

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0115

## Request for Proposals

Re: Three-Year Contract (to be Renewed Annually) to Provide Hosted Microsoft Exchange 2010 and Related Services for the Kanawha County Commission

Date: October 27, 2010

Fiscal Year: 2010-2011

**Proposal Due Date:** Proposals must be received on or before Friday, November 12, 2010, at 11:00 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston WV 25301 (P. O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO VENDORS:

#### **\*PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR PROPOSAL**

1. Proposals must be received in a sealed envelope with the date and time proposals are due on the outside of the envelope. Faxed proposals will not be accepted.
2. Proposal must be F.O.B. Delivery Point, unless otherwise indicated in bid.
3. All proposals should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the Kanawha County Commission.

Item No.	Description	Annual Rate
1	Three-Year Contract (to be Renewed Annually) to Provide Hosted Microsoft Exchange 2010 and Related Services for the Kanawha County Commission	\$_____ per year

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### **\*\*\*ATTENTION VENDORS\*\*\***

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?

Register by visiting our website @ [www.kanawha.us/purchasing/alerts](http://www.kanawha.us/purchasing/alerts).

# **REQUEST FOR PROPOSALS**

## **COUNTY COMMISSION OF KANAWHA COUNTY**

### **CHARLESTON, WEST VIRGINIA**

**ITEM:** Three-Year Contract (to be Renewed Annually) to Provide Hosted Microsoft Exchange 2010 and Related Services for the Kanawha County Commission

**LOCATION:** Kanawha County Commission  
409 Virginia Street, East  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P. O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115 E-Mail jeriewhitehead@kanawha.us	Dennis Wyer IT Director Kanawha County Commission 407 Virginia Street, East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0010 E-Mail denniswyer@kanawha.us
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**PROPOSAL:** **Proposals must be received in a sealed envelope, with the date and time**  
**DUE DATE:** **the proposals are due on the outside of the envelope, on or before**  
**Friday, November 12, 2010, at 11:00 a.m., in the Kanawha County**  
**Commission Purchasing Office, 407 Virginia Street, East, Third Floor,**  
**Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston,**  
**WV 25336). *Faxed proposals will not be accepted.***

This Request for Proposals is intended to describe the minimum needs for hosted Microsoft Exchange and related services. The details contained in this Request for Proposals are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Commission.

1. Basic and Advanced Exchange E-mail/Calendar/Collaboration service for 225 users, expandable as needed. Accounts, calendars, messaging and all other tools to be managed by the Kanawha County Commission IT Director.
2. Features associated with this service include, but are not limited to, the following:
  - A. Complete, secure (SSL) email/calendaring/messaging/OWA service including ActiveSync mobile support for iPhone, and Microsoft Windows based devices (SSL must be recognized by Microsoft and OWA compatible browsers).

- B. Blackberry Server Services
  - C. Seven (7) year archiving accessible by users and IT Director.
  - D. Complete Reputation Based Spam/Virus filtering with white/block lists by domain, individual email address and IP address, and quarantined mail release managed by IT Director.
  - E. Be fully compatible with existing Cisco Call Manager voicemail.
3. Provide full migration to and from existing Exchange 2003/Blackberry Server
  4. Provide a list of certifications and/or credentials held by each technician in your organization
  5. Provide three (3) references from clients with a minimum of 100 employees using the service.
  6. Provide a copy of current Microsoft Service Provider License Agreement predating this RFP.
  7. Provide the per-user rate which you will charge for your services.
  8. Preferred vendor should be located within Kanawha County, WV

**REQUIREMENTS:**

**Real Estate and Personal Property Taxes:** "No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that "no taxes are due prior to submission of said bid."

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are unsealed, all bid documents become public record.