

**REQUEST FOR PROPOSAL
FOR
Information Technology Support Services
(IT Services)**

Issued October 2, 2013

SUMMARY OF IMPORTANT DATES

(The dates below are subject to the terms of this RFP document.)

October 18, 2013, 4:00 p.m., Pacific Time, written questions and comments are due.

November 1, 2013, 4:00 p.m., Pacific Time, Proposer Responses are due.

The contract with the selected Service Provider is targeted to commence December 1, 2013 with insurance to be effective on that same date.

Issued by



San Diego Geographic Information Source
5510 Overland Ave., Suite 230, San Diego, CA 92123

Table of Contents

| | | |
|------------|--|-----------|
| 1.0 | INTRODUCTION..... | 3 |
| 1.1 | Questions and Comments | 3 |
| 1.2 | Response Due Date and Packaging..... | 3 |
| 2.0 | BACKGROUND | 3 |
| 2.1 | San Diego Geographic Information Source (“SanGIS”) | 3 |
| 2.2 | Objective | 4 |
| 3.0 | GENERAL INSTRUCTIONS | 4 |
| 3.1 | Context of Certain Words | 4 |
| 3.2 | Proposer’s Negotiator | 4 |
| 3.3 | Response Validation Period..... | 4 |
| 3.4 | Confidentiality and Ownership of Responses..... | 4 |
| 3.5 | Response Acceptance or Rejection..... | 5 |
| 3.6 | Contract Considerations..... | 5 |
| 3.7 | Endorsements | 5 |
| 4.0 | GOAL, REQUIREMENTS AND GENERALIZED SCOPE OF SERVICES..... | 5 |
| 4.1 | Request for Proposal Goal | 5 |
| 4.2 | Generalized Scope of Services..... | 7 |
| 4.3 | Basis for IT Services..... | 8 |
| 5.0 | RESPONSE SUBMISSION | 9 |
| 5.1 | Responses Due | 9 |
| 5.2 | Submission Directions | 10 |
| 5.3 | Response | 10 |
| 5.4 | Conflict of Interest | 10 |
| 6.0 | RESPONSE FORMATTING | 10 |
| 6.1 | Volume No. 1, Sections 1 through 7..... | 11 |
| 6.2 | Volume No. 2, Sections 8 and 9 | 11 |
| 6.3 | Instructions for Response Sections | 11 |
| 7.0 | OPTIONAL INTERVIEW | 13 |
| | EXHIBIT A Current SanGIS Infrastructure | 14 |
| | EXHIBIT B SanGIS Contract Provisions | 18 |
| | FORM 1 Client Reference Form | 29 |
| | FORM 2 Proposed Scope of Services Form | 30 |
| | FORM 3 Price Proposal Form..... | 31 |

Request for Proposal

1.0 INTRODUCTION

The San Diego Geographic Information Source (“SanGIS”) is issuing this Request for Proposal (“RFP”) for Information Technology Support Services (“IT services”). Submittal packages containing the RFP are available from:

Brad Lind, Program Manager
5510 Overland Ave, Suite 230
San Diego, CA 92123

Phone: (858) 874-7000
Fax: (858) 874-7002
Internet: rfp@sangis.org

1.1 Questions and Comments

Questions and comments regarding this RFP must be submitted in writing to the person identified in RFP Section 1.0 (“SanGIS Program Manager”) and received at said mailing and/or e-mail address no later than 4:00 p.m., Pacific Time, on October 18, 2013. All questions received in writing will be answered in writing and e-mailed by October 24, 2013.

Only responses from the SanGIS Program Manager are valid. No other sources of response are considered valid. Contact with other employees and agents of SanGIS are expressly prohibited without prior written consent from the SanGIS Program Manager. Proposers or their agents directly contacting other employees or agents of SanGIS during any part of the RFP process, prior to the award of a contract, if any, risk elimination of their Response from further consideration. “Agent” is meant to include members of the Board of Directors and members of the Management Committee.

1.2 Response Due Date and Packaging

Sealed Response to this RFP marked "Information Technology Services Proposal" (the "Response") must be addressed to the SanGIS Program Manager and received no later than 4:00 p.m., Pacific Time, on November 1, 2013. Responses received after said date and time will not be considered and will be returned unopened to the Proposer.

2.0 BACKGROUND

2.1 San Diego Geographic Information Source (“SanGIS”)

The San Diego Geographic Information Source was formed as a Joint Powers Authority (“JPA”) of the City of San Diego (“the City”) and the County of San Diego (“the County”) in 1997. SanGIS is responsible for maintaining a regional geographic information system (“GIS”) landbase, a GIS data warehouse, and for providing public access to the GIS data. The JPA allows the City and the County to combine resources to meet common objectives to reduce duplication of efforts, maximize use of resources, provide for an efficient method of sharing information and provide timely updated data to the public. SanGIS is governed by a Board of Directors appointed by the City and the County.

2.2 Objective

SanGIS currently procures IT services through a local Service Provider. The current vendor has provided these services for more than five years and is currently working under a month to month agreement. The provider supports management and maintenance of all aspects of the IT infrastructure including:

- Server administration
- System administration
- Internet administration
- Desktop administration
- Network administration
- Backup system administration
- Desktop application support
- Desktop, server, and network security

The primary objective of this RFP is to evaluate qualifications and pricing and award a services contract in accord with accepted public agency best practices to a qualified Service Provider to furnish the services described in RFP Section 4.0 herein. The proposed term of the contract is one year with up to four optional extensions of one year each.

Note that the RFP does **not** include application support beyond standard desktop software installation and patches and assisting application support staff with troubleshooting end user problems.

3.0 GENERAL INSTRUCTIONS

3.1 Context of Certain Words

Whenever the verb “must” is used in this RFP, the context means the statement represents a mandatory requirement; whenever the verb “should” is used, the context means the requirement represents an optional or desirable requirement. The terms that follow “such as” are illustrative only and do not represent absolute requirements.

3.2 Proposer’s Negotiator

The Proposer’s Response must list the name, title, mailing address, voice telephone number and e-mail address of the Proposer’s authorized negotiator. The authorized negotiator must be empowered to make binding commitments for Proposer.

3.3 Response Validation Period

By submission of the Response, the Proposer must represent its express agreement that the Response shall be valid for at least one hundred eighty (180) calendar days from the Response due date listed in RFP Section 1.2.

3.4 Confidentiality and Ownership of Responses

All Responses and associated materials become the property of SanGIS and are subject to public disclosure. The content of all sealed Responses and associated materials will be held confidential, until

the award of the contract is made, at which point they are subject to public disclosure to the full extent public agencies are permitted under California law.

3.5 Response Acceptance or Rejection

SanGIS reserves the right to reject any or all Responses, to accept or reject any or all the items in the Response, to waive any informality in the Responses received and to award the services contract, in whole or in part, if it is deemed to be in the best interest of SanGIS. SanGIS reserves the right to negotiate with any Proposer after Responses are opened and evaluated, if such action is deemed to be in the best interest of SanGIS.

