

LEAVENWORTH COUNTY, KANSAS

SPECIFICATIONS, STANDARD TERMS AND CONDITIONS

FOR

SERVER VIRTUALIZATION PROJECT

Sealed proposals must be received in the:

County Clerk's Office
ATTN: RFP-Virtualization
300 Walnut Street, Suite 106
Leavenworth, KS 66048

Before Friday, March 18, 2022 at 5:00 p.m.

Proposals received after that time and date will not be considered and will be returned unopened.

Opening Date: Monday, March 21, 2022

Opening Time: 10:00 a.m.

Place: County Clerk's Office
300 Walnut Street, Suite 106
Leavenworth, KS 66048

1 - GENERAL INFORMATION

- 1.1 Leavenworth County is accepting proposals from qualified vendors to provide solutions for migration of existing servers to a virtual environment.
- 1.2 All RFPs must be submitted in a sealed envelope plainly marked and addressed as set out above. All submitted RFPs will be retained by Leavenworth County.
- 1.3 Questions regarding this RFP should be directed to Larry Malbrough, Director of Information Systems at (913) 684-1067 or by e-mail to lmalbrough@leavenworthcounty.gov.
- 1.4 Leavenworth County shall not be held responsible for any oral instructions. Any changes to this RFP will be in the form of an addendum, which will be posted to Leavenworth County's web site available at <http://www.leavenworthcounty.gov>.
- 1.5 Leavenworth County reserves the right to:
 - a. Reject any or all proposals;
 - b. Waive any informality or irregularity in any proposal received;
 - c. Be the sole judge of the merits of the respective proposals received;
- 1.6 Leavenworth County is an equal opportunity employer;
- 1.7 Leavenworth County encourages minority or other disadvantaged vendors to respond to this RFP.
- 1.8 All proposals submitted to Leavenworth County shall become the property of Leavenworth County, Kansas, and may be subject to disclosure under the Kansas Open Records Act. It is the intention of Leavenworth County to, upon successful entry into a contract with the service provider deemed to have submitted the proposal best suited to the needs of the county, to destroy any other proposals submitted unless the submitting party requests, in writing and submitted along with their proposal, that their proposal, if not the chosen proposal, be returned to them.

2 – VENDOR QUALIFICATIONS

- 2.1 A vendor will be selected through a qualification-based selection process. Vendors interested in providing services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 2.2 Cover Letter (1-page) containing at a minimum:
- a. Company name
 - b. Contact name
 - c. Address
 - d. Fax number
 - e. E-mail address(es)
- 2.3 Qualifications Criteria
- 1) General Information:
 - a. Description of firm/team
 - b. List of applicable certifications, partnerships, State/GSA contracts
 - 2) Relevant Firm Experience
 - a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
 - b. List and briefly describe the 3-5 most recent comparable projects completed by your firm or currently in progress; include your firm's role and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number and e-mail address (if available).
 - c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
 - d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of any contract claim or dispute; any claim filed against your firm; termination from a project or any debarment by any local, state or federal agency.
 - e. Applicant's capacity and intent to proceed without delay if selected for this work.

3) Team Experience and Qualifications

- a. Describe each team member's position within the firm. Provide qualifications of each proposed team member.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed sub-consultants

4) Project Understanding and Approach

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.

5) Other Factors

- a. Current workload and ability to proceed promptly.
- b. Relevant factors impacting the quality and value of work

2.4 Any SOQ selected by Leavenworth County shall serve to initiate contract negotiations between the vendor and the county. The selection of an SOQ submitted by a vendor shall not be considered the acceptance of a bid or entry into a contract between the vendor and the county.

2.5 The Board of County Commissioners reserves the right to accept or reject any proposal received, all or part of any proposal received, and to waive any informality or irregularity in any proposal received.

2.6 Prime Contractor

If the proposal is based on a combination of goods and services from more than one vendor or corporate entity, one vendor shall be designated in the proposal as the "Prime Contractor". The contract will be awarded only to the Prime Contractor who will be held responsible for the performance of all the vendors participating in the proposal and subsequent contract. The Prime Contractor will be responsible for all aspects of service including implementation, training and initial support of the system.

3 – SCOPE OF WORK

3.1 Project Overview

Leavenworth County seeks to migrate on premise physical servers to a virtual environment.

