REQUEST FOR PROPOSALS #CC476-16

Casper College
DDI – Comprehensive IP Address Management Solution

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for the above project.

SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE PURCHASING DEPARTMENT BY NO LATER THAN:
2:00 P.M. (our clock) July 28, 2016.

Proposals will be opened at this time in Room #310 of the Gateway Bldg.
Please provide one (1) original and one (1) copy in a sealed envelope.

Proposals received after the time and date specified will not be considered.

Sealed proposals must be sent or delivered to:

Casper College
125 College Drive
Casper, Wyoming 82601

Attn. Debbie Przybylowicz, Purchasing Specialist
Gateway Building Rm. #311A

Please clearly mark the outside of your envelope:
“DDI - RFP #CC476-16”

Telephone, fax, or email proposals will not be accepted
Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

Although pricing is important, it will not be the only factor considered when evaluating proposals (see page 5 & 6).

Preferences:
Preference shall be given to Wyoming contractors, subcontractors, laborers and materials required by Wyoming Statutes Sections 16-6-102 through 16-6-107. If bidding as a Wyoming Resident, a “State of Wyoming Certificate of Residency Status” must be furnished before the proposal will be awarded (this can be included with your proposal or produced prior to award). If this cannot be produced in a reasonable amount of time the preference will not be used in the proposal evaluation.

Preference for State Laborers:
Bidders should be aware that the Work shall be required to be conducted in compliance with the “Wyoming Preference Act of 1971”. Special attention is called to Wyoming Statutes Sections 16-6-201 through 16-6-206. The awarded contractor will be required to provide Casper College with proof of compliance before the project is started.

**ITB/RFP POSTING & DOWNLOADING:**

All Casper College ITB's & RFP's will be posted on the web-pages shown below. Bidders are responsible for checking these sites for addendums prior to sending in their proposals.

**Note:** Bid awards are also posted on these sites.

[www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing)

We also post on:

[www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)

Refer questions to (email is preferred):

Debbie Przybylowicz  
[debbiep@caspercollege.edu](mailto:debbiep@caspercollege.edu)  
Ph 307-268-2035

Or

Paul Christman  
[pchristman@caspercollege.edu](mailto:pchristman@caspercollege.edu)  
Ph 307-268-2633

Sincerely,

Debbie Przybylowicz  
Purchasing Specialist
GENERAL

- Proposals must be received in the Purchasing Office by the date and time specified. Proposals received after the specified date and time will not be accepted.
- Only SEALED proposals will be accepted. Please mark the outside of your envelope "Confidential" and include the proposal number. Telephone, fax, or emailed proposals will not be accepted.
- All work and materials should comply with our specifications and qualifications although we may consider some variations or alternate proposals at our option.
- All changes or interpretations will be made by written addendum. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College.
- Expenses incurred in proposal preparation, pre-bid meetings, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by the college.
- All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- All materials submitted with regard to this solicitation become the property of the college. The college will have the right to use any ideas contained in proposals received, with the exception of proprietary or confidential information.
- The specifications, brand names, styles, etc. shown are preferred. At our option we may consider variances or alternate bids.
- Include a copy of material specifications and material and labor warranties.
- Bid prices must include all material, labor, implementation, profit, and delivery (FOB) Casper College, Casper Wyoming.
- Bidders are encouraged to submit several references.
- Use attached bid form and include your own form with detailed specifications and pricing.
- Casper College will make no advance payments for materials, implementation, or labor.
- Expenses incurred in preparation, pre-bid visits/meetings, submission, and presentation in response to this RFP are the responsibility of the bidder and will not be reimbursed by the college.
- By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.

The following designations are used interchangeably:

- Casper College, College and The College.
- Contract and Agreement.
- Evaluation Committee and Committee.
- Proposal, Bid and Bid Proposal.
- Bidder, Person, Vendor, Company, and Contractor.
- Request for Proposal and RFP.
SPECIFICATIONS AND SCOPE OF WORK

Casper College seeking to upgrade or replace our current DDI (DNS-DHCP-IPAM) solution. Casper College currently has an Infoblox infrastructure that is running our Active Directory DNS, Internal DNS and external DNS zones. IPAM and DHCP also service all subnets in the Casper College network.

Casper College IT needs the technology to decrease time spent managing the DNS/DHCP infrastructure, decrease operational costs, decrease reoccurring maintenance costs, increase control, increase security and overall improve the service and stability of its DDI infrastructure. Casper College IT has determined that an appliance based DDI solution that centrally manages IP Address Management (IPAM), DNS and DHCP services is the optimal way to accomplish these goals. The solution must also address the following: automated upgrades, centralized management, support and full management of a DNS firewall, High Availability, IPv4, IPv6, DNS, DHCP, DNSSEC and IPAM. The solution must also integrate with existing infrastructure which includes Microsoft DDNS servers, and VMware to maximize the cost savings and operational gains.

The Casper College IT infrastructure includes a disaster recovery located in a separate secured facility on the opposite side of campus. This includes a VM DR infrastructure (VM hosts, storage etc.) along with physical infrastructure (Generator, racks, power, network) to support High Availability. Any product that is proposed in the bid will have High Availability functions that fit our disaster recovery plan.

