

Kent County Levy Court
Division of Information Technology

Request for Proposals
Business Architect Services

Kent County Levy Court, Department of Administration, Division of Information Technology, is requesting proposals from qualified vendors for Business Architect Services to establish a Comprehensive Technology Master Plan.

All prospective respondents must submit a *Notice of Intent to Submit a Proposal* form no later than 3:00 PM on December 9, 2016 to Kent County Administrative Complex, Attn: Kimberly Crouch, Room A235, 555 Bay Road, Dover, DE 19901 or via email to IT.RFP@co.kent.de.us. Complete details are listed in the Request for Proposals (RFP) document. Vendors are responsible for ensuring this form is received by the due date as per the RFP.

A Mandatory pre-proposal meeting will be held on December 15, 2016 at 10:00 AM at Kent County Administrative Complex in room 221, located at 555 Bay Road, Dover, DE 19901.

Proposals will be accepted until 3:00 PM on January 25, 2017 and thereafter be publicly opened and the names of respondents read. Proposals may be mailed to the above address. Proposals must be sealed and identified on the outside of the envelope as a proposal for "16-IT-01 Business Architect Services". Proposals received after the deadline will not be considered. No faxed or e-mailed proposals will be accepted.

Request for Proposal documents and forms may be obtained by contacting the Division of Information Technology at the above address, online at www.co.kent.de.us, select *public notices*, select *Request for Proposals/Quotes* or by calling 302-744-2461.

Kent County reserves the right to reject any or all proposals and to waive technicalities.

Kent County is an Equal Opportunity Employer.