRACTOR acknowledges that time is of the essence of this Agreement.
- 3.3 If the CONTRACTOR is delayed in the performance of any of its obligations under this Agreement by the



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occurrence of an unforeseen event beyond its control such as fire or other casualty, abnormal adverse weather conditions, acts of God (collectively, "Unavoidable Events") which materially and adversely affect its ability to perform the Work, then the time for the CONTRACTOR to perform the Work shall be extended for such time as the TOWN shall reasonably determine is necessary to permit the CONTRACTOR to perform in light of the effects of the Unavoidable Event.

If an Unavoidable Event occurs which, in the TOWN's reasonable determination, makes the performance of the Agreement impossible without the expenditure of additional TOWN funds, the TOWN may, at its option, elect to terminate this Agreement upon thirty (30) days written notice.

ARTICLE 4 - PAYMENTS TO THE CONTRACTOR

- 4.1 The compensation due to the CONTRACTOR shall be paid in the amounts, and in the manner, set forth on Exhibit B, attached hereto.
- 4.2 The CONTRACTOR will bill the TOWN at the completion of the work unless otherwise provided on Exhibit B, with one or more invoices broken down to show the quantity of work performed and the percentage of the entire project completed, categories and amount of reimbursable expenses (if any), and provide such supporting data as may be required by the TOWN.
- 4.3 The TOWN will pay the CONTRACTOR upon review and approval of such invoices by the TOWN or its designee.
- 4.4 This engagement may be subject to budgetary restrictions which may limit the total amount of funds available for the Work. Accordingly, unless otherwise stated on Exhibit B, the TOWN will not be obligated to pay any amount in excess of the maximum project amount without the express written approval of the TOWN.
- 4.5 The CONTRACTOR and its sub-contractors shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the CONTRACTOR in the preparation of the documents, as reasonably determined by the TOWN.

ARTICLE 5 - TERMINATION

- 5.1 This Agreement may be terminated, with cause, by either the TOWN or CONTRACTOR, upon written notice given by the non-defaulting party. For the purposes of this provision, "cause" shall include the failure of a party to fulfill its material duties hereunder in a timely and proper manner.
- 5.2 The TOWN shall have the right to terminate this Agreement for its convenience and without cause upon ten (10) days written notice.
- 5.3 Following termination of this Agreement, the parties shall be relieved of all further obligations hereunder except:
 - (a) unless the TOWN terminates for cause under paragraph 5.1, in which event the TOWN shall be under no obligation to make any payments to CONTRACTOR except for those services satisfactorily provided, the TOWN shall remain responsible for payments for the services satisfactorily performed



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and, unless this Agreement is for a lump-sum, expenses of CONTRACTOR reasonably accrued prior to the effective date of the notice of termination in compliance with this Agreement (less the value of any claims of the TOWN), all as determined by the TOWN in its sole discretion, but for no other amounts, including, without limitation, claims for lost profits on Work not performed; and

- (b) The CONTRACTOR shall remain liable for any damages, expenses or liabilities arising under this Agreement (including its indemnity obligations) with respect to WORK performed pursuant to the Agreement.

ARTICLE 6 - INSURANCE AND INDEMNIFICATION

6.1 The CONTRACTOR agrees to indemnify and save the TOWN harmless from any and all manner of suits, claims, or demands arising out of any errors, omissions or negligence by CONTRACTOR (including all its employees, agents and independent contractors) in performing the Work, or any breach of the terms of this Agreement by such CONTRACTOR and shall reimburse the TOWN for any and all costs, damages and expenses, including reasonable attorney's fees, which the TOWN pays or becomes obligated to pay, by reason of such activities, or breach. The provisions of this Section 6.1 shall be in addition to, and shall not be construed as a limitation on, any other legal rights of the TOWN with respect to the CONTRACTOR, in connection with this Agreement, and shall survive termination or expiration of this Agreement.