High availability functions to include: IPAM-IP address management, DNS-support for external and internal zones, DHCP-support for fingerprinting, history logs.

REQUIREMENTS

- Vendor to provide implementation and training services.
- Vendor to bid both a virtual and hardware appliance option if applicable to the product proposed.
- We prefer that any appliance (hardware or virtual) adhere to a 5 year refresh cycle. Examples of product scale should include (but not limited to) Internet of things, device growth, etc. to show the application scale for the next 5 years.
- Any appliance proposed will need to scale with the College for the next 5 years. Both hardware and license requirements need to be included.
- Research with research references on DDI best practice as part of a 5 year road map. Include increased licensing costs and hardware maintenance.

PREFERRED FUNCTIONS

- DNS firewall
- Multi-tennant portal (different parts of IT/power users get different buffet of IPs)
- Built in ticket system

Notes:

- Proposed prices must be “all-inclusive”. This includes but is not limited to the requirements listed in the RFP.
- The specifications shown are preferred. At our option we may consider variances or alternate bids.
CLARIFICATIONS / QUESTIONS

- All requests for clarifications/questions must be emailed to Debbie Przybylowicz, Purchasing Specialist, at debbiep@caspercollege.edu. The Purchasing Department will respond by email or issue an Addendum if necessary.

ADDENDUMS

- All significant changes or corrections will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be available on the bid posting web-sites noted on page #2. Bidders shall not rely on any other changes or corrections. Bidders are responsible for checking these sites before submitting a proposal.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A proposal that is in the possession of the Purchasing Office may be altered or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

  NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our purchasing department prior to proposal opening.

- Erasures or changes must be initialed by the person signing the proposal.

DEVIATIONS OR SUBSTITUTIONS

- Any deviation or substitution from the specifications or scope of work must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item offered and/or the entire proposal.

EVALUATION CRITERIA

Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).

- **Pricing:** Although a concern, the bidder with the most favorable pricing may not necessarily be awarded the order.
- **Specifications/Qualifications:** Bidder has met the terms, criteria, and qualifications that are viewed to be necessary and/or essential components of this proposal in the opinion of the evaluation committee.
- **Hardware/Software:** Proposed hardware and software quality and how well it will integrate with our existing infrastructure.
- **Quality of Materials:** Are the products being proposed of acceptable quality?
- **Reputation:** Information acquired through references and other sources available to Casper College. Results of previous projects (if any) on our campus.
• **Vendor Stability & Experience:** Length of time the vendor has been in business and how long they have sold and serviced this type of equipment.

• **Value-Added Concepts:** Items or ideas that are not listed in this RFP that may further enhance and provide measurable value to the college.

• **Innovation/Creativity:** Proposals that identify new or innovative approaches.

• **Warranty:** The inclusiveness and duration of the warranty being offered for materials and labor.

The Casper College IT and Purchasing Department will review proposals. If this project is awarded it will be based on, but not limited to, the above criteria.

**AWARD OF CONTRACT**

• A formal Contract will not be issued but rather the order(s) will be covered by a Casper College purchase order. Acceptance of the purchase order will be deemed to mean acceptance of the Contract. The Contract between Casper College and the successful bidder(s) will consist of: the Invitation to Bid, Addendums (if any), Purchase Order(s), Purchase order Terms and Conditions, as well as the bidder’s response to the Request for Proposal.

• Consideration of the factors enumerated herein and the award of the contract(s) and extension of the contract(s), if any, shall be at the sole discretion of Casper College.

**INVOICING AND PAYMENT**

• Invoices totaling $10,000 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Completed invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment. All invoices shall be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. No late fees will be paid by the College.

*Use the College bid form and attach your detailed specifications.*
# Casper College - Bid Form

**RFP #CC476-16 DDI - Comprehensive IP Address Management Solution**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated project completion date</th>
<th>Quantity</th>
<th>Total Lump Sum Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual DDI Option - If applicable to product being proposed</td>
<td></td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Hardware Appliance DDI Option - If applicable to product being proposed</td>
<td></td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>Implementation Services (unless included in above price)</td>
<td></td>
<td>1 Lot</td>
<td>$</td>
</tr>
<tr>
<td>Training Services (unless included in above price)</td>
<td></td>
<td>1 Lot</td>
<td>$</td>
</tr>
<tr>
<td>Freight &amp; Delivery FOB Casper College (unless included in above price)</td>
<td></td>
<td>1 Lot</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total =</strong> (all-inclusive)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Do above bid prices include (but not limited to) all materials, implementation, labor, expenses, training, freight (FOB Casper College) etc?  Yes_____  No_____

If no, please explain in comments section.

Received  Addendum # 1 _______  Addendum # 2 _______  Addendum # 3 _______  (initial only if addendums were issued)

**Bidder Information:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
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<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
</tbody>
</table>

**Comments (attach additional sheets if needed):**

* Signature  E-mail Address:  Date:

* Signing this form indicates you are in agreement with all the conditions shown on this RFP, attachments, drawings, addendums, etc.