

# **REQUEST FOR PROPOSAL**

## **Managed Network Services**

July 21, 2022

Lucas County Board of Developmental Disabilities  
1154 Larc Lane  
Toledo, Ohio 43614  
(419) 380-4000

Due: August 18, 2022  
2:00 p.m.

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**LEGAL NOTICE**

Sealed bids will be received by the Lucas County Board of Developmental Disabilities at 1154 Larc Lane, Toledo, Ohio 43614, until 2:00 p.m. on August 18, 2022 and at that time opened as provided by law for the Managed Network Services.

Proposals submitted shall be in accordance with specifications on file in the Office of the Executive Director/Superintendent. Documents may be obtained at the Lucas County Board of Developmental Disabilities, 1154 Larc Lane, Toledo, Ohio 43614.

All bids must meet or exceed specifications.

Each bid must be accompanied by a bid bond or certified check in the sum equal to five percent (5%) of the total bid as guarantee that, if the bid is accepted, a contract will be entered into and its performance properly executed.

The Board reserves the right to reject any, part of, or all bids.

**I. INSTRUCTIONS TO BIDDERS**

**1. RECEIPT OF BIDS**

- A. Each proposal must be submitted on the official bid form of the Lucas County Board of Developmental Disabilities (hereinafter BOARD) in conformity with the enclosed specifications.
- B. Bid proposal must be received by 2:00 p.m. on August 18, 2022. Bids received after the bid opening date and time specified will be rejected and returned unopened to the bidder.
- C. Submit proposal to:  
Lori Mariucci, Executive Director/Superintendent  
Lucas County Board of Developmental Disabilities  
1154 Larc Lane  
Toledo, Ohio 43614
- D. Bids not in compliance with all terms and conditions specified in the INSTRUCTIONS TO BIDDERS section of this document, will be considered non-responsive to specifications and the bid disqualified.
- E. No bid will be awarded to any person, firm or corporation that is in arrears or is in default to Lucas County upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the County or has failed to perform faithfully any previous contract with the County.
- F. The BOARD reserves the right to reject any, part of, or all bids and shall have no liability whatsoever to any bidder whose proposal is not accepted.
- G. Acceptance of the proposal of any bidder by the BOARD shall not constitute an agreement between the BOARD and such bidder, and shall not be binding upon the BOARD unless and until an agreement covering all conditions and provisions of the work to be performed by the successful bidder has been reduced to writing and executed by both parties. Bidders may not withdraw a bid within 60 days of the date of bid opening.

## **2. PREPARATION OF BIDS**

- A. Each bid must be submitted on the official BID FORM bound into the Contract Documents.
- B. Each bid must be submitted in a sealed envelope bearing on the outside the name of the bidder, his address, and the name of the project and bid opening time. If submitted by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in item 1.C. above.

## **3. BIDDER AFFIDAVIT**

- A. If the successful bidder should be a corporation not incorporated under the laws of the State of Ohio, a Certificate from the Secretary of State showing the right of the successful bidder to do business in the State of Ohio shall be furnished.
- B. Each bidder is required to submit with his bid an affidavit stating that neither he nor his agents, nor any other party for him has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract, and further agreeing that no such money or consideration will be hereafter paid. This affidavit must be on the form attached (Attachment A).
- C. Each bidder is required to submit with his bid a personal property tax statement. This statement must be on the form attached (Attachment B).

## **4. BID BOND**

Each bid must be accompanied by a bid bond executed by a surety company authorized to do business in Ohio, or by a certified check on a solvent bank, payable to the Lucas County Board of Developmental Disabilities, in a sum equal to five percent (5%) of the amount of the bid. The certified check or bond will be held as a guarantee that, if the proposed bid accepted, the bidder will enter into a contract for same.

**5. TAX EXEMPTION**

- A. Equipment purchased will be exempt from the State of Ohio Sales Tax, as provided for in Section 5739.02 of the Ohio Revised Code, and also from the State of Ohio Use Tax, Section 5741.01.
- B. Blanket certificate of exemption forms will be furnished to the contractor or supplier by the Buyer, Lucas County Board of Developmental Disabilities.

**6. ADDENDA AND INTERPRETATIONS**

No interpretations of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to Andrew Bahnsen, Project Management Coordinator, 1154 Larc Lane, Toledo, Ohio 43614, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all interpretations will be in the form of written addenda to the specifications which will be mailed no later than three (3) days prior to the bid due date. All addenda so issued shall become part of the Contract Documents.

**7. AWARDS**

Contract will be awarded on the basis of the lowest and best acceptable bid if such award most benefits the BOARD.

**8. ASSIGNMENT OF CONTRACT**

The successful bidder shall upon award of contract, agree to make no assignment and/or transfer of any duties or rights under this contract in whole or in part, without prior written consent of the BOARD.

