



**COAST COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSALS #2015**

**FOR**

**District Wide Active Directory and Exchange Server Upgrade  
and Consolidation**

**January 23, 2013**

**PROPOSALS DUE:**

**By 4 p.m. - February 20, 2013**

**Coast Community College  
Attn: John Eriksen  
Purchasing Department  
1370 Adams Ave  
Costa Mesa, CA 92626**

**[www.cccd.edu](http://www.cccd.edu)**

**A. INVITATION**

The Coast Community College District (“District”) is requesting proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations (“firms”) to design, plan, install, migrate and document a new Active Directory and Exchange infrastructure. The intent is to consolidate the present, somewhat disparate, district-wide environment.

**B. PROJECT DESCRIPTION**

This project, that the Coast Community College District has named “Endeavor”, includes building an Enterprise Active Directory infrastructure to accommodate a single authentication point, and migrate and consolidate Exchange for all colleges (Orange Coast, Golden West, and Coastline College), and the District Administration Office.

The project Endeavor team will be comprised of Coast Community College District’s Active Directory and Exchange administrator staff and consultants. District-wide staff from all four locations will work closely with the project team to assist and maintain site-specific responsibilities in the build-out of this project. The team will assist with the planning, testing and migration to the Enterprise Active Directory and Exchange Servers. The core locations for this project are:

- Coast Community College District (CCCD) office located at 1370 Adams Avenue, Costa Mesa, CA 92626
- Orange Coast College located at 2701 Fairview Rd., Costa Mesa, CA 92626
- Golden West College located at 15744 Goldenwest Street, Huntington Beach, CA 92647
- Coastline Community College located at 11460 Warner Avenue, Fountain Valley, CA 92708

**C. PROJECT SCHEDULE**

<b><i>Selection</i></b>	
Informational Meeting (Not mandatory, but recommended)	February 6, 2013 9:00 AM - Noon
RFP’s Due	February 20, 2013 4:00 PM
Finalist Interview(s)	February 26, 2013 1:00 PM – 5:00 PM
Deadline for Recommendation to Board	February 27, 2013
Board Approval	March 6, 2013
<b><i>Project Delivery</i></b>	
Project timeline	3/7/13-8/3/13

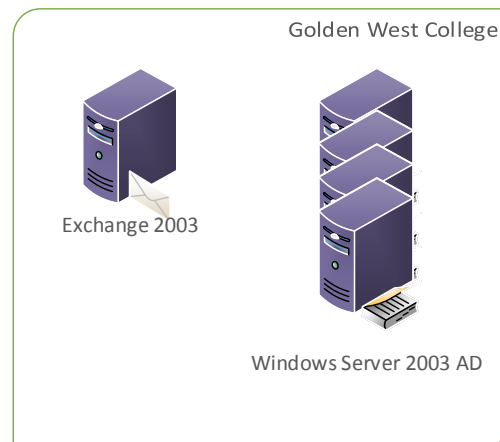
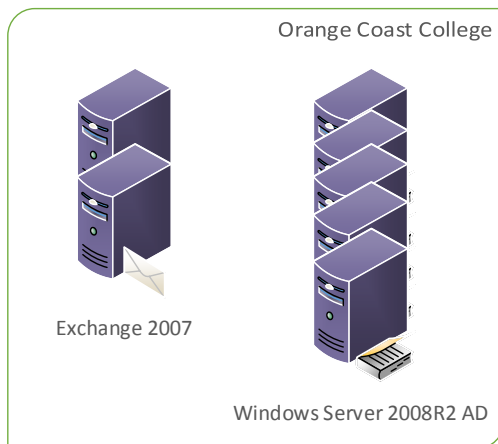
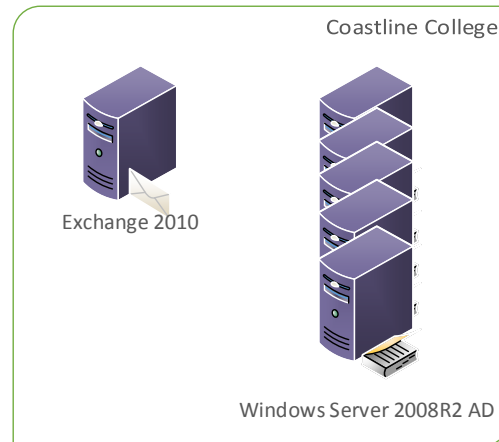
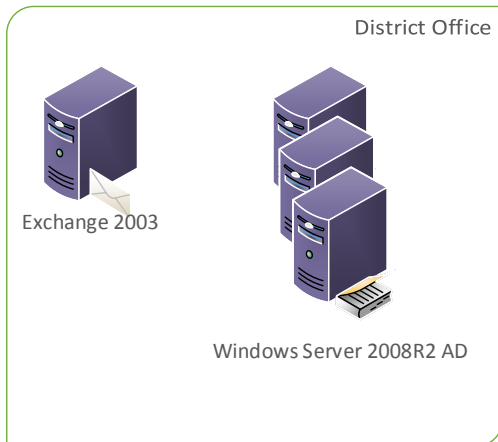
## **D. SCOPE OF SERVICES**

