FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS FOR HARDWARE AND SOFTWARE TO REFURBISH THE COMPUTER NETWORK SYSTEM AT THE METRO REGIONAL CENTER.	))))))	RESOLUTION NO. 98-2596 Introduced by Mike Burton, Executive Officer

WHEREAS, Metro is in the business of providing information which requires the continuous use of complex computers; and

WHEREAS, computers rely on a network infrastructure to move information from centralized computers to individual work stations; and

WHEREAS, Metro's network infrastructure is outdated and is in need of refurbishing in the current year; and

WHEREAS, the revised and adopted Capital Improvement Plan includes the funds necessary for this project; and

WHEREAS, this project was not listed in the FY 1997-98 budget and the Council has determined that this has a significant impact on Metro, therefore, it is forwarded to the Council for authorization in accordance with Metro Code 2.04.026 (b). Now, therefore,

BE IT RESOLVED,

1. That the Metro Council authorizes the Executive Officer to release the RFP attached.

2. That the Metro Council, pursuant to Section 2.04.026(c) of the Metro Code, authorize the Executive Officer to execute a contract with the most responsible, responsive bidder with the most advantageous proposal in accordance with the requirements of the Metro Code.

ADOPTED by the Metro Council this 5th day of February, 1998.

Jon Kvistad, Presiding Officer

Approved as to form:

Daniel B. Cooper, General Counsel

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FINANCE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 98-2596, FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS FOR HARDWARE AND SOFTWARE TO REFURBISH THE COMPUTER NETWORK SYSTEM AT THE METRO REGIONAL CENTER

Date: January 25, 1998 Presented by: Councilor McCaig

Committee Recommendation: At its January 21 meeting, the Committee considered Resolution No. 98-2596. At this meeting, the committee voted 5-0 to send the resolution to the Council with a do pass recommendation. Voting in favor: Councilors Kvistad, McLain, Naito, Washington and Chair McCaig. Councilors McFarland and Morissette were absent.

Committee Issues/Discussion

Dick Bolen, Data Resource Center Manager, presented the staff report. He indicated that the purpose of the resolution was authorize staff to release a request for proposals (RFP) to replace the current "routers" and "switches" that tie the desktop computers and the "servers" at Metro Regional Center.

In an earlier presentation, Mr. Bolen had reviewed the nature of Metro's computer system and network. He noted that the current router and switching system was six years old and had never been substantially upgraded. As Metro has acquired newer high speed computer technology, this equipment has placed increasing demands on the Metro system. As a result, the system's performance has declined and the number of delays encountered in performing work have increased.

Bolen indicated that it had been staff's intent to upgrade the router and switching system during FY 98-99, but that support needs of several new computers recently purchased by Metro caused staff to move up the implementation date. Bolen noted that the Council had already amended the Capital Improvement Plan to authorize completion of the upgrade during the current fiscal year. The proposed resolution simply begins this process by releasing the RFP for the project. The equipment will be acquired through a three-year flex lease. The total project cost will be $154,950. The first years' payments ($51,650) have already been budgetted.

STAFF REPORT

FOR THE PURPOSE OF AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS FOR HARDWARE AND SOFTWARE TO REFURBISH THE COMPUTER NETWORK SYSTEM AT THE METRO REGIONAL CENTER.

Date: January 21, 1998 Presented by: IT Strategy Team

PROPOSED ACTION

Adopt Resolution No. 98-2596 authorizing a release of Request for Proposals and execution of the resulting contracts by the Executive Officer, for the purchase of hardware and software necessary to upgrade and refurbish Metro's network infrastructure.

FACTUAL BACKGROUND AND ANALYSIS

For several years, Information Services staff have performed an excellent job of piecing together a network connection between desktop computers and servers, with limited funding. This connection uses "routers" and "switches" to direct electronic impulses from the user's desk top computer to the server (a centralized computer) and back. Increasing demands on this complex network infrastructure have caused diminishing performance and utility. The current infrastructure is six years old and cannot support the high speed of today's computer systems. As new technology is brought into Metro, the situation deteriorates further. Staff who rely heavily on computers are experiencing delays due to the complexity of the current infrastructure.

Information from outside also travels through the same overburdened network infrastructure. Therefore, doing electronic business outside Metro, such as tele-commuting and E-mail lags in performance.

