

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 9499-3/20

Re-Bid   
  Other – Access of Other Entity Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RTQ-01528   
 TERM OF CONTRACT 5 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Veritas Software Lic & Maint Svcs Pre-Qual

Description: This RTQ will be for the purchase of the full Veritas product line. This software is used secure the data and hardware for the County.

Issuing Department: Internal Service   
 Contact Person: Brandon Nealey   
 Phone: 305-375-4884

Estimate Cost: \$5,633,273

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER X

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">920-45</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;">Multiple</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;">10% Bid Pref</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;">\$6,386,736.66</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;">Brandon Nealey</span>	<b>Date sent to SBD:</b> <span style="border: 1px solid black; padding: 2px;">01/31/2020</span>
	<b>Date returned to SPD:</b> <span style="border: 1px solid black; padding: 2px;"></span>

**SECTION 2**  
**SPECIAL TERMS AND CONDITIONS**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a pre-qualified pool of vendors capable of providing the entire Veritas™ product portfolio, including but not limited to, enterprise level products, professional services and maintenance support services. Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

As a result of this solicitation, the County will have a flexible means of obtaining Veritas™ products quickly, efficiently and cost effectively by soliciting Request for Quotes and issuing purchase orders to meet the specific needs of County departments as needed. In order to be included in this Pre-qualification pool, Vendors must meet all criteria outlined in Paragraph 2.6.1, including the ability to resell the full Veritas catalogue.

**2.2 DEFINITIONS**

**Invitation to Quote (ITQ)** – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

**Prequalified Pool of Vendors (Pool)** – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

**Vendor** – Shall refer to a business entity/individual responding to this RTQ.

**Submittal** - Shall refer to all information, attachments and forms submitted in response to this RTQ.

**Work Order Proposal Request (WOPR)** – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

**2.3 TERM**

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the five (5) year term.

**2.4 SUBMITTAL REQUIREMENTS**

Vendor shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

1. Vendors must be able to provide verification that confirms authorization to sell the full Veritas™ product portfolio, including maintenance and support services. In order to meet this requirement, respondents must provide a formal notice on company letterhead from Veritas™ Corporation stating that the Vendor has received authorization to serve as a provider of the full product portfolio. This notice must be signed by an authorized party within Veritas™ Corporation and dated within 30 calendar days of the receipt of the bid submittal.
2. Vendors must have provided Veritas™ Software Licenses and Maintenance Support for a minimum of two

(2) years. Vendors must be able demonstrate that they have provided such Services to at least three (3) client references, two (2) of which must be government / public sector entities. The letters shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience in providing products and services relevant to this solicitation.

3. Vendor(s) shall provide contact information for a designated representative who can be contacted to discuss matters pertaining to any products / services, resolve billing and delivery inquiries, and who is cognizant of the products / services being offered. Vendor shall provide the representative's name, phone number, and email address.

Vendor shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

## **2.5 ADDITIONAL GROUPS**

The County reserves the right to add additional groups, with applicable vendor requirements, to the pool as it deems necessary.

## **2.6 INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

## **2.7 SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

## **SECTION 3**

### **SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

#### **3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

The resultant pre-qualification pool of authorized Veritas™ resellers may be used by the County to obtain new hardware, new software licenses, upgrade software licenses, and/or software maintenance support services, professional services for the full Veritas™ product portfolio.

This may include, but is not limited to, Security, Information Risk & Compliance, Storage, Infrastructure Operations, and Business Continuity products as well as Business Critical, Essential, or Basic Support Services.

This pre-qualification process provides for the submission of documents and forms intended to verify that Vendors meet the minimum criteria set forth in Section 2, Paragraph 2.4.

#### **3.2 PRODUCTS/SERVICES TO BE PROVIDED**

The County currently owns hardware, software licenses and software support subscriptions to a variety of Veritas™ products, including, but not limited to: Backup Exec product family, Managed Security Services subscription suite, Storage Foundation product family, Net Backup product family, Enterprise Vault Cloud family, Endpoint Protection product family, and System Recovery product family.

In addition, the County currently has active software maintenance and support subscriptions at the Standard, Essential, and Business Critical levels. Ongoing software maintenance and support subscriptions will be required to provide continuity of services for the existing infrastructure. Additionally, as the County moves forward with technology initiatives, the need for additional licenses and expansion into additional product families may occur.

**SECTION 4**  
**SUBMITTAL FORM**

**VENDOR:** \_\_\_\_\_

<b><u>QUALIFICATION CRITERIA</u></b> <b>TO BE COMPLETED BY ALL VENDORS</b>		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
<b>Reference Section</b>	<b>Requirements</b>	<b>Copy Attached</b>
2.4 (1)	Vendors must be able to provide verification that confirms authorization to sell the full Veritas™ product portfolio, including maintenance and support services. In order to meet this requirement, respondents must provide a formal notice on company letterhead from Veritas™ Corporation stating that the Vendor has received authorization to serve as a provider of the full product portfolio. This notice must be signed by an authorized party within Veritas™ Corporation and dated within 30 calendar days of the receipt of the Bid Submission Package.	<input type="checkbox"/>
2.4 (2)	Vendors must have provided Veritas™ Software Licenses and Maintenance Support for a minimum of two (2) years. Vendors must be able demonstrate that they have provided such Services to at least three (3) client references, two (2) of which must be government / public sector entities. The letters shall contain at minimum the reference phone number, job title, and email address. The County shall be able to ascertain from these references to its satisfaction that the vendor has sufficient experience in providing products and services relevant to this solicitation.	<input type="checkbox"/>
2.4 (3)	Vendor(s) shall provide contact information for a designated representative who can be contacted to discuss matters pertaining to any products / services, resolve billing and delivery inquiries, and who is cognizant of the products / services being offered. Vendor shall provide the representative's name, phone number, and email address.  Representative Name: _____  Phone Number: _____  E-Mail Address: _____	