



MODOC COUNTY
TRANSPORTATION COMMISSION

108 S. Main St, Alturas, CA 96101
(530) 233-6410 Phone • 233-3744 Fax

Request for Quotes
Information Technology – Consultant Services
Questions & Answers
09/05/17

- 1) **Historically, how many hours per month does this require?** *It varies depending on issues that may arise. Past services average 20-35 hours.*
- 2) **How many system users are there?** *9 users, 10 PC's (includes 2 PCs that monitor video camera system), and 1 laptop.*
- 3) **How much turnover is there?** *Eight (8) employees with some turnover.*
- 4) **How many servers?** *One (1) active server & one (1) inactive spare server.*
- 5) **How many printers?** *One (1) network printer and one (1) personal printer.*
- 6) **How many of each operating system?** *All systems are Windows 7.*
- 7) **What backup system is used today?** *It is a custom made hybrid backup system on a PC Platform. Backup is run manually on a daily basis to attached storage and at least once per week to an offsite storage drive.*
- 8) **What Time to Respond (TTR) and Time to Fix (TTF) is required?** *Both TTR and TTF is as soon as reasonably possible, via phone, email, remote or in person during regular business hours 7:00 a.m. - 5:00 p.m., Monday - Friday.*
- 9) **When will the contract be awarded?** *MCTC desires to enter into contract by the end of October 2017, or no later than December 1, 2017.*
- 10) **When does the contract begin and end?** *This will be determined upon bids received. MCTC desires a two year contract with option for a one year extension.*

11) Other useful information:

- 1. Include qualifications and experience in your quote.*
- 2. Insurance requirements are stated below for information and assistance with quotes.*

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages:

- (a) Commercial general liability, in a form with coverages at least as broad as those in Insurance Services Offices occurrence form #CG0001, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, and personal injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If the form of coverage contains a general aggregate limit, such limit shall be not less than Two Million Dollars (\$2,000,000).*
- (b) Automobile liability for owned vehicles, hired, and non-owned vehicles, in a form with coverages at least as broad as those in Insurance Services Office form #CA 0001, Code 1, with a policy limit of not less than One Million Dollars (\$1,000,000.00) for bodily injury and property damage per accident.*
- (c) Workers' compensation insurance as required by the State of California; and \$1,000,000 Employer's Liability.*
- (d) Professional errors and omissions ("E&O") liability insurance policy with limits of not less than One Million Dollars (\$1,000,000.00), per claim. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for two (2) years after completion of the work hereunder.*

The insurance is from the MCTC standard agreement for Professional Services as approved by the Commission and legal counsel. Our agency receives state and federal funds and this is a standard format for outside contractor insurance requirements.