

REQUEST FOR PROPOSAL

DESKTOP VIRTUALIZATION FOR WESTON PUBLIC SCHOOLS

RFP: #11-001- BOE

Due on or before 11:00 A.M. ON WEDNESDAY, AUGUST 18, 2010
at the:

**OFFICE OF THE PURCHASING COORDINATOR
CENTRAL OFFICE
WESTON BOARD OF EDUCATION
24 SCHOOL ROAD
WESTON, CONNECTICUT 06883
203 291-1418/FAX 203 291-1420
www.westonk12-ct.org**

Sealed RFPs will be received by the Purchasing Coordinator for the Board of Education of the Town of Weston, Connecticut, until 11:00 A.M. WEDNESDAY, AUGUST 18, 2010 at which time the RFPs for DESKTOP VIRTUALIZATION FOR WESTON PUBLIC SCHOOLS are due. Each bid should be clearly marked: BID #11-001-BOE.

All RFPs must be submitted on the forms provided and shall include all firm names, signatures, addresses, and other information required. Each RFP must be signed by an authorized representative of the company, placed in a sealed envelope, and identified as an RFP giving the name of the company and the RFP number and filed with the school district's business office no later than the date and time specified.

The Weston Board of Education reserves the right to accept or reject any and/or all RFPs. The Weston Board of Education shall be under no obligation to accept the lowest financial RFP if it is deemed in the best interest of the school system.

The Weston Board of Education may make such investigations as it deems necessary to determine the ability of a Bidder to perform the work. The Bidder shall furnish all information and data for this purpose as the Weston Board of Education may request. The Weston Board of Education reserves the right to reject any RFP if evidence submitted by the Bidder or investigation of the Bidder fails to satisfy the Board that the Bidder is properly qualified to carry out the obligations of a contract resulting from this RFP. Bidder is also requested to provide an audited statement of the financial conditions of the company.

No bidder may withdraw his RFP for a period of forty-five days after the opening date.

The bidder is to clearly state in the RFP exactly what is intended to be furnished and is to furnish with the RFP an illustration or other descriptive material which will clearly indicate what will be furnished. Samples are to be submitted upon request.

Any alleged oral agreement or arrangement made by a bidder or contractor with any agency or any employee of the Weston Board of Education will be disregarded.

**RETURN ONE COPY OF RFP
DO NOT FAX RFP**

BID: #11-001-BOE

FOR: DESKTOP VIRTUALIZATION FOR WESTON PUBLIC SCHOOLS

The Director of Finance and Operations reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical proposals as to prices; to reject any and all bids in whole or in part; to waive technical defects, irregularities, and omissions if, in his judgment, the best interest of the Board will be served.

The Weston Board of Education reserves the sole and absolute right to reject any proposal offering services which, in its opinion, does not meet the standard of quality established by these specifications.

The Board of Education of the Town of Weston is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, including the Federal Transportation Tax. Such taxes should not be included in any bid price involving the payment of funds from the district.

The contractor must protect all floors, furniture, cabinets, etc., from injury or other damage. Any damage so caused must be repaired by the contractor at its own expense. At the completion of the work, the contractor must remove from the premises all surplus materials and all debris resulting from the work. Furthermore, the premises must be left in a clean and finished condition acceptable to the owner or its agent.

The quantities listed in these specifications may be increased or decreased by the Weston Board of Education, depending upon its actual requirements.

Bidders shall indicate how many days after receipt of the order the Board can expect delivery of merchandise. At the Board's request, contractors are required to provide written estimated delivery times once an order has been placed with a contractor. The contractor is responsible for notifying the ordering agency at least forty-eight (48) hours in advance of shipment.

Deliveries shall be made as specified by the ordering agency during normal business hours. All items shall be delivered and set-up at the location specified by the ordering agency in accordance with good commercial practice.

All contractors and vendors will be required to comply with all provisions of the Civil Rights Act of 1964, Executive Order 11246 of September 24, 1965, the Connecticut Fair Employment Practices Act and all of the rules, regulations, and relevant orders of the Secretary of Labor (or other authorized agent or agency), as amended.

