

Memorandum for General RFP Configuration

To: All Vendors with a current valid proposal for RFP #3421 for standalone or LAN-based hardware or software to run in a Windows, Apple, or Open-Systems UNIX environment for the State of Mississippi

From: David L. Litchliter

Date: February 7, 2005

Project Number: 35651

Contact Name: Brenda Ballard

Contact Phone Number: 601-359-1893

Contact E-mail Address: brenda.ballard@its.state.ms.us

The Mississippi Department of Information Technology Services (ITS) is seeking the hardware described below for purchase by the State of Mississippi Treasury Department. Our records indicate that your company currently has a valid proposal on file at ITS in response to RFP #3421 for standalone or LAN-based hardware or software to run in a Windows, Apple, or Open-Systems UNIX environment for the State of Mississippi. Our preliminary review of this proposal indicates that your company offers products or services that are appropriate to the requirements of this project. Please submit a written response for the requested equipment.

1. General LOC Instructions

- 1.1 Beginning with Item 4.1 of the LOC, label and respond to each outline point as it is labeled in the LOC.
- 1.2 The Vendor must respond with "ACKNOWLEDGED," "WILL COMPLY," or "AGREED" to each point in the LOC.
- 1.3 If the Vendor cannot respond with "ACKNOWLEDGED," "WILL COMPLY," or "AGREED," then the Vendor must respond with "EXCEPTION." (See attached instructions regarding Vendor exceptions.)
- 1.4 Where an outline point asks a question or requests information, the Vendor must respond with the specific answer or information requested.

1.5 In addition to the above, Vendor must provide explicit details as to the manner and degree to which the proposal meets or exceeds each specification.

2. LOC Project Schedule

Task	Date
Deadline for Vendor Questions	February 11, 2005
Proposals Due	February 18, 2005
Proposal Evaluation	February 18, 2005 – February 22, 2005
Notification of Award	February 23, 2005
Hardware Delivered	March 4, 2005

3. General Overview

The State of Mississippi Treasury Department is seeking to purchase a Rack-mount Tape Library and other supplies and services necessary to implement a fully functional backup tape storage system. The proposed tape library must meet the specifications attached to this memo. The proposed tape library must be implemented within the existing HP-based LAN and WAN environment. The State of Mississippi Treasury Department has established a HP standard for all of their existing servers and storage devices. Currently, computer processing is accomplished through the use of eight (8) HP servers. These eight (8) servers are located in the Woolfolk State Office Building at 501 Northwest St., Jackson, MS. 39201.

The State of Mississippi Treasury Department is requesting vendor assistance for the complete integration of the new products into the existing agency environment.

4. Statement of Understanding

4.1 The Vendor must provide pricing for all of the equipment detailed below.
Equipment must be delivered by March 4, 2005.

4.2 Vendors must be aware that ITS reserves the right to purchase this equipment from multiple vendors if advantageous to the State.

5. Functional/Technical Specifications

5.1 Vendors must propose Hewlett Packard equipment that meets or exceeds the following specifications:

Material Code	Qty.	Description
301897-B24	1	HP StorageWorks MSL5030 1 Ultrium 230 Drive Rack-Mount Tape Library with Embedded FC Router Option
301901-B21	1	HP StorageWorks MSL5000 LTO Ultrium 230 drive upgrade
C7971AL	1	20 Pack HP Ultrium 200GB Pre-labeled Data Cartridges
C7978A	3	HP Ultrium Universal Clening Cartridge
221691-B22	1	5m Multi-Mode LC/SC Fibre Channel Cable
C7971A	10	HP Ultrium 200GB Data Cartridge

- 5.2 All proposed equipment must be new.
- 5.3 Vendors must review the specifications, describes and propose any additional components necessary to render the configuration fully operational with the customer's HP LAN/Server environment.

6. Installation

Vendors must propose the cost to install all equipment and components. Also, vendor must implement the existing Veritas software with the new equipment to ensure that the equipment is fully integrated into the existing environment. Services must include the following:

- 6.2 Vendors must insure that the proposed hardware and existing Veritas software is fully operational and performs properly. This means that the tape library is fully installed and functional and that it is completely integrated into the existing environment at the State of Mississippi Treasury Department.
- 6.3 Vendor must provide all fiber channel cables to connect to the existing Compaq StorageWorks SAN Switch 16-EL, and ensure the tape library is communicating properly with the switch.

7. Maintenance and Support

Vendor must state the warranty period for each item proposed, during which time maintenance need not be paid. Vendor must give a brief description of warranty (include: days, hours, onsite, response time, etc).

8. Additional Requirements

- 8.1 Vendor must specify the discounted price for each item. Freight is FOB destination. No itemized shipping charges will be accepted.

- 8.2 Equipment will be delivered to the State of Mississippi Treasury Department, Attention: Thomas Bounds, Woolfolk State Office Building at 501 Northwest St., Jackson, MS 39201.
- 8.3 Vendor must quote an upgrade of the warranty for the HP Ultrium to HP's CarePak 3 year 4 Hour 13x5 Hardware MSL5030 Library (part#U2860E).
- 8.4 ITS may require a contract with the winning vendor. A sample Purchase Agreement has been attached for reference. If the winning Vendor has a Master Agreement with ITS, a Supplement may be negotiated instead of a new Agreement.

