



363 W. Big Beaver Road * Suite 300 * Troy, Michigan 48084 * Tel. (248) 559-1990 * Fax (248) 559- 9117
www.myacc.org

September 27, 2017

Request for Proposal

The Arab American and Chaldean Council (ACC) is accepting proposals from corporate server equipment sales companies to sell and install new servers for its Purpose and Use as powerful servers to host virtual machines and run the accounting software and store all company data.

Description

The Arab American and Chaldean Council is a 501(c)(3) organization with a strong credit history.

We request servers with we can build a new platform using powerful servers and run VMware which will host virtual machines at the location of 55 W. Seven Mile Rd, Detroit, MI 48203 with installation completed by June 30, 2018 including support for a minimum of one year from project completion.

Please submit your Proposal to:

Attn: Fadi Saadeh
IT Director
Arab American and Chaldean Council
363 W. Big Beaver Road, Suite 300
Troy, MI 48084
248-559-1990
fadis@myacc.org

Any questions regarding this RFP or requests for further information may be addressed to John Daoud via email johnd@myacc.org or Fadi Saadeh fadis@myacc.org or by phone (248) 559-1990.

Sincerely,

John D. Daoud
Director of Special Projects

Cc: Haifa Fakhouri, Ph.D.
President and CEO



REQUEST FOR PROPOSAL (RFP)

I. Description of Specific Needs

- Contractor's principal contact with ACC
 - Fadi Saadeh, IT Director
 - fadis@myacc.org

- A competitive cost for equipment, installation, data migration, and support to be installed at 55 W. Seven Mile Rd, Detroit, MI 48203.
- Equipment, installation, and data migration to be completed by June 30, 2018
- Equipment to replace current servers originally purchased in 2005 or earlier described as Dell servers (Power Edge 2850, Power Edge 2950/2970) currently running Windows Server 2008
- The new platform should use only a few powerful servers that will host virtual machines
- The servers are to run software including:
 - VMware
 - Windows Server Datacenter 2016
 - Exchange Server 2016
 - SQL Server 2016
 - All data/software must be hosted on SAN device
- All data needs to be migrated from the old machines to the new virtual servers
- Upgrade Exchange Server 2007 to Exchange Server 2016 and run it over the virtual server
- ACC needs to migrate and host Navision, our accounting system, on the new virtual SQL server as well as the old domain to the new domain controller
- Websense email security needs to be run over the new virtual server
- Proposal should include a timeframe and detail of any ongoing support for a minimum 1 year from date of project completion.
- Proposal should include any other software or hardware to be included or required for successful operation of the new equipment.
- Upgrade the print server from 2008 to Windows server 2016

II. Respective Parties Responsibilities

Please include a description of the respective parties' responsibilities

- Requirements of the vendor ie minimal business interruption, cleanup, conditions, proof of insurance
- Requirements of the solicitor ie licensing, building access and computer downtime, terms, temporary alarm codes



III. Additional Factors

Please address the following other important factors:

- Detailed specifications of any and all hardware
- Any additional hardware or software necessary for successful operation of the new equipment
- Security measures
- Software licensing
- Training
- Warranties
- Required environmental controls
- Any required maintenance
- Building and server room access needs
 - Normal business hours
 - After hours/weekends
- Payment terms

IV. Time Requirements

The following is the tentative calendar of events related to this RFP

EVENT

Issue RFP	Sep 27, 2017
RFP's due by 3:00 PM	Oct 27, 2017
Final selection made	Nov 10, 2017
Bidders notified	Nov 17, 2017

ACC reserves the right to award the contract to the proposer that they feel is best positioned to provide the services.

V. Proposal Preparation and Submission Procedures

Submission of Proposals

There is no expressed or implied obligation for ACC to reimburse firms for any expense incurred in preparing proposals in response to this RFP. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the submitted proposal and is confirmed in written contract between ACC and the selected firm.

To be considered, a Proposal must be received via regular mail or e-mail by 3:00 P.M. on **Oct 27, 2017** to 363 W. Big Beaver Rd, Ste. 300, Troy, MI 48084 or fadis@myacc.org.



ACC reserves the right to reject any or all proposals submitted after the prescribed time.

ACC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly specifically noted in the proposal submitted and confirmed in the contact between ACC and the selected firm.

VI. Firm Assurances

In that the selected firm will be required to assume responsibility for all services offered in their proposal, ACC will consider the selected firm to be the sole point of contact. In connection with the lease with ACC, the Landlord must agree not to discriminate against employees or applicants for employment on the basis of race, religion, color, national origin or disability. The aforesaid provision shall include but not be limited to the following: recruitment or recruitment advertising; employment, upgrading, demotion, or transfer; layoff and selection or training, including apprenticeship, in accordance with rules and regulations promulgated by various Federal agencies.

VII. Freedom of Information Act

Firms are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.

VIII. Selection Process and Proposal Rating Criteria

The review and selection process will be based on the full description of the nature of services to be performed, experience, qualifications, quality customer service, reliability, and fee structure. The ACC Selection Committee will review and score all applications. The RFP selection process will be complete when a recommendation for award is made by the ACC Selection Committee. It is expected the award will be made to the vendor with the highest points. ACC, however, reserves the right to award the contract to the proposer that they feel is best to provide the services.



Each responsive proposal will be scored on a 100 point scale based on the following factors and criteria:

Respective Parties Responsibilities (10 points)

This criterion includes obligations regarding responsibilities of the vendor and the solicitor.

Cost Reasonableness (40 points)

This criterion includes a review of all costs associated with the licensing and installation of the hardware and software including support, and data migration.

Detailed Equipment Specifications (30 points)

This criterion includes level of detail and description of hardware and software.

Additional factors (20 points)

This criterion includes all the other details obligations regarding updates to the property, maintenance responsibilities, restrooms, alarm system, general upkeep and repair of immediate and surrounding property.