

REQUEST FOR QUOTE (RFQ) FOR
FAIRFIELD COUNTY INFORMATION TECHNOLOGY

Storage Area Network (SAN) / Blade Server Solution

February 9, 2015

Issued by:

Fairfield County Information Technology
210 East Main Street
Lancaster, Ohio 43130

Jon Slater, Auditor

Contact:

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General Objective of Program

Fairfield County Information Technology (FCIT) is soliciting bids for a Storage Area Network (SAN) / Blade Server solution from interested and qualified vendors. FCIT desires to procure a solution to upgrade and advance its disk storage and data retrieval capabilities in its Data Center and reduce the County's overall maintenance costs of disk space management. The SAN will be connected to a chassis housing blade server(s) that will reduce overall server costs and ease current server room capacity issues.

Through this RFP, FCIT intends to procure a solution that will provide not only additional disk space for the County's growing applications but allow IT staff to manage its disk space centrally. This acquisition will replace some older and costly disk drives and possibly re-use other existing disk drives in a centrally managed environment. FCIT will also purchase a second SAN to act as a Disaster Recovery solution for the production SAN. In summary, through the implementation of an acquired SAN solution, FCIT specifically seeks to achieve the following objectives:

- Acquire scalable disk solution for growing applications requirements
- Centrally manage disk space to optimize use and performance
- Re-use some of the existing disk drives in a centrally managed environment
- Replace old disk technology and costly disk drives
- Reduce overall support costs of disk space management;
- Use Server independent backups
- Create a Disaster Recovery environment that will allow critical County applications to be up and running in minutes

Additionally, FCIT will be replacing several existing servers with a chassis / blade server solution to achieve the following:

- Decrease the overall footprint of the existing hardware
- Centralize management of all blade servers from a single interface
- Reduce the total cost of ownership of hardware purchases

FCIT intends to procure the most appropriate solution within its financial means from a qualified vendor at a firm, fixed price. FCIT prefers to purchase a proven solution that is already in use and operating effectively at other organizations.

Dates of Importance

Date Issued: February 19, 2015

Question/Answer Period: February 19 – March 9, 2015 - 3:00 p.m.

Questions can be e-mailed to Randy Carter, rcarter@co.fairfield.oh.us.

E-mail subject line should be: RFQ QUESTIONS. Questions will be answered within two business days and responses will include all parties who submitted Intent to Bid.

Changes to RFQ: March 5, 2015 - 12:00 p.m.

Quotes Due: March 16, 2015 - 3:00 p.m.

Intent to Award: March 27, 2015

Project Start Date: April 3, 2015

Contact Person

Randy Carter, IT Administrator
Fairfield County Information Technology
210 East Main Street
Lancaster, Ohio 43130

740.652.7076

740.681.5596 (fax)

Vendor Disclosures

Vendor must provide a disclosure of any pending or threatened court actions and/or claims against the vendor. This information may not cause rejection of the quote; but withholding the information may be cause to reject the quote and/or termination of any potential contract.

Conflict of Interest

No vendor will promise, or give to any FCIT employee anything of value that could influence that employee in their decision on awarding contracts. No vendor will try to influence an employee of FCIT to violate any procurement policies of the agency, the Ohio Revised code, or Federal Procurement Regulations.

