

REQUEST FOR PROPOSAL

SAUK COUNTY MANAGEMENT INFORMATION SYSTEMS

IBM Power 6 System and iSeries Upgrade AND RELATED SERVICES

DATE OF REQUEST: July 9, 2010

REFERENCE NUMBER:

RESPONSE REQUIRED BY: July 30, 2010 by 4:00 p.m.

SUBMIT PROPOSAL TO: Sauk County MIS Department
510 Broadway
Baraboo, WI 53913
(Proposals may be submitted via US Mail or the Onvia
DemandStar System – <http://demandstar.com>)

MARK PROPOSAL: Power 6 System Proposal

DELIVERY DATE: To be determined

Point of contact: Steve Pate, MIS Coordinator, Sauk County
(608) 355-3542
Email: spate@co.sauk.wi.us

PART ONE
INTRODUCTION AND GENERAL INFORMATION

1.0 INTRODUCTION

- 1.1 This document constitutes a request for competitive proposals from qualified individuals to provide computer hardware/software and/or related services in accordance with the terms and conditions set forth herein.

2.0 ORGANIZATION

- 2.1 This document, referred to as a Request for Proposal (RFP), has been divided into the following parts for the convenience of the contractor:

Part One	-	Introduction and General Information
Part Two	-	Specifications
Part Three	-	General Requirements, Terms and Conditions
Part Four	-	Proposal Submission Information
Part Five	-	Attachments

3.0 DEFINITIONS

- 3.1 For the purpose of this RFP the vendor will be referred to as Contractor and Sauk County will be referred to as County.

4.0 BACKGROUND INFORMATION

- 4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 13 villages, and 2 cities. The County has an estimated population of 55,904. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a juvenile non-secure detention facility, a highway department, a tax administration and collection effort, and other government related functions.

PART TWO
SPECIFICATIONS

EQUIPMENT AND SERVICES TO BE PROVIDED (for purposes of this RFP computer hardware/software and related services as specified below)

Sauk County currently utilizes two AS/400 systems. An iSeries 520 and a Model 270 (see attachments for system configs and software installed). The County wishes to replace these systems with one Power 6 system and upgrade the current iSeries 520 to act as a disaster recovery unit.

The disaster recovery (DR) unit would reside off-site. Data from the production system (new system) is to be replicated to the DR system automatically. Additionally, the existing 3995 WORM optical drive units are to be located offsite, attached to the DR system, for the purpose of archiving TIF images, stored by the production system, to WORM disk on a regular schedule.

- 1.0 The Contractor shall provide the following hardware and/or software for Sauk County as presented below. Sauk County has definite hardware and software in mind as well as manufacturer. Alternates may be proposed; however, Sauk County is under no obligation to consider alternates, and the contractor proposes them at the risk of rejection. Sauk County may choose not to consider exceptions other than what Sauk County has specified:

1.1 IBM 8203-E4A Power 6 System

System	Model	8203-E4A
	OS	V5R4m5
	Memory	8 GB
	CPW	4300
Disk Space	Disk Capacity	837 GB
	Disk Protection	RAID 5
Peripherals	Tape Media	LTO 4
Comm.	Network	(2) 1Gbps Ethernet
Miscellaneous	Power Source	120V - UPS

- 2.0 The Contractor shall provide the following services for Sauk County as presented below. Sauk County has definite system architecture mind. Alternates may be proposed; however, Sauk County is under no obligation to consider alternates, and the contractor proposes them at the risk of rejection. Sauk County may choose not to consider exceptions other than what Sauk County has specified:

2.1 System Installation Configuration Services Requested:

- i. Install and configure the new Power 6 system to perform the functions of the County's two existing systems.**
- ii. Upgrade the current 9406-520 iSeries system to function as an off-site disaster recovery unit and image backup system**
- iii. Migrate current applications and data to the new production system**
- iv. Install and configure 9406-520 as off-site DR system**
- v. Install and configure data replication services between the production and DR units.***

* include pricing for any additional software necessary for replication services

PART THREE, GENERAL REQUIREMENTS
STANDARD TERMS AND CONDITIONS
(REQUESTS FOR PROPOSALS)

- 1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are proposed, they must be identified by manufacturer, model number, and such other information necessary to establish equivalency. Sauk County shall be the sole judge or equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal.
- 2.0 DELIVERY: Deliveries shall be F.O.B. destination unless otherwise specified.
- 3.0 METHOD OF AWARD: Award shall be made to the lowest responsible, responsive vendor unless otherwise specified. Sauk County reserves the right to award based upon the evaluation of the proposals, which the County deems to be in its best interest.
- 4.0 PAYMENT TERMS AND INVOICING: Sauk County normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.
- 5.0 TAXES: Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below which is excepted by State Statutes.
 - 5.1 Sauk County, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel, and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Sauk County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.
- 6.0 GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.
- 7.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and not other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

