

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder: _____

DASNY Contact: Theresa Graffeo, Purchasing Coordinator
tgraffeo@dasny.org

Request for Information (RFI's): RFI's due June 16, 2022. Submit in writing via email to svalente@dasny.org. Responses will be posted to DASNY's website via addenda no later than June 20, 2022. It is the responsibility of the Bidder to obtain Addenda.

Services/Product Required By: Proposed Term is Six Months

Description: Provide CommVault Master Certified Consulting Engagement

Bid Open Location: DASNY, Corporate Headquarters, 515 Broadway,
Albany, NY 12207

Bid Open Date and Time:

Item No.	Description	UOM	Cost
1	6 Months CommVault Master Certified Consulting Engagement	LS	\$

TOTAL BID _____

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(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

- 1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement
Yes No
- 2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes No

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY
THAT YOUR FIRM'S PRINCIPAL PLACE OF
BUSINESS IS LOCATED:

ADDRESS OF FACTORY OR PLANT WHERE
ITEMS ARE MANUFACTURED AND/OR
ASSEMBLED. (Attach additional sheet(s) if more
than one manufacturer)

BIDDER (FIRM NAME)

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

Date

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Attachment B: Scope of Work

Scope of Work

6 Months CommVault Master Certified Consulting Engagement.

CommVault Infrastructure

- Media Agents: CommVault Infrastructure includes CommServe, Media Agents, and Library. This is critical for the ability to restore during an encryption attack, and/or physical disaster. It is hard to estimate how much needs to be changed.
- CommVault Disaster Recovery: CommVault disaster recovery process ensures that two sites can be used to protect the CommVault data. It is extremely important for the process to be configured correctly, tested, and be continually tested. Rochester D/R site will use existing media server and a CommServer will be used.

CommVault Maintenance / Support

- Ongoing monitoring / maintaining the environment.
- Duration: 6 Months – anticipate up 5 to 8 hours per week to monitor backup jobs, respond to requests for infrastructure team. Majority of requests from infrastructure team are not urgent and can be handled within 2 to 3 business days following the submission / email requesting a change or assistance with CommVault environment.

Training

- Looking for consultant to provide hands on training to infrastructure team on how to restore files, create backup jobs, modify reports, etc. to permit the team to conduct everyday tasks within CommVault system.

Reports

- Modify reports as needed / verify that reports are being distributed to the correct email addresses.
- Create and modify reports to reflect system state.
- Schedule frequency of report per content.
- Many reports are currently set to go previous administrator, reset destination appropriately.

Usernames and Passwords

- Change the password for the CommVault admin and Commserv accounts.
- Set admin account with disaster recovery capability.
- Modify the system to make it easy to change in the future.

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Attachment C: Qualifications

Qualifications

- Minimum requirements: three or more years' experience with the installation, support, and maintenance of Commvault systems.