



Christopher J. Gagliastro, MCPPO
Purchasing Agent

RFP NO. 8414-W5
ISSUANCE DATE: 4/4/25

BUYER: Christopher J. Gagliastro, MCPPO

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS

RFP TITLE: Information Technology Services – Azure Commercial Landing Zone / DoIT

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions:

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide professional information technology consulting services to assist in the design and implementation of an Azure Commercial Landing Zone per the attached requirements and specifications City of Worcester Department of Innovation & Technology.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 27
4. A performance bond in the amount of **not applicable** will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Christopher J. Gagliastro, MCPPO
Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
gagliastroc@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
 - A) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.
 - B) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.

C) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment

which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.

31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.

36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

SUBMISSION OF PROPOSALS

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 3 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

IT Services – Azure Commercial Landing Zone / DoIT – Technical Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8414-W5

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

IT Services – Azure Commercial Landing Zone / DoIT – Price Proposal

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. 8414-W5

PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS

<p>Proposals must be delivered no later than <u>Friday, April 25, 2024 at 10:00 AM LOCAL TIME.</u> <i>Late submissions will be rejected, regardless of circumstances.</i> The City is not responsible for submittals not properly marked.</p>
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The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of all or some of the four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

- **Proposers must sign and submit the above form with their proposal submission.**

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
held on _____ Directors were present or waived notice,
(name of corporation) (date)
it was voted that _____ of this company be and hereby is
(officer and title)
authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal
thereto, and such execution of any contract or bond of obligation in this company's name shall be valid and
binding upon this company.

A TRUE COPY, ATTEST:

[Signed]

[Company Name and Address]

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)
that _____ is the duly elected _____
(Name of Officer) (Title)
of said company, and the above vote has not been amended or rescinded and remains in full force and effect
as of the date of this contract.

Signature: _____

Name/Title: _____

Date: _____

(Corporate Seal)

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS.

On this ____ day of _____, 2024, before me the undersigned notary public, personally
appeared _____, who proved to me through satisfactory evidence of
identification, which was/were _____, to be the person whose name is signed
on the preceding or attached document, and acknowledged to me he/she signed it voluntarily for its stated
purpose.

Notary Public

My commission expires:

The City of Worcester, Department of Innovation and Technology (DoIT), is seeking a vendor to design and implement an Azure Commercial Landing Zone, aligned to Microsoft's Cloud Adoption Framework and the City's objectives that is well-governed and secure.

MINIMUM PROPOSAL REQUIREMENTS:

To be considered, proposals must include all the items specified below.

Each proposer should provide a narrative describing your firm, including years in business and experience with Azure Landing Zone design and implementation.

Each proposal should include a concrete plan of engagement with the City of Worcester over the next 4 months. This plan should include:

- a) A detailed description of the approach to the design phase, including timeline and resources required.
- b) A detailed methodology for implementing the Azure Landing Zone, including a timeline and resources required for each phase.
- c) A plan of approach for testing of backup and disaster recovery.

Each proposer should submit information about the named individual who will be the primary resource assigned to the City of Worcester, any secondary resources, as well as their resumes and any other background to demonstrate their competence in the area of Azure Landing Zones.

Each proposer should provide detailed documentation of at least two (2) similar engagements with clients similar to the City of Worcester in at least one of the following ways:

- a) municipality
- b) public sector institutions
- c) similar size of IT infrastructure

The consultant will not be reimbursed for any out-of-pocket expenses, including but not limited to travel, mileage, meals, and technology.

The consultants assigned to our account must be U.S.-based. Any consultants must be employees of the company submitting the proposal.

MINIMUM EVALUATION CRITERIA

Proposers must meet the minimum criteria listed below. Proposers that do not meet the minimum will not be further evaluated.

Experience in designing and implementing at least one Azure Landing Zones.

Minimum of two years' experience in Azure services including Networking, Security, Identity Management, and DevOps.

Minimum of one reference from client similar to City of Worcester for similar services

Certified professionals (e.g., Azure Solutions Architect, Azure Security Engineer, etc.).

Must be a Microsoft Azure Partner.

Must be a Nutanix Partner.

Must be a Commvault Partner.

Scope of Work

Background

The City of Worcester is moving from on-prem data centers to a hybrid architecture using Nutanix physical and cloud hypervisors and direct connects to Azure Commercial. The goal of the new architecture is to be aligned with current best practice and improve the City's resilience to natural disasters, physical asset damage, and cyber threats. The City follows Zero Trust best practices.

