



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Infrastructure as a Service (IaaS)**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide a to provide Infrastructure as a Service (IaaS) solutions to replace our legacy on-premise infrastructure. The project involves a lift and shift migration of 25 servers, including ERP, web servers, and a MySQL cluster, along with associated networks including VPN, DMZ, and administrative networks (see Section IV - Scope of Services for details). This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions, and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

**Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, Kim Hogan, Dean of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7363 (khogan@luzerne.edu). Direct inquiries related to accessibility services for students to the Section 504 Coordinator, Graceann Platukus, VP of Student Development and Enrollment Management, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7243 (gplatukus@luzerne.edu).

**Section II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on May 6, 2024. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College  
 Purchasing Director, Mr. Len Olzinski  
 521 Trailblazer Drive  
 Nanticoke, PA 18634  
 Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Trish Yench, CIO, at 570-740-0412 or pyench@luzerne.edu

**Section III. CONTRACT TERM**

The term of this contract shall be for a 3-year period, commencing on July 1, 2024 or thereafter, unless terminated by either party with thirty (30) days written notice.

**Section IV. SCOPE OF SERVICES**

1. **Project Scope:** The selected vendor will be responsible for:

- Designing and deploying an IaaS solution capable of supporting 25 servers (4 Domain Controllers, 15 ERP servers, 4 web servers, and 2 MySQL servers) with varying workloads, details are specified below...

Name	Provisioned Space	Used Space	Host CPU	Host Mem	Guest OS	CPUs
Server 1	166.46 GB	140.07 GB	183 MHz	4.05 GB	Windows Server	2
Server 2	165.68 GB	159.61 GB	183 MHz	4.05 GB	Windows Server	2
Server 3	1.39 TB	1.27 TB	68 MHz	4.04 GB	Windows Server	1
Server 4	165.57 GB	99.98 GB	321 MHz	4.04 GB	Windows Server	2
Server 5	168.85 GB	141.23 GB	91 MHz	8.06 GB	Windows Server	2
Server 6	1,016.93 GB	995.91 GB	642 MHz	15.99 GB	Linux	6
Server 7	1,017.19 GB	961.46 GB	183 MHz	15.98 GB	Linux	3
Server 8	184.89 GB	88.78 GB	114 MHz	4.04 GB	Windows Server	1
Server 9	248.24 GB	55.61 GB	137 MHz	8.06 GB	Windows Server	2
Server 10	248.88 GB	70.58 GB	321 MHz	8.06 GB	Windows Server	2
Server 11	517.32 GB	72.58 GB	734 MHz	16.08 GB	Windows Server	2
Server 12	208.89 GB	135.42 GB	137 MHz	8.06 GB	Windows Server	2
Server 13	204.27 GB	202.31 GB	0 Hz	2.03 GB	Linux	1
Server 14	2.41 TB	2.38 TB	45 MHz	4.04 GB	Linux	1
Server 15	504.84 GB	486.83 GB	68 MHz	4.04 GB	Linux	1

Server 16	505.31 GB	478.18 GB	22 MHz	4.04 GB	Linux	1
Server 17	168.85 GB	137.15 GB	45 MHz	8.05 GB	Windows Server	4
Server 18	168.24 GB	62.12 GB	45 MHz	7.3 GB	Windows Server	4
Server 19	168.88 GB	80.43 GB	183 MHz	8.06 GB	Windows Server	4
Server 20	176.85 GB	159.91 GB	68 MHz	12.03 GB	Windows Server	8
Server 21	1.57 TB	1.37 TB	344 MHz	8.05 GB	Linux	2
Server 22	407.57 GB	405.61 GB	22 MHz	2.03 GB	Linux	1
Server 23	168.85 GB	92.58 GB	137 MHz	8.06 GB	Windows Server	2
Server 24	168.86 GB	114.68 GB	527 MHz	8.07 GB	Windows Server	8
Server 25	1 TB	990.01 GB	206 MHz	24.1 GB	Linux	1

(NOTE: We will not install any utilities to size our environment. Please use the list above to sizing.)

- Migrating existing data and applications from the legacy on-premise infrastructure to the IaaS environment with minimal disruption to operations.
- Implementing networks for VPN, DMZ, and administrative purposes within the IaaS environment, ensuring security and compliance requirements are met.
- Providing ongoing support and maintenance services post-migration.

2. **Requirements:** The proposed solution must meet the following requirements:

- Scalability and flexibility to accommodate future growth and changing business needs.
- High availability and reliability to ensure uninterrupted operations.
- Data security measures compliant with industry standards and regulatory requirements including but not limited to encryption at rest and in transit and MFA access.
- Performance optimization for ERP, web servers, and MySQL cluster workloads.
- Integration capabilities with existing systems and applications.
- Comprehensive 24x7 monitoring and management tools for efficient administration.
- Disaster recovery and backup solutions to mitigate data loss risks, including air-gapped and immutable backup options.
- Include all hardware support/upgrade costs, management costs, and OS licensing costs (examples: MS Windows Servers, VMWare, Veeam, Linux, etc.).
- SLA with agreed upon response times based upon severity/prioritization of impact
- Must support Arctic Wolf SOC/SIEM integration.

## V. INSTRUCTIONS

Responding Companies/Individuals must address the following subjects in their proposal:

### 1. Company/Individual History and Organization

Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.

### 2. Cost Proposal and Invoicing

Please provide any and all subscription, licensing and Implementation fees for services detailed in Section IV. Seeking a 3-Year contract billed monthly or annually.

- **Pricing**
  - Indicate and describe the licensing model(s) for your IaaS offering.
  - Provide the base cost and pricing methodology.
  - Provide a detailed breakdown of one-time costs versus recurring costs.
  - Is there a minimum commitment for particular usage, total volume, individual spend or aggregate spend

in order to receive the rates and terms provided in the proposal? If so, explain.

- Provide any licensing and warranty information for third-party products you may require LCCC to purchase in support of this service.
- Indicate the discounts available, based on volume of services and contract length.
- Indicate any consulting support hours built into your standard IaaS contracts.
- Indicate hourly or daily pricing for additional consulting hours we can purchase during the IaaS engagement.

### **3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability
- Include a copy of Certificate of Insurance including limits with the response.

### **4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-0525.

---

---

You can also e-mail your reason for non-participation to [lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu) so that we can keep it in our file.

**Subject:** PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College to perform the work awarded. If you are unable obtain these state required background checks, you will be ineligible to perform work at the

College.

Below are the following required clearances and instructions to obtain them.

**1. Act 34 - PA Criminal Background (On-line)**

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

Provide copy to the Human Resources Office

<https://epatch.state.pa.us/>

Cost \$22

**2. Act 151 - PA Child Abuse History (On-line)**

Results are mailed or can be viewed and printed at the website.

Provide the original clearance document to the Human Resources Office.

**Attached for your reference is a file which contains directions on navigating through the website.**

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

**3. Act 114 - FBI Fingerprinting - Identogo (On-line)**

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756. Submit your registration number to the Human Resources Office.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60