Contractual Requirements

- By signing a contract with FCIT, a vendor agrees that all necessary insurance is in effect.
- The selected contractor shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.
- ORC Section 9.24 prohibits FCIT from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the vendor warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under O.R.C. 9.24 prior to the award of any contract arising out of the RFQ without notifying FCIT of such finding. FCIT will review the Auditor of State’s website prior to completion of evaluations of proposals submitted pursuant to this RFQ. FCIT will not evaluate a proposal from any vendor whose name or the name of any of the subcontractors proposed by the vendor, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.
- The vendor must conduct background investigations to determine that no vendor (or its service provider) employees represent any potential conflict of interest that may compromise the safety of FCIT customers. The vendor will obtain the background checks at their cost.
- The vendor shall comply with Executive Order 11246, “Equal Employment Opportunity” as amended by Executive Order 11375 and supplemented by Department of Labor Regulations.
- This contract may be amended at any time by written instrument, agreed to, and signed by all parties. Either party FCIT, or the vendor, upon thirty (30) days written notice given by either party to the other may terminate this contract.
- FCIT, with cooperation of the vendor will complete periodic monitoring and review activities as deemed necessary by FCIT to ensure compliance with the terms of the contract. The continuation of the contract shall be contingent upon the achievement of the objectives contained in the contract.
- The vendor shall not be relieved of liability to FCIT for damages sustained by FCIT by virtue of any breach of the contract by the vendor. FCIT reserves the right to legal, administrative, and contractual remedies for damages sustained by FCIT by virtue of any breach of the contract by the vendor. FCIT may withhold any compensation from the vendor until the amount of damages due from the vendor is agreed upon or otherwise terminated.

- The vendor agrees that there shall be no discrimination against any customer or any employee because of race, color, sex, religion, disability, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and subsequent amendments. It is further agreed that the vendor will comply with all appropriate federal and state laws regarding such discrimination.
- The vendor shall retain and make available for audit by FCIT, the State of Ohio (including, but not limited to, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials), and agencies of the United States government all records relating to the service provided under this agreement and supporting documentation for invoices submitted to FCIT by the vendor for so long as any of the above entities have the right to audit the books and records of FCIT which, in all events shall be no less than a minimum of three (3) years after payment under this agreement. If an audit begins during this period, the vendor shall retain such records until the conclusion of the audit and resolution of all related issues.
- The vendor shall perform its obligations under this contract in conformity with all applicable local, state and federal rules, laws and regulations. The requirements include but are not limited to the following, when applicable:
 - a) Clean Air Act: requiring compliance with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act 42 USC 1857(h) Section 508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency regulations 40CFR Part 15.
 - b) Debarment and Suspension: Requiring compliance with Executive Orders 12549 and 12689.
 - c) Lobbying: requiring compliance for anti-lobbying provisions of 31 USC 1352.
 - d) Anti-Kickback Act: requiring compliance with the Copeland Anti-Kickback Act 18 USC 874 as supplemented in Department of Labor regulations 29 CFR Part 3.
 - e) Contract Work Hours and Safety Standard Act: requiring compliance with the Contract Work Hours and Safety Standards Act 40 USC 327-330 as supplemented by Department of Labor regulations at 29 CFR part 5.
 - f) Davis-Bacon Act: requiring compliance with Davis-Bacon Act, 40 USC 276 and 327 to 330 as supplemented by Department of Labor regulations at 29 CFR Part 5.
 - g) Energy Policy and Conservation Act: requiring compliance with the Energy Policy and Conservation Act (PL94-165).

The vendor shall retain and make available for audit by FCIT, the State of Ohio (including, but not limited to, the Auditor of the State of Ohio, Inspector General, or duly appointed law enforcement officials), and agencies of the United States government all records

relating to the service provided under this agreement and supporting documentation for invoices submitted to FCIT by the vendor for so long as any of the above entities have the right to audit the books and records of FCIT which, in all events shall be no less than a minimum of three (3) years after payment under this agreement. If an audit begins during this period, the vendor shall retain such records until the conclusion of the audit and resolution of all related issues.

Vendor Examination of the RFQ

Vendors are expected to be familiar with the entire RFQ. The vendor is expected to respond to the RFQ in a manner that makes it clear they understand and have responded to all sections of the RFQ.

If a vendor discovers any mistakes or omissions in the RFQ they must notify Randy Carter of Fairfield County Information Technology in writing. Clarifications and corrections will be sent to all vendors who have registered with the agency.

Changes to RFQ

FCIT may make changes to this RFQ no later than March 5, 2015 at 12:00 p.m. by sending changes to all vendors who register for the RFQ. Revisions and additions to any RFQ will be provided to all registered vendors.

Availability of Funds

This RFQ and all agency contracts are contingent on the availability of funds. If, during the RFQ process, funds are not available for the proposed services, the RFQ process will be canceled. The vendor will be notified at the earliest possible time. FCIT is not required to compensate the vendor for any expenses incurred as a result of the RFQ process.

