

Bee County Auditor 111 St. Mary's St, Suite 101 Beeville, Texas 78102 Phone: 361-621-1550	September 19, 2017 RFP# 16/17-015
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Please submit bid no later than: **3:00 PM, November 17, 2017**

Price to be F.O.B. DESTINATION and must be extended.

RFP IT# 16/17-015 VMWARE IMPLEMENTATION

The Bee County IT Department is requesting sealed bids on VM Ware Implementation based on Scope of Work on the enclosed bid form. The sealed bids will be accepted at the Auditor's Office, Bee County Justice Building, 111 S St Mary's, Suite 101, Beeville, Texas 78102 until 3:00 P.M. on September 15, 2017. Mailing Address: Bee County Auditor, RFP IT 16/17-015, 111 S St Mary's, Suite 101, Beeville, Texas 78102.

Bids must be submitted in a sealed envelope plainly marked with the bidder's name and bid number. If not submitting bid, please return bid form stating such. PLEASE TYPE OR PRINT COMPANY NAME IN UPPER RIGHT HAND PORTION OF EACH BID SHEET IN THE SPACE PROVIDED FOR THIS PURPOSE. Bids received after the time and date specified will not be considered. Bidders are invited to be present at the opening of this bid on the date and hour specified. The company's authorized representative in the space provided must sign bid document. Questions in regard to this bid document must be submitted to the Purchasing Department, 111 S St Mary's, Suite 101, Beeville, TX 78102 for clarification. If your company would like an on-site visit, please contact Mr. Craig Oliver, Information Technology Director, at 361-621-1575. Any questions about the scope of work may be directed to Mr. Oliver via E-mail: craig.oliver@co.bee.tx.us. Every effort will be made to respond within 24 hours to inquiries made.

THIS BID IS A FIRM OFFER WHICH SHALL BE IRRECOVABLE AND OPEN FOR ACCEPTANCE FOR CALENDAR DAYS (60 CALENDAR DAYS UNLESS OTHERWISE SPECIFIED) FROM THE DATE SET FOR BID SUBMISSION.

NOTE: Use this form. If necessary to go into details, attach a letter.

Exclude Federal and State Tax.

BY: _____
APRIL CANTU, BEE COUNTY AUDITOR

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GENERAL CONDITIONS

1. The Bee County IT Department does not award bid on low price alone; quality, availability and suitability to purpose are the controlling factors. It being understood that Bee County reserves the right to determine such.
2. Quality of Products: Items purchased in all categories will be of the highest professional quality (in accordance with generally accepted industry standards). No substitutions in standard grades or lesser quality will be accepted.
3. Cancellation of this award will take place if either of the following conditions are observed:
 - a) The vendor proceeds in a manner that does not comply with the bid terms & conditions of bid award.
 - b) The vendor does not carry out the provisions of this award in its true intent and meaning implicated in the scope of work.
4. Bee County is exempt from all applicable Federal and State Taxes. Tax exempt information will be furnished upon request.
5. All contracts and agreements between merchants and Bee County shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1990 by the American Law Institute in the National Conference of Commissioners on Uniform State Laws. (Reference: Uniform Commercial Code, 1990 official text).
6. Bee County reserves the right to waive formalities and irregularities and to accept or reject each item separately or as a whole.
7. The bid is a firm offer that shall be irrevocable and open for acceptance for sixty (60) days from the date of submission of bids.
8. The following is required when submitting an invoice for

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payment.

- 1) Invoices shall reference purchase ordernumber
 - 2) Invoice will be induplicate
9. Payment, unless otherwise stated under "Discount Terms" on page one of the bid form, will be net thirty (30) days after acceptance of delivery or receipt of correct invoice, whichever comeslater.
10. During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, sexual orientation orhandicapping condition.

