



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

Voice (915) 877-7426
Fax (915) 877-7415
rgatlin@canutillo-isd.org

MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: December 3, 2013

SUBJECT: Approval of Contract with Presidio for Server Upgrades

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract with Presidio for Server Upgrades for the District. The DIR Purchasing Cooperative Contract #DIR-SDD-621 will be utilized for this purchase in the amount of \$14,445.00.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the contract with Presidio for Server Upgrades in the amount of \$14,445.00 utilizing the DIR Purchasing Cooperative Contract #DIR-SDD-621 as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 12/3/13

Campus/Department: School Resources Division-Technology Services

Vendor Name: Presidio (formerly INX, LLC)

Total Cost: \$14,445.00

Item Description and Justification for Purchase:

vSphere Upgrade Project:

CISD is running a virtual server environment where 3 physical servers run 43 virtual servers. The current version has a limitation of only 32GB per physical server. This upgrade and hardware migration will remove the limitation. This upgrade is required to host new servers, including those required by the Facilities and Transportation Department.

Participating Schools/Departments: District-Wide

Funding Source: 199.53.6299.00.728.99 ✓
(Account number to charge)


Campus/Department Administrator

12/03/2013
Date Signed

*** (Form must be received by the Purchasing Department by the last Wednesday of the month) ***

(To be completed by the Financial Services Division)

Purchasing Method: DIB-SDD-621 PURCHASING COOP


Purchasing Agent

12/3/13
Date Signed


Executive Director of Financial Services

12/3/13
Date Signed



Purchasing Approval Sheet

For Presentation to Board of Trustees

Purchasing Department

Financial Services (Verification of Funding Availability and Account Coding)

Approved Denied

Comment: _____

Signature: Martha Aguiar Date: 12/3/13

=====

Federal Programs (For Compliance with Grant Requirements)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

=====

Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

=====

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

=====

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

=====

Purchasing

Approved Denied

Comment: _____

Signature: [Signature] Date: 12/3/13

Contract:

State of Texas VMware DIR-SDD-621

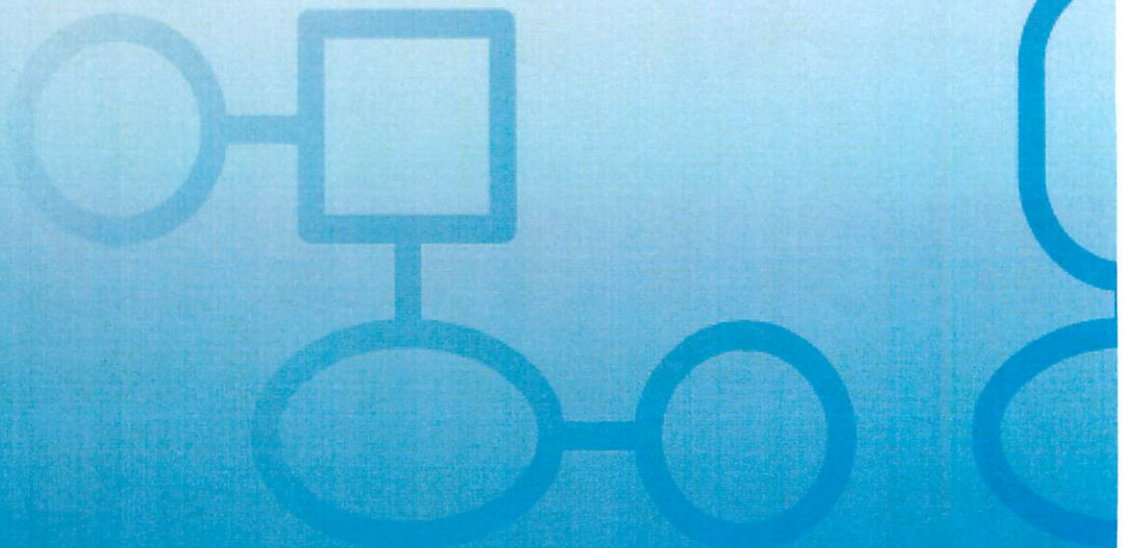
PRESIDIO

vSphere Upgrade Project

PROPOSAL

Canutillo Independent School District

December 2, 2013



PROPOSAL TEAM

Name	Company/Function	Phone	Email
Margie Rocha	Presidio Account Manager	915.471.6299	mrocha@presidio.com
GS Khalsa	Presidio Consulting Engineer	505-938-4151	gkhalsa@presidio.com
Stu Turner	Presidio Consulting Engineer	301.313.2127	sturner@presidio.com

