

NETWORK ADMINISTRATION AND SERVER REPLACEMENT

Request for Proposal

April 12, 2017

**Josephine Housing and Community
Development Council**

**1205 NE Seventh Street
Grants Pass, OR 97526**

(541) 479-5529

www.jhcdc.net

JOSEPHINE HOUSING AND COMMUNITY DEVELOPMENT COUNCIL

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SECTION 1. JOSEPHINE HOUSING AND COMMUNITY DEVELOPMENT COUNCIL

BACKGROUND INFORMATION

The Josephine Housing and Community Development Council (JHCDC) formed in 1975, as a public housing authority under the general laws of the State of Oregon, ORS 456, to assist the communities within Josephine County as well as the City of Grants Pass, in meeting housing and community development needs. The JHCDC contracts with the United States Department of Housing and Urban Development (HUD) to administer its rental assistance programs.

SECTION 2. GENERAL INFORMATION

SCOPE OF WORK

The JHCDC seeks proposals from experienced professional Firms for “Network Administration and Server Replacement.” Said Firm must be experienced with HAB Housing Software Solutions, Housing Management Software, and will manage all levels, and parts of the computer network from server to workstation and all of its encompassing functions, equipment, and software including assistance with likely telephony integration. Firm will perform all installations, inventory, maintenance, and oversee security functions, its maintenance, and upgrades, and manage back-up functions, its stability and reliability for impending use should an event occur whether at a system-wide level or individual workstation failure. This list may not be all-inclusive, and does not limit areas not listed.

Proposal accepted by the JHCDC, does not obligate the JHCDC to purchase computer equipment, replacement parts, hardware devices, cabling, licenses, software etc., from the successful Firm.

DEVICES

Server:

Computer: Dell System PowerEdge T310
CPU: Intel Xeon X3450 (Lynnfield Xeon, B1) 2666 MHz (20.00x133.3)
@ 2657 MHz (20.00x132.9)
Motherboard: DELL 02P9X9
Chipset: Intel 3420 (IbexPeak)
Memory: 16375 Mbytes @ 664 MHz, 9.0-9-9-24
Graphics: Matrox G200eW Video Adapter (Dell)
Matrox MGA-G200eW, 0 MB
Drive: HL-DT-ST DVD-ROM DH40N, DVD-ROM
Drive: DELL PERC 6/I Adapter, Disk drive
Drive: 834GB Hard Drive
Network: Broadcom NetXtreme II BCM5716C Gigabit Ethernet
Network: Broadcom NetXtreme II BCM5716C Gigabit Ethernet
OS: Microsoft Windows Server 2008 R2 Standard (x64) Build 7601

CPU's and Workstations: 7 Windows 7
 4 Windows 10

Software: 11 Housing Management Software (H.M.S. v2016.299).
 11 Microsoft Office 7

Printers: 1 - Ricoh MP 6002 Copier, Printer, Scanner 1 - Brother HL-L6200DW
 2 - Brother HL-L5100DN 1 - HP Laser Jet p2015dn
 1 - HP Laser Jet 1022 1 - HP Laser Jet 4200n

Facsimile machines: 2 - Brother IntelliFAX 4100e

Telephone System: 11 - Starplus STS (replacement in near future)

The JHCDC network incorporates only workstations at the JHCDC office.

SECTION 3. PROPOSALS

REQUIRED CONTENT

1. Stipulate and specify Firm background and history including training, licenses, certifications, and experience in the field of Information Technologies.
2. Stipulate and specify length and type of experience conducting business with HAB Housing Software Solutions.
3. Stipulate and specify definition of emergent and non-emergent situations, how to report, and Firm response time in each definition.
4. Specify Firm responsibilities to JHCDC and relational cost differences, if any, for any “levels” of Network Administration. Identify period in which listed costs will be effective, date/period last increase took place in each level, and expected increases.
5. Specify timetable for assuming responsibilities for Network Administration and Server Replacement, along with expected downtime.
6. Specify Firm costs, separately, at each “level”, if any, upon telephony integration. If an initial set-up fee or rate applies for telephony integration, identify its cost or an estimated cost, separately.
7. Specify recommendation options for Server Replacement and any known related necessary equipment and/or software replacements/upgrades in each option. Include cost and relate with longevity and period of support. Distinguish any feature(s) relating to telephony integration, separately, within each option, if applicable.
8. Stipulate understanding of condition that only licensed and bonded skilled labor will perform work on JHCDC equipment.