## **II. GENERAL CONDITIONS**

### **1. PURPOSE**

The BOARD seeks to outsource the management of its Information Technology (IT) infrastructure and applications to an outside contractor. It is the desire of the BOARD to consolidate this management under one agreement with a qualified firm or group to support the IT environment. This support includes:

- A. Network
  - B. Internet
  - C. Email
  - D. Application Management
  - E. Infrastructure Support
  - F. IT Security
  - G. Disaster Recovery and Coordination
  - H. Remote Client Service
  - I. 24/7 System Monitoring and Response
- Optional On Site Service

### **2. CONTRACT DOCUMENTS**

Contract Documents mean all of the various portions of this contract: LEGAL NOTICE, INSTRUCTIONS TO BIDDERS, CONTRACT, BONDS, GENERAL CONDITIONS, and SPECIFICATIONS.

### **3. CONTRACTOR LIABILITY INSURANCE**

Contractor shall maintain such insurance as will protect him from claims under Worker's Compensation acts and other employee benefits acts, from claims for damages because of bodily injury to his employees and all others and from claims for damages to property resulting from the contractor's operations under the contract. Such insurance protection shall cover operations by himself or any sub-contractor or anyone directly or indirectly employed by either of them while on the premises of the BOARD.

#### **4. BASIS FOR CONTRACTS**

- A. Contracts will be awarded on the basis of the lowest and best acceptable bid if such award most benefits the BOARD. Factors to be considered by the BOARD in evaluating bids shall include: price, bidder's technical resources, experience and performance in similar situations, physical and financial ability to perform the work.
- B. These specifications, together with any modifications of either or both which are furnished to prospective bidders during the advertising period, shall become the basis of the contract.
- C. Should any error or inconsistency be found by the bidder in the specifications, the bidder, before proceeding with the work, shall notify the BOARD for proper adjustment. Any specifications, errors or inconsistencies must be reported to the BOARD at least five (5) days prior to bid opening.

### **III. SPECIFICATIONS**

#### **1. PROJECT PROBLEM STATEMENT**

The BOARD has been managing its network with three staff and an outside contractor since 2019. The BOARD owns the network equipment, and all servers are in the process of migrating to a private cloud environment. The onsite staff will handle IT hardware installations, physical printer issues, and assist with Help Desk Support.

#### **2. BACKGROUND STATEMENT**

The BOARD has approximately 300 employees, at least 300 PCs/Lenovo Yogas/Android Tablets & iPads, and 26 servers. Roughly half of our employees work remotely on a regular basis. Remote workers use a remote VPN connection and 245 MiFi devices. All BOARD employees use a virtual desktop environment that is hosted within the virtual private cloud.

#### **3. AGENCY PHILOSOPHY AND SERVICES**

The BOARD mission statement: Improving LIFE so that individuals with developmental disabilities reach their full potential. The information stored and



services provided by the BOARD are sensitive and must be protected with utmost confidentiality and care. The selected service provider will be required to provide assurances that information and access to information is protected and sign a business associate agreement.

#### **4. PROJECT SUMMARY**

The BOARD is requesting a contractor who is able to perform maintenance and general Information Technology (IT) management services onsite as needed. Contractor will also provide cloud-based hosting of email and servers.

Please see the attached network diagrams (Attachment C).

Proposals should demonstrate the following abilities and estimated costs:

- A. Review, participate in, and make recommendations for disaster recovery plans involving the Microsoft Operating System, Software and Hardware environment and projects that utilize this platform;
- B. Assist in the creation and/or updating of policies and procedures that will be sent through a formal BOARD clearance process; ensure technology and its use adheres to HIPAA and BOARD policies;
- C. Conduct internal and external penetration tests of the network;
- D. Work with third party auditors upon request;
- E. Use of public, private or hybrid cloud services to minimize on premise hardware.
- F. Provide cloud-based servers and provide support as follows:
  - 1. Evaluate, install, test, configure, maintain, tune, and troubleshoot software and hardware;
  - 2. Monitor performance, develop reports, recommend adjustments and implement approved changes to provide customers high performing systems;
  - 3. Develop audience appropriate technical documents for support processes (i.e. handbooks, document installation configurations, proposed resolutions, etc.);
  - 4. Prepare status reports for upper management as described in the Reporting Requirements section;
  - 5. Perform server migrations, upgrades and patching;
  - 6. Firewall configuration and support as needed;
  - 7. Maintain License and network documentation;