The District invites technically viable and commercially competitive proposals from reputable bidders to:

- 1) Design an integrated enterprise AD and Exchange infrastructure and address the following:
  - a) Perform necessary load and performance testing to assure low latency and efficient data access. An example to consider is the Monday morning “rush” as the four locations update their outlook clients.
  - b) Estimate and include storage design accounting for five year growth.
  - c) Estimate and include backup and recovery design for new and existing systems.
  - d) Include both 4,500 permanent and hourly staff users and ~70,000 annually refreshed student users.
  - e) Include an identity management system (i.e., FIM or OIM) that syncs account information to/from ERP (Ellucian) systems.
  - f) Address security – Anti-virus, spam filters, IPS/IDP, firewall.
- 2) Create an implementation plan accounting for no (or minimal) downtime to users and existing systems.
- 3) Install/upgrade/configure Windows Server(s) 2012 Domain controller(s), and replicas at all locations as required.
- 4) Install/upgrade/configure Exchange 2012 Server(s) as required.
- 5) Analyze AD accounts for duplicates and propose/implement a plan for their resolution.
- 6) Migration of four separate Windows 2003/2008 Active Directory instances into one enterprise Windows 2012 Active Directory instance. Bring approximately 4,000 desktops/servers from four locations in to a single domain named “cccd” and have a Standard Operating Environment rolled out across all four locations on desktops and laptops. The setup of these systems will include: setting up Group policies and all the necessary Windows components as per the Microsoft best practices.
- 7) Migration of four separate Microsoft Exchange 2003/2007/2010 instances to a single instance of Microsoft Exchange 2012 at the district office location. This Exchange will be integrated with the proposed Enterprise Active Directory 2012 with scalability, performance, and redundancy in the design. All existing and new email ID’s should be configured appropriately at the client side.
- 8) Provide and plan for five-year growth for future email archiving / journaling solutions or integrate with existing system used by two colleges (GWC & CCC).
- 9) Provide hardware material list options. CCCD will/may purchase servers where needed as suggested by the submitted proposal.
- 10) Create recommended staffing plan that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, SLA’s and compliance for on-going maintenance upon completion of project.

11) Provide detailed design documentation prior to implementation and at completion for the proposed systems as-built.

## E. PRESENT ACTIVE DIRECTORY, EMAIL, AND NETWORK SETUP



### **Active Directory**

- The District Office Complex (DOC) operates a Windows 2008R2 Active Directory (AD) inside a Windows 2003 forest. Consisting of a root domain controller and 2 replica ADs. At this location there are approximately:
  - 200 desktops
  - 125 non-student users
- Orange Coast College (OCC) operates a Windows 2008R2 AD inside a Windows 2008R2 forest and consists of two root domain controllers (one for non-student and one for student domains), three replicas, and four read-only replicas. At this location there are approximately:
  - 2,000 student desktops
  - 1,200 non-student desktops
  - 67,000 student and test users
  - 2,500 non-student and instructional users

