REQUEST FOR PROPOSALS
for
CONSULTANT SERVICES
FOR
Diagnostic Security Assessment and Design of Network Enterprise System
for the
HOUSING AUTHORITY OF THE CITY
of
SAN BUENAVENTURA
995 Riverside Street
Ventura, CA 93001

Issued August 1, 2013

SUBMITTAL DEADLINE

AUGUST 21, 2013 at 2:00 P.M.

Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001

The responsibility for submitting a response to this RFP at the Offices of the Housing Authority of the City of San Buenaventura (the “Agency”) on or before the stated time and date will be solely and strictly the responsibility of the Offeror. The Agency will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence.
Request for Proposal

TABLE OF CONTENTS

Table of Contents 1
I. General Information 2
   A. Introduction and Purpose 2
   B. Board Statement 2
   C. Contact Information 2
   D. Term of Contract 3
   E. Expense of Submission 3
   F. The Agency Reserves the Right To: 3
   G. Agency Options 3
   H. Release of Information 3
   I. RFP Term and Conditions 3
   J. Non Discrimination / Conflict of Interest Statement 4

II. RFP Instructions 4
   A. RFP Submission Format 4
   B. Board, Staff and Selection Committee Communication 4
   C. Submission Schedule 4

III. Scope of Services 5-6
   A. Diagnostic Assessment 7
   B. Recommend System Enhancements 7
   C. Staffing Strategies 7
   D. Project Completion 7

IV. Evaluation and Selection Process 8
   A. Proposal Elements and Evaluation Criteria 8-9

V. Clarification of the RFP 9

VI. Miscellaneous 10

Attachment A – Network Equipment and System Inventory 11-14
Attachment B – Insurance Requirements 15-16
I. General Information

A. Introduction and Purpose

The Housing Authority of the City of San Buenaventura (hereafter be referred to as Agency) is responsible for the maintenance of numerous single family and multifamily properties throughout the City of Ventura. The Agency is requesting proposals from qualified, professional technology vendors for Information Technology Security Diagnostic Services and Design Enhancement Services. The qualified vendor would provide necessary technical services:

1. Diagnostic Assessment of security enterprise network system and software;
2. Design network enhancements that will address current deficiencies;
3. Protect and secure its technology facilities
4. Ensure the efficient operation of its data processing networks and related computer systems in its defined user community
5. Enhance IT’s quality of service to user departments
6. Ensure the use of “best practices” for maintenance, support and security benchmarks

This RFP requires that findings be in written form with specific recommendations and justifications for security and design enhancements to the current network that will:

- Increase the performance (relative to speed) of applications across the network;
- Ensure that security of the system is benchmarked using “best practices”;
- Ensure that remote office can retain access to central servers, when connectivity to the “central office” has been lost.
- Allow for the expansion of the system that will adapt to future plans and needs of the organization, i.e. integration of “stand alone” software.

Finally the RFP will make recommendations to the Agency regarding the necessary IT staff and resources to effectively monitor, maintain and operate the network system.

The Vendor will provide the following deliverables:

1. Written report following the diagnostics assessment including recommendations on correcting deficiency or known challenges.
2. Recommendations for computer software and hardware that will support the design enhancements.
3. Methodology for populating the database with Agency facilities condition data.
4. Staffing recommendations that will outline the number of individuals and qualifications required to support the new system.

B. Board Statement

The powers of the Agency are vested in the Board of Commissioners of the Housing Authority.

C. Contact Information

Please make all references to this RFP as ITS-1/2013 addressed to:
D. TERM OF CONTRACT

The Contract term for the Physical Needs Assessment shall be for a period of sixty (60) days.

There is currently one central office and four (4) remote sites (AMPs, see Attachment “B”). However additional remote locations may be added/deleted to/from this study over the term of the contract. Proposals must include a recommended method of determining additional costs for adding facilities.

The “RFP” will be funded with U.S. Department of Housing and Urban Development (HUD) funds, therefore, any work performed as a result of this RFP must comply with all applicable HUD regulations.

E. Expense of Submission

All expenses related to this submission shall be borne of the Offeror.

F. The Agency Reserves the Right to:

1. Reject any or all submitted proposals or qualifications;
2. Request clarification of any submitted information;
3. Check any references for current and past work(s) submitted in the RFP, and;
4. Cancel all or any portion of the selection proceedings at any time

NOTE: All materials submitted to the Agency shall become the property of the Agency.