Communication Protocol

Randy Carter will serve as the contact person. The contact information is provided below for submission of proposals or inquiries. Questions must be submitted by e-mail prior to March 9 by 3:00 p.m., to the attention of Randy Carter, rcarter@co.fairfield.oh.us. This is the only acceptable method of inquiry during the course of this RFQ. It is the responsibility of each vendor to provide an e-mail address so that an appropriate and timely response may be supplied.

Communication from the issuance date of the RFQ to the date that an actual contract is let is to be limited. Please reference protocol guidelines below:

- Written questions received via e-mail to the designated contact person that are then shared with all registered vendors.
- Revision and additions to any RFQ will be provided to all registered vendors.
- FCIT reserves the right to modify the submission process and timeline, as well as, to cancel any part of this RFQ without prior notice.
- Any error, omission or discrepancy noted by a vendor must be communicated immediately to the FCIT contact person, and a request for clarification or modification of the document. Any modifications to this RFQ will be issued to all registered vendors, while maintaining anonymity as to the source of the request.
- Vendors that are aware of errors and do not report such, submit at their own risk. Unreported errors will not entitle the vendor to additional compensation.

Preparation of Proposal

Proposals must provide a clear picture of the vendor's qualifications to provide the services requested in the RFQ. The vendor should respond to the RFQ instructions and requirements. The proposal must include all costs that relate to the responses submitted.

All proposals become the property of FCIT to use. All proposals will be considered public information and will be open for inspection.

The proposal solicitation does not constitute an offer. Acceptance of bids for review does not commit FCIT to award a contract. The costs of creating proposals are the responsibility of the vendor and shall not be chargeable to FCIT. The vendor must guarantee the pricing listed in the proposal will remain in effect for a minimum of 120 days after the proposal submission date. FCIT reserves the right to award contracts to a single applicant, multiple applicants, or to reject any and all bids received. FCIT reserves the right to negotiate services and costs on any and all bids received or to cancel in part or in its entirety this proposal solicitation.

Proposals containing false or misleading statements may be rejected.

The proposal shall give a brief written history of its operation, including length of time it has been involved in SAN services, range and type of clientele served, description of its organizational structure, and list of officers.

The proposal shall describe in writing, the qualifications and responsibilities of the individuals directly delivering services.

The proposal shall demonstrate that it meets any and all federal, state, county, or municipal regulations or licensing requirements appropriate to the provision of information technology services.

The proposal must be signed by an individual who is authorized to contractually bind the vendor. The signature must indicate the title or position the individual holds in the vendor's organization. Any and all unsigned proposals will be rejected.

Vendors must deliver a signed original proposal and 4 duplicates of the entire written proposal to Randy Carter, IT Administrator, of Fairfield County Information Technology at 210 East Main Street, Lancaster, Ohio 43130 no later than 3:00 p.m. on March 16, 2015. All proposals must be submitted in a sealed envelope bearing vendor name/organization as well as **“Storage Area Network (SAN) Solution.”** “Storage Area Network (SAN) Solution” MUST BE CLEARLY MARKED ON THE PACKAGE. A receipt will be issued for all proposals received in person. Proposals received after the deadline will not be considered. If having the proposal delivered, the vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxes, e-mailed or standard mailed proposals will not be accepted.

All vendors must carefully review their final proposals. Once opened, proposals cannot be changed; however, FCIT may request information or respond to inquiries for clarification purposes only.

FCIT reserves the right to reject any or all proposals. The recommendation of FCIT staff, FCIT Administrator, and Fairfield County Board of Commissioners shall be final.

Written notification will be made to all vendors who submit a proposal. If a successful vendor fails to execute the contract, FCIT may award the contract to another vendor whose proposal met the requirements of the RFQ and any addenda. The period of time within which such an award of the contract may be made shall be subject to the written agreement between FCIT and the vendor.

Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded. Prospective vendors are advised that an offer for a lease may be initiated after a review of the proposal received by FCIT and members of a proposal review team.