- Golden West College (GWC) operates a Windows 2003 AD inside a Windows 2003 forest and consists of three root domain controllers (instructional, student and root) and three replicas each. There are 11 domain controllers. There are Mac computers connecting to the domain utilizing Apple Open Directory. At this location there are approximately:
  - 1,200 student computers including Apple computers, laptops, and VMWare clients
  - 800 non-student computers including Apple computers, laptops, and VMWare clients
  - 17,000 student and test users
  - 1,400 non-student and instructional users
- Coastline Community College (CCC) operates a Windows 2008R2 AD inside a Windows 2003 forest and consists of a root domain controller and eight replicas installed at CCC and its satellite locations. At these locations there are approximately:
  - 1,100 student computers including Apple computers, laptops, and VMWare clients
  - 750 non-student computers including Apple computers and laptops at multiple locations
  - 1,025 users (not including students)

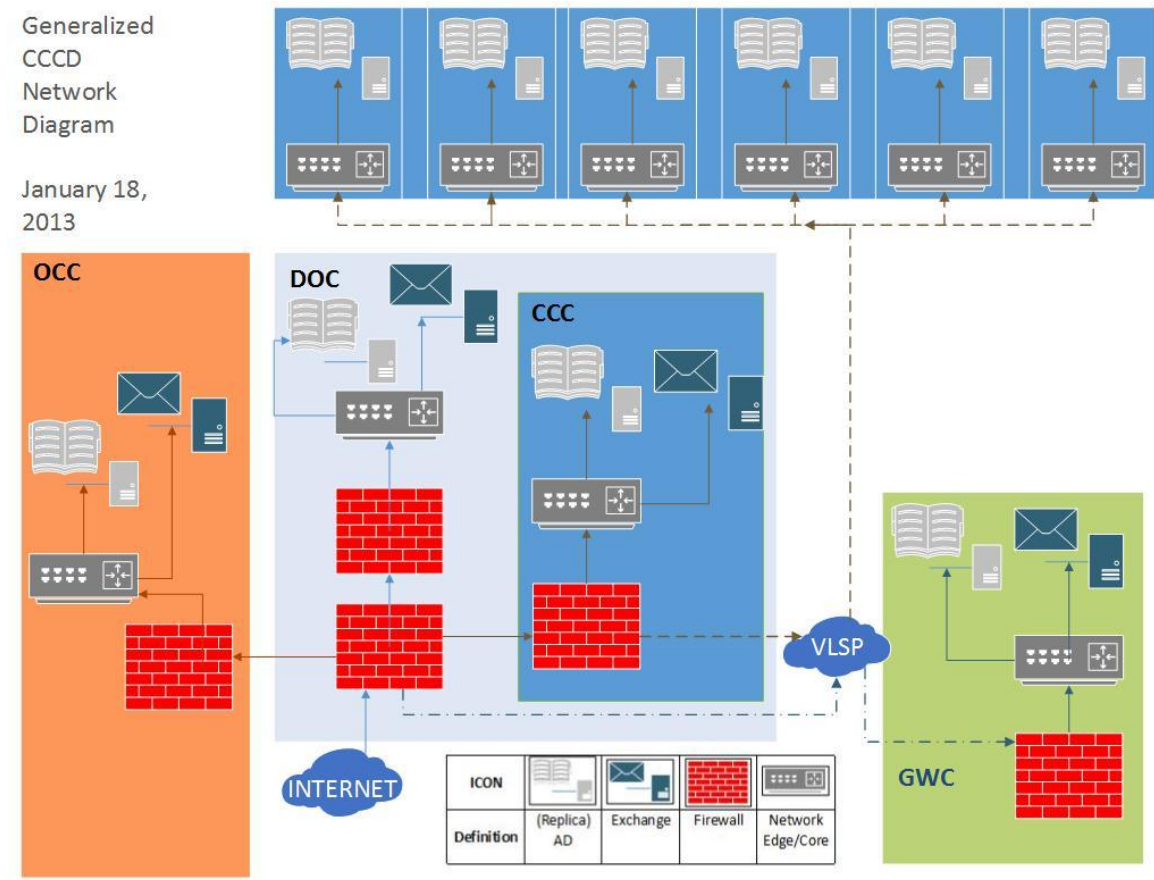
### ***Email***

- DOC is utilizing Microsoft Exchange 2003 for Email integrated with Windows 2003 Active Directory. A Load Balanced OWA front-end provides webmail to users and devices. This Email infrastructure is localized at DOC. Back-End clustering connected to an external storage quorum allowing for:
  - 250GB for Exchange Data stores
  - 30GB for Exchange logs
- OCC is utilizing Microsoft Exchange 2007 for Email integrated with Windows 2008R2 Active Directory. A Load Balanced OWA front-end provides webmail to users and devices. This Email infrastructure is localized at OCC. Back-End clustering connected to an external storage quorum allows for:
  - 1.1 TB for Exchange Data stores
  - 1.1 TB for Exchange logs
- GWC is utilizing Microsoft Exchange 2003 for Email integrated with Windows 2003 Active Directory. A single OWA front-end provides webmail to users and devices and another OWA front-end provides RPC over HTTPS access to faculty and staff. This Email infrastructure is localized at GWC. There are no email limitations and mailbox sizes range from 144MB to 15.1GB Back-End clustering connected to an external storage quorum allows for:
  - 1,453 email accounts for faculty and staff
  - 2.6 TB for Exchange Data stores
  - 100 GB for Exchange logs

- CCC is utilizing Microsoft Exchange 2010 for Email integrated with Windows 2008R2 Active Directory. A Kemp load balancer connects to a CAS array for client access. There is a 2 mailbox server DAG w/ a witness server. There is one server acting as a Hub Transport and another as the Edge Transport. All email servers are VMware virtual machines running on a 6 host cluster attached to a NetApp SAN:
  - 1.1 TB for Exchange Data stores and logs
  - 1,025 email accounts for faculty and staff

### Network Setup

DOC serves as the internet gateway to the district, and consists of Active-Passive (A-P) 1GigE Ethernet connections provided through The Corporation for Education Network Initiatives in California (CENIC). After the edge switches the data traverses a pair of A-P firewalls that do most of the primary routing and the “first line of defense” policies for district traffic. Depending on destination the traffic may: stay inside DOC, go in to our point to multipoint mesh for CCC/GWC, or go over single mode fiber to OCC. From the A-P firewall the generalized path to any site is traveling over middle boxes, edge switches, through a firewall, to a core router for the destination site. Network hardware is heterogeneous and varies by site.



