Technology Modernization: Server Virtualization
RFP NO. 03-12-13

Prepared May 6, 2013

Proposals due by 2:00pm 5/29/13

Proprietary and confidential

REQUEST FOR PROPOSAL

Piedmont Unified School District is requesting Proposals for a server infrastructure refresh with virtualization technology.
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Introduction and Background
The Piedmont Unified School District (PUSD) is requesting Proposals for the purpose of modernizing its technology infrastructure.

The intention of this RFP is to invite prospective vendors to submit a proposal to supply a complete server virtualization solution to Piedmont Unified School District, including servers, storage area network, backup solution, related hardware, software, professional services, training and project management. This RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

The scope of this RFP will cover virtualizing the server infrastructure in the 6 school district, including servers, storage area network, backup solution, related hardware, software, professional services, training, and documentation. Piedmont Unified School District (PUSD) is a public k-12 school district in the East Bay that serves around 2,500 students and has about 400 staff. It is made up of 6 schools and one district office. The district utilizes Windows Server software and Active Directory and has Dell servers. There are no virtual machines in use. Goals for this project include removing dependency on hardware, consolidation, centralized management, and high availability.

Currently PUSD uses a mix of Windows 2003 and 2008 a mix of tower and rack mount form factors in an active directory environment. Backup procedures use a mixture of external hard disks, backup servers, disk space on a NAS, and multiple backup applications. See Exhibit A for a list of servers, disk space and services running.

The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal.

All information provided by PUSD in this RFP is offered in good faith. Individual items are subject to change at any time. PUSD makes no certification that any item is without error. PUSD is not responsible or liable for any use of the information or for any claims asserted therefrom.

The District’s award of contract, if at all, will be made in accordance with Public Contract Code section 20118.2 and will be based on the District’s understanding of the Respondents’ respective skills, experience, proposed price and qualifications and overall thoroughness of the proposals and responsiveness to the RFP and during the RFP process.
**Administrative**

**TECHNICAL CONTACT**
Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Stephanie Griffin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>740 Magnolia Ave, Piedmont CA, 94611</td>
</tr>
<tr>
<td>FAX</td>
<td>510-595-3523</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sgriffin@piedmont.k12.ca.us">sgriffin@piedmont.k12.ca.us</a></td>
</tr>
<tr>
<td>Question</td>
<td>&quot;Server Virtualization Question&quot;</td>
</tr>
</tbody>
</table>

**CONTRACTUAL CONTACT**
Any questions regarding contractual terms and conditions or proposal format must be directed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Michael Brady</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>760 Magnolia Ave, Piedmont CA 94611</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mbrady@piedmont.k12.ca.us">mbrady@piedmont.k12.ca.us</a></td>
</tr>
</tbody>
</table>

**DUE DATES**
All proposals are due by **2:00 pm on 05/29/2013**. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

1. This RFP will be posted to the PUSD ([http://www.piedmont.k12.ca.us/?p=3753](http://www.piedmont.k12.ca.us/?p=3753)). Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.
2. Responses to all questions will be made by 5/21/2013 and will be posted on the district website.
3. It is the responsibility of the prospective bidder to check the website for updates or addenda.
4. You must provide one original and two copies of your proposal (3 total). You must also provide one digital copy (CD or flash drive) of your proposal.

**SCHEDULE OF EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RFP Distribution to Vendors</td>
<td>5/8/2013</td>
</tr>
<tr>
<td>2. Walkthrough of site- optional</td>
<td>5/16/2013</td>
</tr>
<tr>
<td>3. Questions Due</td>
<td>5/21/2013</td>
</tr>
<tr>
<td>4. Proposal Due Date</td>
<td>5/29/2013</td>
</tr>
<tr>
<td>5. Target Date for Review of Proposals</td>
<td>5/29/2013</td>
</tr>
<tr>
<td>6. Anticipated decision and selection of Vendor(s)</td>
<td>June 2013</td>
</tr>
<tr>
<td>7. Anticipated commencement date of work</td>
<td>July 2013</td>
</tr>
</tbody>
</table>
Guidelines for Proposal Preparation

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the vendor(s) whose response, in the district's sole judgment, represents the best value considering program needs, technical issues, cost and other factors.

PUSD reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Request that some or all of the respondents submit additional written information,
- Negotiate the terms and conditions of any contract for services that may hereafter be let by the District,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for the district's evaluation of the Vendor's proposal.

In order to address the needs of this procurement, PUSD welcomes Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery under this RFP. PUSD will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, and
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between PUSD and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Deliverables
3. Detailed and Itemized Pricing
4. Exclusions
5. References
6. Company Overview

The details for each of the above-mentioned sections are outlined below.
Detailed Response Requirements

EXECUTIVE SUMMARY
This section will present a brief high-level synopsis of the Vendor’s responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work. If desired, details on scope, approach or methodology may be included.

