



## Request for Proposal

### Project Name

Backup System Replacement (RFP 3)

### Description

The Historical Society of Pennsylvania (HSP) is one of the largest family history libraries in the nation, has excellent collections on local and regional history, and offers a manuscript collection renowned for its 17th-, 18th-, and 19th-century holdings. The Balch Institute's merger with HSP in 2002 (and a strategic alliance with the Genealogical Society of Pennsylvania in 2006), have made the Society one of the nation's leading repositories of ethnic and immigrant studies materials. The Society houses some 600,000 books, pamphlets, serials, and microfilm reels; 20 million manuscripts; and over 300,000 graphics items, making it one of the nation's largest non-governmental repositories of documentary materials.

HSP operates a mixed collection of Windows and Linux servers, both virtual and physical. Virtualization is via Xen 4.1.x or 4.4.x on Debian Linux servers. All servers utilize either local storage or storage on an HP P2000 G3 SAN with 48 TB of raw disk space. Our goal is to fully back up all SAN storage volumes—up to 40 TB of data—and to install a system that will be easily scalable to 60 TB.

### Project Objectives

- Support high speed (disk to disk) back up and restore operations at HSP
- Support file-level full and differential backups of all windows and Linux servers at HSP
- Support live database backups of Microsoft SQL Server databases
- Support live database backups of MySQL databases (desired but not required)
- Support live backup of a Microsoft Exchange server
- Support selective backup of HSP files to cloud storage

### Server Operating Systems

| Product               | Quantity | Notes                           |
|-----------------------|----------|---------------------------------|
| Debian Linux 7.x      | 5        | Hosting servers                 |
| Debian Linux 8.x      | 2        | Hosting server                  |
| Ubuntu Linux 14.x LTO | 1        | Digital asset management system |

|                 |   |  |
|-----------------|---|--|
| Windows 2008 R2 | 2 | Mail and backup servers                              |
| Windows 2012 R2 | 4 | Domain controllers, database server, and file server |
| Windows 7       | 1 | Storage for Linux server backups                     |

### **Critical Applications**

|                           |   |                                 |
|---------------------------|---|---------------------------------|
| Microsoft Exchange 2010   | 1 | Mail server                     |
| Microsoft SQL Server 2012 | 1 | Abila MIP and The Raiser's Edge |
| MySQL 5.x                 | 3 | Various LAMP applications       |

### **Proposal Deliverables**

Please provide the following sections:

- General information about your company, including
  - A summary list of services offered
  - Brief biographies of key employees
  - A selective customer list
  - Three references
- A breakdown of all costs, including
  - Hardware, including a 20U or larger rack, rack-mount kits for all components, and a rack-mount UPS with capacity to scale backup to 100 TB
  - Cost per MB of backup to cloud (pricing of other components should not be dependent on purchase of cloud services)
  - Shipping to HSP
  - Next day, business hours, maintenance for three (3) years
  - Time and cost estimates for all in-scope services, including separate time estimates for each of the items included in the Service Detail List below
- Hourly cost for any additional (out-of-scope) services mutually agreed upon after the project start

### **Service Detail List**

#### ***Planning***

Confirm business requirements  
 Confirm infrastructure requirements  
 Confirm application requirements  
 Create test plan

#### ***Implementation***

Install and configure hardware  
 Install software clients on all servers  
 Configure backups for all servers and databases  
 Test and confirm backups and restores

Optimize performance

### **Not Required in Proposal**

- Taxes - HSP is a tax-exempt non-profit  
(Bidders may include any documentation required with proposal)

### **Payment Terms**

- 100% down payment for hardware, shipping, and manufacturer provided maintenance services
- 50% down payment for services
- Balance to be billed monthly as the project progresses
- Final project cost not to exceed 10% over original project estimate

### **Project Timeline**

RFP posted on HSP website – November 18, 2015

Vendor questions and answers posted on website – November 18, 2015 to December 11, 2015

Proposals due – December 15, 2015

Contract signed – January 8, 2016

Work completed – February 15, 2016

### **Proposal Submission**

Send proposals in writing (e-mail preferred) by close of business on December 15 to:

John Houser

Chief Information Officer

Historical Society of Pennsylvania

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Philadelphia, PA 19107

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