In accordance with Public Act No. 366, the Contractor and each subcontractor shall agree and warrant that in the performance of this contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, sex, color, religion or national origin, in any manner prohibited by municipal, state or federal law.

All equipment furnished and work performed must meet Federal OSHA (Occupational Safety and Health Act) and CSA (Construction Safety Act) standards as amended.

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The bidder is assumed to have made himself familiar with all Federal and State Laws and all local bylaws, ordinances, and regulations which in any manner affect those engaged or employed on the work, or the materials or equipment used in the work, or in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

If bidder shall discover any provisions in the Bid Specifications which are in conflict with any such law, bylaw or ordinance or regulation, he shall forthwith report it to the Owner's Representative in writing at once.

Specifications, instructions, and bid forms may be obtained at the Business Office, Weston Board of Education.

Amendments to or withdrawals of bids received later than the time and date set for bid opening will not be considered.

Bids must be submitted on proposal schedule forms attached hereto. Bids received later than the time and date specified will not be considered.

REQUEST FOR PROPOSAL #11-001-BOE

Request for Desktop Virtualization for Weston, Connecticut Public Schools

Weston Public Schools (“WPS”) is a public K-12 school district in Weston, CT that serves nearly 2500 students. WPS would like to virtualize 200 desktops at Weston Intermediate School (WIS).

1.0 Background and General Requirements

WPS is seeking proposals from authorized vendors to provide a desktop virtualization solution based on VMware View 4, including servers, thin stations, related hardware, software, professional services, training, and project management. WPS is standardized on HP hardware. Project will use WPS existing 8TB Data Core SAN.

The VMware View implementation engineer must hold VMware Certified Professional 4.0 (VCP 4.0) credentials, and the SAN engineer must hold DataCore or comparable Certified Implementation Engineer (DCIE) credentials. Vendors who provide fixed-price quotes for professional services will be given first preference.

1.1 Hardware Requirements

Vendors should provide information for expanding the existing DataCore SAN Melody with any necessary licensing and hardware required to support the new virtual desktops.

An appropriate HP server solution should be quoted. Vendor should quote rack mount UPS devices sufficient to support all hardware specified such that ESXi hosts and SAN can be redundantly powered. A clear and detailed list of all hardware proposed by the vendor must be provided. Vendor should also quote professional services for installation of hardware. WPS will provide a 19” rack, power, and all data network infrastructure, but the vendor should provide any special power or cabling requirements.

1.2 Desktop Virtualization Requirements

WPS requires the use of linked-clones for non-persistent desktops, a feature of VMware View Composer. Vendor should provide all necessary VMware software components including ESXi and VMware View Premier. Vendor should quote sufficient professional

services to completely establish, test, and deploy the virtual desktop environment.

Vendor should provide a project outline and scope document that provides details on the steps that will be taken to implement desktop virtualization.

1.3 Documentation and Training

Vendor will provide complete documentation of the systems as installed and will provide training to WPS staff on the specifics of the hardware, virtualization and backup implementation. Vendor may, as an option, include a quote for classroom training within the Weston, CT area equivalent to the VMware course “VMware View: Install, Configure, Manage [V4]” for up to two WPS technology members.

1.4 Warranty and License Renewal

All hardware should be covered by 3 year, 4 hour, 7x24 onsite warranties. VMware licensing and support should be quoted for 1 year Platinum 7x24.

1.5 Ongoing Support

Vendor must be able to provide ongoing technical support services through a call-in help desk for VMware, backup, and storage-related issues. The help desk support staff should be trained on the virtual desktop configuration for Weston Public Schools to facilitate quick response times.

2.0 Response Instructions

Vendors must provide a complete list and description of the hardware, software and services included in the RFP response as well as a project scope and estimated timeline.

Any customer equipment and/or services required to complete the project are to be specifically noted. The bid response must also include a complete explanation of the proposed implementation and specific details and timelines for the project.

Pricing as offered in your bid should remain firm for 60 days after the closing date of this bid.

