



Association of Monterey Bay Area Governments

Request for Proposals

for

Information Technology Support Services

5 year contract period of September 1, 2026 - June 30, 2031

Issued: July 1, 2026

Questions Due: July 22, 2026

Deadline (received by AMBAG): July 27, 2026

Submit all questions and proposals to:

Gina Schmidt | AMBAG | 24580 Silver Cloud Court, Monterey, CA 93940 | gschmidt@ambag.org |
fax 831.883.3755

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Introduction

The Association of Monterey Bay Area Governments (AMBAG) is accepting proposals for a five-year contract to provide Information Technology (IT) Support Services to ensure all servers, network, computers and back-up systems are fully functional and secure 24/7 to provide smooth continuance of daily business operations.

The selected consultant will serve at the discretion of the Board of Directors and work under the direction of the AMBAG Executive Director.

The Association of Monterey Bay Area Governments operates under a Joint Powers Agreement with local jurisdictions (cities) and the Counties of Monterey, San Benito and Santa Cruz. The Board is comprised of one representative member from each City and two supervisors from each of the counties.

AMBAG is a public agency funded through a combination of federal transportation funds, grants and membership dues. Policy direction is provided by a twenty-four (24) member Board of Directors. The Executive Director reports directly to the Board of Directors and performs all duties necessary for the proper and efficient management of AMBAG, as determined by the Board and State and Federal law. A small professional staff provides support to the Board of Directors.

A detailed scope of work is outlined below for IT support on all AMBAG IT Equipment (IT equipment list will be provided at optional in-person visit on 7/21/2026 and will also be posted online at AMBAG's RFP website section by 5pm on 7/21/2026- as Reference item #1).

Scope of Work

The following provides details of the scope of services required under this contract. Respondents to this RFP should build on this general description by proposing a scope of work with specific sub-tasks as deemed appropriate. Some tasks may require additional information from respondents as called out under the description of each task. Respondents should also refer to the Proposal Requirements, and Evaluation and Selection Process sections for additional requirements.

Additional tasks and work elements may be added or deleted during contract negotiations. Upon conclusion of the negotiation process, the selected consultant will be required to prepare a final work plan, schedule, and budget for inclusion into a final contract.

Consultant, preferably based in the greater Monterey Bay Area (Counties of Santa Cruz, San Benito, Monterey), shall provide Information Technology Support Services including, but not limited to: 1) network administration by conducting periodic on-site visits, 2) network administration via remote connection to ensure all servers and user computers and related devices are properly installed and functioning properly, 3) manage file backups, 4) replicate and host backups, 5) install current service packs, Operating System Upgrades, spam and virus monitoring and filtering, 6) hardware and software protection, 7) Imaging and installing AMBAG profile and setup on new or replacement

equipment, 8) delivering and pick up new equipment and installing equipment, 9) removal and cleaning of old equipment and e-waste disposal of items. Consultants shall also be available by telephone to resolve user IT problems and provide immediate on-site service within same day to ensure functionality, when required by AMBAG. AMBAG also seeks advice on technical aspects to improve and update the IT network system to meet current and future IT needs.

Goals

A functional IT network within AMBAG's system, with consultant provided technical support service to maintain servers and users' computers. The account manager will work with AMBAG to test upgrades, manage user computers, develop a periodic maintenance schedule, maintain and install computers, maintain daily backups of servers (on-site and off-site), maintain network and computer security, and assess future IT needs. These IT network support services shall be provided by a dedicated account team who will be familiar with AMBAG's IT systems.

Requirements

Consultant must provide substantive responses on how they would evaluate and maintain the current IT system, list and describe documented project experience (provide reference check upon request), manage the contract work deliverables, provide and manage qualified staff. Describe any additional tasks and deliverables they would deem appropriate to achieve the overall IT goals and deliverables.

Information Technology Scope of Work and tasks to be paid under monthly fixed contracts amount (no additional hourly invoices will be accepted, unless task requested is not included in the contracted Scope of Work, and requested task is pre-authorized by AMBAG for task to be performed). Please include fixed contract amount for the term of the contract period September 1, 2026-June 30, 2031. Also include hourly rates by staff title, for any additional tasks and deliverables to be performed as requested outside of Task A duties.

The following are minimum performance specifications. Your proposals may be more inclusive.