In addition to the factors mentioned above, SanGIS is committed to ensuring that all Proposers have an opportunity to participate in fair competition for the award of the services contract. Proposers are cautioned to review all terms, conditions and specifications of this RFP carefully prior to submission of a Response. This procurement may be awarded on the basis of evaluation of Proposers' responses, which includes qualification of Proposers as received. Therefore, each Response should be submitted to SanGIS in the most favorable terms from both a price and qualification standpoint.

All Responses and other material submitted become the property of SanGIS and may be returned only at SanGIS' option. SanGIS reserves the right to use any non-proprietary or non-patented ideas including, but not limited to, business processes, technical approach, solution or methodology and project management or modularity presented in any Response to the RFP. Selection or rejection of the Response shall not affect this right.

3.6 Contract Considerations

The services contract for the IT support services will be with SanGIS and must be approved by the SanGIS Board of Directors which meets bi-monthly. The selected Proposer will be expected to enter into an Agreement with SanGIS. SanGIS synopsis of key contract provisions are summarized in Exhibit B. Particular attention should be paid to the insurance, bonding and indemnification requirements set forth therein.

If a Proposer wishes to object to the specified insurance coverage levels, required bonding or change to any other provision of the specific contract provisions, the provision and the proposed alternative language and objection must be submitted together with their proposal for consideration in Section 7 of the response. Submission of a proposal without having requested changes or exceptions by the deadline shall be deemed acceptance of the standard agreement's terms and conditions.

3.7 Endorsements

SanGIS employees are prohibited from making endorsements, either implied or direct, of commercial products or services without the prior written approval of SanGIS' Management Committee.

4.0 GOAL, REQUIREMENTS AND GENERALIZED SCOPE OF SERVICES

4.1 Request for Proposal Goal

The goal of this RFP is to engage an IT Service Provider to furnish services in the following areas:

- **Server administration** on Windows and Linux based platforms, including, but not limited to, server monitoring, change management, problem identification, isolation, and resolution; operating system updates and patches; server hardware installation, replacement, upgrades; user access administration, maintenance and monitoring; assistance with application software installation and updates; detailed documentation; and other tasks that would normally be considered regular and common server administration duties and industry best practices.
- **Systems administration** including, but not limited to, email administration including user account management and access, creating and deleting accounts; FTP access administration; VPN access administration; active directory and domain monitoring, maintenance, updates, and administration; web site updates, access control, monitoring and maintenance; problem identification, isolation, and resolution; email access setup and desk-side support; email system monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common system administration duties and industry best practices.
- **Internet administration** including, but not limited to, problem identification, isolation, and resolution; monitoring and maintenance; configuration; access controls and security; domain name maintenance; web site monitoring, web site changes and data uploads; detailed documentation; and other tasks that would normally be considered regular and common internet administration duties and industry best practices.
- **Desktop administration** including, but not limited to, workstation hardware installation, replacement, upgrades; workstation configuration and image management; desktop software installation and upgrades; hardware problem identification, isolation and resolution; user access control documentation; and other tasks that would normally be considered regular and common desktop administration duties and industry best practices.
- **Network administration** of firewall, routers and switches including, but not limited to, equipment installation, configuration, removal, and updates; network monitoring and problem identification, isolation, and resolution; software upgrades and patches; domain administration; access control and monitoring; network monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common desktop administration duties and industry best practices.
- **Backup system administration** including, but not limited to, data backup, imaging, system configuration and monitoring; backup system upgrades including hardware installation/replacement; data recovery; problem identification, isolation, and resolution; detailed documentation; and other tasks that would normally be considered regular and common backup system administration duties and industry best practices.
NOTE: Backup system administration includes backup power system (UPS) management.
- **Desktop system support** including, but not limited to, desktop operating system and standard software installation, upgrades, patches; problem identification, isolation and resolution; monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common desktop system support duties and industry best practices.
- **Desktop, server, and network security** including, but not limited to, anti-virus software installation, upgrades, patches; maintenance and monitoring; problem identification, isolation and resolution; virus profile/definition updates; user access control; user name and password administration; detailed documentation; and other tasks that would normally be considered regular and common security administration duties and industry best practices.
- **General management assistance** including, but not limited to, evaluation of and recommendations for upgrades, changes, patches, and policies and procedures; hardware and software inventory management; hardware and software maintenance contract monitoring and

support; recommendations for, and assistance with implementation of best practices; development of infrastructure upgrade and replacement plans; hardware specification, quotes, and orders; review, update, edit, and/or create detailed documentation related to the IT infrastructure.

The listing above, and the services that follow, is not an exhaustive list, but show a sample of the proposed services.

4.2 Generalized Scope of Services

The Proposer's Response must describe the proposed scope of services as required by RFP Section 6. The Proposer must, at a minimum, provide for the following:

- All services described in Section 4.1. Additional services may be requested if available from the Proposer such as web page development, application support, or program development. Additional services, if available, should be described in Section 5 of the Proposer's Response.
- Ability to provide onsite presence during normal business hours with qualified personnel within four hours of being requested for support, system monitoring and maintenance, management directed tasks, updates and other necessary operational items. The Proposer may offer more immediate response than the minimum four hours required and may propose regular on-site staffing or remote presence if operationally feasible. The Proposer's Response must state the number of hours for staff to arrive on-site once requested and if regular on-site staffing or remote presence is proposed.
- Qualified individuals capable of providing the services described during SanGIS' normal business hours. A single individual may provide services in more than one area provided they have qualifications in that area. The Proposer's Response must include resumes of the key personnel expected to be assigned to SanGIS support including primary and backup technical staff.
- Ability to provide support during non-business hours (nights and weekends) when needed for critical problem resolution, updates and maintenance that must be performed after hours, testing and other operations that cannot be performed during business hours. The Proposer's Response must include a statement as to their ability to provide support after normal working hours.

The Proposer will be expected to meet and maintain the minimum service levels for network and server availability, systems availability, and service request response times shown below. All critical SanGIS infrastructure (servers, workstations, network equipment) is covered by a current maintenance contract or warranty. All maintenance contracts provide next business day response. SanGIS also maintains a limited number of replacement drives, backup monitors, and workstations to help mitigate impacts of equipment failure. Servers generally include dual power supplies and redundant uninterruptable power supplies (UPS). The SanGIS network and server equipment room is protected by a building power UPS unit providing up to 8 hours of backup power and a dry-chemical fire suppression system.

- **Database and Application Servers** – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Servers are expected to be at 97% or better availability outside of this window.
- **Backup and Network File Servers** – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Servers are expected to be at 97% or better availability outside of this window.

