

# REQUEST FOR PROPOSAL

NUMBER 301-1920-01-Virtualization

THE GREENEVILLE CITY SCHOOL DISTRICT  
(K-12 PUBLIC SCHOOL DISTRICT)

CONTRACT(S) FOR  
*Server Infrastructure Virtualization*

Larry Jones  
Network Administrator

## Request for Proposal Specifications

### Purpose and Scope

**ALTERNATIVE PROPOSALS:** Greeneville City Schools will not accept alternate proposals (those not equal to specifications) unless authorized by the Request for Proposal.

**AWARD:** Award will be made to the most responsive, responsible proposer(s) meeting all specifications and which present the product that is in the best interest of Greeneville City Schools. The evaluation criteria is listed herein. Note that basic cost below should include a yearly cost from the proposer to maintain the solution. The district reserves the right to all, or part, of specific proposals.

**COOPERATIVE PURCHASING:** Proposers must indicate whether or not it is permissible for other School Districts in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery cost. Indicate any additional delivery charges or minimum orders for purchases by other entities.

**DECLARATIVE STATEMENT:** Any statement or words (i.e.: must, shall, will, etc) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the proposal being non-responsive and disqualified.

**NEW MATERIAL:** Unless specified otherwise in the proposal package, the vendor ***must*** provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Vendor submission of other than new materials may be cause for the rejection of their proposal. ***Delivery of refurbished equipment after this proposal is awarded will be considered a breach of contract.***

**REMANUFACTURED EQUIPMENT:** Vendors are advised that remanufactured or refurbished equipment will ***not*** be accepted for this proposal. ***Delivery of refurbished equipment after this proposal is awarded will be considered a breach of contract.***

**INTENT:** The intent of this Request for Proposal is to obtain a vendor(s) able to modernize our virtualization infrastructure. The district is soliciting proposals from experienced and qualified companies to provide server and storage hardware and VMWare software.

***Award will be based on best value.*** Best value means more than low cost. It includes the initial cost, product quality, vendor support, consideration of installed base, warranty, and other factors detailed herein. Total cost of ownership will be carefully considered.

**ADDITION OR DELETION OF GOODS OR SERVICES:** Greeneville City Schools reserves the right to add or delete goods or services as the need arises. If services are to be added, Greeneville City Schools and the vendor will arrive at mutually agreed pricing.

**AWARD STATUS:** If awarded, Greeneville City Schools intends to execute a contract for a period of one-year (1) effective July 1, 2019.

**COMPLIANCE WITH RFP:** All proposals must be in strict compliance with this Request for

Proposal. Failure to comply with **all** provisions of the RFP may result in disqualification.

**EVALUATION CRITERIA:** Proposals will be evaluated on the following criteria:

Itemized Product Pricing	30 Points
Discount Pricing Structure	20 Points
K-12 Experience and Capacity	20 Points
Basic Maintenance Cost & Proposal	20 Points
References	10 Points

Greeneville City Schools will also consider whether the proposal demonstrates that the proposer can effectively meet the following criteria:

- Does the proposer have the ability, capacity, skill, and financial resources to provide the specified services?
- Does the proposer have the ability to take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely manner?
- Does the proposer have the character, integrity, reputation, judgment, expertise, and efficiency required by the contract?
- Has the proposer performed satisfactorily in previous contracts of similar size and

**QUANTITIES:** Greeneville City Schools does not guarantee any quantities of items to be purchased. Purchase orders will be issued on an as needed basis.

**COMPLIANCE WITH STATE AND LOCAL PROCUREMENT REGULATIONS:** In order to participate in the E-rate Program, the Service Provider must comply with all state and local procurement rules and regulations. If the local jurisdiction has restrictions on who can respond to their proposals, for example, the Service Provider must meet those restrictions.

**The proposer must agree to comply with all state and local procurement rules and regulations.**

**Background:** Virtualization enables a reduction of Information Technology costs while increasing the efficiency, utilization, and flexibility of existing assets.

**Scope of Work:** The district wishes to replace our existing Hyper-V virtualization solution with a VMWare solution. The solution will repurpose the districts existing Hyper-V servers to utilize VMWare and integrate the proposed storage area network (SAN) device, and the appropriate VMWare software. The district currently has 48 Hyper-V and 6 XenServer guest machines for a total workload of 54 virtual servers.

**Server Requirements:**

The existing infrastructure consists of up to four (4) Dell PowerEdge R720 servers. There are minor differences between the servers but, in general, they consist of:

- At least 20 cores
- At least 144 GB RAM
- Fully redundant power supplies
- 2 Gigabit Ethernet quad port NICs

### **Storage Requirements:**

The successful proposal will include one storage area network (SAN) device, meeting or exceeding the following criteria:

- Must provide a minimum of approximately 25 terabytes of primary useable space and have future expansion abilities
- Must support up to 320,000 IOPS
- Must support iSCSI connectivity, 10GBPS iSCSI (or faster)
- Must be rack mountable
- Must have ability to expand and reduce volumes online
- Must support snapshot technology
- Provide all cables to connect SAN to proposed servers
- Minimum warranty period of 3 years. Mean time to repair under this warranty should four (4) hours onsite. Vendor may quote different options based on longer mean time to repair windows.
- Must be fully licensed for all options, or specifically spell out which options are included, and which are not, and also identify costs for any options not included

### **VMWare Requirements:**

The district has selected VMWare as its virtualization software. The successful proposal must include and identify the associated licensing costs for VMWare Essentials Plus. There are a minimum of 70 virtual servers in the districts environment. The successful proposer should ensure licensing includes capacity for growth.