AWARDEE shall furnish a Public Liability Policy to Bee County in the following Amounts:

Bodily Injury	Each Person	\$100,000.00
Each Accident		\$300,000.00
Property Damage	Each Accident	\$20,000.00
	Aggregate	\$50,000.00

Section 406.096 of the Labor Code and the Office of the Attorney General of the State of Texas has ruled all persons providing services on a real property project on Bee County grounds must have workers compensation insurance. (DM-300, LetterOpinion92-60).

THE COUNTY MUST HAVE A CERTIFICATE OF COVERAGE PRIOR TO ISSUING A NOTICE TO PROCEED WITH CONTRACT AFTER AWARD OF BID.

Determination of product/material standards and quality of workmanship will be the sole Right of Bee County.

Description of Services

Overview

The scope of this engagement covers the following work streams:

Work stream 1: VMware Horizon Standard Edition Deploy Service

The VMware Horizon Standard Edition Deploy Service provides a deployment of VMware Horizon® infrastructure based on validated reference designs, and VMware validation of the service using the capabilities provided by the VMware Horizon Standard Edition.

The service takes a validated architecture approach, in which the design and work products are predefined to provide a prescribed foundation for the Horizon infrastructure. The service includes an assessment of platform prerequisites, the deployment of Horizon infrastructure onto a pre-built VMware vSphere®-based platform, and a service knowledge transfer.

The Horizon reference design is developed to assist with virtualization of production end-user workloads with the infrastructure characteristics of scalability, extensibility, availability, manageability, performance, security, and recoverability. The implementation and configuration is conducted jointly with Customer team members to enhance the learning experience during the deployment.

The primary objective of this service is to deploy a foundational Horizon platform, according to a prescribed architecture that can be implemented and validated in Customer environment. The Horizon infrastructure can assist with pre-defined use cases listed in the project scope covering a range of enterprise requirements.

This service requires the following VMware products:

- VMware Horizon® 7
- VMware App Volumes™

Project Scope

This section defines the project scope.

The Horizon Deploy Service deploys a foundational Horizon infrastructure for the following components:

- Up to one-hundred (100) end users
- One (1) Active Directory domain

Deployment of the following defined use cases:

- Two (2) Horizon Connection Servers
- One (1) Composer Server

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- Up to Two (2) Access Point Servers (for Horizon)
- Up to Two (2) App Volumes Managers

Additionally, the service deploys one (1) or more of the selected use cases. Each use case selected increases the level of effort required for this service.

- Business Process Application
 - Up to one hundred twenty (120) concurrent Business Process Users
 - Up to one (1) ROSH supported operating system(s) installed/optimized for desktop parent image(s)
 - Up to eight (8) hour(s) of creation of Application Profiles (AppVolumes)
 - Creation of Up to one (1) ROSH Linked-Clone desktop pool(s)
 - Assist with initial rollout to up to fifteen (15) pilot users

Work stream 2: VMware Virtualization Deploy Service

The VMware Virtualization Deploy Service provides a deployment of virtual infrastructure based on validated reference designs and VMware validation of the service using the capabilities provided by VMware vSphere®.

The service takes a validated architecture approach, where the design and work products are predefined to provide a prescribed foundation for the virtual infrastructure. The service includes an assessment of platform prerequisites, the deployment of vSphere-based virtualization technology, and a service knowledge transfer.

The reference vSphere design is developed to support virtualization of production workloads with the infrastructure characteristics of scalability, extensibility, availability, manageability, performance, security, and recoverability. The implementation and configuration is conducted jointly with Customer team members to enhance the learning experience during the deployment.

The primary objective of this service is to deploy foundational production virtualization technology using vSphere, according to a prescribed architecture that can be implemented and validated in Customer environment. The deployment use case covers data center consolidation of server environments (physical and virtual) to provide an optimized virtual infrastructure.

Secondary objective includes providing a virtualization solution overview and knowledge transfer so that Customer can participate in deployment activities and be prepared for subsequent operations.

Project Scope

This section defines the project scope.

