



## LEGAL ADVERTISEMENT

### REQUEST FOR QUALIFICATIONS

**Purpose:** Hancock Resource Center solicits qualification from firms or individuals interested in providing Information Technology Systems services for Hancock Resource Center including maintaining an Office365 environment based around a local domain server, setting up new laptops and desktops for both Windows PCs and Macs, establishing new users, troubleshooting basic email/printer/networking/office software/shared drive issues, performing scheduled software upgrades, advising on general technology purchases, orienting new users to the enterprise environment, and other common IT functions as identified.

**Requirements:** The selected firm or individual shall provide all necessary services to manage Hancock Resource Center's network and technology needs in accordance with applicable state and federal laws, regulations, and procedures. Firms or individuals proposing to perform these professional services should submit a statement of their qualifications, experience, capacity for performance of the required tasks and familiarity with the local area as provided below.

**Selection:** Respondents interested in providing the required services are solicited to provide qualifications including the following:  
(1) qualifications of the firm or individuals in-house capabilities, as well as the qualifications and experience of each staff person available to be assigned the project;  
(2) a description of similar type work during the past five (5) years which qualifies the firm for this project; and (3) the location of the office that will be assigned the project, (4) references from at least 2 clients requiring services of a similar nature, and (4) proposed billing structure and amount. HRC will award one or more contracts to the qualified firm(s) or individual(s) whose proposal is determined to be most advantageous to the Hancock Resource Center. Hancock Resource Center reserves the right to reject any or all submissions and to waive any informalities or irregularities in the qualification process.

To be considered, respondents must submit one (1) copy of its qualifications to the address below. It may be emailed to [rrhodes@hancockhrc.org](mailto:rrhodes@hancockhrc.org) hand-delivered, delivered by U.S. Postal Service or an overnight service on or before September 15, 2022 at 4:00 pm CST.

Questions may be directed to: [rrhodes@hancockhrc.org](mailto:rrhodes@hancockhrc.org).