

REQUEST FOR PROPOSAL

EECBG VMware® Virtualization Project for Des Moines County, Iowa

The Des Moines County Information Technology Department is requesting proposals for the implementation of a VMware® Virtualization system in conjunction with the Energy Efficiency and Conservation Block Grant (EECBG) Program. Sealed proposals shall be submitted by the deadline listed below or will be eliminated from the selection process.

The proposed time line for this project is:

December 9, 2009 – Send RFP's to preferred selected vendors via certified mail

December 23, 2009 – Deadline to receive proposals (2:00pm CST deadline)

December 23, 2009 – Official opening of sealed proposals (2:30pm CST)

December 24, 2009 through January 4, 2010 – Review the proposals, resolve any remaining issues or questions, and prepare vendor recommendation report for Board review and approval

January 5, 2010 – Submit vendor recommendation report to the Des Moines County Board of Supervisors for approval during scheduled Board meeting

January 6, 2010 – Announcement of vendor selection

January 6 through January 15, 2010 - Make any necessary modifications to the selected proposal and finalize the contract

January 15 through March 15, 2010 – Vendor project hardware and software acquisition.

Target dates of March 15 through April 7, 2010 – With direct assistance from entire Des Moines County Information Technology Department staff:

- Installation of ESX servers, SAN solution and VMware vSphere application;
- Fresh setup and configuration of twenty-four (24) new virtualized Windows Server 2008 Servers
- Setup and configuration of new Des Moines County Domain and Active Directory on one of the 24 new virtualized Windows Server 2008 servers
- Copy existing archival data to new virtualized environment

Strict deadline dates of 4:30pm April 7 through 8:00am April 14, 2010 – With direct assistance from entire Des Moines County Information Technology Department staff:

- Migration of software applications and non-archival data from remaining thirteen (13) servers to the new virtualized environment.
 - NOTATION: The Des Moines County Information Technology Department shall make arrangements with existing software vendors to be available for assistance of migrating applications and data during these dates

Any requests for clarification or additional information regarding this Request for Proposal should be directed to:

Gina Erickson
IT Director
513 N Main Street
Burlington, IA 52601

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PROJECT DESCRIPTION

The Des Moines County Information Technology Department, hereinafter “IT Department”, is undertaking a project to acquire a VMware® Virtualization System to virtualize fourteen (14) servers currently located within the IT Department datacenter and one fiber-connected Local Area Network location server. The IT Departments’ plan includes a redesign of the existing Windows Server 2000 network infrastructure upgraded to a Windows Server 2008 R2 network infrastructure. As part of the virtualization project, there will be twenty-four (24) Windows Server 2008 servers installed as fresh installations on the new virtualized system, with data and applications being migrated from the fourteen (14) existing Windows Server 2000 servers to the twenty-four (24) Windows Server 2008 Servers.

For configuration and implementation information, though the initial goal of this project is to implement a virtualized environment for Des Moines County, Iowa servers, it will be a long term goal of the IT Department to begin gradual implementation of Virtual Desktops for certain low-resource utilizing desktops once the initial project has been completed. No additional equipment or software shall be included for this long term goal; however, vendor shall be aware of this goal for Active Directory configuration purposes.

The IT Department intends to award a contract to the vendor who submits the proposal best meeting the project requirements and who has the technical ability, experience, and resources to perform this project at the lowest evaluated price with the highest probability for success within the deadline dates. The virtualization platform the IT Department has chosen for this project is VMware vSphere 4. The brand of equipment and necessary components will be at the recommendation of each vendor, with only the following specifications being required:

- 4 ESX Dual-Quad Core Servers – each with 64GB (Base) RAM and each with a PCI Quad Port GB Server Adapter
- 1 – 4.8TB (Base) SAN Solution
- Microsoft Windows Server 2008 R2 Datacenter for 8 Processors
- VMware vSphere 4 Enterprise Acceleration Kit for 8 Processors with 1 Year Platinum Support

Each vendor will be allowed, and recommended, to submit up to two separate itemized proposals for the project for two distinct manufactures of equipment. Each of the two itemized proposals shall be submitted as separate sealed bids for project consideration.