REVISION HISTORY

Revision	Revision Date	Name	Notes
0.1	1/15/2013	GS Khalsa	Initial Proposal
0.2	4/18/13	GS Khalsa	Addition of blade install/config, boot from SAN, etc
0.3	5/3/2013	Stu Turner	Reviewed SOW
0.4	5/11/2013	Margie Rocha	Finalized proposal document
1.0	06/40/2013	Eduardo Rodriguez	Southwest RAP
1.1	06/27/2013	Frank Maisano	Revisions per customer
2.0	12/2/2013	Laura Garcia	Re-reviewed and Approved

Notices:

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1. EXECUTIVE OVERVIEW

1.1. Introduction

INX LLC, a wholly owned subsidiary of Presidio Networked Solutions, Inc. (“INX LLC or “Presidio”) is pleased to propose the following solution to Canutillo ISD to upgrade from VMware vSphere 4.1 to VMware vSphere 5.1 for one (1) VMware vCenter Server and install vSphere 5.1 on three (3) VMware ESX Hosts. New features will be explored with Canutillo ISD as time allows due to the limited duration of this engagement.

Canutillo ISD is interested in this upgrade as part upgrading/replacing their current ESX hosts.

1.2. Solution Overview

The objectives of this offering are to ensure that the CISD understands how to operate and configure vSphere, replace older server blades with current technology and to upgrade the CISD’s environment from ESX 4.1 to vSphere 5.1. If the VMware environment is currently running on ESX, Presidio will migrate servers to ESXi. During this project, Presidio will maximize CISD’s time and resources by helping the CISD quickly understand and utilize the capabilities of VMware vSphere ESXi in their specific environment.

At the conclusion of the project Presidio will test the upgrade to assure continuity of feature functionality as well as resiliency and fault tolerance. A summary of recommendations, if any, will be provided.

Presidio will upgrade or migrate the CISD’s VMware Virtual Infrastructure 4.1 software including three (3) ESX 4.1 hosts and one (1) vCenter 4.1 management server to vSphere ESXi 5.1 and the current vCenter revision. Presidio will install the current vCenter on a customer provided Windows Server 64 bit operating system and migrate the existing database if necessary. Presidio will present what’s new and different in VMware vSphere ESXi and perform knowledge transfer on the day-to-day management of vSphere and vSphere concepts. Presidio and CISD will then implement the mutually developed verification plan and Presidio will provide “As Built” configuration documentation.

Presidio will provide knowledge transfer to the CISD’s systems administrative personnel throughout the implementation via over the shoulder commentary, show and tell, or demonstration (e.g. migration steps and procedures to migrate a physical to virtual server, etc.). If the CISD requires additional assistance in the migration of additional physical to virtual servers, Presidio will provide additional support via Time & Materials change order to this SOW.