Task A: AMBAG IT Technical Support Services

1. Remote Server:
 - a. Maintenance of offsite backup NAS using AMBAG provided real-time dynamic remote server. Cost of hosting and site fees which includes cost of power, cooling system, secure locked racks or locked room, and hosted offsite location to be paid for by AMBAG directly.
2. Microsoft Office 365:
 - a. Maintain, procure, deploy updates/installs, troubleshoot issues and manage AMBAG's Office 365 licensing portal. Cost of licenses/billing based on the number of licenses in use paid directly by AMBAG via Microsoft Office365.
3. Cyber Security:

- a. Maintenance, procure, deploy updates/installs, troubleshoot issues and manage AMBAG's cyber security Palo Alto Networks PA-440 (ATP, AURL, AWF, DNS & SDWAN). Cost of license paid directly by AMBAG.
 - b. Maintain, assign training sessions, and monitor cyber security awareness of AMBAG staff (such as Huntress). Cost of licenses to be paid directly by AMBAG.
 - c. Maintenance, procure, deploy updates/installs, troubleshoot issues and manage AMBAG's cyber security SentinelOne. Cost of license paid directly by AMBAG.
4. Infrastructure Support:
- a. Designated account manager and dedicated technical support team.
 - b. Provide response during normal business hours, 8:00am to 5pm, excluding holidays, within 4 hours if not urgent. If urgent, provide response within 1 hour and provide direct phone line to reach for urgent issues.
 - c. Provide ticketing support system or support email for contacting for IT service.
 - d. Assist AMBAG IT project manager in resolving IT issues by phone and to trouble shoot issues remotely/on-site if required (average engagement of 1 IT support calls per day, encompassing various complexities of IT needs per call).
 - e. Pick up and drop off all equipment for service (new/ replacement/ repair/ surplus/ decommission) from the AMBAG office unless arranged in advance with AMBAG contract manager.
 - f. Transfer all licenses from old device to new replacement device, and install software associated to the transferred licenses for all AMBAG devices (laptop/ /Workstation/ Server/Networked Printer).
 - g. Setup new device (laptop /Workstation/Server/Network Printer) for AMBAG network. Install Windows OS 11 Pro (or other current), Office 365, QuickBooks, and other software products to new or replacement device as applicable.
 - h. Add all additional newly purchased device(s) (laptop/ Workstation/ Server/Network Printer) to AMBAG domain (included in and under ongoing monthly contracted pricing). Includes setting/configuring/applying agency standard image of new device.
 - i. Remove device (laptop/Workstation/Server/Network Printer) from AMBAG domain for surplus/decommission of device. Transfer all licenses and software to new replacement device. Erase all drivers, profiles, any remaining residual staff or agency files, and reset Windows OS 11 Pro (or other current) to defaults. Provide password of new default login and return device to AMBAG office as applicable.

- j. Install, setup, and testing of device (Workstation/Server/Networked Printer/OS updates) on-site at AMBAG office. Occurs for all new, repaired, and/or replacement devices except small devices(iPad/laptops). Small devices not required for onsite testing or setup and drop off and/or pick up acceptable.
- k. Set up new AMBAG staff profiles on devices (laptop/Workstation/ Server/ Networked Printer). Provide password to the Executive Director per the password protocol.
- l. Assist with iPad support for existing/new/replacement devices as needed or provide troubleshooting for staff connections to RDP/Workstation using iOS devices.
- m. Install, troubleshoot, and diagnose all virus/spam/malware/eradication services. Ensure allocated license number for devices is accurate and maintained. Provide recommendation of both hardware and/or software required to maintain excellent level of service for virus/spam/malware/eradication services. Cost of hardware/software for task of virus/spam/malware/eradication services have been (or will be) procured separately.
- n. Spam and virus filtering of incoming and all outgoing email, including monthly subscription fees must be included in IT Contract under ongoing monthly IT support.
- o. Troubleshoot, diagnose, and resolve technical support issues for software and networking issues for all AMBAG owned devices (laptop/Workstation/Server/Network Printer).
- p. Provide software/application support via phone, troubleshoot, repair and/or reinstall software and applications as needed on AMBAG devices. Software/application includes but not limited to: Adobe, QuickBooks, Office 365, ESRI, TransCAD, Publisher, website browsers (Mozilla Firefox, Google Chrome, Internet Explorer, Microsoft Edge, etc).
- q. Troubleshoot hardware issues, repair if applicable or replace. Labor for determining issue and/or repair including installation of replacement parts included and covered in IT contract under ongoing monthly support. (Cost of replacement hardware /parts item not included.)
- r. Replication and automation of backup hosting service where consultant monitors backup system and maintaining of client replication NAS units to Cloud and offsite premise. Consultant must use existing AMBAG NAS units and backup software. Cost paid separately by AMBAG for offsite hosting (see below for Task B), backup software and cloud storage paid separately and directly by AMBAG to vendors.
- s. On-call support for IT infrastructure support, maintenance and updates for AMBAG devices (laptop/Workstation/Servers/networked printers).
- t. Install, repair, update and/or troubleshoot drivers for network printers regardless of new, existing, repaired, or replacement printers.