6.2 Before commencing work the CONTRACTOR shall obtain and maintain at its expense and from insurance companies of a Best Rating of A or better, which are licensed to do business in the Commonwealth of Massachusetts, insurance as set forth below. If the CONTRACTOR is permitted to sub-contract a material portion of the Work, or is otherwise identifying a third party to perform services for the Town, the CONTRACTOR shall assure that such sub-contractor or other third party also has such insurance.

- (a) Workers' Compensation, covering the obligations of the CONTRACTOR in accordance with applicable Workers' Compensation or Benefits laws.
- (b) Commercial General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1 million. Coverage is to include premises and operations, coverage for liability of subcontractors. The policy shall contain an endorsement stating that the aggregate limits will apply separately to the work being performed under this Agreement.
- (c) Automobile Liability Insurance of not less than \$1 million combined single limit covering owned, hired and non-hired vehicle use.
- (d) Errors and Omissions Insurance of not less than \$2 million per claim. The coverage shall be in force from the date of execution of the Agreement to the date when all design and construction work is completed and accepted by the TOWN, unless, however, the policy is a "claims made policy," in which event the policy shall remain effective and in full force for a period of six (6) years after completion of all design and construction work relating to the engagement.
- (e) Such additional insurance as may be required to be carried by the CONTRACTOR by law.



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- (f) Such additional insurance as the TOWN may reasonably require, as set forth on Exhibit A.

CONTRACTOR shall maintain such insurance during the term of Agreement and give the TOWN twenty (20) days written notice of any change or cancellation of coverage. Each insurer providing policies hereunder shall waive its rights to subrogate claims against the TOWN. The TOWN will be added as an additional named insured with respect to each such policy and such endorsement shall be reflected on a Certificate of Insurance to be delivered to the TOWN upon the execution of this Agreement and at such times thereafter as the TOWN may reasonably request.

ARTICLE 7 - GENERAL PROVISIONS

- 7.1 Upon the expiration or the termination of this Agreement for any reason, all data, drawings, specifications, reports, estimates, summaries and other work product which have been accumulated, developed or prepared by the CONTRACTOR (whether completed or in process) shall become the property of the TOWN upon payment for such to the CONTRACTOR and the CONTRACTOR shall immediately deliver or otherwise make available all such material to the TOWN.
- 7.2 Neither party may assign, transfer or otherwise dispose of this Agreement or any of its rights hereunder or otherwise delegate any of its duties hereunder without the prior written consent of the other party, and any such attempted assignment or other disposition without such consent shall be null and void and of no force and effect.
- 7.3 Except as otherwise expressly provided in this Agreement, any decision or action made by the TOWN relating to this Agreement, its operation, amendment or termination, shall be made by the Board, Committee or Authority of the TOWN specified in the initial paragraph of this Agreement, unless specifically authorized or delegated by a lawful vote of such body.
- 7.4 This Agreement, together with Exhibit A (Contractor, Scope of Work, Term), Exhibit B (Payments), and Exhibit C (Tax Compliance Certificate), and any additional exhibits referred to therein, constitute the entire agreement of TOWN and CONTRACTOR with respect to the matters set forth therein and may not be changed, amended, modified or terms waived except by a writing signed by TOWN and CONTRACTOR. If there is any conflict among the terms set forth in the body of this Agreement and the terms or provisions set forth in Exhibit A or Exhibit B, or in any other attachment hereto, or in any other document or law incorporated by reference herein, such conflict shall be resolved by giving precedence to the party's address above by certified mail, return receipt requested Terms or provisions contained in the following documents in accordance with the following hierarchy, with the topmost document of the highest priority:
- A. Applicable federal, state and local laws, rules and regulations.
 - B. Amendments to this Agreement, if any.
 - C. Exhibits A and B.
 - D. This Agreement.
 - E. Any other attachments to this Agreement.

To the extent the conflict is not resolved by applying the above hierarchy, the conflict shall be resolved in a



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manner that results in the highest quantity and best quality of goods and services to the TOWN.

