

REQUEST FOR QUOTE

AVCP Server Farm Virtualization

The Association of Village Council Presidents (AVCP) is soliciting a quote for a consultant to assess and to develop a server virtualization migration plan. The RFQ may also be used as an official bid to selection of the vender(s) that submitted the quotes.

Important Dates to Remember

December 4, 2009 **Deadline for receipt of intent to bid acknowledgment form**

December 18, 2009 **Bid closes, no proposal accepted after this time**

Open **Contract work start date**

Proposals must be received by **December 18, 2009**.

Michael J. Hoffman, Executive Vice President
The Association of Village Council Presidents
P.O. Box 219
Bethel, Alaska 99559

Phone (907) 543-7300
Facsimile (907) 543-3369

Questions or comments should be directed to AVCP at the above fax or phone number.

1. General Information

Intent

The Association of Village Council Presidents (AVCP) is soliciting for a quote in assessing and planning the server virtualization.

Primary Contact

Complete proposal documents and all questions, comments, acknowledgments of receipt and intent to make proposals must be directed and mailed to:

Michael J. Hoffman, Executive Vice President
Association of Village Council Presidents
P.O. Box 219
Bethel, Alaska 99559

Phone (907) 543-7300
Facsimile (907) 543-3369

Proposal Documents

Proposal Documents include this Request for Proposals and any addenda issued prior to award of a contract.

Addenda are written or graphic instruments issued by AVCP prior to the execution of a contract which modify or interpret the Proposal Documents by additions, deletions, clarifications, or corrections.

Acknowledgment of Receipt

Each Respondent intending to submit a proposal in response to this solicitation shall acknowledge receipt of this solicitation and intent to submit a proposal no later than **4:00 P.M., AST, on December 18, 2009**, to the primary contact identified above.

Solicitation Review

AVCP reserves the right to make use of any idea or matter made a part of any proposal submitted in response to this solicitation. The right to use any idea or matter or any material made a part of any proposal shall not be limited by AVCP's acceptance or rejection of the proposal containing such idea or matter.

Questions or comments regarding this solicitation

At its discretion, AVCP shall choose whether or not to respond to particular questions or comments about this solicitation from Respondents. Additionally, AVCP may at its discretion provide responses to questions or comments to all Respondents or may reply only to the Respondent who submitted the question or comment.

Amendments to this Solicitation

In the event it becomes necessary to revise any part of this solicitation, a copy of the revision shall be sent to each Respondent who timely acknowledged receipt of the original solicitation and advised AVCP of their intention to submit a proposal.

Submission Date

To be considered, proposals must be received by the primary contact identified above no later than **4:00 P.M., AST, December 4, 2009**. Faxed proposals will not be accepted.

Multiple or Alternate Proposals

Multiple or alternate proposals from an individual Respondent will not be considered.

Right of Rejection

AVCP reserves the right to reject any and all proposals and to waive any and all stated requirements relative to proposals.

Respondent Costs

Any and all costs incurred by each Respondent in connection with the preparation, submission, and/or presentation of a proposal, including but not limited to travel expenses, shall be the sole responsibility of the Respondent and will not be reimbursed by AVCP.

In Person Presentation

Each Respondent submitting a proposal must be willing, if requested by AVCP, to make a presentation in person to AVCP in Bethel, Alaska, at a date and time requested by AVCP. All travel expenses must be paid for by Respondent.

Disclosure of Proposal Contents

AVCP will review proposals submitted in such a manner as to avoid disclosure of content to competing Respondents. Nevertheless, all proposals and other material submitted in support of any proposal shall become, upon receipt by AVCP, property of AVCP.

Respondent's Certificate

By submission of a proposal, a Respondent is certifying to AVCP that it is not colluding with any other Respondent. AVCP will be privileged upon discovery that such certificate is false to reject the proposal or terminate any contract to which it is a party arising from the proposal.

Minimum Respondent Qualifications

1. No Joint Ventures

AVCP will not enter into a contract with a joint venture for the services made a subject of this solicitation.

2. Financial Condition

AVCP will not contract with any Respondent whose financial condition is not satisfactory to AVCP.

3. Business and Insurance License

AVCP will not enter into any contract with any Respondent who is not the holder of a current business license issued by the State of Alaska.

4. EEO Policy

AVCP will not enter into any contract with any Respondent who has been debarred from government contracts pursuant to Executive Order 11246. AVCP will not enter into any contract with any Respondent who will not expressly, in writing, undertake to abide by every applicable law governing equal employment opportunity. Any contract arising from any proposal made in response to this request, and any subcontract, will include any term(s) respecting the same matters as is prescribed by such law(s).