- **Network Switches, Routers, and Firewalls** – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Network hardware availability is expected to be at 97% or better outside of this window.
- **Reports on Server and Network Availability** – Reports on availability, by server or network component, must be reported to SanGIS management no less often than the end of each calendar quarter in a format agreed to by SanGIS and the selected Service Provider.
- **Service Call Response Time** – The Proposer will state in their Response the Service Call Response Time that they will be able to provide for all requests for service including network, server, desktop, and other support requests. SanGIS will monitor the amount of time at which 90%, 95% and 100% of calls are responded to. The Proposer’s Response should include proposed times at these levels. “Response Time” is defined as the time for the assigned technician to respond to the initial caller to identify the issue requiring attention and to provide an estimated time of resolution.
- **Time to Dispatch** – The Proposer must state in their Response the amount of time in which a qualified technician will be dispatched to SanGIS to resolve service requests requiring an on-site presence. Responses should include times for critical computing infrastructure problems, critical network problems, and normal desktop service requests. The “Time to Dispatch” is defined as the time between when a service call is responded to and the time the technician arrives on site at SanGIS. Note that the time to dispatch begins at the end of the initial Service Call Response.

4.3 Basis for IT Services

The following information is provided for use in preparing the Response. The Proposer is also referred to *Exhibit A - Current SanGIS Infrastructure* for additional information describing the SanGIS IT environment.

SanGIS IT infrastructure supports 14 full and part time employees and currently consists of the following components:

- Network switches – 1
- Network routers – 3
- Network firewall – 1
- Desktop workstations – 20
- Large format plotters-shared – 2
- Small format printers-shared – 1
- Network connected copier – 1
- Database and/or application servers – 5
- Backup and network file servers – 2
- UPS units – 6

This infrastructure is used to support, in part, the following systems:

- Local area and backbone network for GIS editing and data publication
- VPN/remote access by certain SanGIS staff and contractors
- FTP access by SanGIS JPA member users to push and pull production data
- Geospatial database access by JPA member users (via dedicated point-to-point T1 lines)
- Online forum via internet connection for JPA member user inquiry and response

The following operating systems, monitoring tools, and utilities are in use on SanGIS hardware:

- Windows Server 2003, 2008 or newer server operating systems
- Windows XP Professional and Windows 7 desktop operating systems
- Ubuntu LINUX 11.04 or newer server operating systems
- Windows Active Directory (AD) domain services
- LINUX FTP server running vsftpd
- Nagios IT infrastructure monitoring application
- Postfix mail server
- Arkeia virtual tape backup system
- Cisco IOS for network equipment

Some critical IT systems are not hosted on SanGIS in-house infrastructure. These systems are:

- Email (50 accounts) through Google Business Services
- SanGIS internet site hosted through Hostgator
- Five point-to-point (T1) connections from AT&T
- Internet connection (through Time Warner)

Application support is not included in this RFP. However, the selected Service Provider will be expected to install applications and application upgrades and patches on workstations, and to assist application support staff in problem resolution as it relates to IT infrastructure. The following is a list of application software currently in use at SanGIS that the selected Service Provider may be requested to install, patch or upgrade:

- Oracle 11g and above relational database management system desktop client (RDBMS)
- ESRI ArcGIS 10.1 and above GIS editing and mapping software
- Microsoft Internet Explorer 9.0 and above
- Microsoft Office Professional 2010 and above (includes Word, Excel, PowerPoint, Access, OneNote, Publisher)
- Microsoft Office Project 2010 and above
- Microsoft Visio 2013 and above
- Adobe Acrobat Standard Edition version 8 and newer

5.0 RESPONSE SUBMISSION

5.1 Responses Due

By submitting a Response, Proposer agrees to provide all services specified in the RFP and related addenda, at the times and prices indicated, pursuant to all requirements and specifications as contained herein.

Sealed Responses must be received no later than the date and time prescribed in RFP Section 1.2 and as shown on the cover of this solicitation addressed as follows:

San Diego Geographic Information Source
Attn: Brad Lind, Program Manager
5510 Overland Ave., Suite 230
San Diego, California 92123

The outside of the Response packaging shall plainly identify the subject of the Response as prescribed in RFP Section 1.2 and the name and address of the Proposer. Responses received after the above deadline will be returned unopened to Proposer.

5.2 Submission Directions

Responses must be clear and succinct. All parts, pages, figures and tables should be numbered and clearly labeled. All hard-copy documents comprising the Response must be printed **on 8½"-11" paper, single sided**. All submitted Responses will be evaluated on the completeness and quality of the content. Only those Proposers that provide complete information as required will be evaluated. The Proposer's ability to follow these instructions demonstrates attention to detail and comprehension of SanGIS' requirements.

5.3 Response

The entire Response must be received at the place and on or before the time and date prescribed in this RFP. The Response must consist of one (1) complete original and five (5) complete copies including completed and printed copies of all forms or required certifications. Additionally, Proposer should ensure that all documents are clearly identified with their business name and address.

5.4 Conflict of Interest

A Proposer submitting a Response thereby certifies that:

- No officer, agent or employee of SanGIS who has a pecuniary interest in this RFP has participated in the Response preparation, submission or contract negotiations on the part of SanGIS
- The Response is made in good faith without fraud, collusion or connection of any kind with any other Proposer responding to this RFP
- The Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm

6.0 RESPONSE FORMATTING

Proposer must provide all information requested in this RFP. In order to facilitate the analysis and evaluation of Responses to this RFP, Proposer must prepare their Response in accordance with the instructions outlined herein. Portions of the Response may be fill-in-the-blank forms. Proposer must submit each volume of their Response in separately sealed packages.

The Response must be divided into two (2) separately assembled and packaged volumes: Volume 1 – Services Response and Volume 2 – Price Proposal and Confidential – Proprietary Information

The Response **must** be organized and presented as follows:

Volume No. 1 (Must not include any price information)

Title Page

Table of Contents

Section 1.0: *Executive Summary*

Section 2.0: *Company Description and Experience*

- Section 3.0: *Client References (Completed Forms 1)*
- Section 4.0: *Exceptions to the RFP*
- Section 5.0: *Proposed Scope of Services (Completed Form 2)*
- Section 6.0: *Key Assumptions and Dependencies*
- Section 7.0: *Service Provider Contracts and Other Documents*

Volume No. 2 (Bound and packaged separately from Volume 1)

- Section 8.0: *Price Proposal (Completed Form 3)*
- Section 9.0: *Confidential – Proprietary Information (See RFP Section 3.4)*

6.1 Volume No. 1, Sections 1 through 7

Volume No. 1 of the Response must be assembled and bound any method of Proposer’s choice. Proposer **must** submit one (1) original and five (5) complete copies of Volume No.1 of their Response, including all supporting documents, with each copy labeled “Copy [n] of 5”. The original and five (5) complete copies of Volume No. 1 must be submitted in a sealed packaged labeled with Proposer’s name and the words “Volume No. 1”.

6.2 Volume No. 2, Sections 8 and 9

Volume No. 2 of the Response may be assembled and bound using any method of Proposer’s choice. Proposer **must** submit one (1) original and five (5) copies of Volume No. 2 of the Response, including all supporting documents, with each copy labeled “Copy [n] of 5”. The original and five (5) copies must be submitted in a sealed packaged labeled with Proposer’s name and the words “Volume No. 2”

6.3 Instructions for Response Sections

Instructions for formatting the Response are contained in the following sub-sections of this RFP.