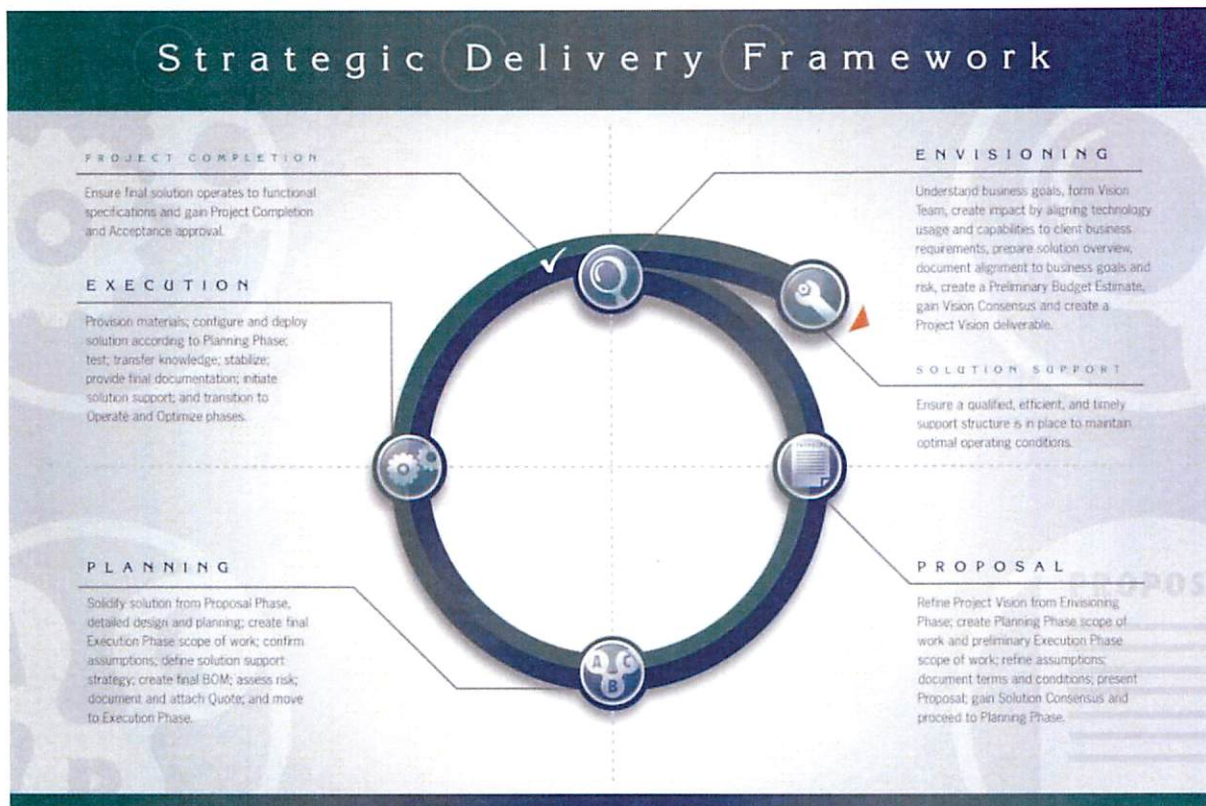
1.3. Project and Deployment Strategy

Presidio has developed a Strategic Delivery Framework (SDF) to ensure better business results with minimal risk. See section 2 below for a summary of Presidio’s Strategic Delivery Framework.

2. Strategic Delivery Framework

Presidio’s Strategic Delivery Framework (SDF) is used in collaboration with Presidio CISDs to ensure better business results with minimal risk. To accomplish this, initiatives are broken down into activities, tasks and deliverables in a series of phases that start with aligning needs of the business to the capabilities of technology solutions and evaluating for positive impact into the organization (Envisioning). Once vision consensus is achieved the solution is refined and proposed (Proposal). Capabilities of solutions are then further mapped into the technical and user environments and a detailed design and project plan is developed (Planning). With a clear understanding of business impact, risks and rewards, and with a comprehensive design and plan in place the solution is implemented into the CISD environment (Execution). Once the solution is in place it is important to ensure a qualified, efficient, and timely support structure is in place to maintain optimal operating conditions (Operate) and that the solution continues to add value over time (Optimize). These phases combine to form the SDF. By partnering with Canutillo ISD and focusing on envisioning and planning, Presidio is able to confidently execute a Canutillo ISD- focused business technology solution and significantly reduce financial/organizational risk.

The following is a high level diagram of Presidio’s Strategic Delivery Framework:



2.1. Teaming

To create the best possible business outcome with the lowest exposure to risk, SDF fosters a teaming approach during each phase of the project lifecycle. Teaming means that both Canutillo ISD and Presidio will have joint tasks and responsibilities. Teaming also may incorporate vendor or another third party representation when appropriate.

Each team is comprised of subject matter experts that come together in a synergistic fashion to the benefit of Canutillo ISD. Presidio typically leads the team as a subject matter expert in technology, where Canutillo ISD is obviously the expert in matters that pertain to their own business and industry, as well as the way that technology is used to the benefit of the business.

