



**REQUEST FOR PROPOSALS (RFP)**  
**CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.**  
**INFORMATION TECHNOLOGY SERVICES**

**Request for Proposals Designation Number (RFP): CDC 2024-01**

**Release Date: November 25, 2024**

**Ernest M. Coney, Jr., MPH**  
**Chief Executive Officer**

**For further information, use RFP designation number in subject line and e-mail:**

Chamain Moss-Torres  
Chief Operations Officer

chamain.moss-torres@cdcoftampa.org

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**Issued by:** The Corporation to Develop Communities of Tampa, Inc.

**Date of Issue:** November 25, 2024

**RFP Number:** CDC 2024-1

**Proposal Submission Deadline:** December 15, 2024

**Contact Information:**

Name: Chamain Moss-Torres, Ph.D.

Email: chamain.moss-torres@cdcoftampa.org

Phone: (813) 231-4362, ext. 3800

### 1. Introduction

The Corporation to Develop Communities of Tampa, Inc (CDC of Tampa) is seeking proposals from qualified vendors to provide Information Technology Services. The purpose of this RFP is to solicit proposals for comprehensive IT solutions that will meet our current and future needs in areas including IT infrastructure, software development, data management, cybersecurity, and technical support.

### 2. Background Information

**Vision: Corporation to Develop Communities of Tampa, Inc. (CDC of Tampa)** creates opportunities for people to build prosperous futures and vibrant communities.

**Mission:** We create opportunities by deploying comprehensive community development strategies that connect workforce development, housing and real estate with education, resident leadership and community safety to drive economic prosperity.

Founded in 1992, CDC of Tampa has built a proven track record of reducing disparities for people and communities throughout Tampa, Hillsborough County and beyond. It is a moderate-small nonprofit organization with two locations. CDC of Tampa will require a full range of IT support.

### 3. Objectives

The primary objectives of this RFP are as follows:

- To obtain detailed information on proposed IT services.

- To select a vendor that can deliver high-quality IT solutions within the established budget and timeline.
- To enhance the organization's technological capabilities, efficiency, and security.

#### **4. Scope of Work**

The services required under this RFP include, but are not limited to:

##### **1. IT Infrastructure Management**

- Network setup and maintenance
- Server management and virtualization
- Cloud computing solutions
- Hardware and software procurement

##### **2. Software Development**

- Custom application development
- Integration with existing systems
- Software upgrades and maintenance

##### **3. Data Management**

- Database administration
- Data analytics and reporting
- Data migration and backup solutions

##### **4. Cybersecurity**

- Security risk assessments and audits
- Implementation of security protocols and firewalls
- Incident response and data recovery

##### **5. Technical Support and Training**

- Helpdesk support (24 hours) for end-users
- Staff training on IT systems and software
- Ongoing technical support and troubleshooting

In addition, vendors are to speak on their approach to providing, open enrollment support, disaster recovery, a 24-hour help desk and in-person technology support.

## **5. Vendor Qualifications**

Vendors responding to this RFP must meet the following qualifications:

- Demonstrated experience in providing IT services in similar industries.
- Proven track record of successful project implementation and delivery.
- Qualified team of certified IT professionals.
- Ability to offer ongoing support and maintenance.

## **6. Proposal Requirements**

Proposals must include the following sections:

1. Executive Summary: Brief overview of your company and services offered.
2. Company Profile: Company background, including size, location, years in business, and core competencies.
3. Project Approach: Detailed description of your approach to delivering the services outlined in the scope of work.
4. Project Timeline: Estimated timeline for project completion, including major milestones.
5. Pricing Structure: Clear breakdown of costs, including fees for services, software, equipment, and other expenses.
6. References: List of at least three (3) client references from similar projects.
7. Terms and Conditions: Any specific terms and conditions that apply to your proposal.

## **7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications (30%): Proven experience in delivering similar IT services.
- Technical Approach (25%): Quality and feasibility of the proposed technical solutions.

- Cost (20%): Competitiveness and clarity of pricing.
- References (15%): Feedback from previous clients.
- Timeline (10%): Ability to deliver within the required timeframe.

**8. Submission Instructions**

Please submit your proposal electronically in PDF format to [chamain.moss-torres@cdcoftampa.org](mailto:chamain.moss-torres@cdcoftampa.org) no later than December 16, 2024, 11:59 pm. Late submissions will not be considered.

**9. Questions and Clarifications**

All questions regarding this RFP must be submitted in writing via email to Chamain Moss-Torres, Ph.D. by November 30, 2024. A summary of all questions and responses will be made available to all vendors via the CDC of Tampa website at: [www.cdcoftampa.org](http://www.cdcoftampa.org).

**10. General Terms and Conditions**

- The CDC of Tampa reserves the right to reject any or all proposals.
- All costs incurred in the preparation of the proposal shall be the responsibility of the vendor.
- The proposal must remain valid for a period of 90 days from the submission deadline.
- Contract terms and conditions will be negotiated upon selection of the winning vendor.

**11. Timeline**

Activity	Date
RFP Issued	November 25, 2024
Deadline for Questions	November 30, 2024
Proposal Submission Deadline	December 15, 2024
Evaluation Period	December 16-December 18, 2024
Vendor Selection Announcement	December 19, 2024

## **12. Confidentiality**

All information provided in response to this RFP will be kept confidential and used solely for the purpose of vendor evaluation.

## **13. Contact Information**

For any questions or further information, please contact:

Chamain Moss-Torres, Ph.D.

[Chamain.moss-torres@cdcoftampa.org](mailto:Chamain.moss-torres@cdcoftampa.org)

(813) 231-4362, ext. 3800

Thank you for your interest in partnering with The CDC of Tampa. We look forward to receiving your proposal.