



**REQUEST FOR PROPOSAL  
NOVELL TO MICROSOFT CONVERSION ASSESSMENT  
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**

**MAY 18, 2010**

**HACC SOLICITATION NO: 10-45**

**I - General Information**

Harrisburg Area Community College (HACC or the college) is a public, not-for-profit educational institution. The college has an enrollment of approximately 23,000 students in both credit and non-credit programs and has five campuses located throughout Central Pennsylvania; Harrisburg (Wildwood, Midtown, and Penn Center Campuses), Gettysburg, Lebanon, Lancaster, and York. HACC has approximately 3,000 Group Wise e-mail accounts for employees and maintains approximately 4,000 PCs.

As part of the continuing growth of the college and in conjunction with the completed telephony platform assessment, HACC is in need of a thorough impartial evaluation of inventory and assessment our current network operating system and email environment. As part of the assessment, we require the selected firm to identify the pros and cons of converting to a Microsoft NOS and Exchange environment from the current Novell NetWare and Groupwise products, and build a project plan that identifies the total cost of conversion, including estimates for equipment, training, and staffing. A plan should include a Microsoft Active Directory identity management solution that would integrate most if not all of HACC's main systems, including Banner, Luminis, WebCT, and Sirsi.

The general requirements of this assignment are listed below and more fully described in the Scope of Work, Section V.

- A. Perform an evaluation and inventory of the existing Novell systems
- B. Make recommendations for the replacement or upgrades of the Novell server platform equipment, software, and maintenance to accommodate future needs.
- C. Develop a College-wide strategic plan for converting from Novell NetWare to Microsoft NOS and from Novell GroupWise to Microsoft Exchange including equipment configurations, staffing requirements, IT staff training, and budget estimates for the implementation of the proposed plan.

**II – Response Date**

**Dates:**

Date of Issue: May 18, 2010

Deadline for Questions: June 8, 2010 – by 11:30AM

Responses to the Questions: June 10, 2010 – by 4:30PM

BID DUE DATE: June 15, 2010 – by 1:00PM

Board Meeting: August 3, 2010 (Please note: Final official bid results will be released after this date. All vendors who respond to the RFB will receive an award notification letter in the mail within one week of this date.)

Responses to this Request for Proposal are due no later than 1:00PM, June 15, 2010 and are to be addressed and delivered to:

Garry Crider, Purchasing Manager  
HACC, Central Pennsylvania's Community College  
One HACC Drive  
Room W130A, Whitaker Hall  
Harrisburg, PA 17101

Please provide **six (6)** copies of your response and your submission. Your response must include the following identification on the outside of the sealed envelope.

HACC, Central Pennsylvania's Community College  
HACC Solicitation No. 10-45  
Novell to Microsoft Conversion

**NOTE: Proposer's Fee must be submitted in a separate sealed envelope. Only ONE (1) COPY need be included in the separate sealed envelope.**

Please note that responses must be limited to 24 single sided pages (12 double sided pages) exclusive of front and back covers and tabs/dividers. HACC reserves the right to reject any responses that does not conform to this requirement.

### **III – Questions**

All questions regarding this Request for Proposal are to be directed to the Purchasing Manager not later than June 8, 2010 by 11:30AM:

Garry Crider, Purchasing Manager  
HACC, Central Pennsylvania's Community College  
Phone: 717-780-1164  
Fax: 717-780-2325  
[cgcrider@hacc.edu](mailto:cgcrider@hacc.edu)

### **IV – Proposal Requirements**

The following information is to be included in your response to this Request for Proposal.

- A. Company Profile.
- B. Experience in the delivery of similar services as requested in the RFP.
- C. Provide an example of a system evaluation and report as required under the Scope of Work – Section V, that your firm has previously prepared.
- D. Identify the person or persons that will be responsible for delivering these services. Include resume and qualifications.
- E. Provide three references or three similar projects that your firm has provided these services for/on.

