

REQUEST FOR PROPOSAL  
Bainbridge Island School District #303  
RFP: BISD #303 VDI Host Servers

Proposal Date: October 6, 2017  
Prepared by: Alan Silcott

<b>Table of Contents</b>	<b>Page</b>
1. <a href="#">General Overview of Project and Request for Proposal</a>	3
1.1. Background of the Bainbridge Island School District #303 and Network Infrastructure Upgrade Project	
1.2. Schedule of RFP Events	
1.3. Communications Regarding RFP	
2. <a href="#">Scope and Specifications of the Project and RFP</a>	6
2.1. Equipment Listing	
2.2. School Building Locations	
2.3. Quantities	
2.4. Site Plans	
2.5. System Acceptance	
2.6. Payments & Finance	
2.7. Taxes	
2.8. Total Costs	
2.9. Omissions	
3. <a href="#">Vendor Requirements and Responsibilities</a>	7
3.1. Service Provider Identification Number	
3.2. Authorized Reseller	
3.3. Legal Requirements, Codes and Permits	
3.4. Compliance with Codes and Standards	
3.5. Warranties and Claims	
3.6. Cost of Development of Proposals	
3.7. Validity of Proposals and Quotes	
3.8. Proprietary Material	
4. <a href="#">Request for Proposal Process and Documentation</a>	10
4.1. Format	
4.2. Multiple Proposals	
4.3. Right of Selection/Rejection of Proposals	
4.4. Evaluation Criteria	
5. <a href="#">ATTACHMENT A - RFP Title Page</a>	13
6. <a href="#">ATTACHMENT B - Proposal Requirements</a>	14
7. <a href="#">ATTACHMENT C - RFP Proposal Cost Overview</a>	15

## 1.0 General Overview of Project and Request for Proposal

The Bainbridge Island School District #303 (BISD) has prepared the following Request for Proposal (RFP) document for the procurement of host servers for a Virtual Desktop Environment. This RFP is for the purchase of equipment only, installation services are not required.

### 1.1 Background of the Bainbridge Island School District #303 and Virtual Desktop Host Server Project

Spanning seven school buildings, Bainbridge Island School District #303 (BISD) consists of three elementary schools, one intermediate school, one middle school, two high schools and two alternative schools. BISD has approximately 3,781 students based on October 2016 enrollment. BISD is the only public school district on Bainbridge Island. The City of Bainbridge Island and the Bainbridge Island School District are in Kitsap County in Washington State.

BISD seeks a quality and qualified vendor to provide Virtual Desktop Infrastructure host servers. The VDI host servers must be capable of running 250 concurrent sessions and provide redundancy for any single failure. The servers must be compatible with our existing infrastructure (Datrium Storage, Juniper EX switches, VMWare and Horizon View software). Specifics requirements for the host servers are detailed in Attachment B.

The project equipment is to be purchased and received between November 2, 2017 and January 2, 2018.

This RFP is intended to provide:

1. background and overview of the project
2. scope of the project including description and performance criteria for required hardware
3. vendor responsibilities and requirements
4. process by which bidders/vendors may respond including instructions regarding the required format and content of bid proposals

### 1.2 Schedule of RFP Events

The estimated schedule of events through implementation is outlined below.

Step	Action Date
RFP posting date	October 9, 2017
Proposals due by 3:00 p.m. (PDT)	October 27, 2017
Bid Opening Date, 11:00 a.m. (PDT)	October 30, 2017

Bid Evaluations	Oct. 30 - Nov. 2, 2017
Bid Evaluations and Award	November 2, 2017

### 1.3 Communications Regarding RFP

Upon release of this RFP, all bidder/vendor questions concerning this RFP shall be directed in writing by mail or by email with the subject line "VDI Host Servers Bid" to:

Contact name	Alan Silcott, Network Supervisor
Contact address	8489 Madison AVE NE Bainbridge Island, WA 98110
Contact email	asilcott@bisd303.org
Contact phone number	206-780-1065

Questions and responses relevant to the RFP process will be posted on the Bainbridge Island School District Technology Department RFP webpage:

<http://www.bisd303.org/TechRFP>

Any revisions to the RFP will be issued in the form of an addendum and will be distributed to all vendors prior to the response due date and posted on the BISD Technology Department RFP website: <http://www.bisd303.org/TechRFP>.