- 7.5 This Agreement is governed by the law of The Commonwealth of Massachusetts and shall be construed in accordance therewith. The parties agree that exclusive jurisdiction for any action arising out of or relating to this Agreement shall lie with the state and federal courts having jurisdiction over the county and state in which the Town is located and the parties hereby irrevocably waive, to the fullest extent permitted by law, any objection which they may now or hereafter have to the venue of any proceeding brought in such location and further irrevocably waive any claims that any such proceeding has been brought in an inconvenient forum.
- 7.6 Any notices required or allowed shall be to the person's address above by certified mail, return receipt requested.
- 7.7 Notwithstanding anything to the contrary in this Agreement, this Agreement is subject to the appropriation and availability of funds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

TOWN OF NANTUCKET,
MASSACHUSETTS:

CONTRACTOR:

C. Elizabeth Gibson
Town Manager

Name
President

Funding Org/Obj: _____

FEIN:

Approved as to Funds Available:

Purchase Order #: _____

Bob Dickinson – Assistant Town Accountant



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CONTRACT EXHIBIT A

CONTRACTOR, SCOPE OF WORK, TERM

1. **Name of Contractor:**
2. **State of Incorporation:**
3. **Principal Office Address:**
4. **Description of Services:**
5. **Person, Department, or Committee, if any, to whom CONTRACTOR reports (§ 2.2):**
6. **Term of Agreement (§3.1):**
7. **Completion Date (§3.2):**
8. **Additional Insurance Coverage (§6.2(e)):**



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AGREEMENT EXHIBIT B

PAYMENTS

1. Lump Sum Method
 - a. **Maximum Project Amount:**
 - b. **Payment Increments:** CONTRACTOR shall submit monthly invoices based on a percentage of work complete work as delineated in a progress report accompanying each invoice for approval and processing by the TOWN.
 - c. **Reimbursable Expenses** (if any): None.



Town of Nantucket

TAX COMPLIANCE CERTIFICATION EXHIBIT C

Pursuant to M.G.L. 62C, Sec.49A, the undersigned certifies under the penalties of perjury that it, to the best knowledge and belief of management, has filed all state tax returns and paid all state taxes required under law (if any, are so required).

By:

Name, President

Date

FEIN:



Town of Nantucket

PROPOSAL CHECKLIST

In order to simplify the evaluation process and obtain the maximum degree of comparison between proposals, the Town has prepared this checklist for all responders to use in compiling proposals.

- Current Certificates of Insurance
- Non-price (technical) proposal
- Price proposal (separate from the technical proposal)
- Certificate of Non-Collusion
- Tax Compliance Certification
- Signed signature page of Town of Nantucket contract enclosed herein to indicate that responder is willing to enter into said contract.

Department/Use

IT

- Adobe Acrobat
- Adobe Photoshop
- Barracuda Backup
- DigiCert
- DigiScope
- GoToMyPC
- Microsoft Office
- Microsoft Office 365
- Microsoft Project
- Microsoft Visio
- PrintKey
- ShoreTel Communicator
- Spiceworks
- Symantec Endpoint Protection
- Symantec Mail Security for Microsoft Exchange
- Watchguard
- Websense
- Exchange Server 2010

Department/Use

All Recorded Meetings

- EarthChannel

Assessor

- Vision

Building, Health

- GeoTMS

DPW

- WasteWorks

DPW, Wannacomet

- AutoCAD

Finance

- Bargaining Power
- Quickbooks

GIS

- AppGeo

Health

- DYMO Label Software

Land Bank

- Sage 50 Accounting

Multiple Departments

- Crystal Reports
- Google Earth, SketchUp, Toolbar, Drive
- iTunes
- MUNIS
- Civic Plus Website

Nantucket Regional Transit Authority

- Automated Business Solutions PTMS

OIH

- Visual Computer Solutions
- American HealthTech LTC

Planning, Town Administration

- Digital Voice Editor

PLUS

- Accela E-Permitting

Town Administration, Natural Resources, HR

- docSTAR

Town Clerk

- Laserfiche
- VITALS

Traffic

- Electronic Field Study

Wannacomet

- BNA Fixed Assets
- eCopy Desktop
- inHance
- MicroSurvey CAD
- PGP Desktop