Bids submitted in response to this proposal solicitation must comply with the specifications stated herein. At the option of FCIT, any and all of the aspects of the successful vendor's bid will become contractual obligations if acquisition action ensues. Failure of the successful vendor to accept these obligations in the contractual agreement may result in cancellation of the award.

All proposals will be evaluated based on the criteria in the RFQ.

The request for quote (RFQ) does not constitute an offer. Acceptance of proposals for review does not commit FCIT to award a contract, nor is it liable for any costs incurred in the preparation of proposals. FCIT reserves the right to award contracts to a single applicant, multiple applicants or to reject any and all proposals received. Additionally, FCIT reserves the right to cancel in part or entirety this RFQ.

The applicant understands and agrees that any subsequent contract or agreement resulting from a successful bid may be amended at any time by written instrument, agreed to and signed by all parties. Any additional services that the vendor includes in response to this proposal solicitation will be considered.

The vendor shall comply with Executive Order 11246, "Equal Employment Opportunity" as amended by Executive Order 11375 and supplemented by Department of Labor Regulations.

If FCIT and the vendor are unable to successfully come to terms regarding the contract, FCIT reserves the right to terminate contract discussions with the bidder. If this happens, FCIT reserves the right to select another bidder from the bid process, cancel the RFQ or reissue the RFQ.

Confidentiality and Security

Any vendor that has access to confidential information will be required to keep that information confidential. Disclosure of information to any party beyond FCIT personnel and court of law without the written consent of the party served is prohibited.

In the event of a material breach of contractor obligations under this section, FCIT may at its option terminate the contract according to provisions within the contract for termination.

Scope of Service

The technical requirements for the proposed SAN solution are specifically stated where appropriate. Deviations from these requirements are allowed and should be documented as to how the vendor proposes to address the requirement. When no requirement is specifically stated, vendor is expected to recommend the best solution given the information in this RFQ.

SAN solution requirements

- There are two separate physical units (arrays) that are designed to communicate with each other over a fiber channel connection between two physical buildings
- Each array must have a minimum of 40TB of useable storage
- 2 – 24 port 10/40 GbE Top-of-Rack switches
- Built in replication between the arrays is innately included
- The arrays are designed to integrate with MS Exchange and MS SQL Server
- The arrays use flash SSD technology to accelerate performance
- The arrays are monitored by the manufacturer for performance and for system faults
- The firmware upgrading process on the arrays is performed by the manufacturer
- The arrays are scalable
- There is a three year 4hr response maintenance package with associated cost
- There is assistance with the initial setup of the arrays with associated cost

Blade server requirements – Ten (10) servers, each with the following

- Must support Fiber Channel speeds of 10 Gb per second
- Must support Ethernet speeds of 10 Gb per second
- 128 GB RAM minimum
- Intel Xeon E5-26xx processor minimum
- 2 – 140 GB Hot swappable hard drives minimum
- Must be able to boot from a SAN
- 3 year 24x7 4 hour hardware warranty support

Backup software requirements

- Backup of physical and virtual servers
- Export from physical machine backup to Hyper-V
- Windows Server 2008 and 2012 support
- Exchange Server 2013 support
- Hardware required to host backup software
- There is a three year maintenance package with associated cost

Required Elements of Proposal

The successful vendor will include all of the following elements in their proposal:

1. A cover sheet or transmittal letter must be included in the proposal. The cover sheet or transmittal letter must be on agency/organization letterhead and signed by the individual authorized to legally bind the agency /organization to fulfill the contractual obligations agreed upon by FCIT and the successful vendor. The cover sheet or transmittal letter must incorporate the following elements:
 - A. A statement indicating the legal entity tax status of the agency/organization responding to the bid solicitation.
 - B. The name, title, address, telephone, e-mail, and FAX number of the individual to be contacted by FCIT, if it should be deemed necessary at any time during the proposal solicitation review and selection process.
 - C. A statement regarding the vendor's qualifications and experience must be included within the cover sheet or transmittal letter.