8. Assist with any Domain Name transfers, hosting, and administration of Board websites.
- G. Support for all network systems for the BOARD:
  1. Evaluate, install, test, configure, maintain, tune, and troubleshoot software and hardware;
  2. Monitor performance, develop reports, recommend adjustments and implement approved changes to provide customers high performing systems;
  3. Respond to degradation or loss of network services within the Service Level Agreements;
  4. Develop audience appropriate technical documents for support processes (i.e. handbooks, document installation configurations, proposed resolutions, etc.);
  5. Prepare status reports for upper management as described in the Reporting Requirements section;
  6. Firewall configuration as needed;
  7. Maintain License and network documentation
- H. Scheduled maintenance to all the above including updates, backups and virus protection, with prior approval from BOARD management for any system outages;
- I. Support for all printer and copier networks. Currently there are approximately 22 network printers and 21 network copiers;
- J. Network security including spam and virus filtering;
- K. Provide network expertise on behalf of the BOARD for external contractors providing software and hardware solutions;
- L. Daily Remote Services;

IT service contractor shall respond to a requested maintenance and/or repair call and resolve the issue within two (2) hours when the requested maintenance and/or repair is one that can be completed from the service provider's remote site.
- M. 7 Days a week On-call Service;

IT service contractor shall ensure that all dispatch, booking and other essential applications at the BOARD are supported 7 days a week.

  - **Option A: Service** provider shall respond within two (2) hours and be onsite the same business day of such a service call and remain onsite until the issue is resolved when the requested maintenance and/or repair cannot be completed remotely.

- N. Emergency Services;  
IT service contractor shall assist to support for critical IT failures that include, but are not limited to, campus network outages, internet outages, critical server failures, and disaster recovery events.
- O. Attend on site and virtual meetings when required by the BOARD.
- P. Email Service
  - 1. If required, migrate email storage and services from current virtual private cloud hosted solution to another cloud hosted solution;
  - 2. Cloud hosted HIPAA compliant email service;
  - 3. Archival of emails to meet BOARD retention policies;
  - 4. Anti-spam, anti-virus, and phishing filtering and removal;
  - 5. Detail any additional costs for additional services (legal hold, mailbox restore, etc.).
- Q. Cloud Servers
  - 1. The BOARD is requesting that the contractor provide cloud services to run their server infrastructure;
  - 2. Please see the attached current virtual server setup (Attachment D);
  - 3. If required, migrate current private cloud servers to new cloud service.
- R. Virtual Desktop Interface (VDI)
  - 1. Installation, configuration, and support of a Microsoft Windows VDI environment for use by the BOARD;
  - 2. Benefits and constraints of using proposed virtual desktop environment;
  - 3. Use of Zoom, AT&T Office@Hand, and other video conferencing services with VDI.
- S. IT Security
  - 1. Monitoring, mitigation, and removal of viruses, malware, and ransomware;
  - 2. Email security and encryption solutions to ensure HIPAA compliance when emailing external parties;
  - 3. Security testing, including Phishing campaigns and overall security posture;
  - 4. Recommended password policy requirements, use of two factor authentication(2FA)login.

## 5. REPORTING REQUIREMENTS

*Two types of reporting are required:*

- A. Provide reports by Tuesday for services provided in the preceding week.  
The reports are:
  - A.1. Activity Report (Security Patch, Server Monitoring, Backup Monitoring, Device Monitoring)
  - A.2. Uptime Chart
  - A.3. Network and Systems Health
- B. Provide reports by the end of the week following the week in which services were provided. The reports must, minimally, contain the following:
  - B.1. Services performed while onsite or virtually
  - B.2. Project status/projections

## 6. CONTRACT PERIOD

The anticipated contract period is from January 1, 2023 to December 31, 2025. The BOARD may, at its discretion, amend the contract for two additional three year periods.

## 7. ANTICIPATED PROCUREMENT TIMETABLE

<u><b>Date</b></u>	<u><b>Event/Activity</b></u>
<i>Jul 21, 2022</i>	<i>BOARD releases RFP to potential providers. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.</i>
<i>Aug 18, 2022</i>	<b><i>Deadline for Proposers to Submit Proposals to BOARD (2 p.m.).</i></b> <i>- This is the proposal opening date, beginning of the BOARD process of proposal review.</i>
<i>Sept 26, 2022</i>	<i>Contract submitted to the BOARD for approval.</i>
<i>Jan 1, 2023</i>	<i>Service provision begins.</i>

## 8. PROVIDER EXPERIENCE AND QUALIFICATIONS

The BOARD is seeking a provider whose organizations possess the experience listed below.

