



Request for Proposal

PREPARED BY:

Regional Income Tax Agency
10107 Brecksville Road, Brecksville, OH 44141

PROJECT TITLE:

Backup and Disaster Recovery Services

ISSUED DATE:

May 1st, 2019

RESPONSES DUE DATE:

May 31st, 2019

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LETTER FROM THE EXECUTIVE DIRECTOR



10107 Brecksville Road
Brecksville Ohio 44141-3275
440-526-0900
800-860-RITA
TDD 440-526-5332

May 1st, 2019

The Regional Income Tax Agency (RITA, the Agency) is seeking proposals for Backup and Disaster Recovery Services to complement its existing solution.

Proposals if submitted on paper are due in the offices of the Executive Director of the Regional Income Tax Agency, 10107 Brecksville Road, Brecksville, Ohio, 44141 no later than 12:00 p.m. E.S.T., May 31st, 2019. RITA prefers that proposals be submitted electronically.

If any part of your proposal is printed and delivered to RITA, the envelopes shall be clearly marked "Disaster Recovery RFP Response." All proposals must conform to the requirements outlined in the Proposal Instructions section below.

Copies of the RFP will be on file for inspection and may be obtained at the offices of the Regional Income Tax Agency.

If your firm intends to submit a proposal, please execute the attached Non-Disclosure Agreement.

Providers shall aggregate their requests for clarification, and submit them via e-mail to Jamey Evans, via e-mail at rfp@ritaohio.com. Questions should be submitted no later than May 10th, 2019. Such requests for clarification, and RITA's responses, will be supplied in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

The Agency reserves the right to reject any and all proposals, or any part of any proposals, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interest of the Agency.

Cordially,

Donald W. Smith
Executive Director

INTRODUCTION

The Agency currently has an enterprise level disk based backup and recovery solution for most of its production environments. This existing solution comes complete with a DRaaS model providing the agency all of the equipment and services needed for it to resume business in the event of a disaster.

The Agency is seeking a solution to complement its existing DRaaS model for two additional environments that do not fit into this existing model. From this point forward, we will refer to these separately as Environment-A and Environment-B.

Environment-A contains very sensitive data and while we will entertain both Local and cloud based options for a backup repository, the Agency feels that the recovery environment for this data in the event of a disaster or for testing purposes would be best implemented using Agency owned and directly controlled systems and locations. Because of this it was not considered a good fit for our existing DRaaS model.

Environment-B is a single database server that is protected by the Agency's existing backup and recovery solution however based on the size of this database server and the amount of change that occurs on the database we are not able to achieve our desired RPO. Because of this we are seeking alternative options for protecting this server that will still allow us to recover it either within the network of our existing DRaaS provider and potentially in the future within one of our other existing facilities at time of test or time of disaster.

The Agency is not responsible for any costs incurred by the respondent in preparation of a proposal. RITA reserves the right to negotiate with the vendors submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Agency as determined by the Agency in its sole discretion. Also, as deemed in the best interest of the Agency by the Board of Trustees, RITA reserves the right to reject any or all parts of the proposals.

ENVIRONMENT INFORMATION

All of the information about the current environments and our requirements will be included in two separate worksheets, one for Environment-A and one for Environment-B. However due to the sensitive nature of the information contained within these worksheets we require that you sign and return the attached mutual NDA to receive this information. The worksheets will provide all of the technical information about each environment in order to provide a recommendation and quote for a solution. Should you need additional information please direct all questions to RFP@ritaohio.com with the subject line "DR-RFP Questions".

PROPOSAL INSTRUCTIONS

Insert your responses in the included worksheets for Environment-A and Environment-B. If additional schedules or brochures are needed to fully respond to a given requirement, reference them in the table and include them in your response.

Proposals must be received by the Executive Director, Regional Income Tax Agency, by 12:00 p.m. E.S.T., May 31st, 2019. Proposals shall be emailed to RFP@ritaohio.com. If portions of the proposal cannot be emailed then submit these portions in sealed envelopes addressed to:

Executive Director
Regional Income Tax Agency
10107 Brecksville Road
Brecksville, Ohio 44141

If the proposal or any part of the proposal is submitted on paper it shall have marked on the outside of the envelope “Disaster Recovery RFP Response.”

It is RITA’s intention to enter into a contract as soon as practical after the proposals are evaluated and Board approval is received. The successful vendor shall enter into a contract with the Regional Income Tax Agency within ten days of the notification of award or as soon as practical thereafter as determined by RITA. Implementation work is expected to begin no later than July 1, 2019.

Proposals will be evaluated on several factors including the degree of fit to the requirements and cost.

The Agency reserves the right to reject any and all proposals, or any part of any proposal, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency shall deem to be in the best interest of the Agency. By submitting a proposal, each respondent is insuring that complete confidentiality of all Agency information will be maintained by all vendor personnel.

By submitting a proposal, each respondent is insuring that he/she is an Equal Opportunity Employer and that his/her employees and applicants for employment are not discriminated against because of their race, color, religion, national origin, disability, age, genetic information, military status or sexual orientation. By signing a contract with RITA, the successful vendor guarantees that he/she complies, or will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold the Regional Income Tax Agency harmless from any claims or damages incurred against or by the Regional Income Tax Agency resulting from any non-compliance by the successful vendor.

By submitting a proposal, each respondent is declaring that they are not in arrears to RITA for municipal income taxes or any other obligation to the Agency.