Initially, Azure Commercial will be used primarily to support migrated workloads for disaster recovery but must be architected to align with future goals of increased infrastructure as a service (IaaS) utilization, including, but not limited to, the use of microservices, serverless application development, and data analytics leveraging Microsoft Fabric.

Timeline

The proposed timeline for the design and implementation services in this project is May 1 – June 20. Backup and Disaster Recovery testing will be conducted in July.

1. Azure Landing Zone Design

The design phase will be a collaboration between the City and the vendor. The vendor will provide guidance and recommendations based on best practices, and the City will make the final design decisions and approve the design before implementation.

1.1 Azure Subscription and Governance Design

- Design must include best practice for Azure Management Groups, Subscriptions, and Resource Groups and Resources, and any related components necessary to maintain best practice security and operational posture.
- Design must establish baseline policies, demonstrated to be aligned with best practice, for governance and resource management.
- Landing zone design must accommodate Nutanix NC2 cluster as DR replication target.
- Design must include strong measures and methods to contain Azure cost, including use of Azure Cost Management and Budgets.
- Design must include best practice-aligned use of Azure Resource Manager / Blueprints and Role-Based Access Control (RBAC).

1.2 Networking Component Design

- Design must include Virtual network (vNet) topology options, including a hub and spoke topology.
- Design must include at least three subnets for isolating and managing different workloads, or other best practice design as agreed to by the City.
- Design must include networking to support a DMZ, or other best-practice security architecture as agreed to by the City.
- Design must incorporate best practices for Network Security Groups (NSGs).
- Design must incorporate best practices for Palo Alto Firewall in the cloud.
- Design must incorporate best practice for Virtual Network Peering, leveraging native or Palo Alto VPN options as agreed to by the City, and ExpressRoute for hybrid connectivity.
- Design must include best practice usage of Azure Availability Zones.

1.3 Identity and Access Management Design

- Design must include integration with existing Azure Active Directory (AAD) for user and application authentication. The City of Worcester's AAD is in GCC.
- Design must include best practice configuration of a domain controller within Azure.
- Design must include best practice implementation of Azure AD Identity Protection and Conditional Access policies.
- Design must include best practices for Managed Identities and service principals for applications and workloads, including Entra Connect.

1.4 Security and Compliance Design

- Design must include best practices for Azure Security Center, Azure Defender or third-party options (i.e. CrowdStrike), as selected by the City, for monitoring and threat detection.

- Design must include best practice security policies through Azure Policy and ARM / Azure Blueprints, and any related security mechanisms, as appropriate.
- Design must include encryption options, with approach to be selected by the City, for data at rest and in transit. The City is required to maintain its own encryption keys and intends to use Key Vault.
- Design must include best practice for vulnerability assessment and patch management processes.
- The plan must provide options for the City to choose from around use of Azure Sentinel for centralized logging and security operations.

1.5 Monitoring and Management Design

- Design must include configuration options, aligned with best practice, for Azure Monitor, or other means agreed to by the City, to gather performance and health status of resources, including on-prem applications.
- Design must include options for the City to choose from, aligned with best practice, for Log Analytics covering centralized logging and analysis, including capabilities for on-premises applications.
- Design must include alerts and notifications for critical events, resource utilization, and anomalies based on machine learning.
- Design must include options to support security and logging best practices.

1.6 Cost Optimization and Resource Tagging Design

- Design must include a resource tagging strategy to track and manage costs.
- Design must include options for Azure Cost Management tools to optimize cloud spending and resources.
- Design must include automated cost alerts to monitor and contain consumption.

1.7 Resource Management and Automation Design

- Design must include planning for Infrastructure-as-Code (IaC) and provide options for tools such as Azure Resource Manager (ARM) templates, Terraform, or Bicep, as agreed to by the City.
- Design must include options for automation resource deployment using Azure DevOps or GitHub Actions based on the City of Worcester's environment and needs.
- Design must include options for Azure Automation to address ongoing management tasks.
- Design must include options for configuration of Azure Arc for resource management of on-premises and cloud workloads.

1.8 Backup and Disaster Recovery Design

- Design must include best practice options for backup of critical workloads utilizing native tools, Nutanix, and Commvault.

- Design must include best practice options for Azure Site Recovery for business continuity and disaster recovery planning.
- Design must include testing of recovery plans to ensure they meet organizational RTO (Recovery Time Objective) and RPO (Recovery Point Objective) requirements.
- Design must include creation and testing of procedures during DR and DR testing events including plans to fail all workloads to cloud, and to recover workloads from cloud to on-premises datacenter.

Azure Landing Zone Design Deliverables

The vendor will provide the following deliverables as part of the Landing Zone Design. The City shall retain ownership of all documents and materials created under these services.