6.3.1 Section 1, Executive Summary

Section 1 of the Response should be limited to a brief (1-2 pages) narrative highlighting the Proposer's proposal. The Executive Summary should be written to communicate to an executive-level audience; it should outline the Proposer’s commitment to serving the interests of SanGIS, the breadth and scope of the IT services available from the provider, the recommended approach, and the value-added capabilities provided by the Proposer. SanGIS is looking for specifics with respect to why and how the Proposer will be able to achieve the goal and objectives as described in this RFP. The Executive Summary should also present the high-level sequence of events and proposed milestone criteria for the transition of the proposed IT services.

Proposer must identify the names of not-for-profit or public agency clients, if any, that are using their IT services.

Proposer must list the name, address, e-mail address, voice telephone number and facsimile telephone number of the Proposer’s authorized negotiator.

Proposer must conclude Section 1 of the Response with the signature of a duly authorized officer of the Proposer's company empowered with the right to contractually commit the Proposer and subcontractor(s), consultant(s) or team member(s), if applicable.

6.3.2 Section 2, Company Description and Experience

Proposer must describe the company's background including, but not limited to, the following:

1. How long the company has been in business.
2. A description of the company size and organization structure.
3. The company's EIN.
4. Disclosure of any business changes that are currently in process, pending or anticipated within twelve months of the Response date including acquisitions, law suits, mergers, buy-outs, etc.
5. Memberships in professional or trade associations.
6. Resumes of key employees including company principals and proposed technical staff.

6.3.3 Section 3, Client References (Completed Forms 1)

Proposer **must** provide at least three (3) recent (within five [5] years) client references that have utilized their IT services. At least one (1) of the client references should be a not-for-profit or government agency. Proposer must submit references only for fully implemented engagements. The completed Forms 1 must be printed and inserted in Section 3 of the Response.

6.3.4 Section 4, Exceptions to the RFP

Proposer must supply all information requested in this RFP. Proposer may take exception to certain requirements in this RFP, including the exhibits and forms attached hereto. All exceptions must be clearly identified in Section 4 of the Response and must include a section or page reference to the subject of the exception, the scope of the exception, the ramifications of the exception for SanGIS, and any proposed equitable alternative that is fair to both parties, including suggested replacement language. SanGIS, at its sole discretion, may reject any exception or specification within a Proposer's Response.

If no exceptions are taken, Proposer must include a statement in Section 4 of the Response that it understands this requirement, that its Response complies, and that it does not intend to introduce new exceptions during negotiations except by direct consequence of other negotiation considerations. Failure on the part of Proposer to list exceptions as instructed above will be interpreted as no exceptions taken.

6.3.5 Section 5, Proposed Scope of Services (Completed Form 2)

Proposer must provide its proposed scope of services by completing Form 2. The completed Form 2 must be printed and inserted at the beginning of Section 5 of the Response. Proposer is required to use the format provided in Form 2 and add explanatory details, if necessary, in the column labeled "Other Information" in Form 2.

6.3.6 Section 6, Key Assumptions and Dependencies

SanGIS will rely upon representations made in the Response. The Proposer must therefore identify key assumptions and dependencies on which it has based its Response. The impact on price, schedule or proposed service levels of any of the Proposer's assumptions must be clearly specified. If no impacts are specified, SanGIS will assume there are none.

6.3.7 Section 7, Service Provider Contracts and Other Documents

To establish a complete and competitive Response, Proposer must include any objections to the specified insurance coverage levels, required bonding or change to any other provision of the specific contract provisions along with proposed changes.

To establish a complete and competitive Response, Proposer should, at its option, include in Response Section 7 copies of other documents it deems pertinent.

6.3.8 Section 8, Price Proposal (Complete Form 3)

Proposers must submit a proposal for a total solution price of the proposed term of the contract (one year with up to four optional extensions of one year each) using only Form 3 of this RFP and not Proposer's own pricing format. Proposer must not use "TBD" (to be determined) or other similar annotations in the cells for price entries. A response such as "TBD" will be interpreted as non-responsive and may eliminate the Response from further consideration. The proposer may propose either a fixed-price annual cost or a time and materials solution. Price proposals will be evaluated based on the proposed annual cost of services.

8.1 Overview – Proposer must provide in narrative form an explanation of the comprehensive price proposal for the IT services as well as any and all assumptions. The narrative must state whether the Proposer is proposing a fixed price or a time and materials solution.

8.2 Services Pricing – The completed Form 3 must be printed and inserted in this Sub-Section of Section 8 of the Response

7.0 OPTIONAL INTERVIEW

SanGIS, at its option, will incorporate an interview as part of the selection process. Not all Proposers that submit a Response may be offered an opportunity to participate in interview. Proposers must be prepared to receive a short notice of the need to be available for the interview, which may be held in San Diego but could be conducted via teleconference. Professionalism of any presentations made during the interview will be considered as part of the evaluation and selection process.

EXHIBIT A

Current SanGIS Infrastructure

Inventory and diagrams for reference only

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SanGIS IT Infrastructure Asset Inventory - October 2013

| SanGIS ID | Type | Description | Date Acquired | Note/Comment |
|-----------|---------|----------------------------------|---------------|--|
| 0152 | Network | Cisco 3845 Router | Jan 2005 | T1 router for point-to-point connections |
| 0153 | Network | Cisco Router 2811 | Jan 2005 | Router for City T1 lines. At Rose Canyon data center |
| 0154 | Network | Cisco Router 2811 | Jan 2005 | Router for County T1 lines. At Western data center |
| 0184 | Network | Cisco ASA 5520 firewall | Jun 2010 | SanGIS network firewall |
| 0211 | Network | Cisco 3560G 48 10/100/1000 + | Mar 2013 | Main LAN and Backbone Switch |
| 0143 | Printer | HP 1055CM Plus | Sep 2003 | Shared large format plotter |
| 0149 | Printer | HP Color LaserJet 5550dn | Nov 2004 | Shared color printer |
| 0176 | Printer | HP DesignJet Z6100PS 42" | Apr 2008 | Shared large format plotter |
| 0177 | Server | HP DL180 | Mar 2009 | Maintenance environment SDE and Oracle server |
| 0185 | Server | Dell PowerEdge T710 | Jun 2010 | Server for Arkeia virtual tape backup system |
| 0186 | Server | Dell PowerEdge R610 | Jun 2010 | Publication environment SDE and Oracle server |
| 0191 | Server | HP SB X1400 SATA NAS | Jan 2011 | Network file server |
| 0192 | Server | HP Proliant DL120 G6 | Jan 2011 | Primary Domain Controller |
| 0206 | Server | HP DL120 G7 | May 2012 | FTP, online forum, and utility server |
| 0210 | Server | HP Proliant DL360e Gen8 | Apr 2013 | Application and data processing server |
| 0181 | UPS | APC UPS 2200VA-RM | Feb 2010 | UPS |
| 0193 | UPS | SUA1500 | unknown | UPS |
| 0194 | UPS | SUA1500RM2U | unknown | UPS |
| 0195 | UPS | SUA1500RM2U | Mar 2011 | UPS |
| 0196 | UPS | SUA1500RM2U | unknown | UPS |
| 0203 | UPS | APC UPS 2200VA-RM | Aug 2011 | UPS |
| 0163 | Wrksta | HP DC5700 MT E6300 | Apr 2007 | User workstation |
| 0167 | Wrksta | HP DC7700 Convertible Minitower | Feb 2008 | User workstation |
| 0170 | Wrksta | HP DC7700 Convertible Minitower | Feb 2008 | User workstation |
| 0174 | Wrksta | HP DC7800p Convertible Minitower | Jul 2008 | User workstation |
| 0180 | Wrksta | HP DC5800 Desktop | Jun 2009 | User workstation |
| 0187 | Wrksta | HP 8000 Elite SFF | Nov 2010 | User workstation |
| 0188 | Wrksta | HP 8000 Elite SFF | Nov 2010 | User workstation |