Enclosed with this RFP Package is:

1. ATTACHMENT A: A copy of the EECBG information packet
2. ATTACHMENT B: A DVD containing the following in MS Office Visio 2007:
 - a. File B-1.vsd: A diagram of the existing Des Moines County Network as it is currently established
 - b. File B-2.vsd: A detailed confidential diagram of the existing Des Moines County Datacenter
 - c. File B-3.vsd: A basic diagram of the new Des Moines County Virtualization system
3. ATTACHMENT C: A copy of the VMware Capacity Planner that was conducted on the Des Moines County network from October 21 through November 24, 2009
4. ATTACHMENT D: Project Proposal Form, which must be included with each proposal submitted for consideration

EECBG VMware ® Virtualization Project for Des Moines County, Iowa

PROPOSAL DETAILS

The requirements of the VMWare ® Virtualization Project for Des Moines County are:

- 1) Each vendor shall submit up to a maximum of two (2) sealed itemized bids with distinct equipment manufacturers for project consideration.
- 2) To be considered, sealed proposals marked **“SEALED BID – EECBG VMware ® Virtualization Project for Des Moines County, Iowa”** must be received no later than 2:00pm Wednesday December 23, 2009.
- 3) Sealed proposals shall be mailed to the following address:

**Des Moines County Information Technology Department
c/o Des Moines County Auditor
PO Box 784
Burlington, Iowa 52601**

- 4) Vendors shall include in their proposal(s) all necessary expenses for:
 - a. Four (4) ESX Servers with above specifications.
 - b. 1 SAN Solution with above specifications
 - c. Licensing of MS Windows Server 2008 R2 Datacenter with above specifications
 - d. Licensing of VMware application(s) as listed above
 - e. VMware Professional Services cost per day with estimated number of days of service required to setup and install initial hardware and software and assist the IT Department with creating the twenty-four (24) new virtualized Windows Server 2008 Servers
 - f. VMware Professional Services cost per day with estimated number of days of service required to migrate existing data and applications from fourteen servers to twenty-four new virtual servers and SAN from 4:30pm April 7 through 8:00am April 14, 2010. NOTATION: The IT Department shall make arrangements with existing Des Moines County software vendors for their remote assistance in migrating applications and data from the existing fourteen (14) servers.
 - g. VMware Professional Services cost per day with estimated number of days of service required for Administrative VMware training for the IT Department staff
 - h. Estimated travel and lodging expenses for vendor staff
- 5) For configuration and implementation information, though the initial goal of this project is to implement a virtualized environment for Des Moines County Iowa servers, it will be a long term goal of the IT Department to begin gradual implementation of Virtual Desktops for certain low-resource utilizing desktops once the initial project has been completed. No additional equipment or software shall be included for this long term goal; however, vendor shall be aware of this goal for Active Directory configuration purposes.
- 6) Due to strict deadline dates, it is a priority of the IT Department to complete the migration of existing applications and data beginning at 4:30pm on Wednesday April 7, 2010 with completion by 8:00am on Wednesday April 14, 2010.

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PROPOSAL FORM

Complete, in detail, and attach with proposal, ATTACHMENT D.

All proposals shall be itemized in detail.

Specify, in detail, the resources, skill sets, and tasks which your company will provide to the IT Department in the performance of this project. Please include the normal industry standard details of your technical approach to this project so that the IT Department can make a fair comparison between the proposals submitted for consideration.

Specify, in detail, any application work that you would expect the IT Department to perform in preparation for, or during, this project. Also specify the resources, skill sets, and tasks for which you expect the IT Department to be responsible during the project.

Please include in your proposal additional services or products, with any additional associated costs, which you feel would enhance this project, provide more functionality or increase the usability of the Virtualization System for either the IT Department or other Des Moines County Departments.

As noted in the project description section above, the IT Department is putting a priority on migration of data and applications from 4:30pm April 7 through 8:00am April 14, 2010 and the system which best meets the probability of success. The proposal review committee will be looking for proposals that not only meet the minimum requirements for this project within the budget allowed but will also be looking for proposals that offer improvements in system efficiency and dependability, and the speed of delivery.

Due to a very strict time constraint, proposals shall include a delivery schedule that the vendor believes to be reasonable and expects to adhere to. A penalty clause for final delivery after your specified final delivery date shall be included in your proposal. Penalties for late delivery shall be calculated using the following formula: for each increment of 5 working days past the specified final delivery date, the penalty shall be 1% of the total bid amount. Penalties will be imposed for late delivery unless the IT Department, at its sole discretion, agrees to modify the delivery schedule.

ADDITIONAL PROJECT CONSIDERATIONS

Although the project description above is considered by the IT Department to be the minimum requirements for this project, additional services or products which enhance this project, provide more functionality or increase the probability of project success may be taken into consideration when evaluating the proposals. The selected vendor will be the vendor which, by recommendation of the IT Department and at the final approval of the Des Moines County Board of Supervisors, is capable of best satisfying the project requirements. The selected vendor may or may not be the vendor submitting the lowest proposal price.

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