REQUEST FOR PROPOSAL

Service Contract Database Administrator

February, 2014

For information about CPS, please visit our web site at http://www.cps-k12.org
Table of Contents

1. INTRODUCTION AND BACKGROUND ............................................................................................................. 3
1.1 INTENT OF RFP/RFQ ..................................................................................................................................... 3
1.2 VENDOR INQUIRIES (IF REQUIRED) ........................................................................................................... 3
1.3 RFP ADDENDA ............................................................................................................................................... 3
1.4 PROPOSAL ACCEPTANCE, PROPOSAL EVALUATION AND VENDOR SELECTION ................................. 3
1.5 IMPORTANT DATES ...................................................................................................................................... 4
1.6 RFP RESPONSES .......................................................................................................................................... 5
2. PURPOSE AND OBJECTIVES .......................................................................................................................... 5
2.1 DATABASES .................................................................................................................................................. 5
2.2 SOFTWARE SYSTEMS .................................................................................................................................... 5
2.3 HARDWARE & NETWORK ............................................................................................................................. 6
2.4 REQUIREMENTS .......................................................................................................................................... 6
2.5 PRICING ....................................................................................................................................................... 6
3. VENDOR QUALIFICATIONS ............................................................................................................................. 7
3.1 GENERAL .................................................................................................................................................... 7
3.2 REFERENCES AND CUSTOMER TYPES ....................................................................................................... 8
3.3 DISTINGUISHING CHARACTERISTICS ..................................................................................................... 9
3.4 VALUE ADD .................................................................................................................................................. 10
3.5 PRIORITY QUESTION (IMPORTANT AND MUST BE ANSWERED) ...................................................... 10
4. LEASING CONSIDERATIONS: .......................................................................................................................... 10
1. Introduction and Background

Cincinnati Public Schools invites you to bid on Service Contract Database Administrator as per the specifications provided. For questions regarding the bidding process, please feel free to contact Bradley Price, at (513) 363-0459.

Please hand deliver completed bid documents to Cincinnati Public Schools Purchasing Department, 2651 Burnet Avenue, Cincinnati, OH 42319. Bids are due by: March 14, 2014

The Cincinnati Public School District, (hereinafter also referred to as “CPS”), is the primary school district serving the metropolitan Cincinnati area. It is comprised of 57 schools, 2 office complexes (Burnet Ave. and Iowa’s Ave.), various auxiliary and satellite sites and serves approximately 32,600 students.

1.1 Intent of RFP/RFQ
CPS is seeking a service contract Database Administrator to fulfill the following requirements and responsibilities. The service contract is for the period of July 1, 2014 through June 30, 2015, with an option to renew annually at end of that period for a maximum of 3 years at guaranteed cost. CPS shall be billed only for hours actually worked.

1.2 Vendor Inquiries (if required)
All RFP clarification questions must be submitted via e-mail to the attention of Mark Riga at rigamar@cps-k12.org on or before 4:00 P.M. EST on March 6, 2014. No inquiries will be addressed after this date and time. All inquiries and responses will be made available on the CPS web site in the same location that the RFP is posted on or before March 7, 2014 by 4:00 P.M.

1.3 RFP Addenda
In the event that CPS makes modifications, clarifications, or additions to the RFP, these will be posted on the CPS website in the same location that the RFP is posted.

1.4 Proposal Acceptance, Proposal Evaluation and Vendor Selection
CPS reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any formalities. CPS will not necessarily accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP or which are submitted after the deadline are subject to disqualification.

CPS reserves the right to request additional information from vendors after the RFP deadline indicated, should such action be in the best interest of CPS.

Following the deadline for RFP submittals, CPS or its elected agent reserves the right to have further discussions related to price and services provided with any prospective vendor during the review process. CPS reserves the right to conduct these discussions with one or more respondents in order to arrive at a final selection.
If Vendor has operations (production, sales, administrative) physically located in The City of Cincinnati then Vendor should develop procurement and contracting strategies aimed at supporting the district’s Supplier Diversity development Program. Strategies shall include sourcing methods, goals, reporting, and efforts to encourage local, small disadvantaged and minority business partnerships. Vendor shall use its best efforts to use such Business Enterprises.