SanGIS IT Infrastructure Asset Inventory - October 2013

| SanGIS ID | Type | Description | Date Acquired | Note/Comment |
|-----------|--------|---------------------------------|---------------|------------------|
| 0189 | Wrksta | HP 8000 Elite SFF | Nov 2010 | User workstation |
| 0190 | Wrksta | HP 8000 Elite SFF | Nov 2010 | User workstation |
| 0198 | Wrksta | HP 8000 Elite SFF | May 2011 | User workstation |
| 0199 | Wrksta | HP 8000 Elite SFF | May 2011 | User workstation |
| 0200 | Wrksta | HP 8000 Elite SFF | May 2011 | User workstation |
| 0201 | Wrksta | HP 8000 Elite SFF | May 2011 | User workstation |
| 0202 | Wrksta | HP 6200 Pro SFF | Jun 2011 | User workstation |
| 0204 | Wrksta | HP 8200 Elite SFF | May 2012 | User workstation |
| 0205 | Wrksta | HP 8200 Elite SFF | May 2012 | User workstation |
| 0207 | Wrksta | HP Elite 8300 SFF | Feb 2013 | User workstation |
| 0208 | Wrksta | HP Elite 8300 SFF | Feb 2013 | User workstation |
| 0209 | Wrksta | HP Elite 8300 SFF | Feb 2013 | User workstation |
| 0168 | Wrksta | HP DC7700 Convertible Minitower | Feb 2008 | User workstation |



SanGIS IT Network Topology October 2013

NOTE: Gray shaded areas are outside SanGIS IT support services responsibilities (City, County, SANDAG, LUEG GIS)

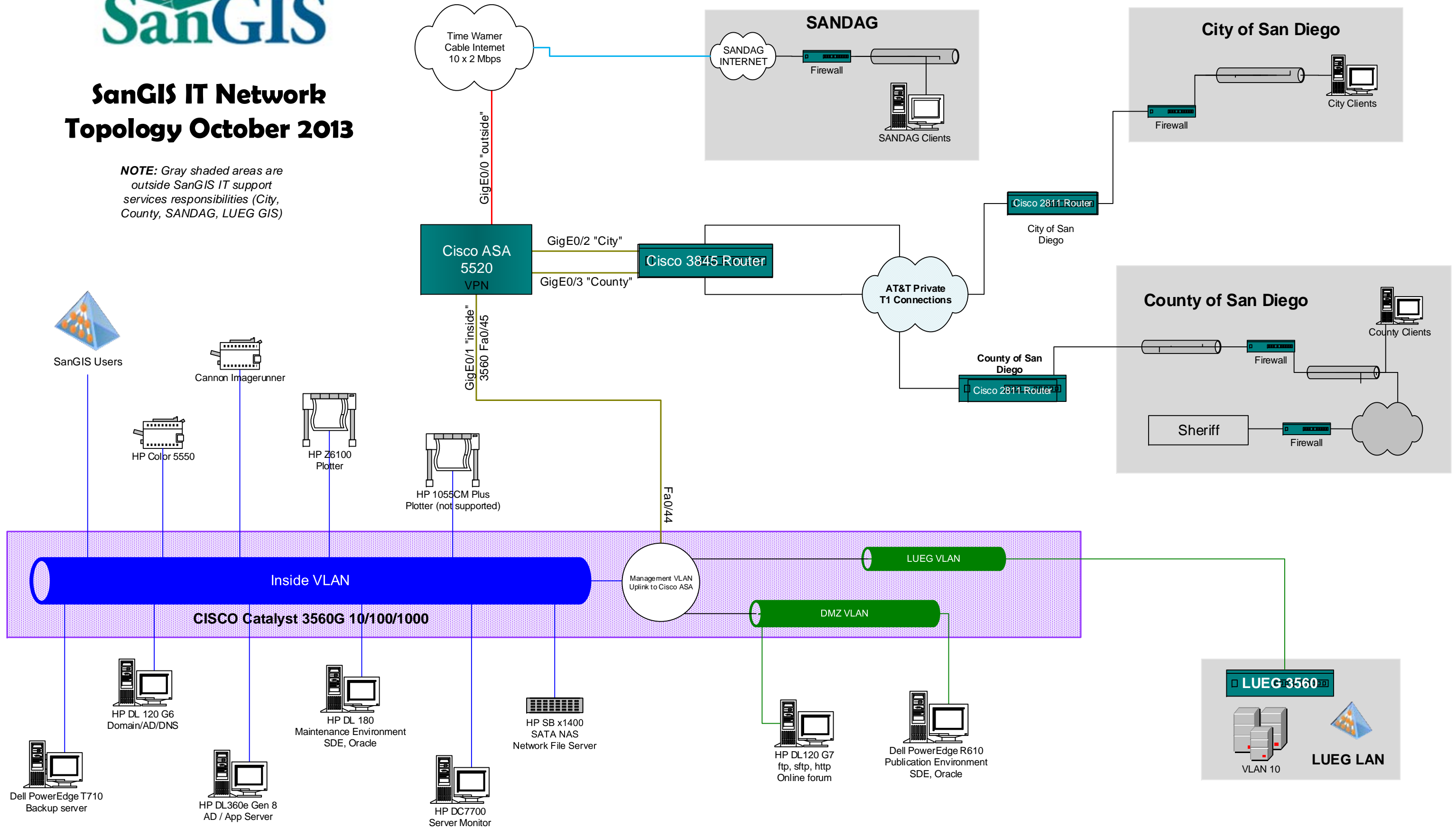


EXHIBIT B

SanGIS Contract Provisions

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**SAN DIEGO GEOGRAPHIC INFORMATION SOURCE
CONTRACT FOR INFORMATION TECHNOLOGY SUPPORT SERVICES
WITH
< Consultant >**