## F. PROPOSAL CONTENT

Proposals must contain sufficient detail to enable the District Selection Committee to determine the merits of the firm. Proposals shall clearly demonstrate satisfaction of the minimum qualifications above, and should address all elements requested below, and **not exceed 20 pages singled sided on 8 ½ x 11” paper**. (Excluding Transmittal letter, cover pages, tabs/dividers, and District required forms.)

1. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the firm’s/team’s interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and that staff proposed are available to begin work on this contract. The person authorized by the firm/team to enter into a contract with Coast Community College District shall sign the cover letter and the letter should identify the individual to whom correspondence and other contacts should be directed during the consultant selection process.
2. Company Information: The proposal shall include the legal name, description of the organization, names of principals, number of employees, firm’s longevity, client base, areas of specialization, and any other pertinent information to assist evaluators to understand the overall capability, stability, and resources of the organization.
3. Expertise: In a narrative format, the proposal should illustrate the firm’s understanding of all aspects of this project and an indication of any strengths or unique expertise the firm would bring to the project.
4. Proposed Project Team: Names, qualifications, education and experience (biographies and/or resume) of the proposed project team and an indication of their proposed roles.
5. Project Management Plan: Discuss methods to be employed in managing this project and how these will ensure success of the project. Specifically address the firm’s approach to working as an integrated project team.
6. References: Five references for which Consultant has performed same or similar services within the past five years. Include the organization name, address, the contact person’s name, telephone number and email, the nature of the project, and a brief narrative describing the scope, complexity, and outcomes of the project.
7. Disclosure: A complete disclosure of any prior or ongoing incidents

as to which it is alleged that proposer has failed to perform. Identify the parties and circumstances involved.

8. Proposed Cost: The proposer shall provide a total cost. In addition, the proposer shall provide a monthly cost which shall remain fixed for the duration of the project. Any optional work or tasks that are not included in your cost proposal must be clearly identified as such.
9. District Forms: Executed Non-Collusion and Drug Free Workplace Forms.
10. Signatures: The signature(s) of the company officer(s) empowered to bind the firm, with the title of each (e.g., president, general partner).