DELIVERABLES
Include descriptions of materials to be used, and other deliverables.

DETAILED AND ITEMIZED PRICING
Include a fee breakdown including labor, materials, and any travel expenses.

EXCLUSIONS
Exclusions and/or exceptions to RFP and contract terms and conditions

REFERENCES
Provide three current corporate references for which you have performed similar work.

COMPANY OVERVIEW
Provide the following for your company:
- Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering the service of the proposal.
- Identify any subcontractors or vendor relationships

Evaluation Factors for Award

CRITERIA
Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to cost, operational, technical and management requirements, offering the best value. The following elements will be the primary considerations in evaluating all submitted proposals and in the
selection of a Vendor or Vendors:

1. Completion of proposal.
2. The extent to which Vendor’s proposed solution fulfills PUSD’s stated requirements as set out in this RFP.
3. An assessment of the Vendor’s ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor’s stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor’s proposal.
7. Availability and commitment to completion date

Scope of Work

1.0 REQUIREMENTS

The following information should be used to determine the scope of this project and provide pricing for this engagement:

- All equipment and material should be new. Used, refurbished or repurposed equipment or material will not be acceptable.
- Dell servers, or equivalent, suitable for virtualization needs described in the introduction and background.
- ethernet SAN storage device
- virtualization software and licensing
- backup software and licensing
- microsoft server software as needed

Vendor should:

1. furnish and install server hardware, storage, and licensing, with capabilities to handle VMware virtualization goals as described in Introduction and Background of current servers in data center (see Exhibit A).
2. furnish and install server hardware, storage and licensing to virtualize servers at remote locations at Beach School (1) and Havens School (1) sites.
3. provide all necessary VMware software components.
4. provide sufficient professional services to completely establish the virtual environment
5. perform virtualization of current servers as appropriate.
6. implement a stable storage system large enough for VM and disk backup that provides redundancy for VM’s
7. implement back-up policy and scheme, including any necessary hardware or licensing costs.
8. implement DFS, RADIUS and print server

2.0 Training

As part of the virtualization implementation PUSD would like to ensure training is provided to key personnel involved in supporting the virtual environment and the use of it features.

1. Following the successful completion of the project, the vendor is required to provide a minimum of 1 day of training on the proper configuration, daily operation, and maintenance of the system.
2. The training will be for no more than 4 individuals who work directly for the IT Department. The
vendor will provide at minimum 2 copies of all installation, configuration, and/or training materials. This includes any and all materials offered by the vendor deemed to be helpful in the day to day operations of the system.

3.0 Maintenance and Support
Following the successful completion of the project, the vendor is required to provide the following support information regarding technical support and other vendor services.
   1. Materials describing the process for reporting a hardware and or software failure in any of the components of the proposed system.
   2. The methods available for contacting tech support (phone, email, website, etc.) including escalation procedures.
   3. Standard warranty and maintenance for each of the components proposed.
   4. Upgrade path for management software and any annual support fee for the software.

4.0 Documentation
Following completion of the project, the vendor is required to provide the following documentation regarding the scope of the project:
   1. written documentation and diagramming of this project. The documentation should consist of the following:
      a. **DETAILED TECHNICAL REPORT.** A document developed for the use of PUSD's technical staff which discusses: the scope, approaches employed, diagram of topography, deviations from original plan, etc.
      b. **EXECUTIVE SUMMARY REPORT.** A document developed to summarize the scope, approach, and results, in a manner suitable for senior management.

5.0 Cost
All items should be grouped in the following categories:
   1. Hardware
   2. Software and Licenses
   3. Professional Services
   4. Maintenance & Support (if any)
Each item must be itemized detailing its Description, Unit Cost and Quantity.

