

REQUEST FOR INFORMATION (RFI)
FOR
WEB SITE HOSTING, SHAREPOINT ONLINE HOSTING
& DATA LINE SERVICES

May 25, 2013

Good Day!

On behalf of the Environmental Systems Division (ESD) of The Republic Group (TRG), I am pleased to present this Open Request for Information (RFI) for your consideration. This RFI is for information gathering purposes to assess the feasibility of consolidating existing telecommunications & technology systems with planned technology resources for ESD. Should an RFP be issued, vendors submitting RFI response most consistent with the goals of the RFI *may* receive an invitation to submit a proposal.

At this time, no queries will be entertained and no issuance of an RFP is planned.

DESCRIPTION

Serving international customers from around the world, The Republic Group's Corporate Office is located in Arlington, Virginia. Its functional divisions operate an independent entities and this is reflected in the technology services, setup and configuration of each division.

ESD's needs are very straightforward; it seeks information on consolidating an existing web site and its EoC data line services with a planned Virtual SharePoint environment. ESD is in the process of upgrading a legacy MS Access database to MS Access 2010. The new database will be published to SharePoint 2010. Office 365 is NOT being deployed, at this time, only SharePoint.

At issue is the most cost effective way to establish this new environment as the current vendor does not provide SharePoint services of any kind. Therefore, we are querying technology solution providers on the feasibility housing all three services needed with a single vendor and the cost of doing so.

REQUIREMENTS

Internet/Data Line

Separate, unrestricted and dedicated Internet access connection is needed from a centrally located demarcation point to The Republic Group's corporate office in Arlington, Virginia. The current configuration is 15M DIA EoC which is satisfactory. In addition to delivery and cost, you should include info on:

- ♦ online and/or telephone support
- ♦ percentage of guaranteed uptime
- ♦ response time on trouble discovery or reporting
- ♦ service restoration turn-around time

Web Services/Hosting

Hosting for the corporate website which is a small, static, non-transactional site that is primarily information based. Provide your best package for hosting/email/FTP services whether basic or virtual web server (VWS), and please indicate your backup and disaster recovery processes.

SharePoint Services/Hosting

Software, licenses and hosting to establish a Virtual SharePoint site (SP Online). This segment of services must include at least the following:

- 11 SP Server Enterprise 2010 SAL/CALs (server/client access licenses),
- SP Server Enterprise 2010/13 + dedicated server,
- SQL Server 2008 (8g Ram/100g Storage),
- Win Server 2008 (w Active Directory) + dedicated server,

Please indicate your backup and disaster recovery program for this as well.

Evaluation

Evaluation will be based on your ability to provide all three services THEN costs; it is preferred to have one vendor provide web, SharePoint and data line services for more efficient administration, oversight and cost control.

Due Date: Midnight, Sunday June 9, 2013.

NOTE:

Vendors should provide the best and lowest price solution that meets **all the specifications and services outline**. Where applicable, detailed pricing should be provided. Price carries the heaviest weight of all evaluation criteria should your provisions encompass all three services needed.

RESPONSE PROTOCOL AND DISCLAIMER

All responses regarding this RFI should be submitted by electronic mail. Paper responses will not be entertained.

Software on physical media and any license keys for its use have not been requested, are not required for this RFI and will be destroyed if received. Software links provided via electronic means cannot be returned, but they will not be accessed or utilized in any manner.

Neither TRG, nor will any party to the review of RFI materials will produce, distribute or publicize a final report or evaluation of services as a result of this RFI, nor is there any obligation to do so. This RFI does not require submission of any proprietary or trade secret information, and TRG will not enter into non-disclosure agreement. This RFI does not create any obligation to respond to or review submissions, issue any procurement documents or contracts, or undertake any other obligation. Issuers of this RFI reserve the right to reject, return or not review any submissions under this RFI that does not meet the provisions within this RFI.

The respondent will absorb any and all costs related to the submission of their RFI to the reviewing committee. Vendors known to TRG who do not participate in this RFI will in no way be prohibited from responding to future RFI's, RFQ's RFPs or any other related procurement opportunity, should one occur.

Please be advised, **THIS IS NOT AN RFP!** Therefore, **DO NOT** include bid packages, sales materials, rate sheets, or other such literature as part of the submission. Simply respond to the requirements as outlined, be as concise as is possible with regard to the availability of services requested, your best pricing, and where applicable, if you **DO NOT** provide a desired service.

RFI responses should be emailed by **Midnight, Sunday June 9, 2013**. All submissions should be sent by electronic mail to:

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Thank you so much for your time and contribution to this exploratory process. It is sincerely appreciated.