



215 N Scott Road
St. Johns, MI 48879
989-224-8127

Clinton Area Transit System
Request for Proposal for Domain Server Project
RFP #2018-01

Issuing Office: Clinton Area Transit System
215 North Scott Road
St. Johns, MI 48879

Procurement Schedule:

RFP #2018-01 Issued:	Monday, October 9, 2017
Written Questions Due:	Monday, October 16, 2017 @ 4 p.m. EST
Responses to Questions Released:	Wednesday, October 18, 2017
Proposal Due Date:	Thursday, October 26, 2017 @ 4 p.m. EST

Submit one proposal via email to: Dawn Benson: bensond@clintontransit.com

and Submit the original proposal
and three (3) copies to:

Dawn Benson, General Manager
Clinton Area Transit System
215 North Scott Road
St. Johns, MI 48879

Scope of Service:

The Clinton Area Transit System (hereafter referred to as “Clinton Transit”) is the public transportation service provider for Clinton County, Michigan. Clinton Transit is seeking proposals for the following Windows 2016 Domain Server Project:

1. Upgrade Old to New Server

- a. Install and configure new server with Microsoft Server 2016 Operating System with RAID 1.
- b. Install and configure Microsoft SQL Server 2016.
- c. Configure server as Active Directory domain controller, configuring DNS, DHCP and Remote Desktop including one license, VPN and configure two additional virtual hosts (VH1 and VH2).
- d. Configure remote DRAC or other remote and/or server-down capability.
- e. Configure new server to network, and migrate files.
- f. Create three(3) drives:
 - i. (P) for financial programs and data, including QuickBooks installation
 - ii. (S) for shared user files
 - iii. (U) for user accounts and data
- g. Migrate all user accounts.
- h. Deploy and test new environment.
- i. Go live

2. Project Scope

- a. Install new rack mount server and configure to network.
- b. Load Microsoft Server 2016 Operating System and Microsoft SQL Server 2016 software.
- c. Installation and Setup of firewall and web filter
- d. Configure the existing
- e. Load all updates and patches to date.
- f. Load all necessary files and data needed from old server.
- g. Configure all scheduled backup, Anti-Virus, Anti-Malware, Remote Access and all other after-hour maintenance configurations.
- h. Decommission old server and configure as secondary server.
- i. Configure two virtuals named VH1 and VH2.

High-Level Requirements

The new 2016 Server update system must include the following:

- Make domain control server, set DNS, DHCP, Active Directory, etc.
- Set all installs, patching, backups, over-night maintenance processes, etc.

- Set VPN, virtuals, data migrations, files and folders, test access, test accounts and systems test
- Set up Static IP range and configure all WiFi, printers, switches, firewall and webfilter.

3. Deliverables

The addition of the new Microsoft 2016 Operating System powered domain controller server with Microsoft SQL Server 2016 along with the expertise provided by your company proper set-up of the system and putting into operation will allow Clinton Area Transit years of future delivery of our transportation services to Clinton County passengers.

4. Affected Parties

Clinton Transit will need to co-ordinate time-tables and schedules not only with your company, but also Clinton Transit's primary business software provider/vendor "PCTrans" that provides our Scheduling and Dispatching software.

5. Affected Business Processes or Systems

PCTrans has requested the latest version of Microsoft SQL Server 2016 Standard, to run their software. Working in coordination with all parties involved in the project needs advanced setup and configuration before going live to achieve zero downtime. This is Clinton Transit's main and most important objective to complete this project.

6. Specific Exclusions from Scope

PCTrans is a software vendor that Clinton Transit uses for scheduling the transportation services provided to the community. PCTrans runs on the Microsoft SQL Server platform, so some collaboration will need to occur. Clinton Transit's database will be cleaned prior to PCTrans technicians loading their software into the SQL platform as or before going live.

7. Implementation Plan

New rack mounted server should be ready to rack, configured, ready for data migration and set to go live with no disruption to Clinton Transit hours of operation of inconvenience to staff. Working in conjunction with PCTrans software vendor listed above in item #6.

8. High-Level Timeline/Schedule

This project will require zero down time to Clinton Transit's normal business hours. All server and software setup and data migration needs to be performed prior to final implementation and going live must be completed after normal business hours or over a weekend.