**1. Contractors must demonstrate that these minimum requirements are met:**

- A. Experience working with Developmental Disabilities Organizations;
- B. 5+ years of experience in HIPAA IT Compliance;
- C. List out years of experience with Brittco, Microsoft Office, Microsoft Exchange, Zoom, and Office@Hand applications;
- D. At least three (3) years of experience performing in a senior administrator capacity with Microsoft Server in a mixed production environment (e.g. engineering, architecture, installation, administration, support, configuration, problem determination for software such as operating systems);
- E. At least three (3) years of experience with supporting - Active Directory (e.g. configuring, upgrading, problem determination, proactive maintenance, architecture design, migrations);
- F. At least three (3) years of experience with MS SQL Server 2012 and higher (e.g. installing, maintaining, upgrading, configuring, problem determination, architecture);
- G. At least two (2) years of experience in system analysis to increase the availability and performance of complex multi-server Production and test environments (e.g. identifying issues, solutions and strategies);
- H. At least five (5) years of experience providing virtual private and/or public cloud services (e.g. installing, maintaining, tuning, configuring, migration);
- I. At least three (3) years of experience using third party performance monitoring tools to monitor PCs, mobile devices, servers and network infrastructure;
- J. At least three (3) years of experience with Microsoft Terminal Server/ Remote Desktop Services (e.g. installing, supporting, configuring, problem determination);
- K. At least three (3) years of experience with virtual desktop environments (e.g. architecture, supporting, configuring, problem determination, migration);
- L. At least three (3) years of experience supporting Cisco equipment and services. (e.g. switches, routers, Wi-Fi access points);
- M. At least five (5) years of experience working in a co-managed environment;
- N. List out any partnerships and levels with hardware and software contractors.

## **2. Prior Experience**

Describe the adequacy of staff, equipment, research tools and administrative resources; quality and appropriateness of technical or support staff; and past performance of the organization.

- A. Does the contractor have demonstrated experience in completing projects on-time, within budget, and expected quality?
- B. Do the individuals have experience working in a co-managed environment and with the various technologies described above.
- C. How extensive is the applicable education and experience of the assigned personnel?
- D. Provide a sample of the people that would be assigned to this engagement, and their resumes.
- E. What is your background check process for people that are assigned to this engagement?

## **9. SCOPE OF WORK & SERVICES TO BE PROVIDED**

### **A. EXPECTED OUTCOMES**

- 1. BOARD network infrastructure will be reliable, fast, flexible, and secure.
- 2. 99.9% Server and network up-time
- 3. Timely and adequate resolution of support tickets
- 4. Reliable technology and support for a mobile workforce
- 5. Partnership between selected contractor and the BOARD to help achieve the goals of the BOARD.

### **B. RESPONSIBILITIES OF LUCAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

- 1. The BOARD will provide a space for contractor to utilize while onsite.
- 2. The BOARD will provide reasonable notice to contractor for meetings where contractor's presence will be required.
- 3. The BOARD will provide a contact, system access, and support while contract is in effect.

## **10. PROPOSAL FORMAT**

### **FORMAT FOR ORGANIZATION OF THE PROPOSAL/PROPOSAL CONTENT**

The BOARD discourages overly lengthy and costly proposals. In order for the BOARD to evaluate proposals fairly and completely, contractors must follow the format set forth herein and provide all of the information requested.

#### **SECTION A - INTRODUCTION**

##### **Cover page**

This must include the RFP title and the complete contractor name and mailing address.

##### **Cover letter**

Proposals must include the telephone number of the person the BOARD should contact regarding the proposal.

Proposals must confirm that the organization will comply with all the provisions of this RFP.

The bidder must provide a brief description of the organization including history; number of years the organization has been in business; type of services provided; legal status of bidder organization, i.e. corporation, partnership, sole proprietor; Federal Tax ID number.

The bidder must submit a copy of its most recent audited or compiled financial statements, with the name, address and telephone number of a contact in the company's principal financing or banking organization. The financial statements must have been completed by a Certified Public Accountant.

**A bidder representative authorized to make contractual obligations must sign the cover letter.**

##### **Table of Contents**

Provide sufficient detail so reviewers can locate all the important elements of your document readily. Identify each section of your response as outlined in the proposal package.

##### **Executive Summary**

Provide a high-level overview of your approach, the distinguishing characteristics of your proposal, and the importance of this project to your overall operation.

## **SECTION B – PROJECT UNDERSTANDING & MANAGEMENT**

### **Provide the Following Information:**

1. What do you understand to be the purpose and scope of this project?
2. Detail any pertinent issues and potential problems you feel may arise related to the project.

### **Scope of Work/Solution/Project Narrative**

What is your proposed solution to the needs identified by the BOARD?

### **Describe your project management approach including:**

1. The method used in managing the projects.
2. The project management organizational structure including reporting levels and lines of authority.
3. Describe your approach to project control, including details of the methods used in controlling project activities.

### **Project Reporting**

Describe your status reporting methodology including details of written and oral progress reporting. Include frequency and detail level of all reporting.

