

# Developmental Disabilities Resource Board

156 St. Peters Centre Blvd.  
St. Peters, MO 63376  
636-939-3351

## REQUEST FOR PROPOSALS

### COMPUTER HARDWARE/SOFTWARE, INSTALLATION AND CONFIGURATION

#### **Background:**

The DDRB is a public taxing entity, commonly known as a "Senate Bill 40 Board" that enters into funding contracts with agencies that serve individuals with developmental disabilities in St. Charles County. This public tax was established in 1977 when voters of St. Charles County approved to tax themselves up to sixteen cents per \$100.00 of assessed property valuation to provide community based programs and supports for citizens with developmental disabilities.

Funded services include: adult day programs, residential services, advocacy services, supported daycare, early intervention, family support, transitional programs, respite, sheltered workshop, adaptive equipment, supported employment and recreation.

A nine member volunteer Board of Directors (the DDRB) appointed by the St. Charles County Executive sets the financial and administrative framework for the agency and hires and directs the Executive Director to conduct the everyday operations of the agency. The Board delegates administrative responsibilities and accountability to the Executive Director, while maintaining constant check of the agency to assure that actions are within the framework of Board established policies and procedures.

#### **Statement of Purpose:**

The DDRB is seeking proposals to contract with an organization to provide computer hardware and software as requested in writing by the DDRB. In addition, the organization will provide delivery, installation and configuration of that hardware and software, as well as integration into the existing network, following DDRB's instructions, which will be provided.

#### **1.0 Scope of Work/System Requirements:**

##### Computer Hardware

- 3 - 3.33GHz (or faster) Servers
  - each with the following specifications:
  - (3.33GHz, 1333 MHz FSB, 80W) Processor
  - 4GB Fully Buffered DIMM 2X1GB Memory
  - Smart Array Controller
  - Embedded Gigabit Network Adapter
  - 1000-W Hot-Plug Power Supply
  - Redundant Hot-Plug Fans
  - Integrated Lights Out 2 (iLO 2) Standard Management

- 3 Years Parts and on-site Labor, Next Business Day
  - 3 each (9 total) - 72GB-128GB Hot Plug 2.5 SAS 10,000 rpm Hard Drive – (configured at RAID 5)
  - Floppy Drive Option Kit
- 1- APC Netshelter (AR3100) SX 42U 600X1070MM DEEP – BLACK
  - 1 - 1U RM KVM SWCH 17IN-LCD CONSOLE KYBD TOUCHPAD (B020-008-17)
  - 2 - SURGEARREST 9-OUTLET 120V BLK NET9RMBLK
  - 4 - 10FT PS/2 PREMIUM CABLE KIT FOR KVM
  - 4 - Tripp Lite video / USB cables - 10 ft
  - 3 - APC Smart-UPS RT Rack Mount
  - All Cat5e Cabling required

#### Computer Software

- 3 – Microsoft Windows 2003 Server
- 1 – Microsoft ISA Server

#### Installation and Configuration

- Installation of all hardware in rack
- Connectivity of servers within existing network
- Installation of Windows Operating System on each server
- Configuration of servers in network
- Configuration of all software to DDRB specifications

## 2.0 Instructions to Applicants

- 2.1 Applicants shall submit an original and eight (8) copies (please include color in copies if original contains color) of the proposal to:

Peg Capo, MBA  
 Executive Director  
 Developmental Disabilities Resource Board  
 156 St. Peters Centre Blvd.  
 St. Peters, MO 63376

**Proposals are due in the DDRB office no later than  
 Monday, November 10, 2008, @ 3:00 p.m.**

- 2.2 The proposals shall include the following:
- a) Applicant's experience, knowledge and understanding of Hardware and Software, especially those related to installation, system integration, and connectivity.
  - b) Current resume(s) of the individual(s) who will provide services to the DDRB.
  - c) A minimum of three references from organizations for which the applicant and/or subcontractors have performed similar services.
  - d) A detailed description of the applicant's response to the scope of work as defined in this RFP.
  - e) A not to exceed cost for hardware, software, hardware/software installation and connectivity, software customization.

### **3.0 Evaluation of Proposals**

- 3.1 The DDRB's Technology Committee will review staff recommendations.
- 3.2 Prior to the award of the contract, the DDRB's Technology Committee may request a meeting with the organization(s) best representing the needs as described in this RFP.
- 3.3 The DDRB's Technology Committee will prepare a report to the full Board, including a recommendation of which respondent should be awarded the project.
- 3.4 A final decision on this matter will be made by the full Board of the DDRB no later than Friday, December 19, 2008.
- 3.5 Proposals will be reviewed by the DDRB in accordance with the following criteria:
- a) The proposed approach to the scope of work
  - b) The level of experience of the organization(s) identified to work on this project
  - c) The organization(s), including all sub-contractors, experience with similar projects
  - d) The responses from references
  - e) The total proposed cost

#### **4.0 Conflict of Interest**

The applicants agree that they or their managers or their employees, or sub-contractors, do not currently have, nor will they have, any conflict of interest between themselves, the agencies funded by DDRB, or the DDRB or are related to any member of the Board, Executive Director or any employee of DDRB. Any perceived or potential conflict of interest shall be disclosed in the proposal.

#### **5.0 Contractual Agreement**

- 5.1 The DDRB will issue a contract with the selected applicant(s).
- 5.2 The DDRB will have all ownership rights to all the hardware/software as well as any of the customized code and written materials, in new development and core customizations written specifically for DDRB, with the exception of any previously copyrighted materials.
- 5.3 The manner and time of payment will be addressed in the contract.
- 5.4 The successful applicant must agree to comply with all Federal, state and local laws, including trademark and patent restrictions.

#### **6.0 Rights Reserved to the DDRB**

The DDRB reserves the right to accept any part of any proposal as well as reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the DDRB will be served.

#### **7.0 Questions**

All questions must be made in writing to Glen M. Goldstein, DDRB's Project Manager via email at **[glen@glengoldstein.com](mailto:glen@glengoldstein.com)**. Only questions sent to this email address will be answered. All questions and answers will be published to all bid participants online at **[www.glengoldstein.com/ddrb](http://www.glengoldstein.com/ddrb)**.