Vendors who seek information, clarification, or interpretations from Bainbridge Island School District employees are advised that such material is used at the vendor's own risk and BISD shall not be bound by any such representations.

The proposal must include the name of the specific individual who will act as the primary contact for the vendor during proposal evaluation. The proposal must identify the contact's position in the organization, address, telephone number, fax number, and email address.

Unless otherwise stated in the proposal documents, whenever a process, equipment or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words "**or equal**" follow thereafter. Where the phrase "**or equal**" applies or occurs in the proposal documents, the bidder/vendor should not assume that a process, equipment, or material is approved by the BISD unless the item had been specifically approved by the BISD. The decision of the BISD is final.

The Bainbridge Island School District reserves the right to obtain clarification of any point in a bidder/vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the bidder/vendor's

proposal. The BISD expects bidders/vendors to make every effort possible to submit a complete and accurate proposal. It is emphasized that all quotes should be inclusive of all costs and submitted with the most favorable financial terms.

Bidders shall mail or deliver their proposals to Amy Stam, BISD Technology Department Administrative Secretary to the address below. Bids must be received no later than 3:00 p.m. on Friday, October 27, 2017.

**Mailing/Delivery Address:**

**Bainbridge Island School District #303  
Attn: Amy Stam, Technology Department  
8489 Madison AVE NE  
Bainbridge Island, WA 98110**

Bidders are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension of the deadline. Proposals submitted after the deadline may be rejected. After the deadline of October 27, 2017, BISD may request a copy of the proposal in electronic format as a supplement to the original of the submitted RFP.

## **2.0 Scope and Specifications of the Project**

### **2.1 Project Requirements**

See Attachment B for a full description of requirements

### **2.2 Quantities**

Quantities stated are subject to either increase or decrease at the District's discretion. Should the quantities of any of the items be increased, the undersigned vendor shall furnish the additional items at the unit price set out herein; and should the quantities be decreased, payment will be made on the actual quantities delivered/accepted at such unit prices, and the undersigned vendor will make no claim for anticipated profits or additional compensation for any increase or decrease in the quantities. It should be understood that the District may purchase any number of items from the vendor at the unit prices bid.

### **2.3 Payments & Finance**

Invoices received directly by BISD are paid within 60 days of the receipt of the invoice.

### **2.4 Taxes**

Vendor shall identify in the bid all applicable taxes.

### **2.5 Total Costs**

The total project costs (Attachment B) must include all equipment costs, warranty, shipping, taxes, surcharges, and any other fees.

### **2.6 Omissions**

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

### **3.0 Vendor Requirements and Responsibilities**

Some of these vendor requirements and responsibilities are set forth in Washington State Legislature Revised Code of Washington (RCW) including RCW 39.04 and RCW 39.04.350. With submission of a proposal, the vendor abides and/or agrees to the following requirements contained in Section 3.0 in its entirety as applicable to this project and RFP including:

1. Five continuous years in operation
2. Have a current state unified business identifier tax number
3. Have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW, as applicable
4. Have an employment security department number as required in Title 50 RCW, as applicable
5. Have a state excise tax registration number as required in Title 82 RCW, as applicable
6. Never have been disqualified from bidding on any RFP for violations under RCW 39.06.010 (unregistered or unlicensed contractors) or RCW 39.12.065 (3) prevailing wage violations.

#### **3.1 Authorized Reseller**

The vendor shall be an authorized reseller of the equipment.

#### **3.2 Legal Requirements, Codes and Permits**

The selected vendor will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed at the Bainbridge Island School District location. The bidder, who shall pay all lawful charges, shall obtain all permits lawfully when required.

Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.

All vendors working on any BISD site shall abide by all BISD rules and state regulations. Buildings and grounds are tobacco-free and drug-free areas. In addition, weapons and alcohol are prohibited. Any workers who might come in contact with children on any BISD site must have undertaken a criminal background check to be on file with the vendor. No workers convicted of crimes against children will be allowed on any BISD site. All vendor employees must carry picture identification and wear identification badge at all times.