### **Interface with the County**

Describe your contact points with the BOARD including types of communications, and level of interface.

### **Deliverables**

Describe the deliverables in specific, and to the extent possible, measurable terms.

## **SECTION C – SECURITY & THIRD PARTY RELATIONSHIPS SECURITY**

1. Describe your strategy for securing your client's data. Include your company's policies as well as any security certificates that you possess. Explain how you will insure that the security clearances required for BOARD are adhered to.
2. Describe how you would maintain confidentiality in strict conformance with HIPPA and other confidentiality laws & regulations.
3. Please include a list of team members or potential team members and their credentials for your organization for the entire life cycle of the relationship. Include the procedure for evaluating and replacing staff, if requested.



4. Please include a list of established relationships with third party contractors, including Microsoft, Dell, and HP. Include your certification or partner level, if appropriate, and experiences in working with these contractors.

#### **SECTION D - SERVICES & DOCUMENTATION**

1. Describe service levels you will provide to the BOARD. Describe your work order/trouble ticket system.
2. Describe availability of key staff during normal business hours.
3. Describe availability of key staff outside of normal business hours.
4. Describe how staff is available 7 days a week.
5. Provide your guaranteed response time for issues dependent upon severity and time of day.
6. Describe the resolution for not meeting the guaranteed response times and/or Service Level Agreements.
7. Provide your average response time for after-hours issues.
8. Describe your philosophy/strategy for scheduled down times for routine maintenance.
9. Describe your communication strategy for keeping the BOARD informed of system conditions and changes.
10. Describe your internal plans for disaster recovery.
11. Describe how your on-site support representative would work and describe any special requirements that would need to be filled by the BOARD.
12. Describe how major upgrades would be applied and what upgrades would require additional fees.
13. Describe your monitoring tools and strategies to monitor and ensure the stability of the computing environment in the BOARD.
14. Describe how you would document and record maintenance, installation, performance, and changes to the system.
15. Describe the documentation that you would make available to the BOARD at the end of the contract period.
16. Identify the potential risks and problems, which, in your experience, occur on projects of this type.
17. Identify the steps that can be taken to avoid or mitigate these problems and steps to be taken should the problem occur. Incorporate activities in the project plan to reduce the occurrence, severity and impact of events or situations that can compromise the attainment of any project objective.

## **SECTION E – QUALIFICATIONS & EXPERIENCE**

### **Contractor Qualifications**

1. Identify the qualifications that you bring to this project. Explain what differentiates your services from other potential competitors in the market.

### **Personnel**

1. All proposed key project personnel, including subcontractor staff, must be identified in the proposal. Resumes of all key project personnel are required. Bidders may redact personal contact information, which is included on resumes for administrative use (i.e., home addresses, home phone number, personal email address, etc.). Each person's role is to be identified and documented in the following format:
  - a. Name
  - b. Position with company
  - c. Role in the contract
  - d. Experience with the specific tasks being proposed
  - e. Work history in similar engagements
  - f. Legal Relationship with the Prime Contractor
2. Provide an organizational chart including all the personnel assigned to accomplish the work described in your proposal. Designate the person responsible and accountable for the completion of each component and deliverable of the proposal.
3. Describe your process used to perform background checks and information verification to validate new employees. Because of the sensitive nature of the BOARD, we require strict vetting of people with access or potential access to our information.

***The BOARD reserves the right to approve or disapprove any change in the successful contractor's project team members whose participation is specifically offered in the proposal. This is to assure that persons with vital experience and skill are not arbitrarily removed from the project by the prime contractor.***

### **Customer References**

The contractor must submit (3) references, names and phone numbers for similar projects your organization has completed.

### **Contract Performance**

If a contractor has had a contract terminated due to the contractor's non-performance or poor performance during the past five years, whether proven or alleged, all such

incidents must be described, including the other party's name, address and telephone number. If no such terminations have been experienced by the provider in the past five years, so indicate.

### **Subcontractors**

Subcontractors may be used to perform work under this contract. The substitution of one subcontractor for another may be made only at the discretion of the BOARD liaison, and with prior written approval from the liaison. Providers will be responsible for the subcontractors meeting all terms and conditions of the specifications.

### **Conflict of Interest**

Each provider shall include a statement indicating whether or not the organization or any of the individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict. The BOARD reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the contractor. The BOARD determination regarding any questions of conflict of interest shall be final.

## **SECTION F – BUDGET**

The bidder shall provide the annual cost of providing services as detailed in the RFP for each year.

Costs should be broken down as follows:

- A. Regular Hour Cost
- B. Emergency Hour Cost

### **Payment Schedule**

Contractor must include a proposed schedule of payments. The trigger for payment for each cost must be identified (e.g. timing, deliverable).