THIS CONTRACT, entered into this _____ day of _____, 2013
between SanGIS: **SAN DIEGO GEOGRAPHIC INFORMATION SOURCE** (“SanGIS”)
 Attn: Program Manager
 5510 Overland Ave. Suite 230
 San Diego, CA 92123
 (858) 874-7000 Telephone
 (858) 874-7002 Facsimile

and the Consultant: **< Consultant >**
 Attn: Contact Person
 Address
 City, State Zipcode
 Telephone
 Facsimile

RECITALS

WHEREAS, [Consultant is a person or entity with a physical business operation located in San Diego County];

WHEREAS, Consultant is authorized to conduct information technology support services to government entities and not-for-profit institutions;

WHEREAS, SanGIS is a joint powers authority created and organized by the City of San Diego ("City") and the County of San Diego ("County");

WHEREAS, SanGIS provides geographic information data warehouse services, landbase maintenance, GIS map generation, public information releases, and other services for the City and the County to the general public and other regional governmental organizations as directed by the SanGIS Board of Directors (the "SanGIS Board" or “SanGIS’ Board”);

WHEREAS, SanGIS’ services and activities are carried out by City and County staff and various independent contractors;

WHEREAS, SanGIS' Board currently contracts for information technology support services;

WHEREAS, SanGIS's Board has instituted a Management Committee to provide day-to-day oversight and guidance to the Program Manager (the "SanGIS Management Committee");

WHEREAS, SanGIS wishes to engage Consultant to provide information technology support services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound, the parties agree to as follows:

100. SERVICES, TERM, and COMPENSATION

101. DESCRIPTION OF SERVICES

The intent of this contract is to provide a broad spectrum of information technology services as required to maintain normal daily operations, and support the mission, of SanGIS’ business. Consultant shall furnish day to day information technology supports services as needed in the following general areas and as more fully described in Section 200 below:

- a) Server administration
- b) Systems administration
- c) Internet administration
- d) Desktop administration
- e) Network administration
- f) Backup system administration
- g) Desktop system support
- h) Desktop, server, and network security
- i) General assistance, advice, and recommendations to management relating to information technology decisions

102. TIME OF PERFORMANCE

All services required pursuant to this Contract shall commence when and as directed by SanGIS in writing, and shall be completed within such times as are reasonably established by SanGIS.

103. COMPENSATION AND METHOD OF PAYMENT

[Reserved]

104. TERM OF CONTRACT

The term of the contract is for a period of one year, with four optional extensions of one-year each, commencing on the effective date in Section 105.

105. EFFECTIVE DATE

The effective date of this Contract will be _____.

106. NOTICES

Any notice or instrument required or permitted to be given under this Contract shall be deemed received upon personal or courier delivery or seventy-two (72) hours after deposit in any United States post office, first class postage prepaid, and addressed to the party for whom intended, as follows:

If to SanGIS: San Diego Geographic Information Source
 Attention: Program Manager
 5510 Overland Ave, Suite 230
 San Diego, CA 92123

If to Consultant: <Consultant>
 Attention: Contact Person
 Street Address
 City, State Zipcode

200. STATEMENT OF WORK

When and as directed by SanGIS, the Consultant shall perform consulting services to include, but not be limited to, and subject to the following:

201. GENERAL

a) Consultant's Key Personnel

Consultant's duties under this Contract shall be performed on behalf of the Consultant by those persons identified in *Appendix A - Staffing* ("Consultant's Key Personnel"). Consultant represents and warrants that (1) Consultant's Key Personnel has fulfilled all applicable requirements of the laws of the State of California to perform the work or oversee the performance of the work described in Section 202 – Scope of Work. Consultant's Key Personnel shall not be changed during the Term of the Contract without SanGIS' prior written consent. SanGIS reserves the right to terminate this Contract if the Consultant's Key Personnel should leave Consultant's employ, or if in SanGIS' judgment, the work hereunder is not being performed by Consultant's Key Personnel.

b) Hours

[Reserved]

c) Reporting Structure

In performance of the day-to-day oversight of SanGIS operations, the SanGIS Program Manager shall, in general, make and implement operational decisions and provide objectives and/or assign tasks to the Consultant's Key Personnel as to the work that needs to be completed, the expected results and levels of performance, the time frame in which the work must be completed or the objectives obtained, and other general direction that is deemed necessary to ensure that SanGIS daily operations are not impacted. The Consultant's Key Personnel will request permission for, and coordinate system changes through, the SanGIS Program Manager. Objectives, tasks, directions, approvals, and other instructions may be provided in writing or verbally.

The Consultant's Key Personnel shall request clarification of any unclear instruction from the SanGIS Program Manager.

The SanGIS Program Manager reports to, and takes direction from, the Management Committee. The Management Committee interprets actions of the Board into direction and instructions for the Program Manager. In the event the SanGIS Program Manager is not available to provide the directions and instructions required by Consultant's Key Personnel to complete assigned tasks and objectives a Management Committee member make act in his/her stead. The response of a single member of the Management Committee is sufficient to clarify the instructions for the Consultant's Key Personnel.

202. SCOPE OF WORK

202.1 General Scope of Services

The Consultant will provide SanGIS with the following services:

- a) Server administration on Windows and Linux based platforms, including, but not limited to, server monitoring, change management, problem identification, isolation, and resolution; operating system updates and patches; server hardware installation, replacement, upgrades; user access administration, maintenance and monitoring; assistance with application software installation and updates; detailed documentation; and other tasks that would normally be considered regular and common server administration duties and industry best practices.
- b) Systems administration including, but not limited to, email administration including user account management and access, creating and deleting accounts; FTP access administration; VPN access

administration; active directory and domain monitoring, maintenance, updates, and administration; web site updates, access control, monitoring and maintenance; problem identification, isolation, and resolution; email access setup and desk-side support; email system monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common system administration duties and industry best practices.

- c) Internet administration including, but not limited to, problem identification, isolation, and resolution; monitoring and maintenance; configuration; access controls and security; domain name maintenance; web site monitoring, web site changes and data uploads; detailed documentation; and other tasks that would normally be considered regular and common internet administration duties and industry best practices.
- d) Desktop administration including, but not limited to, workstation hardware installation, replacement, upgrades; workstation configuration and image management; desktop software installation and upgrades; hardware problem identification, isolation and resolution; user access control documentation; and other tasks that would normally be considered regular and common desktop administration duties and industry best practices.
- e) Network administration of firewall, routers and switches including, but not limited to, equipment installation, configuration, removal, and updates; network monitoring and problem identification, isolation, and resolution; software upgrades and patches; domain administration; access control and monitoring; network monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common desktop administration duties and industry best practices.
- f) Backup system administration including, but not limited to, data backup, imaging, system configuration and monitoring; backup system upgrades including hardware installation/replacement; data recovery; problem identification, isolation, and resolution; detailed documentation; and other tasks that would normally be considered regular and common backup system administration duties and industry best practices.
NOTE: Backup system administration includes backup power system (UPS) management.
- g) Desktop system support including, but not limited to, desktop operating system and standard software installation, upgrades, patches; problem identification, isolation and resolution; monitoring and maintenance; detailed documentation; and other tasks that would normally be considered regular and common desktop system support duties and industry best practices.
- h) Desktop, server, and network security including, but not limited to, anti-virus software installation, upgrades, patches; maintenance and monitoring; problem identification, isolation and resolution; virus profile/definition updates; user access control; user name and password administration; detailed documentation; and other tasks that would normally be considered regular and common security administration duties and industry best practices.
- i) General management assistance including, but not limited to, evaluation of and recommendations for upgrades, changes, patches, and policies and procedures; hardware and software inventory management; hardware and software maintenance contract monitoring and support; recommendations for, and assistance with implementation of best practices; development of infrastructure upgrade and replacement plans; hardware specification, quotes, and orders; review, update, edit, and/or create detailed documentation related to the IT infrastructure.