1. **Architecture Design:** A detailed architecture design document outlining the Azure Landing Zone, including all components specified above in section 1. Design must include Visio drawings. The design must be approved by the City before implementation planning begins.
2. **Implementation Plan:** A clear plan that includes milestones, timelines, and responsibilities for all components of the design specified in section 1.

2. Implementation services

Implementation services will include complete deployment of all components of the Landing Zone Design specified above in section 1, based on the agreed upon Implementation Plan. Design components must be approved by the City prior to implementation.

- Azure Subscription Setup and Governance
- Networking Component
- Identity and Access Management
- Security and Compliance
- Monitoring and Management
- Cost Optimization and Resource Tagging
- Resource Management and Automation
- Backup and Disaster Recovery Implementation

Implementation Services Deliverables

1. **Documentation:** Complete as-built documentation for the selected implementation options for the landing zone, including infrastructure, policies, procedures for management, and all other components specified in section 1.

- 3. Training:** Training materials and sessions for the internal IT team on managing and operating the Azure Landing Zone. **Backup and Disaster Recovery Testing** Perform backup and disaster recovery testing for the Azure Landing Zone to ensure the City's systems and data are protected and can be restored in case of an outage or disaster, based on the Azure Landing Zone Design. Ensure the plans meet organizational RTO (Recovery Time Objective) and RPO (Recovery Point Objective) requirements.

COMPARATIVE EVALUATION CRITERIA

Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria in order to determine the relative merits of each proposal. The review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of "Highly Advantageous," "Advantageous," and "Not Advantageous."

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise:** DoIT seeks a vendor with demonstrated experience in deploying Azure Landing Zones and related services, in an environment similar to the City of Worcester's.
 - *Highly Advantageous:* The proposal includes two (2) or more project summaries from clients similar to the City of Worcester with a well-structured process and verifiable positive results.
 - *Advantageous:* The proposal includes two (2) project summaries with a well-structured process and verifiable positive results, but one or both do not come from clients similar to the City of Worcester.
 - *Not Advantageous:* The proposal includes the minimum of one (1) project summary from similar clients with a well-structured process and project results
-
- **Design Approach:** DoIT is looking for a design approach that is aligned with the Microsoft Cloud Adoption Framework and meets the needs of our current architecture and future needs.
 - *Highly Advantageous:* The proposal includes a project plan or detailed narrative that meets all the requirements of section 1 of the Scope of Work and required deliverables.
 - *Advantageous:* The proposal includes a project plan or detailed narrative that meets most of the requirements of section 1 of the Scope of Work and required deliverables.
 - *Not Advantageous:* The proposal does not include an adequate project plan or detailed narrative or is missing key components of section 1 of the Scope of Work and required deliverables.

- **Implementation Approach:** DoIT is looking for a thorough implementation approach that provides a rich initial implementation with fully integrated governance, security, and operations from the start, and meets its required timeline.
 - *Highly Advantageous:* The proposal includes a project plan or detailed narrative that meets all the requirements of section 2 of the Scope of Work and required deliverables.
 - *Advantageous:* The proposal includes a project plan or detailed narrative that meets most of the requirements of section 2 of the Scope of Work and required deliverables.
 - *Not Advantageous:* The proposal does not include an adequate project plan or detailed narrative or is missing key components of section 2 of the Scope of Work and required deliverables.
 -
- **Vendor Reputation:** DoIT seeks a vendor with verifiably positive references from past clients.
 - *Highly Advantageous:* The proposal includes three (3) or more verified strong references, including contact name, relationship, email address and phone number. All references would work with the proposer again.
 - *Advantageous:* The proposal includes two (2) verified strong references including contact name, relationship, email address and phone number. All references would work with the proposer again.
 - *Not Advantageous:* The proposal includes the minimum of one (1) verified reference including contact name, relationship, email address and phone number. The reference would work with the proposer again.

Price Proposal

To be completed by proposer.

Consulting fee must be submitted as a flat, lump sum fee for each task noted below and required under the contract. Please include all costs associated in the fees. **No additional fees will be considered. Proposers may not add additional items.**

Milestone A	Azure Landing Zone Design	\$
Milestone B	Azure Landing Zone Implementation	\$
Milestone C	Testing of Backup and Disaster Recovery	\$
TOTAL ALL ITEMS		\$
<i>(*Lowest proposal price to be based on this total amount)</i>		

Signature of person submitting proposal _____

Date:_____

Printed Name_____

Title_____

Company_____

Address_____

Phone_____

Fax _____

E-_____

Mail_____