The Virtualization Deploy Service deploys a foundational vSphere virtualized infrastructure for the following components:

- Up to one (1) data center
- Up to two (2) VMware vCenter Server™ Instances, including external platform services controllers
- Up to two (2) VMware ESXi™ hosts

Project Activities

The services provided in this Statement of Work will be organized in the following phases that the VMware consultants will assist with on a time and materials basis:

- Phase 1: Engagement Planning
- Phase 2: Engagement Kick-off
- Phase 3: VMware Virtualization Deploy Service
 - o Task 1: Assess
 - o Task 2: Deploy
 - o Task 3: Knowledge Transfer
- Phase 4: VMware Horizon Standard Edition Deploy Service
 - o Task 1: Assess
 - o Task 2: Deploy
 - o Task 3: Knowledge Transfer
- Phase 5: Post-deployment Consulting Service
- Phase 6: Project Closure

Phase 1: Engagement Planning

Topics to be discussed include the following:

- Project scope and objectives
- Project timelines, scheduling, and logistics
- Identify key Customer project team members to work with the VMware team
- Review the work streams, phases, and use cases
- Review the hardware infrastructure needed to support the limited scale design
- Identify and agree to key dates
- Customer will complete the prerequisites specified in the Service Checklist document prior to the arrival of VMware consultants on-site

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- Availability of appropriate facilities including work locations, site access (badging), system access (credentials), meeting rooms, whiteboards, projectors, special access needs, or any other pertinent information required for VMware to start the engagement.

Phase 2: Engagement Kick-off

The VMware Senior Project Manager will host a kick-off meeting with Customer and VMware stakeholders.

The following is a typical agenda for the kick-off meeting:

The selected company will lead Customer project sponsors and stakeholders in a project kick-off meeting to review expectations about the purpose of the engagement, the delivery approach and timelines, the amount of time and effort required from the participants, and the expected activities and work products. The objectives of the meeting are:

- Introducing the team, roles, and responsibilities
- Describing the project goals, phases and key dates
- Explaining the expected project results and work products
- Agreement on communication and reporting processes
- Validating the project expectations and clarifying roles and responsibilities
- Provide a project plan document to Customer project team and present the high-level architecture detail of the validated design.

Phase 3: VMware Horizon Standard Edition Deploy Service (Work stream 1)

Task 1: Assess

The selected company will review the completed Service Checklist for the deployment of the service. Following are the objectives of this phase:

- Determine gaps between the completed Service Checklist and the service requirements
- Review Customer physical network infrastructure
- Review Customer ESXi hosts in preparation for the Horizon deployment
- Review the requirements and use case selected for deployment

Task 2: Deploy

The selected company deploys and validates the service and its

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components as defined in the Reference Architecture document.

The selected company works with Customer to assist with accomplishing the following objectives:

- Install and configure the VMware service technologies according to the design(s) and the scope of this SOW
- Document the configuration details of each service component in the Configuration Workbook
- Execute service and service component test validation

Task 3: Knowledge Transfer

The selected company works with Customer administrators and operators to conduct knowledge transfer sessions covering the deployed functionality, configurations, and recommended operational practices for the service. The objectives of this phase are bound by the project scope with additional objectives documented in each section of this SOW as follows:

- Provide up to one (1) day for knowledge transfer session(s) focusing on the capabilities pertaining to the service

Phase 4: VMware Virtualization Deploy Service (Work stream 2)

Task 1: Assess

The selected company will review the completed Service Checklist for the deployment of the service. The following are the objectives of this phase:

- Determine gaps between the completed Service Checklist and the service requirements
- Review Customer physical network infrastructure
- Review Customer ESXi hosts in preparation for deployment

Task 2: Deploy

The selected company will deploy and validate the service and its components as defined in the Reference Architecture document. The selected company will work with Customer to assist with accomplishing the following objectives:

- Install and configure the VMware service technologies according to the design(s) and the scope of this SOW

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- Document the configuration details of each service component in the Configuration Workbook document
- Execute service and service component test validation

Task 3: Knowledge Transfer

The selected company will work with Customer administrators and operators to conduct knowledge transfer sessions covering the deployed functionality, configurations, and operational best practices for the service. The objectives of this phase are bound by the project scope with additional objectives documented in each section of this SOW as follows:

- Provide up to three (3) days for knowledge transfer session(s) focusing on the capabilities pertaining to the service

Engagement Closure Meeting

Upon completion of the project, the selected company will conduct a Closure Meeting with Customer. This is the last step in the project and provides a checkpoint to verify that Customer project team is prepared for a transition to owning, operating or maintaining the services provided. Items reviewed in this meeting include:

- Work products
- Financial summary
- Customer satisfaction survey contacts
- Knowledge transfer
- Project summary
- Project lessons learned

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Work products

Work stream 1: VMware Horizon Standard Edition Deploy Service

The following are the work products for this work stream:

- *Pre-engagement call(s)*
- *Service Checklist document*
- *Engagement kickoff meeting*
- *Kickoff presentation*
- *Assessment workshop*
- *Solution requirements workshop*
- *Solution Requirements document*
- *Service Checklist document*
- *Installation, configuration, and validation of the service*
- *Installation and Configuration Procedures document*
- *Reference Architecture document*
- *Configuration Workbook*
- *Knowledge transfer session(s)*

Work stream 2: VMware Virtualization Deploy Service

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- *Pre-engagement call(s)*
 - *Service Checklist document*
 - *Engagement kickoff meeting*
 - *Kickoff presentation*
 - *Assessment workshop*
 - *Service Checklist document*
 - *Installation, configuration, and validation of the service*
 - *Installation and Configuration Procedures document*
 - *Reference Architecture document*
 - *Configuration Workbook document*
 - *Knowledge transfer session(s)*

Schedule

The execution of this project will have a duration of eighteen (18) business days if all assumptions in Customer Responsibilities and Assumptions section are met and there are no intervening delays outside of the selected company's control. Work will be performed according to a schedule agreed upon by both parties. Typically, work will be performed during normal business hours, with the main "cut over" taking place after business hours.

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Prerequisites

Hardware Requirements:

Integrator will provide computer hardware and systems support for the cloud automation solution build, including working hardware, network, and storage that is compatible with VMware ESXi™.

Software Requirements:

Integrator will be responsible for procuring products and product support for all software provided by integrator with this service scope and description. Customer will be responsible for all ancillary software (Microsoft Office, etc.)

Virtualized Infrastructure for VMware Horizon Standard Edition Deploy Service:

Physical hosts vSphere 6 installed and updated to the most recent patch level (minimum two (2) hosts).

The following are required for Horizon component installation before the VMware consultant arrives on-site:

- Management cluster:
 - o VMware vSphere High Availability and VMware vSphere Distributed Resource Scheduler™ enabled cluster to host management components
 - o SAN shared storage or Virtual SAN
 - o Minimum two (2) hosts and each supports:
 - Twenty-eight (28) vCPUs
 - 256 GB vMemory
 - No internal disk due to shared san. Flash memory for boot device
 - o 2x Windows 2012 R2 servers for Connection Servers:
 - Virtual Hardware Version 11
 - Four (4) vCPUs
 - 12 GB vMemory
 - One (1) VMXNET 3 adapter with static IP address
 - LSI Logic SAS adapter
 - Minimum 40 GB operating system disk
 - o 1x Windows 2012 R2 servers for composer server:
 - Virtual Hardware Version 11
 - Four (4) vCPUs
 - 12 GB vMemory
 - One (1) VMXNET 3 adapter with static IP address
 - LSI Logic SAS adapter
 - Minimum 40 GB operating system disk
 - o 2x Windows 2012 R2 Servers for App Volume manager servers:

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- Virtual Hardware Version 11
- Two (2) vCPUs
- 8 GB vMemory
- One (1) VMXNET 3 Adapter with static IP address
- LSI Logic SAS adapter
- Minimum 40 GB operating system disk
- o 1x SQL Server 2008 R2 or 2012 with the following minimum specs:
 - Two (2) CPUs
 - 8 GB memory
 - 50 GB for databases
- o 1x vCenter Server appliance to manage desktop cluster(s):
 - vCenter 6.0U2
 - 8 vCPUs
 - 24 GB vMemory
- o Desktop resource cluster:
 - vSphere HA and vSphere Distributed Resource Scheduler enabled cluster to host the desktop workloads
- o Shared services:
 - Active Directory infrastructure to support the deployment
 - DHCP services:
 - Scope with addresses to support the required desktops
 - Certificate authority – Can be external : Certificate authority to issue certificates required in the environment
 - Microsoft key management service
 - Load balancer to provide load balancing for the internal connections and external connections (if required)
 - Windows file shares for User Environment Manager Repositories.
- o Static IP address assignment:
 - Configured DNS entries
 - Host names tested for forward, reverse, short name, and long name resolution
 - Access to an NTP server that can be used for configuration
 - Physical network provisioned for the VLANs for ESXi configuration completed. Standard configuration of ESXi hosts includes configuration of distributed virtual switches and VMkernel ports configured and tested to support the following:
 - Management traffic on a dedicated VLAN
 - Storage traffic on a dedicated VLAN
- o A shared storage solution with a minimum of one (1) data store. If using Virtual SAN, the hardware must be supported as listed on the VMware Virtual SAN Compatibility List.

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Hardware Specifications:

Item	Part #	Qty.	Description
1	7V9533	1	T4100 IFA 256GB 4XEON E5-2620 1.5TB 3U W/ INTELLIFLASH OS SW LICS
2	7V9963	2	DUAL PORT 10GBPS ETHERNET SFP+ NIC
3	7V9915	1	INTELLICARE 3YR STD SUP FOR T4100 NBD 24X7 CALL SUP
4	SPS	1	Storage Array Startup
5	719064-B21	2	HPE DL380 Gen9 8SFF CTO Server
6	817945-L21	2	HPE DL380 Gen9 E5-2660v4 FIO Kit
7	817945-B21	2	HPE DL380 Gen9 E5-2660v4 Kit
8	836220-B21	32	HPE 16GB 2Rx4 PC4-2400T-R Kit
9	719073-B21	2	HP DL380 Gen9 Secondary Riser
10	665243-B21	2	HPE Ethernet 10Gb 2P 560FLR-SFP+ Adptr
11	784308-B21	2	HPE FIO Enable Smart Array SW RAID
12	665249-B21	2	HPE Ethernet 10Gb 2P 560SFP+ Adptr
13	666988-B21	2	HPE 2U Security Bezel Kit
14	733660-B21	2	HPE 2U SFF Easy Install Rail Kit
15	726116-B21	2	HPE 8GB microSD EM Flash Media Kit
16	720620-B21	4	HPE 1400W FS Plat PI Ht Plg PS Kit
17	719079-B21	2	HP DL380 Gen9 High Perf Fan Kit
18	BD505A	2	HPE iLO Adv incl 3yr TSU 1-Svr Lic

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19	H7J34A5	1	HPE 5Y Foundation Care 24x7 Service
20	H7J34A5 R2M	2	HPE iLO Advanced Non Blade - 3yr Support
21	H7J34A5 TT3	2	HPE ProLiant DL380 Gen9 Support
22	JD097C	12	HPE X240 10G SFP+ SFP+ 3m DAC Cable
23	JL075A	2	Aruba 3810M 16SFP+ 2-slot Swch
24	H8A01A3	1	HPE 3Y Foundation Care NBD Exchange
25	H8A01A3 XPX	2	HPE Aruba 3810M 16SFP 2SI Swt Supp
26	JL085A	4	Aruba X371 12VDC 250W PS
27	JL085A ABA	4	U.S. - English localization
28	J8177C	8	HPE X121 1G SFP RJ45 T Transceiver
29	HA334A1	17	Professional Services - VDI Deployment Services with AppVolumes
30	11-2416-LIC-L1	12	TPP L1 VMware Horizon Standard Edition: Pack (CCU) VMware Inc. - HZ-STD-10-F-L1
31	11-2416-M1P	12	Production Support/Subscription for VMware Horizon 7 Standard : 10 Pack (CCU) for 1 year VMware Inc. - HZ7-STD-10-P-SSS-F
32	11-2348-LIC-L1	12	TPP L1 VMware App Volumes Standard 10 Pack (CCU) VMware Inc. - AV-STDC-10-F-L1
33	11-2348-M1P	12	Production Support/Subscription for VMware App Volumes Standard 10 Pack (CCU) for 1 year VMware Inc. - AV-STDC-10-P-SSS-F