Because Executive Officer Burton was concerned about the necessity of this project, he placed together an Information Technology Policy Team to study this project and formulate Metro's strategic information plan. The IT Team, consisting of managers from each department, recommends immediate replacement of the network infrastructure. A long term strategic plan is being developed to assure proper scheduling and budgeting of hardware and software in the future.

The advantages of upgrading and refurbishing the network are the following:

- Users benefit from increased performance of network.
- Provides capacity and speed required by new software and hardware including Travel Forecasting and Data Resource Center's data warehousing needs.
- Provides for fault tolerant hardware. (Less likely to crash with heavy use).
- Improves "firewall". (Makes internal data more secure from outsiders).
- Facilitates telecommuting and electronic business.
- Office moves will no longer require rewiring of communication closets.
- Frees up office space now being used as machine rooms.

The hardware and software proposed is expected to cost approximately $135,000. Placing this on a FlexLease for three years presents the advantages of allowing federal grants to pay a portion of the expense and stabilizing the cost over three years. Grants will not fund direct capital outlays. Assuming a cost of $135,000, the FlexLease cost $51,650 a year for three years. Because departments are experiencing serious problems accomplishing their work due to the current systems deficiencies, Transportation, Growth Management and Regional Environmental Management have agreed to pay the first year installment out of the current year budget at approximately $17,200 each. These three departments have identified savings in other areas within their current budgets to pay first year costs. Hereafter, the funds to pay for the lease will be included in the Administrative Services Department budget as per the adopted CIP and allocated equitably to all departments.

Please note that this equipment has a four to five year life span. Therefore, the IT Team recommended that the CIP include an infrastructure replacement in four to five years. Using the FlexLease will help maintain a consistent outflow of funds for infrastructure hardware and software and allow Metro to recover a portion of the cost from grants.

Council was provided a briefing of this project as part of the Capital Improvement Plan. This project was presented with the CIP in order for the CIP to be updated to include this project. Council members expressed support of this project but wanted additional budget information.

The Council must also approve adding this project to the FlexLease at a later date.

BUDGET IMPACT

The expected cost in Fiscal Year 1997-98 is $51,650. The overall project is expected to cost $154,950 over the next three years.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 98-2596.

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REQUEST FOR PROPOSALS

FOR

NETWORK UPGRADE FOR METRO REGIONAL CENTER

I. INTRODUCTION

Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals to upgrade the existing data network in its Regional Center building. Proposals are due no later than 3 p.m., December 12, 1997 in Metro's Data Resource Center at 600 NE Grand Avenue, Portland, OR 97232-2736. Details concerning the project and proposal are contained in this document.

II. BACKGROUND/HISTORY OF PROJECT

As Metro has implement powerful, high-speed computers to boost the efficiency and productivity of its staff, and as the use of network based groupware products, finance & accounting packages, GIS resources and the Internet has become an essential tool in daily work, Metro's 7 year old computer network has come under increasing strain. Major new systems and dozens of new workstations are being acquired which will be capable of 100baseT ethernet connections. Metro seeks to take maximum advantage of these new systems by implementing a high-speed, switched network in its Regional Center building.

Physical layout of the Metro building includes two (2) main data closets, one (1) at the north end of the building and one (1) at the south end and one (1) machine room adjacent to the south main data closet.

The current network consists of a FDDI ring connecting servers in the machine room and two (2) 10baseT layer2 switches, one (1) in each data closet. These switches are connected to an array of 10baseT hubs which in turn are connected to workstations throughout the building. Except for the fiber used for the FDDI ring, all wiring in the building is Category 5 UTP.

III. PROPOSED SCOPE OF WORK AND SCHEDULE

Metro is seeking proposals from qualified firms to provide a cost effective, integrated, and expandable solution for improving the performance of the network, protecting Metro network resources, and providing approved access to remote users, in the following three areas:

A. Switched Network.

Network structure requirements:

- Utilize existing Category 5 UTP cable in the building
- Implement a switched network which supports rule based VLANs built on: Physical Port, MAC address, Protocol, IP/IPX address and/or custom rules
- Ability to extend VLANs to remote locations over a WAN
- Support for IP, IPX and AppleTalk protocols
- Support for DHCP, BOOTP
- Integrated routing of IP & IPX
- ATM OC3, OC12 or Gigabit Ethernet network backbone between closets
- Minimum of 72 10/100baseT switched ethernet ports (36 per closet) for connecting servers and high-speed workstations
- Minimum of 64 10baseT switched ethernet ports (32 per closet) for connecting existing 10baseT hubs
- Minimum of 8 ports for T1-speed Frame Relay or Point-to-Point connections
- N+1 redundant hot-swappable power supplies and cooling fans