Cincinnati City School District will have the ability to cancel this agreement, with 30 days prior written notice upon non-appropriation of funds, without penalties incurred.

All proposals and all supporting documentation submitted with the proposals shall become the property of CPS and will not be returned.

All proposals and supporting proposal documents become public information after award or rejection of all proposals and are available for inspection by the general public.

Non-selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to CPS, or that no proposal was accepted. Respondents whose proposals are not accepted will be notified.

Respondent’s responses to this RFP may be incorporated into the resulting contract at the discretion of CPS.

The respondent expressly understands that any data stored on any computer system owned by CPS shall remain the sole and exclusive property of CPS.

Expenses incurred by vendor in developing a response to this RFP are entirely the responsibility of the vendor and may not be charged to CPS.

Respondent shall make no public statement, explicitly or implicitly, indicating a vendor or potential vendor relationship with CPS unless sanctioned in writing by CPS.

CPS will consider the following criteria in evaluating proposals:

- The ability to satisfy requirements stated in the RFP
- A cost / benefit analysis
- Response to the Priority Question in section 3.5 herein
- Compliance with CPS statement of Equal Opportunity for Employment and Contractors
- Reliability and past performance of the vendor
- Demonstrated experience and ability to assist with the management and execution of services of this scope
- Proposed methodology
- Demonstration of creativity and flexibility by the Vendor

### 1.5 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2014</td>
<td>Inquiries Due</td>
</tr>
<tr>
<td>March 7, 2014</td>
<td>Responses to Inquiries Posted</td>
</tr>
<tr>
<td>March 14, 2014</td>
<td>Proposals Due</td>
</tr>
</tbody>
</table>
1.6 RFP Responses

CPS requires a uniform proposal format to make our evaluation as efficient and as fair as possible. Respondents must respond to ALL questions using only the tables provided in this RFP. Respondents must also complete ALL fields in exhibit F.

Submit a cover letter on your letterhead, signed by the responsible official in your organization, certifying the accuracy of the information in the response, and that the proposal will remain valid for 90 days from the proposal due date.

Please provide three (3) hard copies of your response, and one (1) virus free electronic copy (in MS Word format) of your response to the RFP. Hard copy proposals must be on 8 ½ x 11 paper, single-sided and bound.

All paper copies and the electronic copy must be sent or hand-delivered to:
CPS - Education Center
Attn: Bradley Price – Purchasing Dept
2651 Burnet Avenue
Cincinnati, Ohio 45219-2551

Unnecessarily elaborate responses beyond that sufficient to present complete proposals are neither necessary nor desired. Elaborate brochures are not desired. Reproduced copies of standard manuals may not be substituted for the specific responses requested. Emphasis should be on completeness and clarity of the proposal. Failure to comply with the format guidelines may be considered indicative of the respondent’s willingness to support customer needs: Those who do not respond in keeping with the format guidelines may be omitted from the evaluation process at the discretion of CPS.

Databases Environment

2. Purpose and Objectives

2.1 Databases

- Databases are mainly Oracle 10G and SQL server databases.

2.2 Software Systems

- Student Information System Powerschool, Oracle DB
- Other In-house Oracle databases are: Student Test Data and CPS Dashboard – TADMIN, Enrollment Planning – Planning, State Reporting – EMIS, Data warehouse – DWHS
- Oracle Databases; Cognos Reporting Tool – CogDB, Legacy Student Information System SASI, from 1999 to 2008, - SASI ARCH
- Learning Partner Dashboard, SQL Server DB
- Destiny Follett Library System, SQL Server 2008
- Help Desk software Track-It, currently Oracle DB
Transportation System VersaTrans, SQL server databases
CPS Job Scheduling system, SQL server databases
Laserfiche document imaging system, SQL server databases
Registration Gateway, SQL server database