9. Equipment Needed – Hardware and Software

- Dell PowerEdge R330 Server with Xeon #3/3 GHz Processor (or equivalent) with specification below:
 - 2 of 2TB Hard Disc Drives
 - Second redundant 350 Watt power Supply unit
 - 22 of 2 16GB RAM DDR4 Memory
- Microsoft Server 2016 Standard Software and associated licensing
 - Microsoft Server 2016 Client Access Licenses (CALs) for twelve (12) workstations
- Microsoft SQL Server 2016 Software and licensing
 - Microsoft SQL Server CALs for twelve (12) workstations
- Microsoft Remote Desktop single license
- Barracuda NextGen Firewall F-Series Firewall (or equivalent)
- Barracuda Web Security Gateway for web content filtering (or equivalent)

Proposal Content:

Proposals must include original, signed, copies of Attachment 1 – Proposal Signature Page and Attachment 2 – Price Proposal Form. The attachments must be signed in ink by an official of the submitting organization authorized to bind the submitter to the provisions of the RFP.

A separate, detailed, cost breakdown must be attached to Attachment 2 – Price Proposal Form.

The Attachment 2, Price Proposal Form, and the detailed, cost breakdown attached to it, **must** be submitted with the proposal in a separate, sealed envelope. **Failure** to submit the Price Proposal Form and the attached, cost breakdown in a separate, sealed envelope will result in the **immediate disqualification** of the proposer as non-responsive. This requirement is to prevent the possibility of the proposed price influencing the scoring of the other evaluation criteria.

Proposals must also include:

Business Organization: Full business name and address, and primary contact(s) and authorized negotiator(s) for this proposal and project, and their contact information.

Experience: A description of your firm’s experience with this type of project. Include descriptions of prior or present projects which would tend to substantiate your qualifications to perform this project.

Qualifications: A description of the qualifications of individuals performing the work, their job titles and any certifications or licenses they possess.

References: Provide four references with the business's name, address, contact person and that person's email and phone number.

Work plan: It is imperative the domain service project be completed without significant interruption of Clinton Transit operations. Provide a detailed, work plan describing how this will be accomplished.

Proposed timetable: Provide a proposed timetable for completion once the selected firm is issued a Notice to Proceed. The timetable must provide a description in the amount of time involved for each step of the project.

Warranty: Describe the duration and responsiveness of the standard warranties available with project hardware.

Questions:

Questions about this RFP must be submitted in writing by mail or delivered to Clinton Area Transit System, 215 North Scott Road, St., St. Johns, Michigan 48879, or by email to Dawn Benson, General Manager, at bensond@clintontransit.com. Phone calls involving the RFP or related questions will not be accepted. All questions, answers and any addendums related to this RFP will be sent to vendors who were sent an RFP and to every firm who has submitted a proposal or a question. All questions and/or comments must be received at least ten (10) working days prior to the proposal due date. Verbal comments are not part of this solicitation.

Optional Office Visit:

An optional office visit will be held on October 20, 2017, at 10 a.m. (EST), at the Clinton Transit office at 215 North Scott Road, St. Johns, Michigan 48879. Direct questions on the site visit to Dawn Benson, General Manager, at bensond@clintontransit.com.

Safe Access to Work Site:

The selected contractor must ensure Clinton Transit and its staff have safe access to the work site necessary to maintain normal operations. The contractor must provide Clinton Transit and its staff the information and assistance necessary for them to make complete and detailed inspections. The contractor is not entitled to a time extension or

compensation for reasonable delays, inconvenience, or any other cause attributed to Clinton Transit's reasonable inspection of the work.

The selected contractor will uphold high ethical standards and must assure compliance with oversight without collusion or conflict of interest or the appearance of collusion or conflict of interest.

Submission Deadline

Submit one proposal via email to Dawn Benson, General Manager, at bensond@clintontransit.com. Submit the original proposal and three (3) copies in a sealed envelope to: Dawn Benson, General Manager, Clinton Area Transit System, 215 North Scott Road, St. Johns, Michigan 48879. Sealed proposals are due by mail or hand delivery by Thursday, October 26, 2017, 4:00 p.m. EST. Late submissions will not be accepted.

Evaluation Criteria:

Proposals will be evaluated according to the evaluation criteria. The selection panel members are Clinton Transit's General Manager, Assistant General Manager and Information Technology Administrator. After the initial scoring, the selection panel may choose to interview in person, by phone or by video conference the top proposers in a competitive range. The purpose of the interviews will be to clarify any information or questions the evaluation team may have concerning the proposal. Original scoring may be modified based on the results of the interview.