2. Any vendors proposing to use a subcontractor for any part of the work described in the RFQ must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor indicating the following:
 - A. The subcontractor's legal status, federal tax ID number, and principal business address.
 - B. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations.
 - C. A complete description of the work the subcontractor will do.
 - D. A commitment to do the work if the vendor is selected.
 - E. A statement that the subcontractor has read and understands the RFQ, the nature of the work, and the requirements of the RFQ.

There may be no dollar amounts of any kind included with subcontractor information, inclusion of dollar amounts will result in the disqualification of the primary vendor's entire proposal.

Method of Scoring

All proposals will be scored using the following methodology:

- System Functionality - 25 points

- Meets or exceeds the functional specifications in the Scope of Service*
- Support and Maintenance - 20 points
Company demonstrates ability to show range of service area
 - Cost of solution- 30 points
Costs and fees are appropriate and reasonable for the services being provided
 - Qualifications and Experience - 25 points
Proposal clearly describes the company's qualifications and experience

The maximum total score is 100 points.

Vendors that do not meet all requirements of the RFQ will not be scored.

Protests

Any potential, or actual, vendor objecting to the award of a contract resulting from the issuance of the RFQ may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

1. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFQ. The protest shall be in writing and shall contain the following information:
 - A. The name, address, and telephone number of the protestor;
 - B. The name and release date of the RFQ being protested;
 - C. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - D. A request for a ruling by FCIT;
 - E. A statement as to the form of relief requested from FCIT; and
 - F. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
2. A protest based on alleged improprieties in the issuance of the RFQ or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in the Time Table of this RFQ in order for the protest to be considered timely by FCIT.
3. An untimely protest may be considered by FCIT if FCIT determines that the protest raises issues significant to the agency's procurement system. An untimely protest is one received by the FCIT Administrator after the time period set form in Item 2 of this section.

4. All protests must be filed at the following location:

Fairfield County Information Technology
Attn: Randy Carter
210 East Main Street
Lancaster, Ohio 43130

5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Administrator of FCIT determines that a delay will severely disadvantage the Agency. The vendor(s) who would have been awarded the contract shall be notified of the receipt of the protest.
6. The FCIT Administrator shall issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

Attachments

- A. Organizational Information Cover Sheet
- B. Certification Letter from Signatory Authority
- C. Link to Request for Taxpayer Identification Number (W-9) Form
- D. Link to OPERS Independent Contractor Acknowledgement
- E. Link to Ohio New Hire

Attachment A

ORGANIZATIONAL INFORMATION COVER SHEET

Name of Organization: _____

Address of Organization: _____

Contact Person: _____

Email: _____

Phone Number: _____

Federal ID Number: _____

Corporation No. _____ (if applicable)

Attachment B

CERTIFICATION LETTER FROM SIGNATORY AUTHORITY

CERTIFICATION: The information contained in this proposal fairly presents the organization and its proposed operating plans. I acknowledge that I have read and understand the requirements and provisions of the RFQ and that the organization is prepared to implement the project/program as specified in this proposal.

I further certify that all information contained in this proposal is true and correct and shall be open to verification should FCIT or its representatives desire to do so. I also certify that all costs contained in the proposal are real, allowable, necessary, non-defective, and allocable to the program and are not of allocable credits, refunds and rebates, and are not a duplication of funds already available or which will be available from other funding sources.

I agree that should this program be funded, our organization will abide by the rules and regulations, state and local policies applicable to the law, regulations and plans for administration.

I certify that I am authorized to sign the attached proposal and to commit this organization to the provision of services contained therein.

Finally, I do hereby certify that this organization is not currently in any stage of formal bankruptcy proceedings.

Authorizing Official's Name

Title

Authorizing Official's Signature

Date

Social Security Number or Taxpayer ID Number

Attachment C

The IRS form W9 can be found at: http://www.irs.gov/file_source/pub/irs-pdf/fw9.pdf.

Attachment D

The OPERS Independent Contractor Acknowledgement form can be found at:
<https://www.opers.org/forms-archive/PEDACKN.pdf>.

Attachment E

The Ohio new hire form can be found at https://oh-newhire.com/files/OH_Form.pdf.