- u. Provide printer repair for AMBAG network printers as needed. Repair/replacement parts not included. Labor for determining issues and/or repairs is included.
- v. Provide DNS support for AMBAG host provider (current provider GoDaddy) which entails phone calls, provider transition, updating DNS on new provider location and troubleshooting. Includes the following items: update www. record, MX record, A record, cPanel management, authoritative DNS service.
- w. Technical software support and monthly server check on all AMBAG servers. Includes server check to ensure problems addressed during proactive checks before failure and monitor server performance. Check application logs and system logs on the server and check errors found in logs. If errors found, resolve issue found in log. During server proactive monitoring, ensure system backup and storage repositories are evaluated and verified for proper operation.
- x. Preventative maintenance including physical inspection, service, and bi-annual cleaning (June and December) of all AMBAG and all backend infrastructure. Servicing/cleaning to include dust removal from inside/outside housing box on workstations, checking cabling for issues/failure/wear and tear, and visual hardware failure inside workstation/servers.
- y. Resolve any Windows boot errors due to Microsoft updates or failure; resolve remotely if possible, or on site if required. May include pickup/removal of items for repair.
- z. Assist in recommendations in procurement of devices (laptop/Workstation/Server/Networked Printer) and software to best meet the needs of AMBAG.
- aa. Installation, setup, test, and troubleshoot SSL certificates for all servers deployed on-site at AMBAG for various online tools. All SSL to be purchased or paid separately as needed.
- bb. Replace batteries in APC UPS 500, 1000 or 1500 models as needed. Labor included in IT contract under ongoing monthly IT support. (Replacement batteries to be purchased or paid for separately as needed.)
- cc. Provide an inventory list of all equipment owned by AMBAG with make, model, serial number, and date made.
- dd. Removal and disposal of any e-waste. E-waste disposal fees to be paid separately as needed.

Task B: Remote Server/Offsite Secure Backups

5. Remote Server/Offsite Secure Backups

- a. Secure new offsite NAS unit (Backup Servers) backup location, including secure facility, rack storage availability, sufficient power with generator backups, fiber/broadband capacity for cloud storage synching.

- b. Provide solution for offsite remote server/offsite secure backup as separate line-item cost, describe as Task B in proposal.
- c. Detailed proposed solution, physical location of offsite backup solution recommended and listed, detailed outline of solution security and installation of NAS and other hardware (firewall if needed- please note), maintenance of offsite backup NAS (component falls under task A), real-time dynamic remote server that can be activated in the event of an emergency for a minimal downtime of agency productivity and business.
- d. Proposal for Task B must clearly outline the following components separately:
 - (i) One-time cost for installation to implement and deploy solution (includes consultant time).
 - (ii) Monthly cost of NAS secure storage facility. This cost is to be contracted and paid for by AMBAG directly with selected vender site, with fees to include cost of power, cooling system, secure locked racks/shared rack, physical locked room, and hosted offsite location to be paid for by AMBAG directly.

