PIERCE COUNTY LIBRARY SYSTEM

REQUEST FOR QUALIFICATIONS (RFQ) for
DATABASE ADMINISTRATOR CONSULTANT

PART 1: INTRODUCTION & RFQ TIMELINE

The Pierce County Library System (“The Library”) is seeking a consultant for routine SQL Server Database Administration support. The Library operates a Windows-centric infrastructure and estimate this routine DBA work not to exceed 20 hours per month.

Established under Washington State law Chapter 27.12 RCW, Pierce County Library System is an independent taxing district governed by a five member volunteer Board of Trustees appointed by the County Executive. The Board has sole responsibility for hiring the Executive Director. The fourth largest library system in Washington State, PCLS serves 614,000 people in unincorporated Pierce County and 20 annexed cities and towns. For more information see: http://www.piercecountylibrary.org/about-us/Default.htm

More information about the Library, including its history, locations, services, programs, and budget may be found on our website at www.piercecountylibrary.org.

Timeline

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<th>Event</th>
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<tr>
<td>RFQ Announcement</td>
<td>February 9, 2021</td>
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<tr>
<td>Questions due regarding RFQ</td>
<td>February 22, 2021, 12 p.m. (noon)</td>
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<tr>
<td>Answers/responses due from Library</td>
<td>February 24, 2021</td>
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<tr>
<td>Submissions due</td>
<td>March 5, 2021, 12 p.m. (noon)</td>
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<tr>
<td>Interviews (virtual)</td>
<td>March 15-19, 2021</td>
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<tr>
<td>Projected date to award</td>
<td>March 23, 2021</td>
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<tr>
<td>Contract agreed upon &amp; contract commencement thereafter</td>
<td>April 1, 2021 (estimated)</td>
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Estimated Hours of Consultation and Period of Performance

The Library estimates needing 20 consulting hours per month during the contract period. The budget will be calculated upon successful negotiation with awarded consultant, based on rates and fees agreed upon. Library retains the right to adjust the estimated consulting hours at any time during the selection process and upon contract implementation for any reason. During contract implementation, any changes will be communicated to consultant with at least ten (10) business days of written notification.

The period of performance is one (1) year with options for up two (2) subsequent annual renewals, upon mutual agreement by The Library and Consultant.
PART 2: GENERAL INSTRUCTIONS AND CONDITIONS

• **Questions about the RFQ:** All questions about this RFQ should be directed to Teresa Covington, Application Services Manager at (253) 548-3374 (tcovington@piercecountylibrary.org). Information given to a prospective responder concerning this RFQ may be furnished to all prospective responders as an amendment to the solicitation. The Library reserves the right to share questions and answers with other responders if it is determined that the answers would give unfair advantage to one responder. All questions must be submitted by 12:00 p.m. (noon) February 22, 2021.

• **Date of Submission:** Responses must be submitted no later than 12:00 p.m. (noon) on March 5, 2021. Submissions received late may be deemed not responsive and may not be considered, at the Library’s discretion. The Library reserves the right to extend the date of submission and will provide due notice of such date extension.

• **Submission Format:** Submission may be in print or electronic. Electronic supplementary information may be included along with the printed submission. If submitting electronically, send to Teresa Covington, Application Services Manager, at tcovington@piercecountylibrary.org or Clifford Jo, Finance & Business Director, at cjo@piercecountylibrary.org. All responses will be opened by March 15, 2021. **Submission:** If submitting in print, responders must submit three (3) complete copies of their responses in a sealed envelope. The responses shall be addressed as follows

  Attention: Teresa Covington  
  Pierce County Library System  
  3005 112th Street East  
  Tacoma, WA 98446-2215  
  Sealed RFQ Response for DBA Consultant

• **Signatures:** A corporate official who is authorized to make such response commitments must sign submission (See Part 6). If submitting electronically, the signature must be an image scanned from the physically signed form of Part 6.

