



PAT FRANK

CLERK OF THE CIRCUIT COURT

HILLSBOROUGH COUNTY, FLORIDA

REQUEST FOR QUOTATION

FOR

PROOFPOINT INTERNET EMAIL SUBSCRIPTION SERVICES

REQUEST FOR QUOTATION NUMBER 01/18

March 5, 2018

REQUEST FOR QUOTATION (RFQ) #01/18
PROOFPOINT INTERNET EMAIL SUBSCRIPTION SERVICES

The Clerk of the Circuit Court, Hillsborough County, Florida (“Clerk”), is requesting quotations for PROOFPOINT Internet Email Subscription Services as per the Specifications in Section D of this RFQ.

The Clerk will select the Supplier determined to have submitted the most responsive and responsible quotation. This does not mean that all aspects of the selected quotation are acceptable to the Clerk, and the Clerk reserves the right to modify or reject proposed quotations as deemed necessary to ensure the satisfactory purchase of these products and services. The Clerk reserves the right to enter into additional agreements/purchase orders for like services/products with other suppliers.

A. REQUEST FOR QUOTATION (RFQ) INSTRUCTIONS:

PLEASE RETURN THIS RFQ AND REQUIRED ATTACHMENTS TO CLERK’S PURCHASING, 407 N. EAST STREET, TAMPA, FLORIDA 33602, **NO LATER THAN - 2:00 PM – Friday, April 6, 2018.**

1. Each supplier must be an authorized reseller for PROOFPOINT Internet Email Subscription Services.
2. Each supplier must provide the completed and signed Attachment 1, Price Sheet Summary
3. All quotations must be marked “Request for Quotation (RFQ) #01/18, PROOFPOINT Internet Email Subscription Services.” Quotation can be submitted via United States Postal Services, other mail delivery services, or hand delivered to the above address. Note: electronically submitted quotes will not be accepted.
4. Any questions or comments must be submitted in writing and sent to the following email addresses:
 - a. fordsa@hillsclerk.com
 - b. purchase@hillsclerk.com

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B. SCHEDULE:

1. Submission Deadline

All Quotations must be received by 2:00 P.M., Friday, April 6, 2018

All quotations must be submitted to the Clerk's Purchasing Department, 407 N. East Street, Tampa, Florida 33602.

Note: The Request for Quotation receipt time will be scrupulously observed. Under no circumstances will quotations be considered if delivered after the receipt time specified. Late quotations will be returned to the firm unopened with a notation "This Quotation was received after the delivery time designated for the receipt of quotations". The Clerk of the Circuit Court shall not be responsible for delays caused by the United States Postal Services or for delays caused by any other occurrence, including specifically, but not limited to, severe weather conditions. Electronically submitted quotes will not be accepted.

2. Quotation Opening

Will promptly begin at 2:15 P.M., Friday, April 6, 2018

Location: Clerk's Purchasing
Conference Room
407 N. East Street, Room 206
Tampa, Florida 33602.

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C. SELECTION CRITERIA:

The qualifications of each quotation as “responsive” and the qualification of each entity submitting a quotation as “responsible” shall be made by a committee of at least three (3) persons appointed by the Clerk. The evaluation committee shall qualify the quotations using the following criteria:

Responsive: Compliance with RFQ document specifications.

Responsive: Lowest Price*

Responsible: Supplier qualifications**

Responsible: Supplier’s ability to provide products and services upon receipt of Purchase Order and without interruption of current services.

The Clerk may seek additional information for purposes of clarification. Such clarifying information shall be provided by the Supplier in writing and shall become part of its Quotation.

The award shall be made by the Clerk and shall be based upon the above stated selection criteria. The Clerk reserves the right to disqualify any supplier that is not responsive to this RFQ.

Supplier Selection: Within ten (10) working days following the Request for Quotation Submission Deadline.

Purchase Order Issued: Within thirty (30) working days following the Request for Quotation Submission Deadline.

*In the event that two or more Supplier responses share the same low cost bid, all other selection criteria being found essentially equal, the Clerk at her discretion reserves the right to issue an award from among those responses.

**Refer to section A.1. If the qualifications of the Supplier change in any way from the date of submittal to the date of award, the Supplier must notify the Clerk of all changes in writing immediately. Any such change may be considered in the Clerk’s evaluation of the submittal.

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D. SPECIFICATIONS:

1. Term

The term for the services under this RFQ shall be for a period of one (1) year, with the option for two (2) consecutive renewal terms of one (1) year each. Please see Attachment 1, titled "Price Sheet Summary" for Service Period Dates for each year to be quoted.

2. Quotation must include pricing on Attachment 1, titled "Price Sheet Summary."

a. Price Sheet Summary must include the following language:

Both the Contractor and the Clerk have provided standard contract terms to be incorporated into this Price Sheet Summary. In the event one or more of the standard contract terms of the Clerk and the Contractor are in conflict with each other, the Clerk's standard contract terms shall take precedence and be given full force and effect to the exclusion of the conflicting Contractor standard contract terms. The Clerk's standard contract terms are both attached and are found at the following link:

<http://www.hillsclerk.com/-/media/Hillsclerk/Forms/Purchasing/Purchasing-Terms-and-Conditions.pdf?la=en>.

"Contractor" is defined as the Supplier and PROOFPOINT.

3. The supplier must be able to provide products and services upon receipt of Purchase Order and without interruption of current services.

ATTACHMENT 1

PRICE SHEET SUMMARY

				Year 1		Optional Year 2		Optional Year 3	
				Service Period: 05/13/2018 - 05/12/2019		Service Period: 05/13/2019 – 05/12/2020		Service Period: 05/13/2020 – 05/12/2021	
Line #	Product SKU and Name	Product Description	Users	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	PP-B-EPT-S-D-106 PFPT Protection F-Secure – S	Dynamic Reputation, Spam, Virus Protection, Zero-Hour Anti-Virus, Email Firewall, Smart Search – F-Secure – SaaS	800						
2	PP-B-TAPBUN-S-C-104 PFPT TAP URL & Attachment Bundle – S	Targeted Attack Protection Bundle (URL Defense & Attachment Defense) – Saas	800						
3	PP-SUP-PS-S-12 PFPT Platinum Level Support	Platinum Level Support – Saas (Included) – 12	800						
Quote totals:									
				Year 1		Year 2		Year 3	

Both the Contractor and the Clerk have provided standard contract terms to be incorporated into this Price Sheet Summary. In the event one or more of the standard contract terms of the Clerk and the Contractor are in conflict with each other, the Clerk’s standard contract terms shall take precedence and be given full force and effect to the exclusion of the conflicting Contractor standard contract terms. The Clerk’s standard contract terms are both attached and are found at the following link: <http://www.hillsclerk.com/-/media/Hillsclerk/Forms/Purchasing/Purchasing-Terms-and-Conditions.pdf?la=en>.

“Contractor” is defined as the Supplier and PROOFPOINT.

SUPPLIER NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

AUTHORIZED SIGNATURE _____

DATE _____