## **ATTACHMENTS**

- A. Non-Collusion Statement *(To be completed and included in the proposal packet)*
- B. Personal Property Tax Statement *(To be completed and included in proposal packet)*
- C. Network Diagram
- D. Virtual Server Setup

**LUCAS COUNTY BOARD OF**  
**DEVELOPMENTAL DISABILITIES**  
**BID FORM**

Company Name\_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_Fax\_\_\_\_\_

Type of Business:    ☐ Corporation        ☐ Partnership        ☐ Sole Proprietor

Years in Business\_\_\_\_\_ Number of Employees\_\_\_\_\_

REFERENCES (provide three customer references for similar contracts)

Company\_\_\_\_\_

Name\_\_\_\_\_Telephone\_\_\_\_\_

Company\_\_\_\_\_

Name\_\_\_\_\_Telephone\_\_\_\_\_

Company\_\_\_\_\_

Name\_\_\_\_\_Telephone\_\_\_\_\_

## FINANCIAL PROPOSAL

**In compliance with the Request for Proposal, BIDDER hereby proposes to provide the following services in accordance with the specifications dated July 21, 2022 and has submitted a description of services to be provided as follows:**

Annual Cost (1<sup>st</sup> year): \_\_\_\_\_

Annual Cost (2<sup>nd</sup> year): \_\_\_\_\_

Annual Cost (3<sup>rd</sup> year): \_\_\_\_\_

A. Regular Hour Cost: \_\_\_\_\_

B. Emergency Hour Cost: \_\_\_\_\_

Option A: On-Site Service Cost: \_\_\_\_\_

\_\_\_\_\_  
BIDDER'S NAME

\_\_\_\_\_  
BIDDER'S TITLE

\_\_\_\_\_  
BIDDER'S ADDRESS

\_\_\_\_\_  
BIDDER'S PHONE NUMBER

\_\_\_\_\_  
BIDDER'S EMAIL ADDRESS

\_\_\_\_\_  
DATE

**ATTACHMENT A**  
**NON-COLLUSION STATEMENT**

I, \_\_\_\_\_, \_\_\_\_\_  
NAME TITLE

of \_\_\_\_\_, affirm that, at the time I submitted  
COMPANY NAME

a bid for \_\_\_\_\_, to the Lucas County Board of  
Developmental Disabilities, on \_\_\_\_\_, 2022, neither I nor any of my  
agents nor anyone working for me has paid or agreed to pay, directly or indirectly, any person,  
firm or corporation any money or valuable consideration for assistance in procuring or  
attempting to procure the contract, and further agree that no such money or consideration  
will be hereafter paid.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

Sworn to before me and subscribed in my presence by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

**ATTACHMENT B**  
**Personal Property Tax Statement**

(See Section 5719.042, O.R.C.)

STATE OF \_\_\_\_\_)

ss:

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

( ) On \_\_\_\_\_, I submitted a bid to Lucas County Board of Developmental Disabilities Toledo, Ohio, to provide the Board with \_\_\_\_\_. On said date, I owed no personal property tax to the Lucas County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

( ) On \_\_\_\_\_, I submitted a bid to Lucas County Board of Developmental Disabilities Toledo, Ohio, to provide the Board with \_\_\_\_\_. I presently am delinquent in the payment of personal property tax to the Lucas County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows: \_\_\_\_\_ owed in delinquent taxes, and \_\_\_\_\_ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Lucas County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BIDDER