• **Rejection of Responses:** The Library reserves the right to reject any and all submissions without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

• **Award of Contract:** The contract shall be awarded to the most responsive, responsible responder who best meets the Library’s needs. Only one award will be made. Awarded contractor will be responsible for all aspects of the specifications. The Library reserves the right to waive informalities or irregularities and deviations from the RFQ, and to be the final judge as to which response shall be accepted by the Library. Award is anticipated to be on or around March 23, 2021.

• **Contract:** The finalist may be expected to enter negotiations for pricing and other contractual terms, including schedule, delivery, and rates/fees. Failure to complete negotiations will result in disqualification of the Respondent. Upon successful conclusion, the Library and Responder may enter into a contractual agreement.

• **Response Procedures and Forms:** Responders must comply with the specifications and requirements attached. Responders may only submit one response for consideration. Responders may submit additional information with their responses as desired.

• **Validity of Prices:** Responders must confirm in writing that prices quoted will be valid and in effect for a minimum of nine (9) months after response opening.

• **Public Disclosure of Award:** The Library reserves the right to treat all proposals with confidentiality prior to award. After award of the contract, all submissions will fall under the requirement by Washington State law (Chapter 42.17 RCW) that obligates the Library to make the document available for public inspection, if requested.

• **Cancellation:** The Library may cancel this contract or any part thereof by written notice at any time without penalty if the Contractor fails to comply with the terms, instructions, specifications, and delivery completion dates, or perform the work with diligence.

• **Contract Administrator:** The administrator of this contract will be: Teresa Covington, Application Services Manager.
PART 3: FORM OF PROPOSAL

PCLS is seeking an individual / individuals with 5 plus years of experience in configuration, maintenance and performance of critical SQL Server systems to ensure the availability and consistent performance of various mission critical applications.

High level activities:
- Manage Microsoft SQL Server databases
- Configure and maintain database servers and processes
- Monitor system's health and performance
- Ensure high levels of performance, availability, sustainability and security
- Analyze, solve, and correct issues in real time
- Provide recommendations for solutions upon request
- Refine and automate regular processes, track issues, and document changes
- Consult with PCLS developers to query tuning and schema refinement
- Perform scheduled maintenance and support release deployment activities after hours

Detail level activities:
- Patch/Updates
- Version Upgrades
- Monitoring Databases
- Authentication Management
- Evaluate new apps using SQL Server
- Performance and Tuning
- Log Management (transactions)
- Shrink Database
- Backup/Restore Management
- Vendor Support - ERD, Schema, ETL, etc.
- MySQL Support

Contractor must carry liability insurance and be available for consultation and issue escalation during and outside of the Library’s normal 8 a.m. to 5 p.m. workday.

Submission Items

Please include the following in your response package:

1. A detailed cover letter stating your experience with the above technologies.
2. Curricula vitae (CV) or resume outlining the experiences, education, and skills of the proposed contractors.
3. References in Part 5 that can confirm your technical capabilities and length of experience.
4. Contract rates and fees per billable hour.
5. Schedule availability, including earliest date available to begin the project and general availability during a seven-day week.
PART 4: EVALUATION & SELECTION

The Library will evaluate each Responder’s responses to each of the RFQ requirements. Proposals must be complete; however, The Library reserves the right to waive irregularities in any proposal and/or, to request clarifying information it deems appropriate from one or more responders.

Selection Committee

The Selection Committee will be composed of:

- Teresa Covington, Application Services Manager
- Stephanie Ratko, IT Manager

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Quality of proposal, including finalist’s approach to DBA support.
- Qualifications of assigned personnel to the consulting engagement.
- Prior experience with comparable organizations/entities.
- Ability to maintain a close working relationship with Library IT staff.
**PART 5: REFERENCES**

Provide a list of three (3) similar executive searches your company has provided to clients within the last 3 years. Include names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to public sector organizations or libraries.

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PART 6: DECLARATION

Company Name: ________________________________

Authorized Representative: ________________________________

Title: ________________________________

Address: ________________________________

Phone Number: ________________ Email Address: ________________________________

Fax Number: ________________ Website Address: ________________________________

The undersigned Responder declares to have read and fully understand the request for qualifications and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, Responder will contract to perform in accordance with the specifications and proposals.

_________________________________________ Date

Signature of Responder