9. Stipulate understanding of condition that no laborer or material supplier etc. may experience discrimination by reason of race, creed, color, religion, national origin, disability, marital status, sexual orientation, status with regard to public assistance, sex, or age.
10. Stipulate understanding of condition that all Firm employees, contractors or subcontractors are citizens or legal non-citizens of the United States.
11. Stipulate understanding of condition Firm must comply with all federal and state laws.
12. Stipulate understanding of condition Firm must be licensed, and provide proof of licensure.
13. Stipulate understanding of condition and provide proof of current *Worker Compensation coverage* from an insurance company licensed to do business in the State of Oregon, which includes all Firm subject workers, and the period of coverage. This coverage must continue through the lifetime of the accepted proposal, and proof of coverage provided upon each renewal.
14. Stipulate understanding of conditions and provide proof of current *Commercial General Liability* and *Cyber Liability* insurances from an insurance company licensed to do business in the State of Oregon. Each said policy must cover Firm for the benefit of JHCDC agents, employees, and officials from all claims for bodily injury including accidental death and all claims for property damage, in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000. The insurance must cover any occurrences resulting from any conduct, act or failure to act, by Firm, or by an agent, employee or representative of Firm, and which occurrence or occurrences result in damages of any kind including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest. Firm shall require its insurance carrier to provide to the JHCDC a synopsis certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated, or canceled by the carrier

without 30-days written notice sent by Certified Mail, by the insurance carrier to the JHCDC. No acts on behalf of Firm will take place at JHCDC until said insurance is in full force and effect. This coverage must continue through the lifetime of the accepted proposal; continuing proof provided upon each renewal.

15. Stipulate understanding of condition that Intellectual Property created during the course of hours billed by and paid to Firm, by the JHCDC in performance of Firms Network Administration and Server Replacement duties at, during or for JHCDC, automatically belongs to the JHCDC, unless there is a written contract to the contrary.
16. Stipulate current or ongoing litigation or conflicts of interest, perceived conflicts of interest or affect Firm ability to provide services.
17. Stipulate procedures Firm uses to identify and address conflicts of interest.
18. Stipulate understanding of, and agreement to comply with JHCDC CONFIDENTIALITY STATEMENT. Confidentiality is the preservation of privileged information concerning the client served by the Josephine Housing and Community Development Council (JHCDC) and includes information heard or viewed. All client information and records are confidential. Apart from damaging any relationship with the client, disclosure of information makes you legally liable. All records concerning specific clients are confidential. In contrast, general information, policy statements, statistical material and similar information, which is not identified with an individual client or family, is not confidential. No contact with clients either during business or outside of business is permitted, unless otherwise approved by the JHCDC Executive Director, in writing. For purposes of this section, contact includes any in person, telephone, written, or electronic communication.
19. Stipulate understanding of, and agreement to comply with JHCDC DRUG-FREE WORKPLACE: "The Drug-Free Workplace Act of 1988 requires that all grantees receiving grants for any Federal Agency will maintain a drug-free workplace. Consumption, possession, sale, or distribution of alcoholic beverages on JHCDC property or during working hours is strictly prohibited.

Consumption, possession, distribution, or sale of illegal drugs is never permitted. Medically authorized or prescribed medications may be possessed and consumed on JHCDC property and during working hours, when required pursuant to physician prescription.”

20. Submit two (2) Firm proposal hard copies, addressed to Teresa Santucci, Executive Director, Josephine Housing and Community Development Council, 1205 NE Seventh St, Grants Pass, OR 97526, and one (1) emailed copy in PDF format, delivered to: teresa@jhcdc.net, both identified as “Proposal for Network Administration and Server Replacement,” before 12:00, Noon, on 05-15-17. Late or faxed submissions not accepted.

EVALUATIONS

The JHCDC will evaluate proposal submissions granting preference to Firms located in Josephine and/or Jackson counties who have received direct training from HAB Housing Software Solutions. The JHCDC reserves the right, where it may serve the best interest of the JHCDC, to request additional information or clarification from Firms, or to allow corrections of errors or omissions. At the discretion of the JHCDC, Firms who submit proposals may need to make an oral presentation as part of the evaluation process. Please provide instructions regarding whom to contact for questions and/or to request an oral presentation.

No Firm will be discriminated against based on race, creed, color, religion, national origin, disability, marital status, sexual orientation, status with regard to public assistance, sex, or age.

Send inquiries or requests for information to Teresa Santucci, at teresa@jhcdc.net. The JHCDC is not obligated to award the contract based on cost alone. The JHCDC anticipates accepting a proposal before 05-31-2017, and all Firms who submitted proposals will be notified. The JHCDC reserves the right to modify this proposal and its dates.