2.2. Envisioning Phase

The goal of the Envisioning Phase is to align technology usage to business needs. The Vision Team, comprised of both Presidio and Canutillo ISD experts, is created to facilitate this process. Understanding business needs extends far beyond the function of a proposed technology into an awareness of the environment, type of industry, strategic objectives and tactical challenges of the organization. Determination of a possible solution's value to the organization is made quickly. If a potential technology application does not add positive impact, valuable time and resources are not wasted pursuing it. Envisioning is critical to the success and impact of a project. The Project Vision is the main Vision Team deliverable, and is used to document the work done in the Envisioning Phase. Once Vision Consensus is achieved the next step is to move forward to the Proposal Phase.

2.3. Proposal Phase

The goal of the Proposal Phase is to refine and formalize the Project Vision in a proposal. The Proposal Team, comprised of both Presidio and Canutillo ISD experts, is created to facilitate this process. The Proposal incorporates the work done during the Envisioning Phase and includes a quote for the Planning Phase, key assumptions, and project terms and conditions. A budget estimate for the Execution Phase and a preliminary bill of materials may also be included. While the Execution Phase is a budget estimate, Presidio provides assurance that any remaining conjecture will be eliminated during the Planning Phase.

2.4. Planning Phase

The goal of the Planning Phase is to assess and mitigate risk by documenting the project plan and creating a detailed design that considers all known issues that pertain to the technology solution, the CISD's business and the end users. The Planning Phase work incorporates both industry and vendor best practices as well as previous Presidio real world execution experience. The Planning Team, comprised of both Presidio and Canutillo ISD experts, is created to facilitate this process. This work is centered on the discovery of the existing environment and integrating the solution into the organization. The Planning team creates the following Planning Phase documents and deliverables: System Engineering Report, Project Scope and Schedule, final Bill of Materials, and final Services Agreement to execute the solution. The work done in the Planning Phase significantly lowers risk by addressing all open issues and finalizing the fixed scope and budget before executing on the final decision.

2.5. Execution Phase

The goal of the Execution Phase is to perform the scope of work developed and finalized in the Planning Phase. This is the phase where the actual deployment of the solution takes place. The Execution Team is comprised of both Presidio and Canutillo ISD.

2.6. Operate Phase

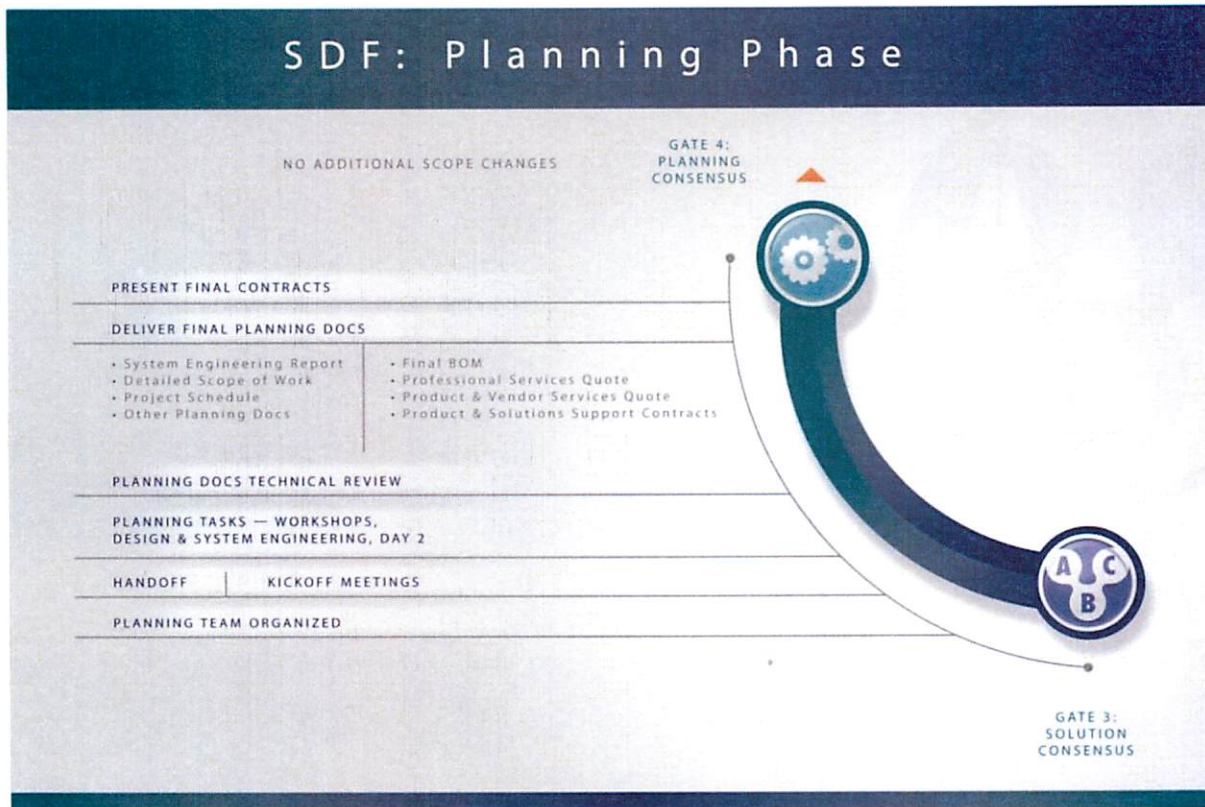
The goal of the Operate Phase is to ensure a qualified, efficient, and timely support structure is in place to maintain optimal operating conditions.