9 Proposal Exceptions

- 9.1 Please return the attached Proposal Exception Summary Form with any exceptions listed and clearly explained or state "No Exceptions Taken." If no Proposal Exception Summary Form is included, the Vendor is indicating that he takes no exceptions.
- 9.2 Unless specifically disallowed on any specification herein, the Vendor may take exception to any point within this LOC, including a specification denoted as mandatory, as long as the following are true:
 - 9.2.1 The specification is not a matter of State law;
 - 9.2.2 The proposal still meets the intent of the LOC;
 - 9.2.3 A Proposal Exception Summary Form is included with Vendor's proposal; and
 - 9.2.4 The exception is clearly explained, along with any alternative or substitution the Vendor proposes to address the intent of the specification, on the Proposal Exception Summary Form.
- 9.3 The Vendor has no liability to provide items to which an exception has been taken. ITS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Vendor and ITS will discuss each exception and take one of the following actions:
 - 9.3.1 The Vendor will withdraw the exception and meet the specification in the manner prescribed;
 - 9.3.2 ITS will determine that the exception neither poses significant risk to the project nor undermines the intent of the LOC and will accept the exception;
 - 9.3.3 ITS and the Vendor will agree on compromise language dealing with the exception and will insert same into the contract;

9.3.4 None of the above actions is possible, and ITS either disqualifies the Vendor's proposal or withdraws the award and proceeds to the next ranked Vendor.

9.4 Should ITS and the Vendor reach a successful agreement, ITS will sign adjacent to each exception which is being accepted or submit a formal written response to the Proposal Exception Summary responding to each of the Vendor's exceptions. The Proposal Exception Summary, with those exceptions approved by ITS, will become a part of any contract on acquisitions made under this LOC.

9.5 An exception will be accepted or rejected at the sole discretion of the State.

9.6 Prior to taking any exceptions to this LOC, ITS requests that, to the extent possible, the individual(s) preparing this proposal first confer with other individuals who have previously submitted proposals to ITS or participated in contract negotiations with ITS on behalf of their company, to ensure the Vendor is consistent in the items to which it takes exception.

10 Scoring Methodology

10.1 ITS may use the following items to score proposals received.

10.1.1 Cost

10.1.2 Technical Specifications

10.1.3 Warranty/Support

10.1.4 Added Value

10.2 Each of these categories is assigned a weight between one and 100. The sum of all categories, other than Added Value, will equal 100 possible points. An Added Value rating between 0 and 5 will be assigned based on the assessment of the selection committee. These points will be added to the total score. All information provided by the vendors and other information available to ITS staff will be used to evaluate the proposals.

11 Instructions to Submit Product and Cost Information

Please use the attached CP-6: RFP Information Form to provide product descriptions, part numbers, and cost. Follow the instructions on the form. Incomplete forms will not be processed.

12 Delivery Instructions

Vendor must deliver their response to Brenda Ballard at ITS by Friday, February 18, 2005, by 3:00 P.M. (Central Time). Responses may be delivered by hand, via mail or by fax. Fax number is (601) 354-6016. **ITS WILL NOT BE RESPONSIBLE FOR**

DELAYS IN THE DELIVERY OF PROPOSALS. It is solely the responsibility of the vendor that proposals reach **ITS** on time. Vendors should contact Brenda Ballard to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

If you have any questions concerning this request, please e-mail Brenda Ballard of **ITS** at brenda.ballard@its.state.ms.us. Any questions concerning the specifications detailed in this LOC must be received by Friday, February 11, 2005, by 3:00 P.M. (Central Time).

Enclosures: CP-6: RFP Information Form
Proposal Exception Summary Form
Sample Purchase Agreement

CP-6: RFP INFORMATION FORM - 3421

Please submit the **ITS** requested information response under your general proposal #3421 using the following format.

Send your completed form back to the Technology Consultant listed below. If the necessary information is not included, your response cannot be considered.

ITS Technology Consultant Name: Brenda Ballard **RFP#** 3421
Company Name: _____ **Date:** _____
Contact Name: _____ **Phone** _____
Contact E-mail: _____

Mfg.	Mfg. Part #	Description	Qty.	Unit Cost	Total Cost
HP	301897-B24	HP StorageWorks MSL5030 1 Ultrium 230 Drive Rack-Mount Tape Library with Embedded FC Router Option	1		
HP	301901-B21	HP StorageWorks MSL5000 LTO Ultrium 230 drive upgrade	1		
HP	C7971AL	20 Pack HP Ultrium 200GB Pre-labeled Data Cartridges	1		
HP	C7978A	HP Ultrium Universal Clening Cartridge	3		
HP	221691-B22	5m Multi-Mode LC/SC Fibre Channel Cable	1		
HP	C7971A	HP Ultrium 200GB Data Cartridge	10		

Detail terms of warranty (duration, response time, all other relevant details):

*Manufacturer model number, not Vendor number. If Vendor's internal number is needed for purchase order, include an additional column for that number

**If Vendor travel is necessary to meet the requirements of the LOC, the Vendor should propose fully loaded costs including travel

PROPOSAL EXCEPTION SUMMARY FORM

ITS LOC Reference	Vendor Proposal Reference	Brief Explanation of Exception	ITS Acceptance (sign here only if accepted)
(Reference specific outline point to which exception is taken)	(Page, section, items in Vendor's proposal where exception is explained)	(Short description of exception being made)	

1.