Successful proposals will provide the necessary materials and services to deploy the infrastructure, implement the virtual environment, migrate or recreate the existing server roles and services and, upon completion, train technology staff on administrative functions.

All existing physical servers involved are running various versions of Microsoft Windows Server. The virtual servers desired should be running the latest Windows Server platform.

Proposals should consolidate roles and services to reduce the number of virtual servers necessary to accommodate the current roles and services outlined in section 4.

3.2 Storage Area Network (SAN)

- a. Dell SAN solutions are preferred, however, alternative suitable industry leading solutions may be suggested.
- b. The proposal should identify all materials and services as may be necessary to deploy a storage area network (SAN), capable of hosting a number of Microsoft Windows virtual servers as required to replace the services and roles provided by existing physical servers as outlined in section 4.
- c. Scalability to accommodate anticipated growth throughout the course of its lifespan. It is anticipated that additional servers and data will be migrated to this virtual environment in the future.
- d. Initial storage capacity should be approximately 60 terabytes of usable storage.
- e. Proposals shall include initial expenses and estimated future maintenance costs.

3.3 Virtual Hosting Platform

- a. VMWare is the virtual hosting solution of choice.
- b. Proposals will include initial licensing expenses and estimated future maintenance costs.

3.4 Backup Solution

- a. Veeam is the backup solution of choice
- b. Proposals will include:
 - i. Any materials and services necessary to implement a comprehensive backup solution that includes all services and systems deployed as part of this project.
 - ii. Initial license expenses and estimated future maintenance costs.

3.5 Domain Controllers and Active Directory Implementation

The existing Active Directory repository is the product of twenty years of migrations. It is desirable to ensure our Active Directory is clean of any unnecessary data or information that may persist from previous migrations.

Proposals should include all materials and services necessary to:

- c. Create new virtual domain controllers;
- d. Ensure new Active Directory is fully functional and remove any residual or unnecessary information
- e. Decommission old domain controllers and Active Directory services.

3.6 Network File Storage (Shared Folders)

Leavenworth County desires to consolidate network file storage.

3.7 Databases (SQL Server)

Leavenworth County desires to consolidate all Microsoft SQL databases, if determined feasible, to one virtual server.

Proposals should include all materials and services necessary to implement the latest supported versions of Microsoft SQL Server and migrate existing databases.

3.8 Software Licenses

Proposals should include all necessary software licensing expenses necessary and will include any estimated future maintenance costs, if applicable.

4 – CURRENT ENVIRONMENT

4.1 Roles and Services

- 1) Domain Controllers, two (2) physical servers
 - a. Active Directory
 - b. Authentication
 - c. DNS services
- 2) DHCP Services, hosted on SQL server
- 3) Network Policy Services (NPS), currently hosted on the SQL Server.
- 4) Exchange Servers, two (2)
 - a. Configured as Database Availability Group (DAG)
 - b. Exchange 2016
- 5) File Servers, various – consolidation anticipated.
 - a. Accommodates network file storage for several county departments
 - b. Most current data located on one physical server.
- 6) SQL Server Instances, three (3) – it is anticipated that these will be consolidated into one virtual server running Microsoft SQL Server software.
 - a. GIS ESRI Database
 - b. Papervision Database, Apache Frontend
 - c. PowerPhone Database
 - d. District Court Archive Database, IIS Frontend
 - e. Public Works Application Database
 - f. EMS Billing Application Database
 - g. Transfer Station Application Database
- 7) SharePoint Foundation 2013, one (1)
 - a. Intranet and applications for various county departments
 - b. Does not run on the latest version of Windows Server

8) HVAC Server, one (1)

- a. Host software supporting the county's heating and air conditioning system
- b. Likely to require a virtual machine of its own

9) Anti-virus Server, one (1)

- a. Hosts Trendmicro ApexOne anti-virus application and web based dashboard

10) Oracle Server, one (1)

- a. Hosts "Fullcase" Oracle database and application in use by the County Attorney's Office
- b. Hosts network file storage for the County Attorney's Office
- c. Requires a single virtual machine of its own

11) FTR Warehouse Application, one (1) hosted on physical server

- a. Used for District Court recording application
- b. Large quantity of file storage
- c. Likely to require a virtual machine of its own

12) WSUS services, one (1)

- a. Currently hosted on a domain controller
- b. Prefer relocation it to a different virtual machine