- 8.0 **APPLICABLE LAW:** The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin.
- 8.1 It is understood that requirements of s. 59.52 Wisconsin Statutes do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.
- 9.0 **ARBITRATION/APPEALS PROCESS:** Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Treasurer's Department, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.
- 9.1 Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.
- 9.2 Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions stated in paragraph 9.1 above shall apply.
- 10.0 **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
- 11.0 **WARRANTY:** Unless otherwise specifically stated by the Contractor, equipment purchased as a result of this request shall be warranted against defects by the Contractor for ninety (90) days from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.
- 12.0 **CANCELLATION:** Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the vendor to comply with the terms, conditions, and specifications of this contract.
- 13.0 **PUBLIC RECORDS ACCESS:** It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
- 13.1 Proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 14.0 **DISCLOSURE:** If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the

County unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.

- 15.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

PART FOUR
PROPOSAL SUBMISSION INFORMATION

1.0 REQUIREMENTS OF CONTRACTOR

- 1.1 The selected vendor must be able to provide the required hardware and software; and install, configure and migrate existing data for the proposed system. Additionally the vendor must be able to provide service, support and maintenance for the system.
- 1.2 Each vendor shall submit a pricing worksheet (Attachment 1)
- 1.3 Each vendor shall provide a detailed configuration document for the proposed system and a description of services provided for the installation, configuration and maintenance of the system
- 1.4 Each vendor shall provide a detailed description of the replication solution proposed for disaster recovery.
- 1.5 Each vendor shall provide detailed upgrade specifications for Sauk County's current iSeries 520 to meet the requirements of the County as a disaster recovery unit.
- 1.6 Each vendor shall provide a brief company profile including: how long the firm has been in business, number of employees, number of technicians available to provide service, average response time for service, the location from which technicians will be dispatched and the name, address, telephone, fax and contact information for the firm.
- 1.7 If service will be provided by a third party vendor, include a brief history of the third party company including: how long the firm has been in business, number of employees, number of technicians available to provide services, location from which service technicians will be dispatched, average response time for service calls and the name, address, telephone, fax and contact information for the firm.
- 1.8 Each vendor shall provide a written implementation plan to include a time line from the date of hardware delivery.
- 1.9 Each vendor shall supply a list of three references for which they have installed similar systems. (Attachment 2)
- 1.10 All pricing shall be good for 90 days after the proposal date.

2.0 EVALUATION PROCESS

- 2.1 After determining that a proposal satisfies the mandatory requirements stated in this Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this Request for Proposal shall be based on the lowest and best proposal received in accordance with the evaluation criteria stated below:

2.1.1	Cost	40%
2.1.2	Continuing Vendor Support	20%
2.1.3	Overall Responsiveness of Vendor	10%
2.1.4	Vendor Reputation and Past Performance	30%

- 2.2 In the event that only one proposal is received in response to this Request for Proposal, Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole vendor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.

3.0 AWARD

Sauk County will award to the Contractor who submits a proposal that is determined to be most advantageous to the County. In determining the most advantageous proposal, Sauk County reserves the right to consider criteria such as, but not limited to, quality of workmanship, design features, compatibility, standardization, past experience, delivery, installation, vendors past performance with the County and/or service reputation and service capability. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

Attachment 1

EXHIBITS/PRICING PAGE

The Contractor shall, as part of this purchase contract, agree that Sauk County shall not be subject to any price increases from the time the contract is accepted by Sauk County until the actual delivery of the equipment and services. Sauk County shall be able to acquire the equipment and services at the new price in the event of price reductions during this same period.

The equipment and services listed below will be provided to the County at the prices stated as follows:

Description	Cost
IBM Power 6 System	
Installation, Configuration & Data Migration charges	
iSeries 520 Upgrade Hardware (if applicable)	
iSeries 520 DR configuration	
Additional Software or License Costs (itemize)	
Shipping	
Total for System	

The contractor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the contractor and Sauk County.

AUTHORIZED SIGNATURE

Date

PRINTED NAME

Title

CONTRACTOR

Attachment 2

REFERENCES

1. Agency Name: _____
 Address: _____

 Contact Person: _____

 Phone: _____

2. Agency Name: _____
 Address: _____

 Contact Person: _____

 Phone: _____

3. Agency Name: _____
 Address: _____

 Contact Person: _____

 Phone: _____