G. Agency Options

The Agency may, at its sole discretion reject any or all, or parts of any or all, proposals; readvertise this RFP; postpone or cancel at any time this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP. Also, the determination or the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of the Agency.

H. Release of Information

Information submitted in response to the RFP will not be released by the Agency during the proposal evaluation process or prior to a contract award. After award all submitted information is subject to release in accordance with the California Public Records Law and the Freedom of Information Act.

I. RFP Terms and Conditions

The Agency reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the Agency's choosing.
J. Non Discrimination/Conflict of Interest Statement

a. The Offeror warrants adhering to all civil rights, equal opportunity, and fair housing and Section 3 regulations.

b. The Offeror warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract during the term of the contract.

II. RFP Instructions

A. RFP Submission Format

Please submit five (5) copies of your response on 8½” x 11” paper without staples, in black and white text, in a sealed envelope plainly marked on the outside “Response to ITS 1/2013” addressed to:

Lisa Snider, Asst. to the CEO
C/o The Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001

Electronic or faxed submittals will not be accepted.

B. Board, Staff and Selection Committee Communication

Do not contact any Board member, Staff person or selection committee person in regard to this project or RFP other than those designated in I(c) of this RFP.

C. Submission Schedule

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE/TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Copies of RFP available from:</td>
<td>Monday thru Thursday, 8:00 A.M. to 5:00 P.M., (except observed holidays)</td>
</tr>
<tr>
<td>By email (<a href="mailto:lsnider@hacityventura.org">lsnider@hacityventura.org</a>) or</td>
<td></td>
</tr>
<tr>
<td>The Housing Authority of the City of San Buenaventura</td>
<td></td>
</tr>
<tr>
<td>Attn: Lisa Snider, Assistant to the CEO</td>
<td></td>
</tr>
<tr>
<td>995 Riverside Street</td>
<td></td>
</tr>
<tr>
<td>Ventura, CA 93001</td>
<td></td>
</tr>
<tr>
<td>Copies will be mailed upon request</td>
<td></td>
</tr>
<tr>
<td>B. Proposals Due by 2:00 p.m. at:</td>
<td>8/21/13</td>
</tr>
<tr>
<td>The Housing Authority of the City of San Buenaventura</td>
<td></td>
</tr>
<tr>
<td>995 Riverside Street</td>
<td></td>
</tr>
<tr>
<td>Ventura, CA 93001</td>
<td></td>
</tr>
<tr>
<td>D. Final vendor selection process complete</td>
<td>8/29/13</td>
</tr>
<tr>
<td>E. Contract signing and work to commence</td>
<td>9/3/13</td>
</tr>
</tbody>
</table>
III. Scope Of Services

A. Diagnostic Assessment

The awarded contract will require inspections of all identified offices. The assessment will include a detailed description of the existing network structure including the method by which offices are connected and the computer software and hardware located at each site office.

This Diagnostic Assessment will include a review of the current configuration of the all centralized servers and operating software, Microsoft Exchange Server, Domain Controller, SQL Server and Citrix Meta Frame service (see Appendix A). In addition, an assessment of security and the physical network will also be conducted. The goal of the assessment is to identify any deficiencies that can be immediately corrected in a short period of time that will improve security and the operational effectiveness of the network.

Specifically, the Enterprise Security Assessment must be able to analyze our security policy, determine how policy is implemented, evaluate security provisions, and recommend improvements to security measures across our entire network and IT environment. Proposals must address risks to our applications, hosts, production servers, connectivity infrastructure, and networking. The connectivity infrastructure for these resources includes virtual private networks (VPNs), direct circuits, frame relay, asynchronous transfer mode, and wireless.

Perform a comprehensive assessment of the Agency’s existing technology use, with emphasis on Enterprise security and network access control design, including review and recommendation on the following specific areas:

ENTERPRISE APPLICATION ARCHITECTURE and SECURITY

1) Resource Planning

2) System and Network Security
   The Enterprise Security Assessment should meet the following technical objectives:
   
   • Provide the results of an external port scan, a penetration test, and a vulnerability assessment of the internal reachable servers, devices and mobile devices.
   • Assess the overall security of the internal security applications and services, including Web, FTP, DNS, and VPN.
   • Identify any sensitive, confidential, or company-proprietary information that is available on our servers.
   • Assess security hardware, such as VPN devices, routers, switches, firewalls, and load-balancing applications.
   • Assess configuration of firewalls, DMZ server operating systems, and components, including an evaluation based on security “best practices.”
   • Review existing procedures for preventing denial of service attacks and responding to incidents.
   • Identify network and data security vulnerabilities; include an assessment of security and availability for possible future network change.
   • Establish a change management system for IT. This will encompass establishing, implementing, coordinating, and maintaining the following, Business Continuity Planning (BCP), Continuity of Operations (COOP), and Disaster Recovery (DR).
Testing and data collection should include the following tasks:

- Detect unknown access points into our network from the Internet or extranet, or via unauthorized modem connections.
- Discover wireless frequency emanations that are in the scope of our premises, including unauthorized wireless LAN (IEEE 802.11) access points.
- Review the security of our network connection to the Internet.
- Evaluate network management and monitoring tools that we use to identify security issues on our network.
- Security Assessment for critical infrastructure systems and devices, including SMTP, naming services (DNS and NIS+), HTTP, proxy, DHCP, LDAP, routers, and switches.
- Assess logging and backup practices for servers, firewalls, applications, and network infrastructure.
- Assess data confidentiality; identify any sensitive or restricted information that is available on our network to employees and contractors.
- Assess the risk of allowing traffic to enter our network from external sources, such as over VPN tunnels and phone system.
- Review our anti-virus measures for protecting devices connected to our networks.
- Review security of connectivity, especially as it relates to sharing confidential or proprietary information with business partners over Internet, extranet, VPN, and other connections.
- Review security of applications, databases, and middleware used by our company.
- Verify that sensitive data transmitted between applications and clients/servers is encrypted.
- Verify that secure coding techniques are used when creating applications.
- Review security of deployed authentication and authorization technology.
- Review security of access controls.
- Assess password security policy.

3) Document Management

**LAN/WAN NETWORK**

1) Backup methods (disk-to-disk, deduplication)
2) Server Virtualization
3) Application virtualization
4) LAN Network design
5) WAN Network design
6) WAN Optimization

**ORGANIZATION STRUCTURE**

1) Technology staffing needs
2) Technology training needs for IT and entire organization

The written report from the assessment should present technology enhancements in a series of logical steps achievable over a flexible period of time. Provide contingencies for adjustment of time periods and flexibility regarding future information technology direction. Specific recommendations regarding IT Security Architecture, which includes a high level review of threats, risks and vulnerabilities shall be included. Answer questions and explain logic and methodology as necessary. Adjust direction and/or findings as necessary based on feedback from presentation.

1. Findings of current deficiencies with the systems.
2. Provide strategies and estimated cost for correction the deficiencies.
3. Provide corrective action that will address the known challenges with the system
   a. Maintaining constant connections to “public” drives
b. Improving printing operations at remote offices

c. Decrease connection speed during afternoon hours

d. Frequent and random loss of connection to Citric Server

B. Recommend System Enhancements

Report findings shall be in written form with specific recommendations and justifications to At minimum, the following items should be included:

- Description of the recommendation
- Deficiency being resolved
- Basis for the recommendation (e.g., industry standard or best practice).
- Repercussion or business risk of not implementing the recommendation (financial impact is helpful)
- If applicable design drawings that show how to implement the recommendation
- Recommended hardware, software, or other technology to resolve deficiency
- Level-of-effort or cost to resolve deficiency (could include project plan)

Report must present technology enhancements in a series of logical steps achievable over a flexible period of time. Provide contingencies for adjustment of time periods and flexibility regarding future information technology direction. Specific recommendations regarding IT Security Architecture, which includes a high level review of threats, risks and vulnerabilities shall be included. Answer questions and explain logic and methodology as necessary. Adjust direction and/or findings as necessary based on feedback from presentation.

Other enhancement recommendations should include:

1. E-mail form based work order tracking system for reporting technical problems.
2. Implementation of a methodology for monitoring the network whereby alerts can be given upon system failures.
3. Make recommendation as to how the introduction of "stand alone" software can be integrated into the current data in fracture to support the implantation of project based management. For Example:
   a. Social Service Program
   b. Physical Need Assessment software

C. Staffing Strategies

The respondent shall make recommendations to the Agency as to the need of staff requirements necessary to properly maintain, monitor both the physical network and software systems. The recommendation should include detailed job title, description and required skill set for each position. The recommendation should also state the number of individuals required.