202.2 Service Levels and Response Times

The Consultant will be expected to meet and maintain the minimum service levels for network and server availability, systems availability, and service request response times shown below.

- a) Provide onsite presence during normal business hours with qualified personnel within

_____ hours of being requested for support, system monitoring and maintenance, management directed tasks, updates and other necessary operational items.

- b) Provide support during non-business hours (nights and weekends) when needed for critical problem resolution, updates and maintenance that must be performed after hours, testing and other operations that cannot be performed during business hours
- c) Database and Application Servers – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Servers are expected to be at 97% or better availability outside of this window.
- d) Backup and Network File Servers – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Servers are expected to be at 97% or better availability outside of this window.
- e) Network Switches, Routers, and Firewalls – 98.5% or better availability of the hardware during the hours of 7:00 AM and 5:00 PM, Monday through Friday excluding approved, scheduled maintenance and scheduled holidays, as measured on a monthly basis. Network hardware availability is expected to be at 97% or better outside of this window.
- f) Reports on Server and Network Availability – Reports on availability, by server or network component, must be reported to SanGIS management no less often than the end of each calendar quarter in a format agreed to by SanGIS and the selected Service Provider.
- g) Service Call Response Time – The Consultant will provide, at a minimum, the following Service Call Response Times for all requests for service including network, server, desktop, and other support requests:

90% of service calls will be responded to within _____ minutes
95% of service calls will be responded to within _____ minutes
100% of service calls will be responded to within _____ minutes

“Response Time” is defined as the time for the assigned technician to respond to the initial caller to identify the issue requiring attention and to provide an estimated time of resolution.

- h) Time to Dispatch – The Consultant dispatch a qualified technician to SanGIS to resolve service requests requiring an on-site presence within the following time frames.

Critical computing infrastructure problems – _____ minutes
Critical network problems – _____ minutes
Normal desktop service requests – _____ minutes

The “Time to Dispatch” is defined as the time between when a service call is responded to and the time the technician arrives on site at SanGIS. Note that the time to dispatch begins at the end of the initial Service Call Response.

203. [RESERVED]

204. FACILITIES, EQUIPMENT AND SERVICES TO BE PROVIDED BY SANGIS

SanGIS shall provide the Consultant with a single cubicle for the non-exclusive use of its Key Personnel that is equipped with a desk, desk chair, visitor chair, bookcase, file cabinet, computer, telephone and

other office and computing equipment and supplies normally available to SanGIS' staff or otherwise necessary for the day-to-day information technology support services operations.

SanGIS shall provide the Consultant with a single dedicated telephone line with voicemail, an email address and account in the SanGIS.org domain, and access to SanGIS' network, facilities, applications, electronic systems, data bases, passwords, and all data sets and files necessary for the day-to-day information technology support services operations.

300. GENERAL PROVISIONS

301. INDEPENDENT CONTRACTOR

For purposes of this Contract, Consultant is an independent contractor, and neither Consultant nor Consultant's employees or subcontractors shall be deemed to be employees of SanGIS, the City or County for any reasons. Consultant shall perform its obligations under this Contract according to Consultant's own means and methods of work which shall be in the exclusive charge and under the control of Consultant, and which shall not be subject to control or supervision by SanGIS, City or County except as to the results of the work. Neither Consultant nor Consultant's employees shall be entitled to any benefits to which SanGIS, City or County employees are entitled, including, without limitation, overtime, retirement, workers' compensation and injury leave.

302. OWNERSHIP OF MATERIALS AND DOCUMENTS

Excepting such items specifically identified by the Consultant as proprietary trade secrets, any and all sketches, drawings, tracings, field survey notes, computations, detail, and other materials and documents prepared by the Consultant pursuant to this Contract shall be the property of SanGIS from the moment of their preparation, and the Consultant shall deliver such materials and documents to SanGIS whenever requested to do so by SanGIS. All SanGIS data, records, documentation, source code and information ("SanGIS Data") processed by or input onto the hardware and/or software systems to which Consultant has access, or otherwise provided to Consultant under this Contract, shall be and remain the property of SanGIS, and SanGIS shall retain exclusive rights and ownership thereto. Consultant shall not use SanGIS Data for any purpose other than as required under this Contract and shall return all SanGIS Data to SanGIS upon completion of the performance or termination of this Contract. No SanGIS Data, or any part thereof, shall be disclosed, sold, assigned, leased or otherwise disposed of to third parties by Consultant or commercially exploited or otherwise used by or on behalf of Consultant.

303. NON-DISCLOSURE

SanGIS Data, designs, plans, reports, investigations, materials, and documents prepared or acquired by the Consultant pursuant to this Contract (including any duplicate copies held by the Consultant) shall not be shown or disclosed to any other public or private person or entity directly or indirectly, except as authorized by SanGIS. The Consultant shall not disclose to any other public or private person or entity either directly or indirectly any information regarding the activities of SanGIS except as authorized by SanGIS.

304. RESERVED

305. CONSULTANT'S LIABILITY AND INSURANCE

305.1 Indemnification

SanGIS shall not be liable for, and Contractor shall defend and indemnify SanGIS and its officers, agents, employees and volunteers against any and all claims, demands, liability, losses, damages,

expenses, charges or costs of any kind or character, including attorneys' fees and court costs (collectively, Claims), which arise out of or are in any way connected with the performance covered by this Agreement or arising either directly or indirectly from the Contractor's obligations under this Contract. However, the Contractor shall have no obligation to defend or indemnify SanGIS from any Claims if it is determined by a court of competent jurisdiction that such claim was caused by the sole negligence or willful misconduct of SanGIS or its agents or employees.