#### **3.3 Compliance with Codes and Standards**

It shall be the responsibility of the bidder/vendor to identify all codes and/or agencies having jurisdiction and governing the execution of this proposal and to insure conformance with those codes and agencies. At a minimum, the execution of this RFP and all acts of the vendor selected to perform work described herein, shall conform with and/or follow the guidelines of the following:

- Federal Communications Commission (FCC)
- Federal and State Anti-Discrimination Laws
- Occupational Safety and Health Administration (OSHA)
- BICSI Telecommunications Distribution Standards
- American National Standards Institute (ANSI)
- Electronic Industries Association (EIA)
- National and Local Electrical Codes, including NFPA 70
- Washington Department of Labor and Industries (L&I), including WISHA
- City of Bainbridge Island Ordinances
- Bainbridge Island School District #303 School Board Policies

This list is not exclusive and is meant to recognized industry standards.

### **3.4 Warranties and Claims**

The vendor will manage warranties or assist in claims with the manufacturer.

The vendor is responsible for periodically contacting the BISD and ensuring that all systems are operating as expected. If the vendor becomes aware of any issues or changes in best practices with the equipment at a later date, the vendor agrees to notify the BISD of such.

### **3.5 Cost of Development of Proposals**

All expenses incurred by vendors related to the proposal or the selection process will be borne by the vendor. No claim for reimbursement of time, material, or travel expenses shall be made by the vendor against the BISD regardless of the results of the selection process.

### **3.6 Validity of Proposals and Quotes**

The vendor must certify that its proposal will remain in effect for 60 days after the proposal due date.

### **3.7 Proprietary Material**

The BISD will attempt to protect legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary aspects of the equipment or systems proposed. Any proprietary information contained in the proposal must be designated clearly and should be separately bound and labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal.



Vendors should be aware that the BISD is required by law to make some records available for public inspection, with certain exceptions. It is possible that this legal obligation might not require the disclosure of proprietary information. However, the bidder/vendor, by submission of materials marked "Proprietary Information," acknowledges and agrees that the BISD will have no obligation or liability to the vendor in the event that either must disclose materials marked as proprietary when the legal obligation prevails.

All materials and information submitted in response to this RFP shall become the property of the Bainbridge Island School District.

## 4.0 Request for Proposal Process and Documentation

### 4.1 Format

It is essential that the BISD be able to easily match a bidder/vendor's responses with this RFP's required information. Proposals should be submitted on 8.5 by 11 inch paper, single or double sided, with page numbers and the company name in the header or footer of each page. Foldouts for charts, tables, spreadsheets, and single line diagrams are acceptable. Use the section numbers and titles below in bold to create a table of contents for the RFP. Additional information may be added at the end of these required sections.

1. **Section 1: Title Page** - 1 sheet  
As the first informational page, create a Title Page using Attachment A as a template.
2. **Section 2: Proposal Overview (optional)** - 1 sheet  
Provide a Proposal Overview, not to exceed one sheet, identifying the primary reasons why bidder/vendor and proposal will best meet the needs of this RFP and the Bainbridge Island School District.
3. **Section 3: Vendor Business Information (optional)** - 1-3 sheets
  - a. Parent company, if applicable
  - b. Local business name, dba name
    - i. Name and title of top local executive
    - ii. Years in this industry
    - iii. Years in business in Puget Sound area, if applicable
    - iv. Years of business experience related to project requirements
    - v. Organizational flow chart of major departments or divisions as applicable to this project
  - c. Additional business background information, optional (see 3.0 Vendor Requirements and Responsibilities above)
4. **Section 4: Manufacturer Information (optional)** - 1 sheet
  - a. Business relationship with vendor
  - b. Length of time of this relationship
  - c. Equipment specifications
  - d. Warranty services and guarantees
5. **Section 5: Vendor Terms and Conditions (optional)** -1 sheet
  - a. Vendor and BISD will commit to establishing mutually acceptable terms and conditions
  - b. Vendor's terms and conditions must comply with the Bainbridge Island School District School Board policies and procedures, and common business protocols.

6. **Section 6: Project Cost Proposal** - provide an itemized quote for the VDI host solution following the specifications outlined in Attachment B. Along with the quote, provide a cost overview using Attachment C.