D. Project will be Complete Upon Acceptance of the Report
IV. EVALUATION AND SELECTION PROCESS

The proposals shall be evaluated by an Evaluation Committee consisting of not less than three (3) knowledgeable individuals ("Evaluators"). The Agency will choose the Evaluators and the decisions will be at its sole discretion. Working independently with copies of the written proposals, the Evaluators will assign scores to each proposal for each of the four (4) categories described under Section Two, Proposal Elements and Evaluation Criteria below. The four (4) categories and the highest possible score for each are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Experience of the Firm</td>
<td>30 points</td>
</tr>
<tr>
<td>B. Qualifications</td>
<td>25 points</td>
</tr>
<tr>
<td>C. Team Structure and Ability to Manage the Work</td>
<td>30 points</td>
</tr>
<tr>
<td>D. Hourly Billing Rates/Total Cost of Deliverables</td>
<td>15 points</td>
</tr>
</tbody>
</table>

Total Maximum Possible Score: 100 points

Each evaluator shall independently assign a score to each evaluation criterion based on the written proposals. Criteria scores will then be summed. If the Agency does not elect to have an oral evaluation, the award will be given to the highest scoring proposal based on the written proposals.

If it is determined to be in the best interests of The Agency, an oral evaluation will also be scheduled. The Offerors with the highest score, not more than three (3), will be invited to an oral interview with the evaluation committee. Each Offeror will be given up to one hour to make a presentation. In addition, each of the Offerors will be asked an identical series of questions that will be prepared by the Evaluators. The same criteria used to evaluate the written responses will be used to evaluate the finalists during the oral evaluations. No additions, deletions or substitutions may be made to proposals during the oral evaluations that cannot be viewed as clarification.

After the oral evaluation, each Evaluator will independently, or as a group, assign a score to each evaluation criterion and the criteria scores for the oral evaluation will be summed. The oral evaluation scores and the written evaluation scores will be summed resulting in a final score. The award will be given to the Offeror having the highest final score. The Agency will conduct negotiations with the top-rated Offeror to reach agreement on a fair and reasonable price to perform the work as described in this RFP. If an agreement cannot be reached, The Agency will negotiate with the next highest rated firm, and so on until a fair and reasonable price is obtained.

A. PROPOSAL ELEMENTS AND EVALUATION CRITERIA

To provide a uniform basis for evaluation of all proposals received, each Proposal shall contain the specific information requested below. Responses shall be presented by category as listed, and in the same order.

The “Points” shown for each category - 100 points total, indicate the relative importance of the four-(4) categories. The Proposals shall be evaluated in accordance with these point ratings.
1. **Experience of the Firm - 30 points**

   1) Submit a brief description of project experience that clearly demonstrates previous experience with network administration and management with emphasis on systems with same operating specifically Citrix Meta frame. Respondents should also specify length of time your company has performed Enterprise Security Assessments and describe specific experience in our industry. Include three (3) descriptions and list references with the current phone numbers of owner’s representatives.

2. **Qualifications - 25 points**

   a) Provide a general description of your firm and the services you provide.
   b) Describe ability to respond to The Agency’s needs, in addition to other work obligations.
   c) Describe ability to provide all the services listed in Section One. Include: firm name, address, contact, and number of years providing network design and implementation services.
   d) Submit profiles and resumes of the firm’s principals and staff.
   e) Submit a project schedule that will show completion of each major task (see “Introduction and Purpose”). The schedule should be broken down into phases with key milestone dates and deliverables.

3. **Team Structure and Ability to Manage the Work - 30 points**

   a) Include resumes of all key position members; include company officers involved in this project. Provide roles and responsibilities for each of these individuals and submit an organizational chart depicting “chain of command”. Make special note to identify the Agency’s initial contact person representing the Vendor.
   b) Describe how the Vendor’s team will function to respond to varying project needs including team leadership, communication and meetings with the Agency.
   c) Include a listing of all certification held by team members assign to the project.

4. **Hourly Billing Rates/Total Costs of Deliverables - 15 points**

   1) Each Vendor shall provide compensation rates to be used in billing the Agency for services provided under the awarded contract. Billing rate shall include all costs associated with the performance of the awarded contract; include hourly rates of key personnel and total estimated cost. Rates also should include licenses, training, and follow up maintenance. Each task and deliverable is to be itemized separately and the cost for that item, as well as the anticipated hours for completion should be included by task or deliverable. Base services and optional services or costs must be identified.

5. **Clarification of the RFP**

   Any Vendor requiring clarification of the information, must submit specific questions or comments in writing to:

   The Housing Authority of the City of San Buenaventura
   Attn: Lisa Snider, Assistant to the CEO
   995 Riverside Street
   Ventura, CA 93001

   The deadline for submitting such questions is **ten (10) calendar days** prior to bid release date. If The Agency determines that additional information or interpretation is necessary, such information or interpretation will be supplied in Addenda that will be mailed to all persons or firms that have either received this Request for Proposal or have requested one. All such Addenda.
shall have the same binding effect as though contained in the main body of the original Request for Proposal. Oral instructions or information concerning the RFP from employees, or agents, other than those authorized by the Agency, will not be binding on the Agency.