#### **F. EVALUATION OF PROPOSALS**

Proposals will be evaluated by a selection committee on a variety of criteria. The District will award a contract to the firm with the most advantageous proposal based on an evaluation of qualifications and price. This means the lowest cost proposal may not be selected. The District may, at its sole discretion, award to a firm based on their proposal and interview it alone without further consideration; or, the District may interview other top firms. **INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

##### Evaluation Criteria (100 points total)

- Consultant's depth and relevance of experience related to this project (20 pts)
- Consultant's approach to this project and management plan (20 pts)
- Cost/Rates (20 pts)
- Consultant's overall capability, stability, resources (10 pts)
- Experience and qualifications of the team assigned to the project (10 pts)
- Consultant's understanding of the project and described strengths (10 pts)
- References (10 pts)

#### **G. SELECTION PROCESS**

The Selection Committee will make its recommendation to the Chancellor of Coast Community College District. It is anticipated that a finalist will be recommended by the Chancellor to the Board of Trustees on March 6, 2013.

#### **H. CONTRACT AWARD**

The District reserves the right to contract with any entity responding to this RFP. The awarding of a contract is at the sole discretion of the District. The District



may select a firm or firms based on the highest rated proposal and an interview without further discussion or interviews with other firms.

**I. REJECTION AND WAIVERS OF PROPOSALS**

This Request for Proposal does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The District reserves the right to accept or reject any or all proposals received; to negotiate with qualified proposer(s) or cancel the Request; and, to waive any minor irregularities and informalities in the proposal or proposal process.

The District reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

**J. NON-COLLUSION**

By submittal and signing the enclosed Non-Collusion Affidavit (Attachment 2), the proposer is certifying that the proposal document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

**K. COMPLIANCE WITH LAWS AND REGULATIONS**

The Consultant shall comply with federal, state and local laws, regulations, and Industry standards. The proposer shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec. 8350 et seq. (Attachment 3).

**L. QUESTIONS / CONTACT PERSON**

The District will accept written questions via e-mail until **Friday, February 15, 2013**. Questions regarding the work must be submitted to:

**John Eriksen, Director of Purchasing**  
**E-mail: [jeriksen@mail.cccd.edu](mailto:jeriksen@mail.cccd.edu)**  
**Telephone: (714) 438-4680**

The District will respond to each question by email directly to the firm submitting the question. If the question demonstrates that clarification or additional information is needed, an addendum will be issued to all proposers by e-mail. Consultant should acknowledge any and all e-mails sent by the District regarding this RFP by replying to the e-mail sender that the e-mail was received.

Proposers shall not contact any District employee or official regarding this proposal other than the individual listed above as the contact person. Contacting District staff or officials regarding this work may result in disqualification. No verbal comments made by District staff or officials are binding regarding this RFP except for that which is made in writing by the above mentioned contact person. This will assure that all proposers receive the same information in a timely manner.

**N. DEADLINE FOR SUBMISSION OF PROPOSALS**

To be considered, proposals must be received at the address below **no later than 4:00 P.M. February 20, 2013**. Late proposals will not be considered. The District highly encourages **early** submittal of proposals.

Proposer shall submit one electronic version of the proposal on a CD or flash drive; one (1) printed *original* and four (4) printed copies of the entire proposal including any supporting documentation in a sealed box or package addressed as follows:

Attention: John Eriksen  
Coast Community College District  
Purchasing Department  
1370 Adams Ave  
Costa Mesa, CA 92626

The box or envelope must *also* be *clearly marked* on the outside with the words: **Proposals Enclosed: RFP # 2015 District Wide Active Directory and Exchange Server Upgrade and Consolidation; Deadline: 4 p.m., February 20, 2013.**

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED  
BY BIDDER AND SUBMITTED WITH BID FORM**

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Printed Name & Title

**DRUG-FREE WORKPLACE CERTIFICATION**

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b) Establishing a drug free awareness program to inform employees about all of the following:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The person's or organization's policy of maintaining a drug-free workplace;
  - 3) The availability of drug counseling, rehabilitation and employee-assistance programs;
  - 4) The penalties that may be imposed upon employees for drug abuse violations;
- c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355,

that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

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NAME OF CONTRACTOR

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Signature

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Print Name

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Title

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Date