

Request for Proposals for Managed Information Technology Services

Introduction

The City of Elysian has been contracting its IT services since 2022 with the same vendor. The City is seeking proposals from experienced firms to provide professional consulting information technology (IT) services.

The selected company will support the City of Elysian in maintaining, assessing, and improving its technology systems, infrastructure, and security in alignment with organizational goals.

Scope of Services

The services provided will cover two (2) remote locations – City Hall and Fire Hall with two (2) desk top computers and (3) laptop computers. The City is currently operating on Microsoft Office 365.

The scope of IT consulting services may include, but is not limited to:

Upgrading and ongoing maintenance of our network security infrastructure. We are seeking competitive bids for an enterprise-grade Next-Generation Firewall (NGFW) deployment that strictly satisfies all Minnesota municipal compliance standards – including the logical isolation requirements for PCI-DSS payment environments and robust data segregation under the Minnesota Government Data Practices Act (MGDPA) – paired with as-needed IT and computer support services to assist our team. Submissions must demonstrate full technical capacity for deep packet inspection, automated intrusion prevention (IPS/IDS), isolated network segmentation, and MFA-backed remote access, while detailing your hourly structure and response time for routine, on-demand technical support to safeguard our City data and critical municipal infrastructure.

Submission Requirements

Interested firms must submit a qualifications package including the following:

1. Cover Letter – Introduction and summary of interest.
2. Company Profile – Overview of firm/individual, size, areas of expertise, years in business, and capacity to take on our organization.

3. Relevant Experience – Description of at least three government organizations where the company has or is providing similar IT consulting services.
4. Key Personnel – Names, roles, and resumes of staff who would be assigned to the project.
5. Approach – Narrative describing your methodology and how your services would meet the needs of the City of Elysian.
6. Cost – Outline the cost structure for the services to be provided, including recurring monthly support, email management, and project-based professional services that are outside the ongoing services e.g. per hour charge.
7. References – Contact information for at least three (3) professional references.

Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Demonstrated experience and qualifications in providing IT services to local government.
- Expertise in cybersecurity, systems integration, and strategic IT planning.
- Qualifications of proposed staff.
- Responsiveness and quality of submission.
- Overall monthly and annual cost for services.
- References and past performance.

Submission Instructions

Proposals must be received via email, in-person, or postal mail by **12 pm on Thursday, August 6, 2026** at one of the following: Lorri@elysianmn.com, or by mailing a copy to: City of Elysian, Attn: IT Services RFP, PO Box 246, Elysian, MN 56028, or in person at: City Hall, 110 Main Street W, Elysian, MN 56028.

Late submissions will not be considered.

General Conditions

- This RFP does not commit the City of Elysian to award a contract or pay any costs incurred in preparing a response.
- The City of Elysian reserves the right to accept or reject any or all responses, to negotiate with any qualified respondent, or to cancel this RFP in whole or in part.
- A contract if awarded, will be based on the qualifications deemed to best meet the needs of the City of Elysian.

Timeline

- RFP Issued: July 17, 2026
- Submission Deadline: August 6, 2026
- Review and Selection: September 2026
- Planning for Conversion (if needed): September 2026
- Anticipated Start Date: October 2026

Contact Information

All inquiries regarding this RFP must be submitted to:

Lorri Kopischke, City Administrator, City of Elysian

Lorri@elysianmn.com

507-267-4708