Exhibit A
- current PC server list with storage used
<table>
<thead>
<tr>
<th></th>
<th>Hostname</th>
<th>Services</th>
<th>physical location</th>
<th>OS</th>
<th>Ram</th>
<th>storage used</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>a03</td>
<td>DC, File Server, Staff Home Folders, AD</td>
<td>data center</td>
<td>2008 r2</td>
<td>16GB</td>
<td>5695.48</td>
</tr>
<tr>
<td>4</td>
<td>aac2</td>
<td>DC, File Server, Staff Home Folders, Print Server, PRTG</td>
<td>data center</td>
<td>2003 r2</td>
<td>4GB</td>
<td>348.4</td>
</tr>
<tr>
<td>5</td>
<td>aomasserv</td>
<td>mac client policy (golden triangle replica)</td>
<td>data center</td>
<td>2003 R2</td>
<td>16GB</td>
<td>10.6</td>
</tr>
<tr>
<td>6</td>
<td>bch-dc-1</td>
<td>DC, DHCP, Print Server, Student &amp; Staff Home Folders, File server</td>
<td>beach</td>
<td>2003 R2</td>
<td>16GB</td>
<td>104.4</td>
</tr>
<tr>
<td>7</td>
<td>bch-dc-2</td>
<td>DC, dhcp, dns, file serve</td>
<td>beach</td>
<td>2008 R2</td>
<td>16GB</td>
<td>35.4</td>
</tr>
<tr>
<td>8</td>
<td>exchange</td>
<td>exchange, System Center Operations Manager 2007</td>
<td>data center</td>
<td>2003 sp2</td>
<td>4 GB</td>
<td>297.43</td>
</tr>
<tr>
<td>9</td>
<td>hav-dc4</td>
<td>DC, GC, DHCP, Print Server, Student &amp; Staff Home Folders, File server</td>
<td>havens</td>
<td>2008 R2</td>
<td>16GB</td>
<td>409.2</td>
</tr>
<tr>
<td>10</td>
<td>hyperv</td>
<td>Hyper V</td>
<td>data center</td>
<td>2008 sp1</td>
<td>8GB</td>
<td>200.12</td>
</tr>
<tr>
<td>11</td>
<td>man1</td>
<td>sos2008, WDS (windows deployment services)</td>
<td>data center</td>
<td>2008 R2</td>
<td>16GB</td>
<td>206</td>
</tr>
<tr>
<td>12</td>
<td>om1</td>
<td>System Center Operations Manager 2007</td>
<td>data center</td>
<td>2003 R2</td>
<td>4GB</td>
<td>105.95</td>
</tr>
<tr>
<td>13</td>
<td>pas1.pusd.local</td>
<td></td>
<td>adult school</td>
<td>2003 R2</td>
<td>4GB</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>rhs-bk1</td>
<td>Server backup repository</td>
<td>data center</td>
<td>2003 R2</td>
<td>2GB</td>
<td>2536.7</td>
</tr>
<tr>
<td>15</td>
<td>rhs-lib1</td>
<td>Destiny library server, mysql</td>
<td>data center</td>
<td>2003 R2</td>
<td>2GB</td>
<td>144</td>
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<tr>
<td>16</td>
<td>rhs-sf1</td>
<td>DC, GC, DHCP, File Server, App Server, Staff Home Folders, Print server</td>
<td>data center</td>
<td>2008 sp2</td>
<td>24GB</td>
<td>893.8</td>
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<td>17</td>
<td>rhs-stu1</td>
<td>DC, Student Home Folders</td>
<td>data center</td>
<td>2008 sp2</td>
<td>24GB</td>
<td>192</td>
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<tr>
<td>18</td>
<td>pms2</td>
<td>DC, DHCP, File Server</td>
<td>PMS</td>
<td>2003</td>
<td>4GB</td>
<td>104.69</td>
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<tr>
<td>19</td>
<td>pms3</td>
<td>DC, Home Folders, Oasis</td>
<td>data center</td>
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<td>16GB</td>
<td>189.6</td>
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<td>20</td>
<td>ssm1</td>
<td>ssm (dhcp)</td>
<td>data center</td>
<td>2003 sp2</td>
<td>2GB</td>
<td>69.4</td>
</tr>
<tr>
<td>21</td>
<td>up1</td>
<td>AV Server</td>
<td>data center</td>
<td>2003 R2</td>
<td>4GB</td>
<td>209.18</td>
</tr>
<tr>
<td>22</td>
<td>up2</td>
<td>WSUS, Solarwinds,</td>
<td>data center</td>
<td>2008</td>
<td>12GB</td>
<td>166.91</td>
</tr>
<tr>
<td>23</td>
<td>wwd-dc1</td>
<td>DC, DHCP, Print Server, Student &amp; Staff Home Folders, File server</td>
<td>data center</td>
<td>2003 sp2</td>
<td>16GB</td>
<td>30</td>
</tr>
<tr>
<td>24</td>
<td>wwd-dc2</td>
<td>DC</td>
<td>data center</td>
<td>2003 sp2</td>
<td>16GB</td>
<td>12</td>
</tr>
<tr>
<td>25</td>
<td>wwd-dc3</td>
<td>DC, DHCP, DNS</td>
<td>data center</td>
<td>2008 R2</td>
<td>16GB</td>
<td>28.9</td>
</tr>
</tbody>
</table>