- Management software
- Integration with established firewall products
- Integration with established modem server products

Upgrade-ability:

- Headroom to double the number of 10/100baseT switched ethernet ports within 12 months, then to double the total number again within 24 months.
- Clear migration path to Gigabit ethernet within 18 months
- Network Address Translation option must be available within 6 months

Training:

- Minimum of four (4) person/days of training for Metro IT staff

Support & Maintenance:

- Must provide phone support five days/week, 8 a.m. to 5 p.m. minimum, and next-day shipping of replacement parts. Proposals must include cost of 3 years' maintenance for portion not covered by warranty (e.g. what maintenance would cost in second and third years).

B. Internet/Intranet Firewall.

Desired Functionality:

- Time-based access control
- Network Address Translation
- Authentication (RADIUS, OS password, etc.)
- 300 user license
- Content screening (including anti-virus, URL, Java/Active X screening)
- Application proxies, circuit gateways and/or stateful inspection
- Integration with switched network
- Integration with modem pool

C. Modem Pool

Desired Functionality:

- Support for IP, IPX, and ARA protocols
- Provides PPP or terminal service
- Speeds up to 33.6Kbps required (no proprietary 56K solutions, please)
- Integration with firewall

IV. QUALIFICATIONS/EXPERIENCE

Vendor must have completed two similar network installations and provide one reference at each site.

V. PROJECT ADMINISTRATION

Vendor will be responsible for delivery, installation and on-site configuration at time of delivery. Metro will be responsible for site preparation.

VI. PROPOSAL INSTRUCTIONS

A. Submission of Proposals

All proposals must be clearly marked "Metro Network Upgrade" and contain all information required by the written RFP.

Proposals are due at Metro, 600 NE Grand Avenue, Portland, Oregon 97232-2736. Attention: Tony Paolucci, Growth Management Department. The RFP is available at the above address or by calling (503) 797-1607.

B. Deadline

Proposals will not be considered if received after 3 p.m., December 12, 1997. Postmarks NOT accepted.

C. RFP as Basis for Proposals

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be addressed to Tony Paolucci at (503) 797-1607. Any questions, which in the opinion of Metro, warrant a written reply or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after December 12, 1997.

D. Information Release

All proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.

E. Minority and Women-Owned Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100 & 200.

Copies of that document are available from the Risk and Contracts Management Division of Administrative Services, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

VII. Proposal Contents

Vendors may submit for any sub-sections (A, B, C) under Scope of Work separately. The proposal should contain not more than 20 pages of written material (excluding biographies and brochures, which may be included in an appendix). The proposal should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal.

A. Transmittal Letter: Indicate that the proposal will be valid for ninety (90) days.
B. One proposed solution (including options).
C. Should include incremental costs for cabinets, expansion cards, power supplies, software, memory, etc.
D. Must include all software costs, initial and recurring, broken down by section of the Scope of Work.
E. Must include any installation and maintenance costs.
F. Vendors must provide a clearly labeled diagram or set of diagrams showing configuration of components, including vacant expansion slots.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

A. Limitation and Award: This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.

B. Billing Procedures: Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Metro shall pay Contractor within 30 days of receipt of an approved invoice.

C. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.

D. Conflict of Interest. A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro or Metro has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

IX. EVALUATION OF PROPOSALS

A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of one firm.

B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

1. Network structure.

Score	Component	Points
___	Integration of components	20
___	Management Software	10
___	Fault Tolerance	10
___	Upgrade-ability	20
___	Firewall integration	15
___	Modem pool integration	5
___	Cost	20
___	TOTAL	100

2. Firewall

Score	Component	Points
___	Features and flexibility	25
___	Management Software	10
___	Appropriateness for Metro's environment	20
___	Network integration	15
___	Modem pool integration	5
___	Cost	25
___	TOTAL	100

3. Modem Pool

Score	Component	Points
___	Features and flexibility	30
___	Management Software	20
___	Network integration	5
___	Firewall integration	15
___	Cost	30
___	TOTAL	100