Schedule

Task	Completion Date
Release RFP	July 1, 2026
Pre-Proposal On-Site Visit (optional)	July 21, 2026 11am-2 pm. PDT
Submission of Written RFP Questions	July 22, 2026 by 4:00 pm PDT
Post Summary of Questions and Answers and Addendum, if Required	July 23, 2026
Proposals Due	July 27, 2026 by 4:00 pm PDT
Evaluation Committee Completes Proposal Review	July 29, 2026
Notification to Proposers	July 29, 2026
Oral Interviews for Short Listed Proposers, if needed	July 30-31, 2026
Consultant Selection and Notice of Intent to Award	August 4, 2026
Candidates Not Recommended for Selection Notified	August 4, 2026
Notice of Intent to Protest Deadline	August 7, 2026 by 4:00 pm PDT
AMBAG Board Approval of Consultant	August 12, 2026
Execute Contract	August 13-31, 2026

Proposal Submittal

Interested consultants must submit a digital copy of the proposal to the Project Manager as follows:

Digital: Send as a single PDF or PDF portfolio. Do not exceed 20 pages (referenced attachment items excluded).

All submissions must be received by AMBAG on or before July 27, 2026 at 4:00 p.m. Pacific Daylight Time (PDT). By submitting a proposal, the Proposer certifies that his or her name or the consultant

firm's name, as well as the name of Proposer's subcontractors, does not appear on the Controller General's list of ineligible contractors for federally assisted projects.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful Proposer, all proposals shall become public record. No proposal shall be returned after the date and time set for opening thereof.

Pre-Proposal On-Site Visit (Optional)

AMBAG will hold a pre-proposal on-site visit at between 11am-2pm PDT, on July 21, 2026 in the AMBAG Office at: 24580 Silver Cloud Court, Monterey, CA 93940. Attendance at the pre-proposal on-site visit is optional.

The purpose of the on-site visit is to conduct a visual site inspection of the facility/equipment and discuss the work to be performed with the prospective Consultants. An equipment list will be provided at the on-site visit, but will also be available via the AMBAG RFP website as Reference item #1 following the on-site visit on July 21, 2026. AMBAG will transcribe questions and they may be answered at the site inspection and added to the Question and Answers on July 22, 2026. If needed an addendum to the RFP will be posted.

Submittal Questions and Addenda

All questions regarding this RFP should be received no later than July 22, 2026 at 4:00 p.m. PDT by e-mail to Gina Schmidt at gschmidt@ambag.org or by fax to (831) 883-3755. Responses that require that an addendum be issued to the RFP will be posted on the AMBAG website at www.ambag.org on or before July 23, 2026. It is the responsibility of proposers to check the AMBAG website to determine if any addenda have been issued. Any addenda to the RFP will become part of the RFP.

AMBAG reserves the right to revise the RFP prior to the date that proposals are due. It is the responsibility of proposers to check the AMBAG website to determine if a modified RFP has been issued.

Notice of Award

Notification to prospective bidders identified as RFP finalists will occur on July 29, 2026 by email. AMBAG may ask RFP finalists to present oral briefings of their proposals at the oral interview. AMBAG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Oral interviews will take place between July 30-31, 2026 between 9am to 4pm at the AMBAG office (if applicable). The final recommended consultant shall be informed by phone and confirmed in writing or in an email on or before August 4, 2026. Candidates not recommended for contract award shall be informed by August 4, 2026.

Project Manager

Gina Schmidt, GIS Coordinator
Association of Monterey Bay Area Governments
24580 Silver Cloud Court, Monterey, CA 93940
Email | gschmidt@ambag.org (preferred communication)
Phone | 831.883.3750 Fax | 831.883.3755

Proposal Requirements

- A. Proposals should be concise, well organized and demonstrate the proposer's qualifications and experience applicable to the project. Proposals shall be limited to 20 pages as a pdf or pdf portfolio document. The proposal must include a discussion of the proposer's approach to the project, a description of the firm's qualifications for the scope of work, a schedule of contract performance and a cost estimate. Any reference documents are excluded from page count of proposal, if noted as attachment-reference document.
- B. The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer. Electronic signatures allowed in pdfs of proposal submittal. .
- C. Failure to comply with the requirements of the RFP may result in disqualification. AMBAG is not responsible for finding, correcting, or seeking clarification regarding ambiguities or errors in proposals. If a proposal is found to contain ambiguities or errors, it may receive a lower score during the evaluation process. AMBAG may, but is not required to, seek clarification from a proposer regarding information in a proposal. Errors and ambiguities in proposals will be interpreted in favor of AMBAG. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered.
- D. The proposer shall certify whether it takes no exception(s) to this RFP and the draft contract. If the proposer does take exception(s) to any portion of the RFP or the draft contract, the specific portion to which exception(s) is taken must be identified and explained. Failure to make exceptions to the RFP or draft contract within the proposal will be deemed a waiver of any objection. Exceptions will be considered during the proposal evaluation process.
- E. AMBAG reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposals deemed most advantageous to AMBAG.