3.0 Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities as defined by WPS, which will choose the submission that, taken as a whole, and in WPS’s sole opinion, is in the best interest of the organization.

The evaluation criteria include but are not limited to the following:

- The overall best pricing for products and services.
- Suitability of proposed product(s) for purpose and best fit of proposed product(s) into existing inventory, environment and support structure.
- VMware and DataCore. Certified engineers performing implementation
- The vendor's overall performance record, including responsiveness and reputation based on feedback from available references as well as prior satisfactory experience with Weston Public Schools.
- The perceived quality of the vendor's response, including completeness, accuracy and appropriateness.
- Stability/risk of vendor, including assessment of risk that they may not be able to fulfill responsibilities.

TERMS AND CONDITIONS

4.0 Response Submission

Responses to this bid solicitation must be submitted and delivered to WPS as "sealed bids" no later than August 18, 2010. Proposals must include a digital copy on DVD, CD or flash drive. Acceptable digital formats include Word, RTF or PDF. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. WPS will reject all late arrivals. Envelopes containing responses to this bid solicitation shall be so marked "**DESKTOP VIRTUALIZATION**". The outside of the envelope shall be identified as follows: **DESKTOP VIRTUALIZATION**

Weston Public Schools

24 School Road.

Weston, Connecticut 06883.

Oral, telephone, electronic mail or fax bids will not be considered, nor will modifications of proposals by such communication be considered. The completed bid response shall be without erasures or alterations. Delivery of the proposals will be considered authorized by the service provider to make a contract, if awarded.

Any questions should be made in writing via e-mail to Erik Haakonsen, erikhaakonsen@westonk12-ct.org, Director of Technology.

4.1 Costs Associated with Preparation of the Vendor's Response

WPS will not be liable for any cost incurred by the respondents in preparing responses to this bid or negotiations associated with award of a contract.

4.2 Proposal Binding Period

All prices quoted in the vendor's response will remain in effect for 60 days beginning August 18th, 2010.

4.3 Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

PROJECT MUST BE COMPLETED BY AUGUST 30, 2010.

4.4 Evaluation of Responses

WPS may at its discretion and at no fee to WPS, invite any vendor to be available for questioning during the response evaluation for the purpose of clarifying statements in the response. Further, WPS may, at vendor's expense, request vendor to meet with WPS for a personal interview.

4.5 Right to Reject

WPS reserves the right to accept or reject all proposals or sections thereof and when the rejection is in the best interest of WPS and reserves the right to award without further discussion. WPS reserves the right to waive minor irregularities of any proposal and to negotiate the terms of any proposal.

the RFP an illustration or other descriptive material which will clearly indicate what will be furnished. Samples are to be submitted upon request.

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PRODUCT AND LABOR

Quantity	Item Name (Servers)
3	HP DL160G6 (or approved equal) DL160 G6 Quad-Core Xeon E5504 (2.00 GHz 4MB L3 Cache 80 Watts DDR3-800) 1P 4GB (2X2GB UDIMMs) Embedded SATA (RAID 0/1/1+0) 1x500W Includes 1x160GB drive HP E5504 2.OG DL160 G6
3	Upgrade Kit 2 nd CPU upgrade 8GB 1x8GB PC3-10600R-9
48	Module 3 YR UPG WARR ONSITE 24x7
3	4HR PROLIANT DL160 Software
<hr/>	
2	Academic VMWARE 100 Pack View 4.0 Premier Bundle
2	Academic VMware Gold Support & Subscription Service 1 year – 12x5 – Maintenance Electronic Service Non-Product
<hr/>	
1	VDI Hardware and Software Installation
2	VMware-certified engineers On-site for 1 week. Includes travel expenses.
1	200 Thin Client Terminals Shipping included.
TOTAL COST _____	

BID SHEET

DELIVERY BEFORE: _____

PRICES WILL HOLD UNTIL: _____

BIDDER NAME : _____

BIDDER ADDRESS : _____

NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

TELEPHONE: _____ FAX: _____

E-MAIL:

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