2.3 Hardware & Network
- The CPS ITM department has 17 Application Servers and 29 DB servers with multiple instances.
- Three 4-node clusters of Oracle databases. Proliant DL 380 G3 9i RAC Cluster (SAN Attached) All DL380 G3 units have RPS, iLO, and dual FC HBA controller NSPOF requires 2 FC HBAs per server (2 slots needed). Dual controller paths using secure path.
- EVA4400 (Fibre SAN for PowerSchool DB), EVA5000 (Fibre SAN for Data Warehouse, Planning, Test Admin DB’s); migrating EVA hosted DB’s to HP 3PAR V400 within a year.
- All DL380 G3 and G5 units have RPS, iLO, and dual FC HBA controller NSPOF requires 2 FC HBAs per server (2 slots needed)
- Migrating to HP Gen 8 BL460 Server Blades housed in a C7000 chassis with Flex Fabric 10 GB network connections and FCoE.

2.4 Requirements
- DBA is responsible for monitoring, backup, maintaining, support, trouble shooting of all databases including the RAC and Data Guard configurations, RMAN and data pump exports of all Oracle databases, SQL server database jobs.
- Support and troubleshoot issues within Powerschool databases in production and test as well at our DR site.
- Make hardware and software design changes for CPS new products that require a database.
- Gather statistics and streamline queries made to all of the Oracle and SQL server databases.
- Network troubleshooting as it pertains to the databases
- ASM+ Oracle cluster storage configuration and maintenance
- Novell NDS integration
- HP Proliant Server Hardware
- HP Fiber Channel SANS
- HP Blade technology
- Monitor, maintenance, upgrades and troubleshoot VersaTrans, SQL server databases.
- Monitor, maintenance, upgrades and troubleshoot Novell ZENworks database
- Provide offsite 24/7 monitoring of all production and test SQL Server and Oracle Databases instances and servers, as well as their application servers.
- DBA must be on site at least 3 days per week.
- It is 35 hours/wk with some weekend and off hours work.

2.5 Pricing
The above is offered at an annual cost of $_____________.

Anything beyond the stated hours would be billed at the rate of $ ____________.
3. **Vendor Qualifications**

3.1 **General**

Provide responses to questions shown in the blank portion of each question table. Boxes will expand to accommodate responses.

- Provide your organization’s name and headquarters address, as well as the name, title, phone number and email address of the person completing this proposal. List all additional offices located within a 60-mile radius of Cincinnati corporation limits, and indicate primary services provided at each location.

- Indicate number of years in business and years at present headquarters location. Provide details of your organization’s business structure and ownership, including state of incorporation if applicable. If your organization is a subsidiary of division, provide parent company information.

- Detail any existing Cincinnati Public Schools relationships and contacts.

- Indicate if your organization is a minority-owned, woman-owned and/or small/disadvantaged business enterprise. If applicable, describe details of any creative partnership(s) with minority-owned, woman-owned and/or small/disadvantaged business enterprises that your organization will be utilizing in developing a response to this RFP. If applicable, describe your organization’s history of partnering with such enterprises to provide services.
### 3.2 References and Customer Types

Provide responses to questions shown in the blank portion of each question table. Boxes will expand to accommodate responses.

- Provide a minimum of three customer references. References should be equal to CPS in terms of customer size, complexity and environment type (school districts preferred). CPS should not be used as a reference in this area. You must include the organization name, contact name, phone number, fax number and email address for each reference provided. CPS will be contacting these references.

- Provide an accounting of all customers located within the Cincinnati-Middletown Ohio MSA (as defined by the U.S. Census Bureau and website [http://www.census.gov/population/estimates/metro-city/03msa.txt](http://www.census.gov/population/estimates/metro-city/03msa.txt)) by name and primary service provided for each. This listing is for informational purposes – CPS will only be contacting those customers provided as references in question 3.2 above.