2.7. Optimize Phase

The goal of the Optimize Phase is to assure that the solution continues to add value to Canutillo ISD over time.

3. Planning Phase

The following is a detailed diagram of the Planning Phase of Presidio's Strategic Delivery Framework:



3.1. Introduction

The Planning Phase of this project is the detailed planning and design that incorporates a discovery process, analysis, and knowledge transfer. The results of this phase are detailed design recommendations and a specific project plan. Detailed planning is necessary to ensure that the proposed solution will meet project requirements and help to reduce risk of an unsuccessful or unexpectedly expensive outcome. The Planning Phase documents are the technical and operational foundation for a successful Execution Phase.

Presidio maintains heavy CISD involvement during this phase by incorporating Canutillo ISD representatives as part of the project Planning Team. This is done to ensure that all decisions being made are sensitive to CISD input and needs. Key Presidio team members will be assigned during the planning phase and will include the following:

Project Management

- Presidio will provide a Project Manager (PM) who is familiar with the technology involved and experienced in project management best practice methodologies. Responsibilities will include:
- Work with Canutillo ISD and Presidio project personnel to prioritize and plan the activities for the duration of the engagement. Establish lines of communication and frequency of status reporting.

- Review and communicate the status of the project with periodic status reports or conference calls that highlight performance on planned tasks, as well as any issues or other areas requiring attention by Presidio and/or Canutillo ISD.
- Monitor quality on the project and establishing effective communications with Canutillo ISD staff, while maintaining focused, high-quality effort through project completion.
- Create an implementation schedule with all necessary tasks and associated timelines.
- Utilize both Presidio and Canutillo ISD resources, where applicable, to accomplish all tasks.
- Attend any appropriate Project Planning Phase Meetings that require PM participation and associated follow-up (Action Items, Resource Planning, etc.)

Engineering Personnel

Presidio will assign a lead senior consulting and systems architect who will lead this project from a technology and design perspective. This engineer will be responsible for the engineering document(s) during the Planning Phase and will work closely with Canutillo ISD technical lead to ensure the design, configurations, equipment specifications, and methodology are accurate and in line with the overall project goals. This consulting engineer will also consider and make recommendations to ensure that the specifics of this project are in line with the greater system wide architecture and technology goals of Canutillo ISD.