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Virtualized Infrastructure for VMware Virtualization Deploy Service

- Physical hardware for installation of ESXi Hosts (up to two (2) hosts).
- The following are required for component installation (ESXi host, vCenter Server, platform services controller and Update Manager server) before the VMware consultant arrives on-site:
 - o Static IP address assignment
 - o Configured DNS entries
 - o Host names tested for forward, reverse, short name, and long name resolution
 - o Access to an NTP server that can be used for configuration
 - o Physical network provisioned for the VLANs for ESXi configuration completed. Standard configuration of ESXi hosts includes configuration of distributed virtual switches and VMkernel ports configured and tested to support the following:
 - Management traffic on a dedicated VLAN
 - Storage traffic on a dedicated VLAN
 - o A shared storage solution with a minimum of one (1) data store. If using Virtual SAN, the hardware must be supported as listed on the VMware Virtual SAN Compatibility List.

Role Descriptions Project Team

The selected company will be comprised of multiple roles and may vary in the level of effort, as dictated by the project needs. The selected company anticipates that all team members will contribute throughout the work efforts, utilizing their respective skills and integrating the findings. The roles anticipated for this engagement are described below.

One (1) or more Senior Architects

- Leads requirements, use case, and design workshops.

The VMware technical resources are VMware certified professionals and have significant technical expertise with VMware products herein.

Senior Project Manager

- Provides overall Customer relationship and project management
- Provides escalation troubleshooting and maintains risk register
- Provides final versions of all project documents
- Identifies the project team, roles and responsibilities and assignment dates

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- Identifies final work products
- Establishes the communication plan and directs formal communication and coordination with Customer Project Manager
- Reports project status and holds weekly update meetings
- Schedules resources
- Maintains the project timeline, including activities, duration, and task owners
- Handles planning and pre-engagement preparation
- Oversees logistics, including security, remote access, and facility access Refer to Appendix A

Customer Project Team

- Customer shall provide a Project Manager knowledgeable in pertinent internal Customer processes and able to collaborate with the Project Manager as specified in this SOW
- Customer will support and provide representation at project review meetings at a mutually agreed upon time and location to discuss the project status, issues, new requirements and overall project satisfaction. These meetings may also cover performance status updates, schedule updates, pending changes, open issues, and action items.

Contractor Responsibilities

This section describes the responsibilities associated with the services the selected company will provide to Customer

- The selected company will coordinate activities of all VMware resources and will provide Customer with VMware resources that have the skills and expertise necessary to properly execute the requirements and services set forth in this SOW
- The selected company will provide data requests in advance

Assumptions and Customer Responsibilities

This section describes the responsibilities of Customer to the selected company with regard to this project.

- Customer's Project Manager must have the authority to make project decisions and represent Customer in all matters related to this SOW. Customer's Project Manager will provide a single consolidated response to any review, approval, change, or decision request and will coordinate internal Customer technical resources in a manner consistent with the overall project schedule.