- Provide a sample invoice and your standard contract form as attached supportive documentation.
### 3.3 Distinguishing Characteristics

Provide responses to questions shown in the blank portion of each question table. Boxes will expand to accommodate responses.

- **Describe specific capabilities and characteristics your organization has that set it apart from the competition.**

- **List all manufacturer certifications your organization holds.**

- **Describe how your company currently handles manufacturer’s warranties.**

- **Does your company provide Hardware as a Services offerings that include hardware acquisitions, all services to install, warranty, and provide ongoing support for all new and all pre-existing computer equipment and non-CPS specific software. If so, please**
### 3.4 Value Add

In addition to low cost pricing CPS would also like to take advantage of added value services that a vendor could supply. Provide responses to questions shown in the blank portion of each question table. Boxes will expand to accommodate responses.

| · Describe all specific “value add” services that you can provide. |

### 3.5 Priority Question (Important and must be answered)

This question will have a significant additional weighted response value in the evaluation of all submissions. It is absolutely vital and mandatory that this question be answered to the absolute best ability of all respondents. CPS’s best estimate is that it will take approximately 1 hour per computer installation.

| · In the effort to remove the highest quantity of Windows XP devices from production as possible; If a PO is issued to the awardee by February 1st, what is the absolute maximum number of devices that you are willing to commit to having replaced fully by no later than April 9th, 2013? |
RESOLUTION ON EQUAL AND FAIR OPPORTUNITY
IN CONTRACT EMPLOYMENT AND BUSINESS OPPORTUNITIES

WHEREAS, the Board of Education of Cincinnati Public Schools desires to provide all citizens or lawfully admitted permanent residents equal and fair opportunities to participate on a level playing field in employment and development opportunities sponsored by the Cincinnati Public Schools, including the Facilities Master Plan to rebuild or renovate all schools over the next ten years; and

WHEREAS, discrimination based on race, color, gender, national origin, and other factors as referenced in “Equal Employment Opportunity and Affirmative Action Policy” (4001) is prohibited by various federal and state laws, and by policy of the Cincinnati Public Schools Board of Education; and

WHEREAS, Cincinnati Public Schools recognizes its obligation concerning its employment and contracting practices, and the employment and contracting practices of its contractors and their subcontractors, to ensure that applicants, employees, bidders, and contractors are not discriminated against on the basis of race, color, gender, national origin, and other factors; and

WHEREAS, Cincinnati Public Schools wishes to ensure that its contractors and their subcontractors recruit, train, hire and promote all personnel in an equitable fashion and that economically disadvantaged and small business enterprises are afforded an equitable opportunity to share in all forms of contract opportunities;

NOW THEREFORE BE IT RESOLVED, That Cincinnati Public Schools shall encourage all of its contractors and their subcontractors to embrace goals shown in Exhibit A, to take affirmative action to achieve and maintain levels of minority and female employment, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual availability determinations; and

FURTHER BE IT RESOLVED, That Cincinnati Public Schools shall assure that economically disadvantaged and small business enterprises have the maximum practicable opportunity to participate in construction contracting opportunities by establishing provisional benchmarks for their participation, as shown in Exhibit B, reasonably attainable by means of applying good faith efforts, subject to administrative updates annually or more frequently based on factual availability determinations and that every effort will be made to attain the highest percentage of the ranges; and

FURTHER BE IT RESOLVED, That Cincinnati Public Schools shall utilize relevant and factual data to determine the availability of economically disadvantaged and small business enterprises and minority and female employees in our relevant geographic area versus our utilization levels; and
BE IT FINALLY RESOLVED, That the Cincinnati Board of Education directs the Superintendent and the Treasurer, in conjunction with the Supplier Diversity Office, to administer the implementation of this resolution in accordance with the Cincinnati Public Schools’ Equal Opportunity Program.