3.2. Planning Phase Scope of Work

Planning Phase Tasks

The following Planning Phase tasks will be performed during this phase:

- Kickoff and Review pre-requisites with Canutillo ISD
- Review current server environment
- Review current storage environment
- Review current virtualization environment
- Review current network environment
- Confirm upgrade/migration plan and strategy
- Create and review Systems Engineering Report
- Coordinate timing for upgrade

3.3. Planning Phase Deliverables

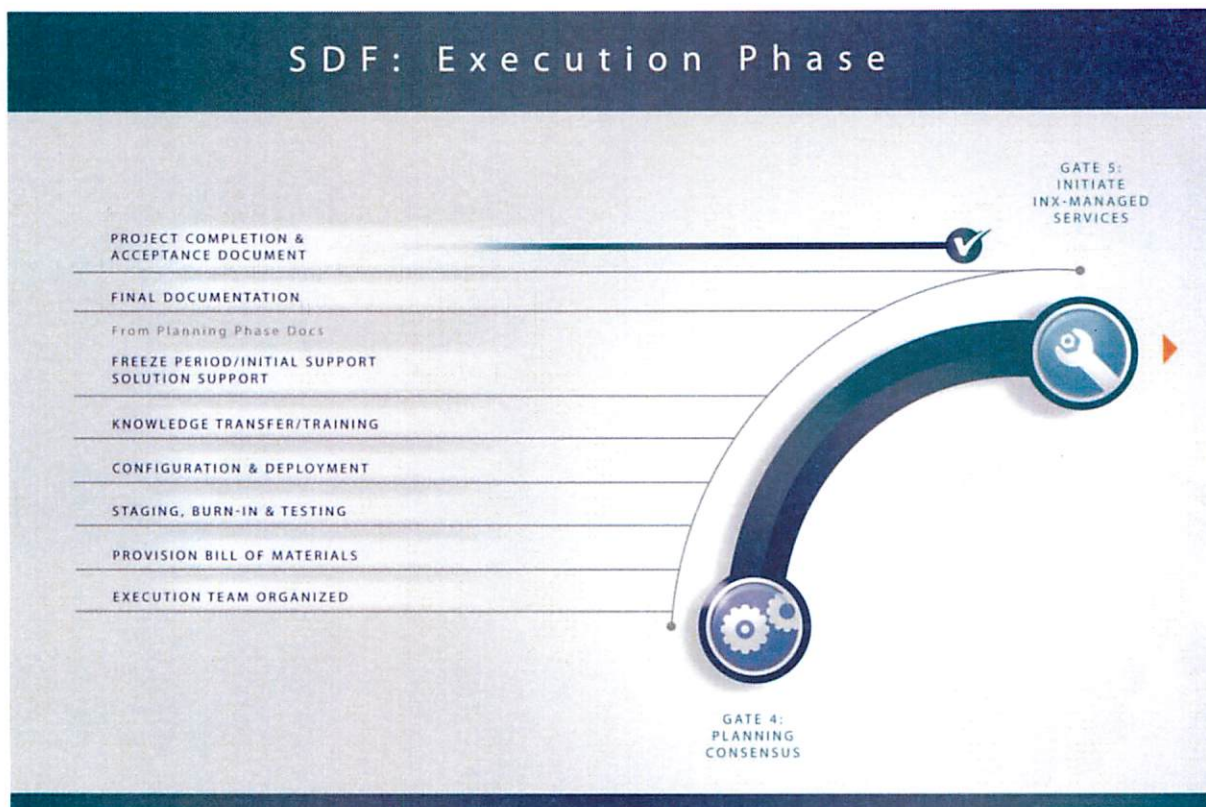
The following deliverables will be created by Presidio and provided to Canutillo ISD as part of the Planning Phase of this project:

Key Focus	Key Activities	Deliverables
<ul style="list-style-type: none"> • Project Kickoff 	<ul style="list-style-type: none"> • Establish teams, define roles, an review project scope and planning schedule 	<ul style="list-style-type: none"> • Project Timeline
<ul style="list-style-type: none"> • Planning and Design 	<ul style="list-style-type: none"> • Discovery • Analysis • Recommendations 	<ul style="list-style-type: none"> • Systems Engineering Report