## V – Scope of Work

### A. Existing Infrastructure Assessment and Evaluation

1. Inventory and assess the current network and email environment at the five (5) HACC campuses; Harrisburg (Wildwood, Midtown, and Penn Center Campuses), Gettysburg, Lebanon, Lancaster, and York.
2. Evaluate the condition of the existing systems (hardware and software).
3. Provide a final report identifying:
  - a. System components/inventory
  - b. List of features and deficiencies
  - c. Recommended improvements

### B. Define a recommendation for either:

1. an upgrade for existing Novell NetWare and Novell GroupWise platforms or
2. a college-wide conversion from Novell NetWare to Microsoft NOS and from Novell GroupWise to a Microsoft Exchange environment.

With either recommendation:

- a. Identify changes to the existing infrastructure that would be required
- b. Identify the cost of conversion or upgrade, including estimates for equipment, training, staffing, and a project plan.
- c. Include an Active Directory Identity Management Solution from either Novell or Microsoft, depending on the recommendation. Either solution should integrate most if not all our main systems, including Banner, Luminis, WebCT, and Sirsi.
- d. Analyze and research the proposed solution and prepare detailed reports containing advantages, disadvantages and cost estimates for the project.
- e. Provide a detailed listing of all components of the proposed solutions.
- f. Utilize the results of HACC'S recently completed Telephone Assessment as input for a recommendation concerning the integration of our network, email, phone and voicemail systems.
- g. Final report will be comprehensive and sufficient to develop documents to construct the proposed system. Plans and specifications are to be included.

### C. Cost to implement and maintain

- a. Provide budget to upgrade or convert the system as proposed
- b. Provide estimated cost to own and maintain the equipment as proposed
- c. Provide detailed list of the equipment, training requirements, and staffing required.

## **VI – Fee and Schedule**

- A. State your proposed fee for the services outlined in the Scope of Work – Section V.
- B. State the time required to perform the services
- C. **Proposer’s Fee must be submitted in a separate sealed envelope. Only ONE (1) COPY need be included in the separate sealed envelope.**

## **VII – Acceptance of Proposal**

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Proposer’s response to this RFP.

The College also reserves the right to allow a Proposer to correct a defect in its Proposal provided that correction of the defect does not alter the amount of the Proposal or the scope of work required under the Proposal.

## **VIII – Evaluation and Award**

All proposals must meet or exceed mandatory requirements outlined in this RFP in order to be reviewed. Those proposals meeting the minimum mandatory requirements will be considered based upon a point scoring evaluation system described in this section.

Information and data for scoring will come from information supplied with the consultant’s proposal from the three references and any clarification information requested by the College. Points will be tallied for three areas: *Consultant Qualifications*, *Project Plan*, *Interviews* and *Total Cost* of the proposal. The maximum possible points for the combined areas will be 100 points.

### ***Consultant Qualifications & History (40 points maximum)***

Information provided by references and in the general proposal will be evaluated and awarded a maximum of 40 points. Particular attention will be given to prior experience with projects of similar size and scope as well as the qualifications and work experience of specific staff who will be assigned to the project

### ***Project Plan (30 points maximum)***

The project plan will be evaluated for feasibility, completeness, and thoroughness in addressing the scope of work. Particular attention will be given to feasibility of providing project deliverables by the established deadline.

### ***On Site Interview (20 points maximum)***

After evaluation of *Consultant Qualifications & History*, and *Project Plan*, the evaluation committee will invite a number of top proposers to interviews. The purpose of the interviews is to promote understanding of the College’s requirements and the consultant proposals as well as ascertain the communications skills and chemistry between the consultants and primary stake holder at the college.

***Total Cost (10 points maximum)***

**SUBMITTED IN SEALED SEPARATE ENVELOPE**

The cost envelopes of the top rated proposals in the areas above, along with ties, will be opened and will receive points according to the following formula:

$$\frac{\text{Lowest total cost}}{\text{-----}} \times \text{Proposal being evaluated} \times \text{maximum points (10) = points awarded}$$

The remaining proposals will not receive points for cost.