Harriet Russell
Exhibit A

To the Cincinnati Public Schools
Resolution on Equal and Fair Opportunity
In Contract Employment and Business Opportunities

Provisional Contractor Employment Goals
for Minorities and Women*

<table>
<thead>
<tr>
<th>Trade</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Construction Trades</td>
<td>20 percent, based on Board Resolution April 28, 2003 to be reasonably attained by means of applying good faith efforts.</td>
</tr>
<tr>
<td>All Other Occupations</td>
<td>Targets, to be determined by CPS administration, reasonably attainable by means of applying good faith efforts.</td>
</tr>
</tbody>
</table>

*Note: The Cincinnati Public Schools will update the above goals periodically, based on factual availability determinations. These employment goals will be used as a partial basis in determining Bidder’s responsibility, except that the failure of Bidder to comply with this requirement shall not be the sole basis of the rejection of a Bidder as not responsible.

Construction trade categories include the following: Asbestos workers, boilermakers, carpenters, elevator construction, floor layers, glaziers, lathers, marble, tile & terrazzo workers & helpers, millwrights, operating engineers, painters, pipe fitters, plasterers, plumbers, sheet metal workers, other trades.
Exhibit B

To the Cincinnati Public Schools
Resolution on Equal and Fair Opportunity
In Contract Employment and Business Opportunities

Provisional Annual Contract Benchmarks in Construction for Economically Disadvantaged and Small Business Enterprises

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Goal/Benchmark Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction—Economically Disadvantaged and Small Business Enterprise</td>
<td>25-30 percent</td>
</tr>
<tr>
<td>Construction—Minority Business Enterprises</td>
<td>20-25 percent</td>
</tr>
<tr>
<td>Construction—Women Business Enterprises</td>
<td>4-9 percent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Contracts Valued</th>
<th>Contracts Valued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Less Than $25K</td>
<td>More than $25K</td>
</tr>
<tr>
<td>Professional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Nonprofessional Services</td>
<td>50%</td>
<td>30%</td>
</tr>
</tbody>
</table>

The Cincinnati Public Schools will update the above goals periodically, based on factual availability determinations.

Note: CPS relies on the SBA definition of socially and economically disadvantaged business. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities.

Please see 13 CFR 124.103 for further definition.

Note: CPS will attempt to achieve these goals at both the prime and subcontractor level. CPS will utilize good faith efforts to evaluate the activity of CPS procurement agents and prime contractors. Evidence of good faith efforts is outlined below:

1) The purchasing agent or contractor has attended any pre-bid conference which was scheduled for this project.
2) The purchasing agent or contractor selected portions of the work which are commercially feasible and which reasonably could be expected to be performed by SMWBs in order to increase the likelihood of meeting the SMWB goals, (i.e., breaking contracts into economically feasible units to facilitate SMWB participation).
3) The purchasing agent or contractor has advertised in general circulation, trade associations, and minority and women owned business-focused media concerning the prime and subcontracting opportunities.
4) The purchasing agent or contractor provided written, timely notice to a reasonable number of identified SMWBs that their interest in this contract was being solicited.
5) The purchasing agent or contractor provided interested SMWBs with adequate information about plans, specifications and requirements of the contract opportunity in a timely manner.
6) The purchasing agent or contractor has followed up the initial solicitations of interest by contacting SMWBs to determine with certainty whether the SMWBs were interested in providing a quote, bid or proposal, to associate with contractor either as a joint venture partner or similar business associations, subconsultant or subcontractor to provide goods and services needed by Cincinnati Public Schools.
7) The purchasing agent or contractor negotiated in good faith with interested SMWBs and did not reject SMWBs as unqualified without sound reasons, based on thorough exploration of SMWB capabilities.
8) The purchasing agent or contractor made efforts to assist interested SMWBs in obtaining bonding, lines of credit, or insurance required by Cincinnati Public Schools or the contractor.
9) The purchasing agent or contractor has effectively used the services of the available minority and women’s
community organizations; SMWB contractors’ groups; local, state, and federal MFBI assistance offices; and other organizations that provide assistance in recruitment and placement of SMWBs.

10) The purchasing agent or contractor has effectively used the services of SMWBs in the past.