	<ul style="list-style-type: none"> • Design • Deployment strategy • Detailed scope of work 	
<ul style="list-style-type: none"> • Execution Phase Timeline 	<ul style="list-style-type: none"> • Deployment strategy and scope of work will determine final execution phase timeline 	<ul style="list-style-type: none"> • Project Timeline
<ul style="list-style-type: none"> • Planning Phase Completion 	<ul style="list-style-type: none"> • Communicate Planning Phase completion 	<ul style="list-style-type: none"> • System Engineering Report

4. Execution Phase

The following is a detailed diagram of the Execution Phase of Presidio’s Strategic Delivery Framework:



4.1. Introduction

The Execution Phase of this project consists of performing the detailed scope of work which will be developed and finalized in the Planning Phase. The Execution Team is comprised of both Presidio and Canutillo ISD experts, and is created to facilitate this process. During the Execution Phase, risk is continually mitigated by strong project management, technical leadership, detailed documentation, training, knowledge transfer tasks and a defined

“freeze period” that fine tunes the solution and assures that the solution operates to functional specifications before project completion and handoff to the Canutillo ISD. This is all done to ensure CISD satisfaction and unity with business goals and objectives.

Presidio approaches project execution from a skills-based perspective. Our Execution Team is made up of individuals who have specific skill sets that will be utilized at different times during a given project. This allows us to provide a very specialized workforce to Canutillo ISD and utilize the appropriate resource for the task required.

4.2. Execution Phase Preliminary Scope of Work

The following Execution Phase tasks will be performed during this phase:

New IBM Server blades

- Install new blades (including networking and storage configuration)
- Configure for boot-from-SAN
- Configure LUNs for boot-from-SAN

Upgrade VMware vSphere ESX(i) and vCenter

- Backup and upgrade vCenter
- Install ESXi on new blades
- Configure new hosts to match existing hosts
- Add hosts to existing cluster
- Migrate VMs to new hosts
- Remove old hosts from cluster, power off and verify licensing
- Discuss what's new and different
- Discuss open issues
- Project Closure Meeting

4.3. CISD Responsibilities

CISD General Responsibilities

1. Provide a single CISD point of contact with the authority and the responsibility of issue resolution and the identification, coordination and scheduling of CISD personnel to participate in the implementation of the SOW.
2. Supply current equipment configuration for review.
3. Schedule appropriate maintenance windows for system upgrades and installs and notify user community.
4. Coordinate downtime and maintenance windows as necessary
5. Provide access to Presidio personnel to all necessary equipment and systems as required for the upgrade

6. Provide a projector and meeting room for upgrade work and knowledge transfer.
7. Work in partnership with Presidio for the duration of the onsite time.
8. Dispose of all equipment retired as part of this project.
9. Provide to Presidio all required IP addresses, passwords, system names, and aliases.
10. Validate the site readiness prior to the dispatch of Presidio personnel to perform the services being contracted.
11. Provide high speed remote access to the Internet for verification of device support requirements and for software downloads.

CISD VMware Responsibilities

1. The CISD will provide/procure all required hardware, software, media and licensing required to implement the SOW.
2. CISD will provide all required infrastructure between the storage array and associated servers.
3. The CISD will identify appropriate CISD personnel to actively participate in the migration.
4. The CISD will upgrade or migrate any other physical systems (if required) to the virtual environment or request a Time & Material change order to this SOW for additional Presidio assistance.
5. The CISD will install and configure Windows 2008 64 Bit or 2008 R2 on the vCenter Server prior to Presidio arriving onsite.
6. The CISD will provide a server to be used as the vCenter/license server (physical or virtual) that meets the following hardware and software requirements:
 - i. 2.0GHz or higher Intel or AMD x86 processor.
 - ii. 3GB RAM minimum.
 - iii. At least 4GB local disk storage.
 - iv. One 10/100/1000 Ethernet Gigabit adapter.
 - v. Windows 2008 64 Bit license is required for the current vCenter.
 - vi. SQL 2005 or SQL 2008 is recommended for vCenter.