Evaluation and Selection Process

- A. Based upon the proposals and other appropriate evaluation factors, the top-ranked proposer(s) will be identified as RFP finalists. Negotiations with the selected firm may cover:

scope of work, contract schedule, contract terms and conditions, technical specifications, level of effort, and price.

- B. Proposers will be evaluated on the following criteria according to the weights assigned below based on the written proposal.
- C. All proposals must be completed and convey all the information requested in order to be considered responsive. The proposals then will be evaluated based on the criteria listed below. The total number of points used to score the proposals is 100.
- D. Evaluation factors and point values will be as follows:

Criteria	Description	Points
Qualifications and staffing	- Professional qualifications - Relevant experience - Unique qualification of key personnel	25
Project experience	Nature, quality, and relevance of recently completed projects	20
Understanding of AMBAG's current IT system and needs	- Achieve the requirements and deliverables of the IT support service - Define methodology proposed to meet expectations	35
Cost or Best Value	Ranking of comparative costs among proposed firms, providing the best value of services offered	20
Total		100

All proposers must complete a Cost Estimate form (see RFP Attachment B) in addition to the written proposal.

The Evaluation Committee will review all submitted proposals. Proposers may be emailed and asked for further information, and if selected as RFP finalists, may be expected to appear for oral interviews

on July 30-31, 2026 between 9am-4pm PDT at the AMBAG office (24580 Silver Cloud Court, Monterey, CA 93940). The Evaluation Committee will make recommendations to AMBAG's Executive Director on the basis of the proposal, oral interview (if applicable), and reference check (if requested). AMBAG reserves the right to select a consultant based solely on written proposals and to not convene oral interviews.

AMBAG's Executive Director will review the Evaluation Committee's recommendation and make the final recommended selection to the AMBAG Board of Directors. If the Board of Directors selects a different consultant than the one recommended by the Evaluation Committee, the Project Manager, in consultation with the AMBAG Executive Director, will prepare a memo explaining the selection.

Contractual Information and Payment Schedule

The contract agreement for the Information Technology Support Services will be between AMBAG and the Consultant. The consultant will invoice AMBAG for services rendered, and AMBAG will compensate the consultant for these services as set forth in the agreement. Funding for the consultant services will be provided by AMBAG. The project deliverables will be reviewed by the AMBAG Project Manager.

The consultant will be paid based on work actually performed, and accepted in writing by AMBAG, for the month of work. The consultant should forward a copy of all invoices for payment for work performed, associated expenses by the 15th day of the month.

Terms & Conditions

A. Limitations

This request for proposal (RFP) does not commit AMBAG to award a contract, to pay any pre-contractual expenses, or to procure or contract for services or supplies. AMBAG expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any Proposer and of the suitability of the materials and/or services to be rendered. AMBAG reserves the right to withdraw this RFP at any time without prior notice. Further, AMBAG reserves the right to modify the RFP schedule described above.

B. Award

AMBAG may ask RFP finalists to present oral briefings of their proposals. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. AMBAG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of AMBAG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

D. Pre-contractual Expenses

Pre-contractual expenses include any expenses incurred by Proposers and selected contractor in:

- Preparing proposals in response to this RFP
- Submitting proposals to AMBAG
- Negotiations with AMBAG on any matter related to proposals
- Other expenses incurred by a contractor or Proposer prior to the date of award of any agreement

In any event, AMBAG shall not be liable for any pre-contractual expenses incurred by any Proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. AMBAG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

E. Signature

The proposal will also provide the following information: name, title, address, and telephone number of individual with authority to bind the consultant or consultant firm and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant or consulting firm and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by no later than August 31, 2026.

F. Conflict of Interest Statement

Consultants and consultant firms submitting proposals in response to this RFP must disclose to AMBAG any actual, apparent, perceived, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP. If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal. The selected consultant shall refrain from and disclose subsequent potential conflicts during this contract. Consultant shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this contract. Consultant shall file statements of financial interest on forms provided by AMBAG to the extent and at all times required by AMBAG's Conflict of Interest Code and applicable law.

