**Request For Proposal for
Information Technology Services
Corporation of Shepherdstown**

The Corporation of Shepherdstown is soliciting for the services of Information Technology Support Services for its Town Hall, Police Department and the Water and Wastewater Treatment Plants.   The Corporation currently has three (3) servers and twenty-two (22) workstations.   The "Scope of Services" to be provided include, but are not limited to:

- User Account Management
    - Microsoft Server patch Management
    - Security Patch Management
    - User Policy Enforcement
    - File System Management
    - Software License Reporting
    - Client Network Configuration Management
    - 24x7 Workstation Monitoring
    - Disk Space, Partition and Usage Management
    - Software Deployment
    - Anti Virus Management and Removal
    - Spy Ware Management and Removal
    - End User Remote Control
    - Management Reporting
    - System Inventory Reporting
    - Printer Management

- On-Site System Administration Service
- Setup and deployment of new systems
- On-site/remote system analysis and telephone support. Review software, correct errors, setup workstations, and network issues.

Proposals are due on Monday, March 10 and can be submitted to the Town Clerk, Amy L. Boyd, via hand delivery to Town Hall, 104 North King Street (second floor), or via USPS to P.O. Box 248, Shepherdstown, WV, 25443.

For more information, call 304-876-2398 or email
clerk@shepherdstown.us

Amy L. Boyd, Town Clerk
For the Corporation of Shepherdstown