



Harrison-Clarksburg Board of Health

330 W. Main Street
Clarksburg, WV 26301
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HARRISON-CLARKSBURG BOARD OF HEALTH REQUEST FOR PROPOSALS FOR TECHNOLOGY SUPPORT AND SECURITY SERVICES

Direct all replies to:

Joseph C. Bundy
C/O Harrison-Clarksburg Board of Health
330 West Main Street
Clarksburg, WV 26301
(304)623-9308

Joseph.C.Bundy@wv.gov

**PROPOSALS MUST BE RECEIVED NO LATER THAN:
May 11, 2026 at 3:00PM**

GENERAL INFORMATION FOR BIDDERS

PURPOSE

The Harrison-Clarksburg Board of Health (HCBOH) is seeking proposals from qualified, licensed, West Virginia Technology Support and Security Service Companies with demonstrated professional experience and expertise.

ISSUING OFFICE/PROJECT ADMINISTRATOR

This RFP is issued by the Harrison-Clarksburg Board of Health.

All questions regarding this RFP shall be made at the following address:

Joseph C. Bundy, Administrator
Harrison-Clarksburg Board of Health
330 West Main Street
Clarksburg, WV 26301

The HCBOH is not liable for any costs incurred by any bidder for the RFP prior to the signing of a contract, nor shall the HCBOH be liable for any expenses incurred in replying to any request for proposal or invitation to bid.

HCBOH CURRENT TECHNOLOGY ENVIRONMENT

- 20 User and work stations
- 1 On-site Server providing active directory and file sharing
- 1 Network rack containing firewall, switch, and patch panel
- 1 Primary internet service provider
- Workstations connected to the internal network

SECURITY AND MONITORING REQUIREMENTS

1. Endpoint Detection and Response for advanced threat detection
2. Network Threat Monitoring and Analysis
3. Remote Monitoring and Management
4. Server Back-Up Protection
5. Workstation Back-Up Protection
6. Back-Up Monitoring and Verification

TECHNOLOGY AND SUPPORT REQUIREMENTS

1. Help Desk Support for Staff Technical Issues
2. Server Administration and Maintenance

3. Network Infrastructure Management
4. Firewall Management and Monitoring
5. Patch Management for Servers and Workstations
6. Vendor Coordination with Internet Providers and Hardware Vendors
7. On-Site Support
8. Regular Technology Review Meeting with Management

PROPOSAL CONTENT

A written statement of Qualifications should be provided and include:

1. A statement of experience working with other governmental organizations with their technology support and security services.
2. Identification of the primary team and their qualifications.
3. Time frames to do initial inspections and begin work.
4. Present any Monthly/Annual fees, costs, and/or expenses that may be attributed to the project and ongoing monitoring.
5. Statement regarding any conflicts of interest and listing of any litigation involving the firm in the past five(5) years and lawsuit dismissal and/or termination outcomes.

SELECTION PROCESS

The HCBOH will review all proposals.

The HCBOH shall rate each proposal based upon the following factors.

1. Responsiveness and clarity of the proposal
2. Experience in working with governmental agencies and organizations.
3. Schedule and cost of services.
4. Presentation of Material

The HCBOH reserves the right to reject any and all proposals and to waive any irregularities or informalities. The RFP does not commit the HCBOH to award or contract, nor pay any costs incurred, in the preparation and submission of proposals in the anticipation of a contract. The HCBOH intends to select a firm, that demonstrates in the HCBOH's sole opinion, that it is the most highly qualified firm to provide the scope of services. With the most highly qualified firm, the HCBOH will negotiate a contract for the provision of services as presented. Should an agreement not be able to be achieved the HCBOH reserves the right to negotiate a contract with the next most highly qualified firm until a contract is achieved. The HCBOH retains all rights to solicit and enter into agreements with firms for additional services or projects deemed necessary by the HCBOH.