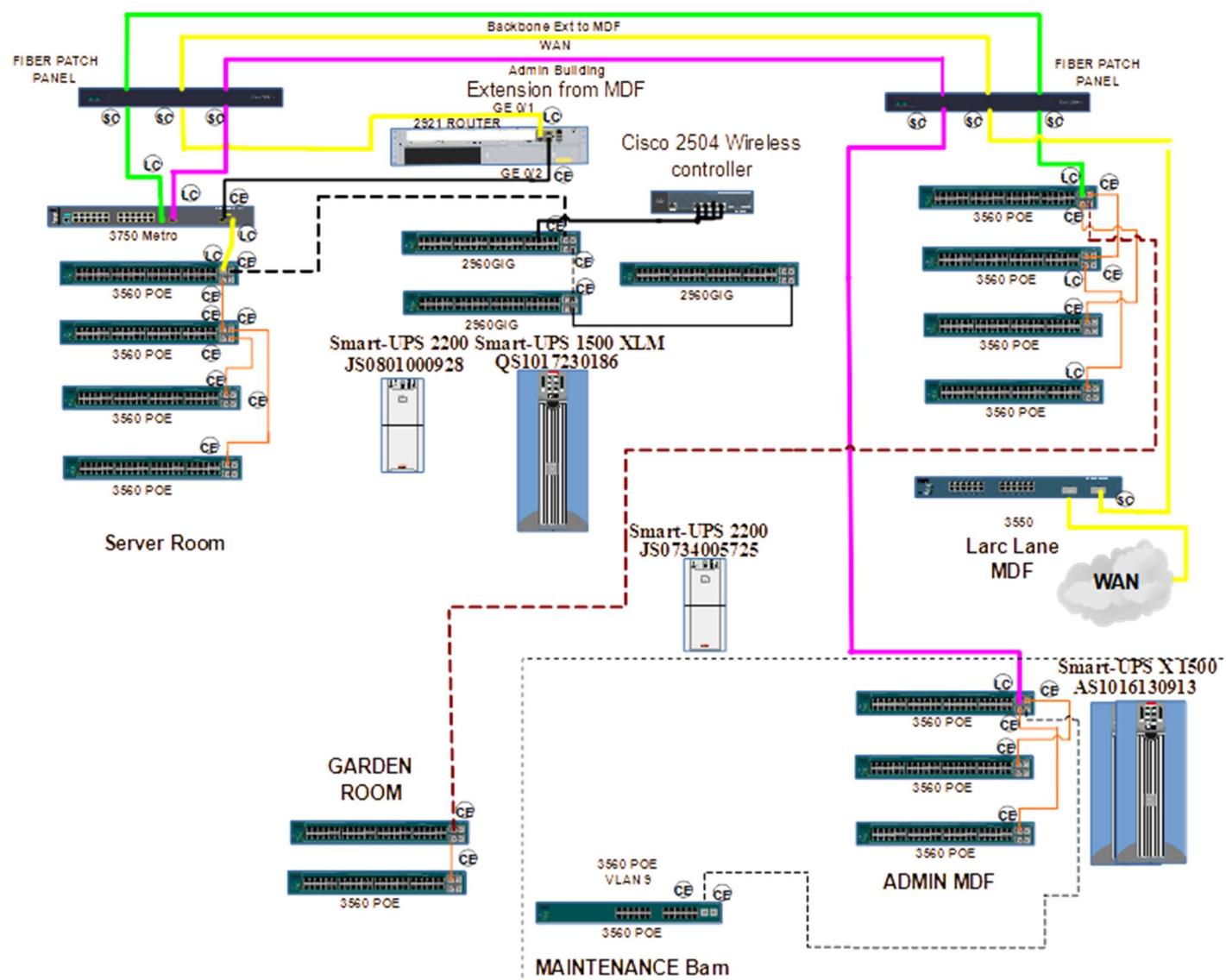
Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_,

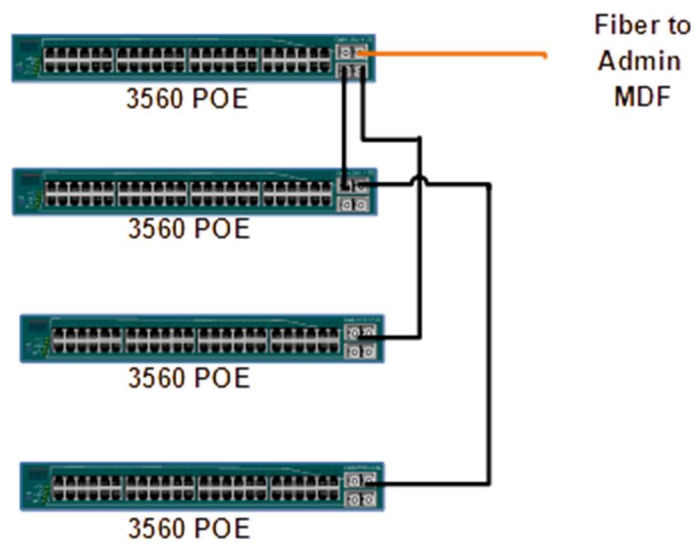
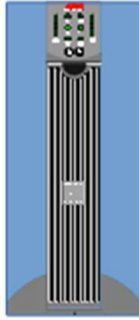
# ATTACHMENT C