5. Minimum Security Screening Standards

AVCP will not contract with any Respondent who will not expressly, if requested by AVCP to do so, agree to perform a security screening on every employee prior to their performance under any contract arising from any proposal made in response to this solicitation, to ensure that each employee has never been convicted of a crime involving fraud and/or violence, or agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense.

6. Minimum Privacy and Confidentiality Standards

AVCP will not contract with any Respondent who will not expressly, in writing, agree to adhere to AVCP's standards in connection with privacy of AVCP's confidential information.

Standard Contract Information

1. Written Contract

To be enforceable, any contract arising from this solicitation must be stated in writing, signed by the parties. It will expressly provide that it is, and is intended to be, a complete statement of the entire agreement of the parties and shall include a description of duties, obligations and responsibilities of the parties providing assurances of performance, reliability, security, confidentiality, and reporting requirements. If any Respondent will require that a written contract with AVCP be in a particular form, or that such a contract contain a particular written provision, such writing should be included as part of the Respondent's proposal.

Any or all of any proposal may become an integral part of any contract arising from this solicitation. Furthermore, any contract arising from this solicitation shall not be limited by any matter stated in this solicitation or the successful proposal. The contract formed after receipt of a proposal may include additional terms and conditions.

2. Indemnification

The successful Respondent will, as a part of any contract arising from this solicitation, be required to expressly, in writing, indemnify, save harmless, protect and defend AVCP, its officers, agents and participants from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages (including, without limitation, solely economic damages), sustained by any person or property arising directly or indirectly as a result of any act of the successful Respondent, a subcontractor, or anyone directly or indirectly employed by them in the performance of any portion of any contract arising from this solicitation. The successful Respondent shall also be required to reimburse AVCP for, any and all losses, defense costs, damages, debts, liabilities, obligations, judgments, orders, awards, writs, injunctions, decrees, fines, penalties, taxes, costs or expenses (including but not limited to any legal and accounting fees and expenses) related to Respondent's work under any contract arising from this solicitation.

Any proposal submitted, to be considered by AVCP, must be accompanied by evidence satisfactory to AVCP of Respondent's ability to perform such an undertaking.

3. Insurance and Financial Responsibility Requirements

As a part of any contract arising from this solicitation, the successful Respondent shall be required to obtain and maintain in force at all times during its performance of the contract, the proper licenses, permits, insurance, and bonds, to the minimums required by law, to be engaged in the business described in the contract. Respondent must obtain Commercial General Liability insurance, Automobile Liability insurance, and Workers Compensation insurance from a company authorized to do business in Alaska. Respondent agrees to pay any and all expenses relative to obtaining any of these required items, including any fines and penalties incurred by AVCP or Respondent relative to such items. Respondent agrees to provide certificates of insurance or other proof of any of the required items described to AVCP prior to commencing work under the contract.

4. Payment By Check

AVCP will pay by check for services performed under any contract arising from this solicitation.

5. Prime Contractor Responsibilities

As part of any contract arising from this solicitation, the successful Respondent will be required to assume responsibility for all services to be furnished whether they are furnished by the successful Respondent or a subcontractor. Furthermore, the successful Respondent will be the only party other than AVCP that is a party to the contract; the only one with whom AVCP will engage in communication respecting matters related to performance under the contract; and the only one to whom any payment required of AVCP under the contract will be made.

6. No Assignment

Any contract arising from this solicitation will expressly bar the successful Respondent's assignment of the contract or any of such Respondent's rights under the contract, without the prior written consent of AVCP; and expressly provide, in substance, that any purported assignment or transfer without such prior written consent will be void and without force or effect.

7. Contract Term

The term of the proposed term of contract arising from this solicitation shall begin on a determined date after review of proposals. Further extensions will be at the discretion of AVCP.

AVCP Furnished Items

AVCP will provide a contact person to coordinate these services.

Respondent Furnished Items

Respondent shall perform the services as set forth in the Scope of Work outlined in Section 3. below.

Form of Proposal

Information provided in this proposal is intended to bring about a complete proposal by each Respondent, not to limit the content of proposals. Respondent's proposal may include any information in whatever form the Respondent may choose.