305.2 Insurance

Consultant shall not commence performance of services until Consultant has obtained, at its sole cost and expense, all insurance required under this Section. Consultant shall not allow any approved subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been obtained. Consultant agrees to the following:

- a) Consultant shall purchase and maintain in full force and effect commercial general liability insurance with limits not less than one million dollars (\$1,000,000) combined single limit for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and products and completed operations coverage, insuring against all liability of SanGIS arising out of or in connection with Consultant's performance of work under this Contract.
- b) Consultant shall purchase and maintain in full force and effect workers' compensation insurance for Consultant, subcontractors, employees and agents in form and amount acceptable to SanGIS during the full term of this Contract.
- c) Consultant shall purchase and maintain in full force and effect commercial automobile liability insurance with limits not less than one million dollars (\$1,000,000) each occurrence combined single limit for bodily injury, death and property damage, including owned and non-owned and hired automobile coverage, as applicable.
- d) To the extent any insurance coverage required under this Section is purchased on a "claims made" basis, such insurance shall cover all prior acts of Consultant during the term of this Contract and such insurance shall be continuously maintained until at least three (3) years beyond the expiration or termination of this Contract, or Consultant shall purchase "tail" coverage, effective upon termination of any such policy or termination of this Contract, to provide coverage for at least one (1) year from the occurrence of either event.
- e) Upon request the Consultant shall furnish to SanGIS certificates of insurance evidencing the insurance carried in compliance with Contract Section 306, including appropriate evidence that each type of insurance has been properly amended to include coverage for the specific project. Each certificate shall contain a provision that at least thirty (30) calendar days' prior written notice will be given to SanGIS in the event of cancellation, reduction or non-renewal of the insurance.

307. CORRECTION OF WORK

The performance of services by the Consultant shall not relieve the Consultant from any obligation to correct any incomplete, inaccurate, or defective work at no further cost to SanGIS, when such inaccuracies are due to the negligence of the Consultant, provided such work has not been accepted in writing by an authorized representative of SanGIS.

308. COST RECORDS

If this Contract provides that SanGIS reimburse Consultant for its costs of performing services, Consultant shall maintain full and complete financial records prepared in accordance with generally

accepted accounting principles for the full duration of the Contract and five years following the termination or expiration of this Contract. Such records shall be open to the inspection of SanGIS or the appropriate government agencies at all reasonable times.

309. SUBCONTRACTING

- a) No service covered by this Contract shall be subcontracted without the prior written consent of the SanGIS.
- b) In order to obtain consent, Consultant shall submit to SanGIS a list of all potential subcontractors, and a description of the work to be performed by each subcontractor. Once this list has been approved, no changes to the list will be allowed except by prior written consent of SanGIS, such consent not to be unreasonably withheld.

310. ASSIGNABILITY

- a) The Consultant shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of SanGIS.
- b) Claims for money due or to become due to the Consultant from SanGIS under this contract may be assigned to a bank, trust company, or other financial institutions, or to a trustee in bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to SanGIS.

311. CHANGES

SanGIS may, from time to time, request changes in Contract Sections 103 and 200. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by and between SanGIS and the Consultant, shall be incorporated into this Contract.

312. COMPLIANCE WITH LAWS AND REGULATIONS

Consultant shall at all times perform its obligations under this Contract in compliance with all applicable federal, State, County and City laws and regulations.

313. TERMINATION

313.1 Termination for Convenience

This Contract may be terminated by SanGIS upon thirty (30) calendar days advance written notice to the Consultant, but if any work or service hereunder is in progress but not completed as of the date of termination, then this Contract may be extended upon written approval of SanGIS until said work or services are completed and accepted. In the event the Contract is terminated or canceled upon request and for the convenience of SanGIS without the required thirty (30) calendar days advance written notice, then SanGIS shall pay Consultant the amounts due and payable to the effective date of such termination.

313.2 Termination for Cause

In addition to any other provisions in this Contract allowing a party to terminate this Contract in whole or in part, and without limiting any other remedies available at law, or under this Contract, if either party materially or repeatedly defaults in the performance of any of its duties or obligations under this Contract, and: (1) within thirty (30) calendar days after written notice of the default; or, (2) with respect to those defaults that cannot be reasonably cured within thirty (30) calendar days, if the defaulting party fails to commence curing the default within fifteen (15) calendar days after receipt of the notice of default, and to continue proceeding with due diligence to cure the default, then the party not in default may terminate this Contract by giving written notice of the termination to the defaulting party, which

termination shall be effective immediately upon receipt of the notice of termination. If the default is incapable of being cured, then the thirty (30) calendar day cure period shall not apply, and notice of termination may be given directly by the party not in default.

314. FULL COST RECOVERY OF INVESTIGATION AND AUDIT COSTS

Consultant shall reimburse SanGIS for all direct and indirect expenditures incurred in conducting an audit/investigation when Consultant is found in violation (material breach) of the terms of this Contract. Reimbursement for such costs shall be withheld from any amounts due Consultant pursuant to the payment of terms of the Contract, for from any other amounts due to the Consultant from SanGIS.

314.1 Suspension of Work

SanGIS may order Consultant, in writing, to suspend, delay, or interrupt all or any part of the work under this Contract for the period of time that SanGIS determines is in SanGIS' best interest.

314.2 Remedies Not Exclusive

The rights and remedies of SanGIS provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or equity.

315. ATTORNEYS' FEES AND COSTS

In the event that suit is brought upon this Contract to enforce the terms hereof, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

316. ENTIRE AGREEMENT

Each party acknowledges that this written Contract and the documents incorporated by reference constitute the complete and exclusive statement of the terms and conditions between the parties, which supersede and merge all prior proposal understandings and all other agreements, oral and written, between the parties relating to this Contract. This Contract may not be modified or altered except by written amendment duly executed by both parties.

317. SEVERABILITY

If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Contract shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

318. CONTRACT GOVERNED BY LAW OF STATE OF CALIFORNIA

This Contract and its performance and all suits and special proceedings under this Contract shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, under, or because of this Contract, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

319. ACCESS TO SANGIS' FACILITIES, COMPUTER SYSTEMS AND ELECTRONIC DATA

Consultant, its employees, agents and subcontractors, will be granted access to SanGIS computer systems and electronic data only in compliance with SanGIS' standard administrative and security requirements, including processes for registering and wearing identification badges, and only for the purpose of carrying out Consultant's obligations hereunder. Consultant shall have no tenancy, or other property or other rights in such facilities, computer systems and electronic data.

IN WITNESS WHERE OF, the parties have caused this Contract to be executed on the day and year first above written.

SANGIS: SAN DIEGO GEOGRAPHIC INFORMATION SOURCE

By: _____
 <Name>, <Title>

Date: _____

By: _____
 <Name>, <Title>

Date: _____

Approved as to Form:

By: _____
 Rachel H. Witt, SanGIS Counsel

CONSULTANT < CONSULTANT >

By: _____
 <Name>, <Title>

Date: _____

FORM 1

Client Reference Form

Provided in a Separate Adobe Acrobat File (PDF Form)

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FORM 2

Proposed Scope of Services Form

Provided in a Separate Adobe Acrobat File (PDF Form)

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FORM 3

Price Proposal Form

Provided in a Separate Microsoft Excel File

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