

**Request for Proposal (RFP)**  
**Migrating Servers to AWS & AWS Support Options**  
3/12/18

**SUBJECT: REQUEST FOR PROPOSAL**

TechnoServe Inc. (TNS) - Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following services for TNS office in Washington DC headquarters.

**INTRODUCTION**

TechnoServe is an international nonprofit organization that has been working to build business solutions to poverty since 1968. Our mission is to help entrepreneurial men and women in poor areas of the developing world to build businesses that create income, opportunity and economic growth for their families, their communities and their countries. We believe that a hand up is far more powerful than a hand-out. With more than 1,300 people working in about 30 countries, our team is a skilled, passionate group of professionals from both private-sector business and international development fields.

**BACKGROUND**

Currently the organization's headquarters and central data center are located at 1120 19th Street NW, Washington DC. There are 70 people in the DC office, 6 people in Connecticut. There is a data center in the basement of 1120 19th Street that has an 8 year old VMWare environment that host 4 critical corporate applications. In November 2018 TNS will move its headquarters to a building in Arlington. Instead of moving the old hardware, TNS is planning to move these services to Amazon Web Servers (AWS).

**GENERAL REQUIREMENTS**

TNS is looking for a technology partner that will lead two distinct projects in April 2018: 1) Migrate 3 VMWare servers & the applications on those to AWS instances, and 2) Build a new Sharepoint 2013 server in AWS and then migrate an old 2010 Sharepoint application/library.

In addition, TNS is looking to establish an AWS Support Partner as part of this RFP. Therefore as part of the deliverable of this RFP, TNS requests that the responders present a recommendation and options for on-going AWS.

**HEADQUARTERS**

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## SCOPE OF WORK

### Three distinct scopes of work:

#### 1) Migrate 3 production VMWare servers from a DC VMWare Cluster to our AWS Environment

- RFP Submission should document how the partner will migrate the 3 servers including:
  - List migration tool the partner will use
  - LOE & cost for each server to be migrated
  - Recommended cost-effective AWS Instance to be used
  - Explain how the migration will be done to minimize downtime of the key functionality on the servers and key components of the project
  - Explain the go-live steps and timing
  - *Note: it will be acceptable to shutdown the production servers over a weekend during the migration and then bring up the clone in AWS if required.*
- The VMWare Server Specifications that need to be migrated to AWS are below:
  - TNS-DC-HR
    - Functionality
      - HCM - Epicor
    - Software
      - Epicor HCM 5.7.1
      - SQL Server 2008 R2
    - Specs
      - Windows Server 2008 R2 Enterprise 64bit SP1
      - Intel Xeon E5640 2.67ghz - 1 Processor
      - 8GB RAM
      - (C:\) 49.9GB (8.56GB free) - (41.34GB used)
  - TNS-DC-HRSQL
    - Functionality
      - MS SQL System for Epicor
    - Software
      - Epicor HCM 5.7
      - SQL Server 2008 R2
    - Specs
      - Windows Server 2008 R2 Enterprise 64bit SP1
      - Intel Xeon E5420 2.50Ghz - 2 Processors
      - 16GB RAM
      - (C:\) 99.8GB (6.18GB free) - (93.62GB used)
  - TNS-CT-FORMS
    - Functionality
      - Homegrown Time Entry System
    - Software
      - ActivePerl 5.26.1 Build 2601 (64bit)
      - Apache 2.4
      - Tomcat 8.5
      - Orbeon Forms 3.8
      - SQL Server 2008
    - Specs

- Windows Server 2008 R2 Enterprise 64bit SP1
- Intel Xeon E5640 2.66Ghz - 1 Processor
- 8GB RAM
- (C:\) 139GB (51.3GB free) - (87.7 used)

## 2) Build a new Sharepoint 2013 Server in AWS and migrate a 2010 Sharepoint Application/Library to a new AWS

- The RFP response should include:
  - LOE & costs for to review of current environment
  - LOE & cost to build new AWS Instance
  - LOE & costs to configure new Sharepoint Server
  - LOE & costs to test new system before going live
  - Explain cutover plan to minimize downtime the Sharepoint application
  - Note: TNS will provide all software licenses for the new AWS instance

### Information on Sharepoint Application:

- The Sharepoint application/library stores contracts, donor reports and other donor documents
- The application links dynamically to our finance Dynamics NAV system to pull tags/dimensions to associate with the documents that are uploaded to the Sharepoint library
- Note: The server has a few several old Sharepoint libraries and SQL databases that are not needed. TNS will retired/archive some of these databases & ETL scripts but they will not be moved or recreated in AWS.

### Current Sharepoint 2010 Server Specification:

- TNS-DC-LIBRARY
  - Functionality
    - Sharepoint Contracts Library
  - Software
    - SharePoint Server 2010 - 14.0.6029.1000
    - SharePoint Designer 2010 - 14.0.4763.1000
    - SQL Server 2008 R2
  - Specs
    - Windows Server 2008 R2 Enterprise 64bit SP1
    - Intel Xeon E5420 2.66Ghz - 2 Processors
    - 10GB RAM
    - (C:\) 255GB (15.1GB free) - (239.9GB used)
    - Contracts Library that needs to be moved is approximately 140 Gig.

## 3) AWS Support Options & Recommendation

- The RFP Response should include:
  - A number of options that TNS can receive cost-effective AWS on-going support
- After the migrations phase of the project, the partner will provide a list of recommend changes to TNS's AWS environment based on AWS best practices

**PERIOD OF PERFORMANCE**

TNS is looking to start the migrations and Sharepoint project the first week of April. TNS hopes to end the projects by the end of April.

**OTHER CONSIDERATIONS**

The vendor should document their experience and ability to:

- Migrate Windows servers to AWS
- Develop & support Sharepoint Servers & libraries
- Provide AWS support and best practice recommendations

**RFP SUBMISSION REQUIREMENTS**

All prospective bidders must complete the following steps:

1. A breakdown of tasks, their LOE and estimated costs per activity
2. A total cost estimate for the first two scopes of work.
3. Cost estimates should not include tax because TNS is tax exempt.
4. Submit company documentation including but not exclusively:
  - a. Company history and number of employees, and number of engineers.
  - b. Key engineers resumes & certifications working on the project
5. Submit an explanations of project management methods
6. Submit options for on-going AWS Support including costs
7. Submit a list of hourly bill rates of engineers based on work performed
8. References of current clients

**CRITERIA FOR SELECTION**

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Experience of the company – including resumes engineers working on the project	20%	20 points
Clarity of project method & plan	20%	20 points
Price for services	40%	40 points
AWS Support Model & Options	10%	10 points
References	10%	10 points
TOTAL		100 POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TechnoServe.

TechnoServe will not award a contract to any bidder where there is a lack of business integrity.

**TERMS AND CONDITIONS**

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP.
3. All unresponsive offers will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
11. Bidders are required to identify and disclose any actual or potential conflict of interest.
12. Small Businesses and small disadvantaged businesses are encouraged to bid.

#### **SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed in writing to Jim McKinney, JMcKinney@tns.org and must be received no later 3/19/18
2. Responses to the RFP should be addressed to the attention Jim McKinney, JMcKinney@tns.org and must be received no later than 3/25/18
3. Follow up questions & meetings maybe required after submission

End of RFP