G. Contract Arrangements

The successful consultant is expected to utilize the AMBAG Agreement for Services which included as Attachment C.

H. Americans with Disabilities Act (ADA) Provisions

To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of AMBAG to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the AMBAG representative listed in this RFP.

I. Alternative Protest Process

This procurement is being conducted under the provisions of the Alternative Protest Process. By submitting a proposal to this solicitation conducted under the Alternative Protest Process, the Proposer agrees that all protests of the proposed award shall be resolved by the Executive Committee of AMBAG, whose decision will be final. During the protest period, any participating Proposer may protest the proposed award on the following grounds:

For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting Proposer’s proposal should have been selected; or For any other acquisition – that the protesting Proposer’s proposal should have been selected in accordance with the selection criteria in the solicitation document.

A written notice of intent to protest the proposed award of this solicitation must be received (facsimile or email acceptable) by the project manager before the close of business 4:00 p.m. PDT on the third (3rd) business day after notifying the Proposer of intent to award, as specified in the solicitation timeline. Failure to submit a timely, written notice of intent to protest waives the Proposer’s right to protest. The Proposer is to send the notice of intent to protest to the project manager at the following address:

Gina Schmidt
GIS Coordinator
Association of Monterey Bay Area Governments
24580 Silver Cloud Court, Monterey, CA 93940
Fax: 831-883-3755

Within seven (7) business days after the last day to submit a notice of intent to protest, the AMBAG project manager must receive from the protesting Proposer the complete protest filing including the signed, written, detailed statement of protest including exhibits, filing fee and deposit or small business certification, as applicable. Untimely submission of the complete protest filing waives the Proposer’s right to protest.

J. Requirements Protests

Protests regarding any issue other than selection of the successful Proposer are “requirements protests” to be heard by the Executive Director, or his or her designee, and may be appealed to, heard, and resolved by the Executive Committee of AMBAG, whose decision will be final. Before a

requirements protest is submitted, the Proposer must make full and timely use of the procedures outlined in this RFP. This procurement procedure is designed to give the Proposer and AMBAG adequate opportunity to submit questions and discuss the requirements, proposals and counter proposals before the Final Proposal is due. The protest procedure is made available in the event that a Proposer cannot reach a fair agreement with AMBAG after exhausting these procedures.

All protests to the RFP requirements must be received by the Executive Committee as promptly as possible, but not later than the respective time and date as noted in this RFP for such protests.

Requirements protests must be mailed or delivered to:

AMBAG Executive Committee
24580 Silver Cloud Court
Monterey, CA 93940

Incorporation of Attachments

The following documents are attached and incorporated by reference if the box next to document title is marked.

- ☒ RFP Attachment A –Cost Proposal for Task A & B
- ☒ RFP Attachment B –Cost Estimate for hourly rate for items scope of work for Task A & B
- ☒ RFP Attachment C–Draft Agreement for Services

RFP ATTACHMENT A- COST PROPOSAL FORM SAMPLE

(TASK A & B)

Name of Firm: _____

TASK A:

Total All-inclusive Monthly Fixed-Rate for FY 2026-2027 IT Support Services \$_____

Total All-inclusive Monthly Fixed-Rate for FY 2027-2028 IT Support Services \$_____

Total All-inclusive Monthly Fixed-Rate for FY 2028-2029 IT Support Services \$_____

Total All-inclusive Monthly Fixed-Rate for FY 2029-2030 IT Support Services \$_____

Total All-inclusive Monthly Fixed-Rate for FY 2030-2031 IT Support Services \$_____

TASK B:

Flat rate or total hours needed to complete Task B (please itemize by part as listed page 7, Task B, item 5.d.i and 5.d.ii.). If proposal has total hours for task, please break down as shown in RFP Attachment B instead and put N/A on this page for 5.d.i).

i. _____

ii. _____ (monthly cost for storage location- directly paid to vender by AMBAG)

I, the undersigned, certify I am duly authorized to represent the above named firm and am empowered to submit this bid. In addition, I certify I am authorized to contract with AMBAG on behalf of the above named firm.

Signature

Name (print or type)

Title

Date

RFP ATTACHMENT B - COST ESTIMATE /HOURLY-RATE SAMPLE

Consultant: _____

Task:

Rate/Hr

Name	Classification	\$0.00
Name	Classification	\$0.00
Name	Classification	\$0.00