## Network Diagrams



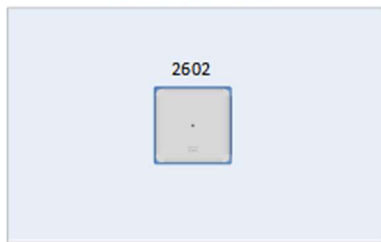


## Smart-UPS X 1500



## CHILDREN'S Department

### Maintenance Barn



Cisco 2504 Wireless controller

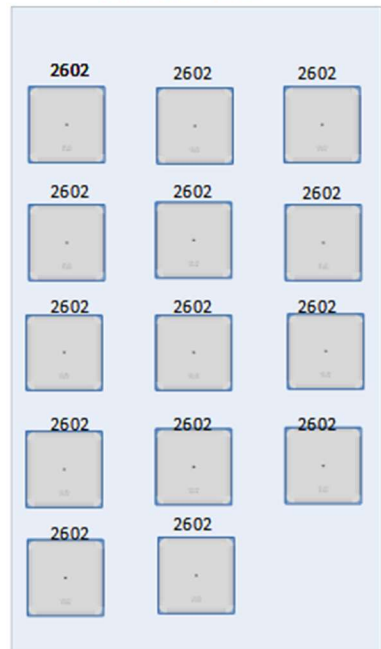


Spare AP

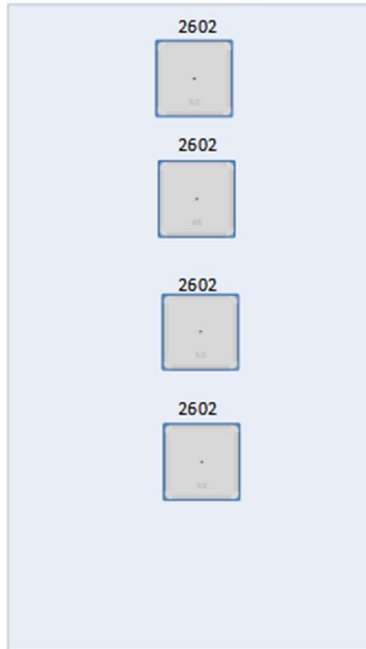


Unconfigured

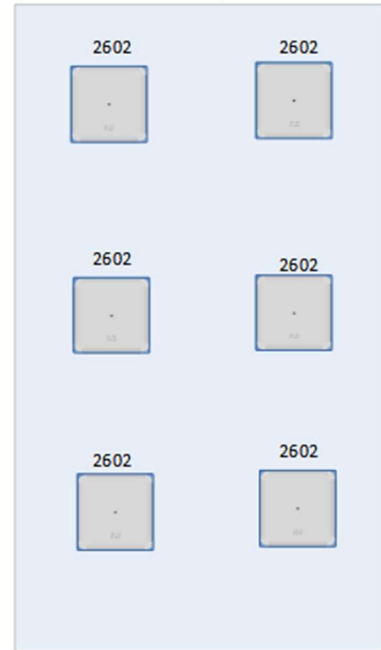
### Larc Lane Center



### Admin Building



### Children's Department



*Wireless Network*

ATTACHMENT D  
Virtual Server List

Item	Location	OS	Memory	CPU	Disk	Function
1	Private Cloud	Windows 2019 Standard	16GB	Xeon Gold 6248R 3GHz	710GB	App Hosting/SQL Server
2	Private Cloud	Windows 2008 R2 Standard	8GB	Xeon Gold 5218 2.3Ghz	1.5TB	SharePoint 2010
3	Private Cloud	Windows 2019 Standard	8GB	Xeon ES-2640 2.4GHz	100GB	Domain Controller/DNS
4	Private Cloud	Windows 2019 Standard	4GB	Xeon Gold 6248R 3GHz	100GB	Domain Controller/DNS
5	Private Cloud	Windows 2019 Standard	16GB	Xeon Gold 6248R 3GHz	400GB	Epicor App w DB
6	Private Cloud	Windows 2019 Standard	8GB	Xeon Gold 5218 2.3Ghz	2.7TB	File/Print/SMTTP Relay
7	Private Cloud	Windows 2019 Standard	4GB	Xeon Gold 5218 2.3Ghz	60GB	Remote Desktop Broker
8	Private Cloud	Windows 2019 Standard	4GB	Xeon Gold 6248R 3GHz	60GB	Remote Desktop Broker
9	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 6248R 3GHz	100GB	Remote Desktop Host
10	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 5218 2.3Ghz	900GB	Remote Desktop Host
11	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 6248R 3GHz	500GB	Remote Desktop Host
12	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 6248R 3GHz	800GB	Remote Desktop Host
13	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 6248R 3GHz	940GB	Remote Desktop Host
14	Private Cloud	Windows 2019 Standard	45GB	Xeon Gold 6248R 3GHz	100GB	Remote Desktop Host
15	Private Cloud	Windows 2019 Standard	4GB	Xeon ES-2640 2.4GHz	100GB	RD Gateway
16	Private Cloud	Windows 2019 Standard	4GB	Xeon ES-2640 2.4GHz	100GB	RD Gateway
17	Private Cloud	Windows 2019 Standard	4GB	Xeon Gold 6248R 3GHz	100GB	VPN Server
24	Onsite	Windows 2012 R2 Standard	4GB	Xeon E7-4830	1TB	Imaging
25	Cloud					SharePoint Online
26	Private Cloud					Managed Exchange Server