The proposal must be outlined in the following manner:

- Title Page
 - Show the RFQ/RFP subject, the name of the Respondent's company, local address, telephone number, name of the contact person, and the date.
- Table of Contents
 - Include a clear identification of material by section and page number.
- Letter of Transmittal
 - Limit to one or two pages.
 - Briefly state the understanding of work to be completed and state positive commitment to perform the work.
 - State the names of the persons who will be authorized to make representations for the Respondent, their titles, addresses, and telephone numbers.
 - State that the person signing the letter will be authorized to bind the Respondent.
- Profile of the Respondent
 - State whether the firm is local, regional, national, or international.
 - State the location of the office from which the work is to be completed and the number of partners, managers, supervisors, seniors, and other professional staff employed at the office.
 - Describe the range of activities performed by the local office.
- Summary of Respondent's Qualifications
 - Identify the people who will work on the project.
 - The Respondent shall describe its recent experience in Alaska similar to the type requested and its experience with Alaska tribal non-profit organizations, if any.
- Respondent's Approach to Web Design and Development Services
 - Proposals shall indicate what will be accomplished and specify as much as possible how those goals will be accomplished.

Draft Contract

Respondent's form of proposal may be accompanied by a proposed form of written contract. Respondent's proposal should be accompanied by a complete written statement of any contract term that, according to Respondent, must be a term of any contract it makes with AVCP arising from this solicitation.

Confidentiality of AVCP's Information

Information supplied by AVCP to Respondent in connection with this Request for Proposals is the confidential information of AVCP. Respondent and its employees and agents shall protect the confidentiality of AVCP furnished information and prevent its use and disclosure.

2. Price

- This solicitation supersedes any and all prior solicitations, and/or communications, and/or negotiations with any Respondent about any of the services contemplated hereby.
- Under any contract arising from this solicitation, AVCP will not undertake to pay any tax arising from the transaction whatsoever.
- The costs reflected in your proposal will be considered your final and lowest possible price.
- Any fee schedule submitted must include labor, equipment, materials, travel, overtime, etc., as it relates to this solicitation.

3. Scope of Work

AVCP Server Virtualization Assessment and Migration Plan

1. Gathering Information (Deliverable: A report listing options to virtualize servers.)
 - a. Contractor will assess current AVCP Server infrastructure.
 - b. Contractor will submit a report on all servers that are candidates for virtual services.
 - c. Contractor will submit a quote for virtual server equipment including software licensing.
 - d. Contractor will submit a training cost for installation and maintenance of virtual server(s).
2. Migration Plan (Deliverable: A draft migration plan)
 - a. Contractor will develop a migration plan to virtualization of eligible server equipment(s) and must meet high availability of services and meet disaster recovery options which may include the following services;
 - i. Domain Controllers
 - ii. Application Servers (IIS Proxy, Web Filter, OS Updaters, Database Servers)
 - iii. File Servers
 - iv. Print Servers
 - v. Email Servers
 - vi. Others
 - b. Contractor will work with AVCP IT staff to address the virtualization assessment and migration plan.
3. Present migration to AVCP IT staff and others to obtain feedback. (Deliverable: A presentation)
 - a. Contractor will work with AVCP IT staff to incorporate feedback into migration plan.
 - b. Contractor will finalize the migration plan.
4. Present final server virtualization plan to AVCP Administration and other AVCP staff for approval. (Deliverable: A presentation and a final virtualization plan)
5. Provide Training options and costs for AVCP Information Technology Staff in maintaining the virtual server(s). (Deliverable: A presentation)
 - a. Contractor will train AVCP staff and technology staff on maintaining the virtual server(s).

Where:

Work to be completed at the AVCP premises in Bethel, Alaska, and other locations as agreed upon by AVCP.

When:

Upon selection of bidding party contract will begin (enter date).

4. References

List three references that have used your services. Include company name, address, contact, phone number/email and the scope of the services provided.

5. Increased Demand for Services

Please describe your ability to respond to an increase in demand for your services from AVCP in the event that the need for such services increases.

6. Impact on Respondent of Contract

Please provide an explanation of the impact to your organization of the proposed contract. For example, will this be your largest/smallest contract, will your organization be required to hire additional staff or enter into agreements with other contractors to supply the requested services, etc.

Solicitation Acknowledgement Form

The undersigned acknowledges that he is in receipt of the solicitation for proposals for AVCP Server Farm Virtualization and intends to respond to the solicitation on or before **December 18, 2009**.

Firm Name: _____

Firm Address: _____

By: _____

Title: _____

Printed Name: _____

Date: _____

Fax This Document To:

Michael J. Hoffman, Executive Vice President
Association of Village Council Presidents
Box 219
Bethel, Alaska 99559
FAX: 907-543-3369