4.4. Execution Phase Deliverables

The following deliverables will be created by Presidio and provided to Canutillo ISD as part of the Execution Phase of this project:

Key Focus	Key Activities	Deliverables
<ul style="list-style-type: none"> • Execution 	<ul style="list-style-type: none"> • Installation • Configuration • Testing • Go Live • Freeze Period 	<ul style="list-style-type: none"> • Final Project “as built” configurations
<ul style="list-style-type: none"> • Project Completion 	<ul style="list-style-type: none"> • Communicate project completion 	<ul style="list-style-type: none"> • Project Completion and Acceptance document

4.5. Change Management Process

Presidio emphasizes detailed planning and design prior to any complex systems project. One of the reasons for this approach is to avoid any change orders during the Execution Phase that could affect budget, schedules, or business interruptions. During and upon completion of the Planning Phase Presidio will review all detailed system design and features so that when implementation begins there will be no surprises. However, there are times when a change order will be requested by the CISD upon completion of the Planning Phase and if this happens the change request will be considered an addendum to this proposal and the Planning documents and will be performed accordingly.

5. Assumptions

The following project assumptions are made and will be verified in the Planning Phase:

1. All Presidio activities will take place during normal business hours (8:00 AM to 5:00 PM, excluding holidays) unless identified as “Off Hours” in this SOW.
2. The CISD will provide or procure all hardware, software, licensing (including Microsoft® licensing for Windows and SQL 2005 or SQL 2008 for the vCenter Server), and media required to implement the SOW, (all hardware will meet or exceed the minimum requirements for implementation).
 - i. 2.0GHz or higher Intel or AMD x86 processor.
 - ii. 2GB RAM minimum.
 - iii. At least 4GB local disk storage.
 - iv. One 10/100/1000 Ethernet Gigabit adapter.
 - v. Windows 2008 64 Bit license is required for the current vCenter.
 - vi. SQL 2005 or SQL 2008 is recommended for the current vCenter.
3. The CISD will install Windows 2008 64 bit on the vCenter Server prior to Presidio arriving onsite.
4. CISD has sufficient space available on their datastores/storage array for required storage vMotions.
5. CISD will provide all required infrastructure between the storage array and associated servers.
6. All hardware and licenses will be provided by the CISD.
7. A dedicated Gigabit NIC is recommended for fault tolerance.
8. The installation, configuration or upgrade of PowerPath and/or Nexus 1000V is not included within the scope of this project.
9. If the current cluster does not have VMs that can vMotion, a VM reboot may be required in order to upgrade the underlying ESX server. A no downtime requirement is possible only if we can vMotion all the VMs to adjacent hosts.
10. All pre-requisites will be defined and confirmed before Presidio deploys a consultant onsite.
11. The CISD will upgrade or migrate any other servers (if required) from the physical to virtual environment. If the CISD requires additional assistance in the upgrade or migration of additional physical to virtual servers, Presidio will provide additional support via Time & Materials change order to this SOW prior to project closure or via new Time & Materials SOW if support is required after closure of this SOW.

6. Pricing

Presidio will invoice CISD based on the project milestones listed below:

Billing Milestones	Fixed or Estimated	Amount
Planning Phase Complete	Fixed	\$ 5,010.00
Execution Phase Complete	Estimated	\$ 9,435.00
Total Project		\$ 14,445.00

Invoices should be sent to the following address:

Canutillo Independent School District
Attn: Accounts Payable
7965 Artcraft Rd
El Paso, TX 79932

Expenses

Any travel and incidental expenses incurred by Presidio in association with the execution of this Proposal are included in the pricing listed above.

7. TERMS AND CONDITIONS

This Proposal/Project is governed by the Texas DIR contract: **DIR-SDD-621**

8. AUTHORIZATION TO PROCEED

The use of signatures on this Proposal is to ensure agreement on project objectives and the work to be performed by Presidio.

Presidio signature signifies our commitment to proceed with the project as described in this document. Please review this document thoroughly, as it will be the basis for all work performed by Presidio on this project.

This Proposal is valid for a period of thirty (30) days from the date that this proposal is provided by Presidio to CISD unless otherwise agreed to by both parties.

Canutillo Independent School District

Signature	Date
-----------	------

Printed Name

INX LLC, a wholly owned subsidiary of Presidio Networked Solutions, Inc.

Signature	Date
-----------	------

Printed Name & Title

Please sign and return the entire document to fax number 915.533.6384 or mrocha@presidio.com

Thank you!