After the scoring is complete, the envelopes containing the Attachment 2 – Price Proposal Form will be opened and evaluated to determine which proposal represents the Best Value to Clinton Transit. Best Value is defined by federal guidance as a competitive procurement process in which the grant recipient reserves the right to select the most advantageous offer by evaluating and comparing factors in addition to cost or price such that a recipient may acquire technical superiority even if it must pay a higher price.

Clinton Transit reserves the right to award to other than the lowest price proposal and to the proposal representing the Best Value to Clinton Transit. The award will only be made to a responsive and responsible firm. The selection criteria for this solicitation are following and listed in order of importance.

- Demonstrated knowledge of the tasks outlined in the Scope of Service and ability to work with the unique characteristics of this domain server project.

- Demonstrated ability to complete the project without significant interruption of Clinton Transit's regular operations.
- Past experience with similar projects.
- The duration and responsiveness of the standard warranties available with project hardware.

Withdrawal Of Offers:

Proposals may be withdrawn by written request prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. The Clinton Transit shall require proof of agency from person withdrawing the proposal.

Terms and Conditions:

Submitted proposals become the property of Clinton Transit. The contents of the submitted proposals are considered valid for one hundred and eighty (180) days after the submission deadline.

Payment will be made after the invoice for services is submitted for payment and has board approval for payment with regular monthly payable process. Final payment will not be made until the Clinton Transit is satisfied with the completed work and testing.

Clinton Transit reserves the right to waive any informalities or minor defects and to accept or reject any or all of the submitted proposals for sound, documentable, business reasons, and to postpone the proposal due date.

Conditional proposals will be considered non-responsive and may be rejected unless Clinton Transit gives specific approval to a written request received at least ten (10) working days prior to the proposal due date. No other proposal changes will be accepted after submittal. All other interested parties will be notified of any changes to the Scope of Work.

This RFP does not commit Clinton Transit to award a contract, to pay any cost incurred in the preparation of a proposal, or to preclude Clinton Transit from canceling, in part or in its entirety, this RFP, for sound, documentable, business reasons.

This project is funded by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT) grants. It is subject to federal and state guidelines. The federal requirements for this project are Materials and Supplies less than \$100,000, as attached as Attachment 3 and available on the internet.

Clinton Transit complies with all Federal and State civil rights, equal opportunity, and fair housing requirements of Title VI of the Civil Rights Act of 1964.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract. Clinton Transit is exempt from federal, state, and local taxes, and will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

The selected contractor will contract with Clinton Transit and may have to have a third party subcontract approved by the MDOT. This is a firm, fixed price contract. The awarded subcontract serves as the vendor's Notice to Proceed. Clinton Transit reserves the right to cancel the contract with thirty (30) days written notice.

The selected contractor is not relieved of responsibility for completing the project until Clinton Transit issues a written Notification of Final Acceptance.

Protests

Protests of procurement decisions or processes must submit the protest in writing to the Clinton Area Transit System, 215 North Scott Road, St. Johns, MI 48879. Protests about solicitation specifications or processes must be received ten (10) business days before the proposal due date. Post award protests must be received by Clinton Transit no later than five (5) business days after notification to all proposers of the contract award decision.

The written protest must identify the protesting party, clearly define the decision or process being protested and the reason(s) for the protest, and the relief desired of Clinton Transit.

The Clinton Transit General Manager or her/his designee will review the written protest and provide a written decision to the protestor within ten (10) business days of receiving the protest.

The protestor can appeal the Clinton Transit General Manager's or her/his designee's decision to the Clinton Transit Board. That appeal must be filed with the Clinton Transit General Manager or her/his designee within 10 business days of the General Manager's or her/his designee's decision. The Clinton Transit Board decision on the appeal will be final.

Indemnification:

The selected proposer shall indemnify, defend and hold harmless Clinton Transit, its officers, agents, employees, independent contractors, the State of Michigan, MDOT and all officers, agents, employees thereof:

--from any and all claims by persons, firms, or corporations for labor, materials, supplies or services provided in connection with any contract awarded, which the offeror shall perform under the terms of this contract; and

--from any and all claims for injuries to, or death of, any and all persons, for loss of or damage to property, environmental damage, degradation response and cleanup costs, and attorney fees or other related costs arising out of, under, or by reasons of this RFP, except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agents or employees.

Assignment:

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

Attachments:

Attachment 1 – Proposal Signature Page

Attachment 2 – Price Proposal Form

Attachment 3 – Federal Contract Clauses Materials and Supplies Less Than \$100,000