#### **4.2 Multiple Proposals**

Vendors may submit more than one proposal if they have different solutions that meet the guidelines of this project. Each proposal must be submitted as a separate, complete package. Each packaged proposal may be considered independently of any other proposals from the same vendor. Vendors are responsible for any errors or omissions in their proposals, and any errors or omissions will not serve to diminish their obligations to the BISD.

#### **4.3 Right of Selection/Rejection of Proposals**

The Bainbridge Island School District reserves the right to select a proposal for eligible equipment as specified in RCWs and BISD School Board policies and procedures.

The Bainbridge Island School District reserves the right to select or reject any or all proposals for any reason, to waive any informality in the proposals received, and to waive minor deviations from the specifications.

The BISD will take into account all information in the submitted proposal as well as information relevant to this RFP obtained by the BISD as part of its research in vetting bidder/vendors.

BISD reserves the option to reduce the scope of the project due to budgetary limitations of the school district.

BISD will choose the bid that best meets the evaluation criteria in the RFP, project requirements, and is in the best interests of the BISD.

#### **4.4 Evaluation Criteria**

The BISD will initially evaluate the proposals for compliance with the RFP requirements, completeness of the proposal, and technical merit. Proposals deemed acceptable will be reviewed to determine the proposed costs including total cost of ownership and costs associated with the life-cycle of the proposed services and goods.

The BISD may select a group of vendor finalists that would be asked to present and demonstrate the products and services included in their proposal. The demonstration must focus on the ability of the proposed products and services to meet the RFP requirements and compatibility with existing infrastructure.

A contract shall be awarded to the most responsible and responsive vendor based

upon, but not limited to, the following criteria:

Total Cost of Project	30%
Compatibility with BISD Existing Infrastructure	20%
Vendor and Manufacturer Stability and Experience in the Industry	15%
Solution Completeness	20%
Customer Service & Support	15%

**ATTACHMENT A - RFP Title Page - one sheet**

**Title of the RFP:** BISD #303 VDI Host Servers FY2017

**Bidder Identification and Authorized Signature**

*Include the following text on the Title Page:*

The undersigned agrees to furnish the enclosed items at the price stated subject to the conditions and requirements of this proposal. The signer below of this agreement has the authority to legally bind the bidder/vendor.

Bidder/Vendor Company Name:

Company Address:

Printed Name:

Signature:

Company Title or Position:

Date:

**Bidder/Vendor Contact Person**

Supply the name of the person who can be contacted by the Bainbridge Island School District concerning this proposal and documentation.

Name:

Title:

Telephone:

Fax Number:

E-Mail:

**ATTACHMENT B - Proposal Requirements - 1 or more sheets**

BISD #303 VDI Host Servers FY2017

Host Server Requirements

- 250 concurrent virtual desktop sessions (session details specified below)
- Redundancy for any single failure
- 3 year hardware support
- Compatibility with existing infrastructure
  - Juniper switching
  - Datrium Storage Appliance
  - VMWare ESXi 6.5 and Horizons View 7.2
- Shipping to the below address - liftgate required
  - Bainbridge High School  
9330 High School Rd NE  
Bainbridge Island, WA 98100
- Virtual Desktop Session Details:
  - 2-virtual cpu's
  - 5GB RAM (dedicated)
  - 512GB VGPU (NVIDIA GRID)
  - Windows 7 on a single monitor at 1680x1050 resolution
- Minimum Hardware Requirements Per Host:
  - 2x - 10GB SFP+ network
  - 2x - 2TB enterprise SSD
  - NVIDIA GRID GPU
  - 2x - CPU: 2.6hz, 12core (per socket)
  - RAM - 5GB per session + 10% overhead
  - Boot Drive / SD Card (16GB min)
  - PCoIP accelerator cards (optional, preferred)
- Not to be quoted
  - Storage (appliance, hyperconverged, vsan)
  - NVIDIA GRID Licensing
  - OS / Hypervisor / VDI licensing

**ATTACHMENT C - RFP Proposal Cost Overview - one sheet**

**Title of the RFP:** BISD #303 VDI Host Servers FY2017

Provide total non-recurring costs for this project:

\$ \_\_\_\_\_

Provide estimates for all taxes, surcharges, shipping, and fees such as:

Sales tax: \$ \_\_\_\_\_

City Tax: \$ \_\_\_\_\_

Shipping: \$ \_\_\_\_\_

Other fees: \$ \_\_\_\_\_