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- Customer Project Manager will arrange for and coordinate internal Customer technical resources that will be required to interface with VMware Senior Consultants for the execution of the project. Customer staff will actively participate in this engagement, and individuals with relevant domain, business, and/or technical expertise will be available as required. These participants are the acknowledged spokespersons for the areas they represent, and the selected company requires regular and timely access to them. If participants are unable to attend a scheduled meeting, then Customer Project Manager becomes the final authority on all items of discussion.
- Customer will provide access to facilities and computer systems as required for the selected company to perform tasks as outlined in this SOW
- Customer will have a fully designed infrastructure as required and communicated in the Service Checklist
- Customer is responsible for executing all items discussed in the Service Checklist prior to arrival of the selected company on-site
- For engagement activities that need to occur at Customer work locations, the selected company expects Customer to make reasonable facilities accommodations for our project team at these location(s). These accommodations will include a desk/cubicle, voice telephone, Internet access, and shared access to laser printer, copier, fax, and conference room facilities.
- Customer will provide a suitable environment for knowledge transfer (overhead projector and conference facilities). Computer hardware and systems support is required for the knowledge transfer workshops, including: working hardware, network, and storage that is compatible with VMware ESXi.
- Customer is responsible for, and assumes any risk associated with any problems resulting from the content, completeness, accuracy and consistency of any data, materials and information supplied by Customer
- Any change to the scope of work explicitly described in this SOW, and any associated additional fees, must be mutually agreed in writing.

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Appendix A: Project Management Scope

Work Streams 1 and 2 Only

PROJECT MANAGEMENT SERVICES		
VMware will designate a Senior Project Manager as the principal point-of-contact for the Project to provide the project management services below. Customer agrees to designate a Customer project manager to assist the VMware Senior Project Manager to fulfill the responsibilities as set out below.		
Project Management Scope		
	The Selected Company	Customer Responsibility
Project Setup and Initiation		
Conduct kick-off conference call with key stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop high-level project schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop Project Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conduct kick-off meeting with select members of project team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Validate Project setup is consistent between multiple VMware projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scope Management		
Validate that all work is within scope of SOW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document changes to scope and execute change control process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain list and status of project work products	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain Work Breakdown Structure (WBS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule Management		
Create and maintain schedule and status of work products	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain schedule as need arises	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assign resources to project schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Customer resources in schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicate impact of scheduling conflict between multiple VMware projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Management		

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	Track actual hours and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Report project expenditures vs. budget (hours for T&M projects only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Review invoices for accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Multi-project consolidated reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quality Management			
	Define and execute formal review process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Establish Customer's project readiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Document requirements for operational readiness and incorporate into schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Facilitate review meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk and Issue Management			
	Track and manage product risks and issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Track and manage technical project risks and issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Track and manage project risks and issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Management			
	Identify and assign qualified VMware resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Determine and document Customer resources required for project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Integrate Customer resources into the project schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communications Management			
	Weekly status report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Weekly status meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Facilitate requirements gathering meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Facilitate design meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Facilitate meetings for major project decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Periodic stakeholder meeting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Executive briefing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Multi-project consolidated reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project Closure			
	Obtain Customer signature on Timesheets for T&M engagements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Project closure conference call	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Formal project closure meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Facilitate "Lessons Learned" session	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRICING

Bee County Auditor
111 St. Mary's St, Suite 101
Beeville, Texas 78102
Phone: 361-621-1550

September 19, 2017
RFP# 16/17-015

TOTAL COST TO BEE COUNTY, TURN-KEY, FOR VMWARE IMPEMENTATION
BASED ON SCOPE OF WORK AS OUTLINED ON PAGES 4 THROUGH 19:

\$ _____

Bee County Auditor
111 St. Mary's St, Suite 101
Beeville, Texas 78102
Phone: 361-621-1550

September 19, 2017
RFP# 16/17-015

DECLARATION OF COMPLIANCE

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Also, Pursuant to the State of Texas Legislative Senate Bill No. 1, Section 44.043, **Notification of Criminal History**, the undersigned affirms this firm **IS / IS NOT** owned or operated by anyone who has been convicted of a felony. A publicly-held corporation does not require this statement.

COMPANY

SIGNATURE OF PERSON RESPONSIBLE FOR PROPOSAL

NAME (TYPE OR PRINT)

TITLE

ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

EMAIL

DATE