### **Professional Services:**

The successful proponent will install and configure the solution with the participation of district IT personnel. Proponent shall state the number of hours anticipated to install the solution. The successful proponent should also state the cost for an ongoing maintenance contract for professional services to maintain the installation.

While the district has a cloud based backup solution in place, the proposer should include, as a separate line item, a proposal for cloud based backup of the VMWare installation to ensure 24/7/365 uptime for the solution.

### **PROPOSAL RESPONSE FORMAT**

**The items listed below shall be submitted with each proposal along with a complete price list (including % discount off list) and shall be submitted in the order shown. Each section must be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of the proposal.**

### **COVER**

Documents shall be bound and the cover must have the name of the Request for Proposal, the respondent's company name, and the date of the proposal.

### **LETTER OF SUBMITTAL**

A signed statement from a person authorized to submit the proposal for your company.

## **CORPORATE EXPERIENCE & CAPACITY**

### **A. General**

Provide any information that documents your firm's qualifications to produce the required outcomes, including its ability, capacity, skill, and financial strength.

### **B. Company Specifics -** List the following:

- a. **Company Information** - Company Name, Address, Telephone, Number, Fax Number, and E-Mail Address
- b. **Company History** – Please include a brief Company History
- c. **Key Account & Support Personnel**
  1. Provide full name, contact information, and resume of the account manager for this project. Provide information regarding the length of time that this account manager has been in this position. Indicate the length of time that this representative has been responsible for the Greeneville City Schools account.
  2. Provide full names, contact information, and resumes of all managers and senior-level supervisors who will be involved in the management of the total package of services proposed, as well as the delivery of specific services. Provide information regarding the length of time that each of manager or senior-level supervisor has been in this position.
  3. Provide full name and contact information of proposer's technical contact(s). Document any certifications held by the technical contact(s). Provide information regarding the length of time that each technical contact has been in this position.
- d. **Full-Time Employees** - Number of full time employees by class (i.e. Management, Sales, Technical).
- e. **Branch Support** – Provide the company Name, Address, Telephone Number, Fax Number, and E-Mail of the Branch that will directly serve Greeneville City Schools. Include a list of employees serving Greeneville City Schools, by employee class.

**Emergency Contact** - 24-Hour Emergency Name and Telephone Number

## **REFERENCES**

- A. **Major Accounts Information** – Submit the following information regarding a minimum of at least three (3) K-12 accounts for whom the company has provided similar services within the past three years. Local references are preferred. For each account, please include the following information:
  - Name of Account
  - Complete Address
  - Date service began and term of service
  - provided Name and phone number of

In accordance with the Tennessee Open Records Law, it is understood that this information is confidential to the provider. This information will be kept confidential within Greeneville City Schools for evaluation purposes only and will not be shared with other potential providers.

- B. Failure to provide complete and accurate client information, as specified above, may result in the disqualification of your proposal, or cancellation of the contract.
- C. Greeneville City Schools reserves the right to waive all formalities at any time during the procurement process.

### **Instructions for Proposal**

#### A) Compliance with the RFP

Proposals must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

#### B) Delivery of Proposals

All proposals are to be delivered before 11:00 A.M., EDT, Wednesday, May 30, 2019 to:  
Greeneville City School District  
Attention: Larry Jones  
129 W. Depot Street  
Greeneville, TN 37743

The District will not accept any proposals received after 11:00 A.M. EDT and shall return or file unopened late proposals.

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of proposers will be read aloud.

List the Proposal Number (301-1920-Virtualization) on the outside of the box or envelope and note "Request for Proposal enclosed."

#### C) Evaluation of Proposals (Procedure)

The District will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements.

The District reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a proposal by the District or a submission of a proposal to the District offers no rights upon the Vendor nor obligates the District in any manner.

The District reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the District. Any such waiver shall not modify any remaining RFP requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is awarded the Contract.

#### D) Ambiguity, Conflict, or Other Errors in the RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, it shall immediately notify the District of such error in writing and request modification or clarification of the document.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

#### E) Proposals and Presentation Costs

The District will not be liable in any way for any costs incurred by any Vendor in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

#### F) Rejection of Proposals

The District reserves the right to accept or reject in whole or in part any or all proposals submitted. The District shall reject the proposal of any Vendor that is determined to be non-responsive. The unreasonable failure of a Vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

The District reserves the right to reject all proposals and continue with existing service for any and all of the proposed services.

#### G) Acceptance of Proposals

The District shall accept all proposals that are submitted properly. However, the District reserves the right to request clarifications or corrections to proposals.

#### H) Requests for Clarification of Proposals

Requests by the District for clarification of proposals shall be in writing. Said requests shall not alter the vendor's pricing information contained in its cost proposal.

#### I) Validity of Proposals

All proposals shall be valid for a period of 90 days from the submission date.