VI. MISCELLANEOUS

Respondents to this RFP must be able to comply with the Agency contract requirements, and insurance requirements contained in this RFP, and other federal, state, and local laws and regulations governing services purchased through the contract.

Proposals shall remain valid for a period of one hundred and twenty (120) calendar days following the deadline set forth for receiving proposals.

All materials submitted for any portion of this solicitation shall become the property of the Agency, and will not be returned to the applicants.

Prior written Agency approval will be required of any changes to the Offeror’s personnel, as differs from what is submitted in the original proposal.

The Agency expects the Vendor to make appropriate use of local and regional affiliates in the execution of the contract, as necessary. However, the Vendor will be the single point of contact with the agency.

All submissions **must be received by 2:00 P.M. on August 21, 2013**. If the submission is late or lacking information in the required format or in the number of copies required, that firm will be considered “Non-Responsive” and will be eliminated from consideration.
# Attachment “A”

Housing Authority of the City of San Buenaventura  
IT Inventory

## Desksops & Laptops (Hardware Only)

### Riverside Office

<table>
<thead>
<tr>
<th>Model</th>
<th>Type</th>
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<tbody>
<tr>
<td>HP Probook 4730s</td>
<td>Laptop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP Probook 4710s</td>
<td>Laptop</td>
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<tr>
<td>HP Probook 4710s</td>
<td>Laptop</td>
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<tr>
<td>HP Probook 4710s</td>
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<td>Laptop</td>
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<td>Laptop</td>
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<tr>
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<td>Desktop</td>
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<tr>
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<td>Desktop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP DC 5700 Microtower</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP Probook 4710s</td>
<td>Laptop</td>
</tr>
<tr>
<td>HP Probook 4710s</td>
<td>Laptop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
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<tr>
<td>HP DC 5700 Microtower</td>
<td>Desktop</td>
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<td>Desktop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
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<tr>
<td>Optiplex 960</td>
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<tr>
<td>HP 8000 Elite SFF Business</td>
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<td>Desktop</td>
</tr>
<tr>
<td>HP 8000 Elite SFF Business</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP DC 5700 Microtower</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP Probook 4710s</td>
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<tr>
<td>HP 8000 Elite SFF Business</td>
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<td>Dimension C521</td>
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</tr>
<tr>
<td>IMAC</td>
<td>Desktop</td>
</tr>
<tr>
<td>HP DC 5700 Microtower</td>
<td>Desktop</td>
</tr>
<tr>
<td>Monitors</td>
<td>Monitors</td>
</tr>
<tr>
<td>Mouse &amp; Keyboards</td>
<td>Mouse And Keyboards</td>
</tr>
<tr>
<td>Hp Laptop Docking Stations</td>
<td></td>
</tr>
</tbody>
</table>
Projector + Screen

Totals 36

Snapdragon Office + Remote AMPs

HP 8000 Elite SFF Business Desktop
HP 8000 Elite SFF Business Desktop
HP 8000 Elite SFF Business Desktop
HP 8000 Elite SFF Business Desktop
HP Probook 4710s Laptop
HP 8000 Elite SFF Business Desktop
HP 8000 Elite SFF Business Desktop
HP Probook 4710s Laptop
HP Probook 4710s Laptop
HP Probook 4710s Laptop
HP DC 5700 Microtower Desktop
HP DC 5700 Microtower Desktop
HP DC 5700 Microtower Desktop
HP DC 5700 Microtower Desktop
HP 8000 Elite SFF Business Desktop
Monitors Monitors
Mouse & Keyboards Mouse and Keyboards
HP Laptop Docking Stations

Totals 26

Desktop & Laptop Total 62

Servers & Server Power Management (Hardware Only)

HP Proliant DL 380 G5 Server (Domain Controller)
HP Proliant DL 360 Server
HP Proliant DL 360 Server
Dell PowerEdge 2970 Server (Yardi SQ (2005))
HP Probook 4710s Server
Dell PowerEdge 2970 Server (Yardi)
HP Proliant DL 380 Server
Iomega ix4-200d Server
HP Proliant DL 380 Server (Exchange Transport)
HP Proliant DL 380 G6 Server (Exchange Mailbox)
Iomega Home Media Drive Server (File Storage)
HP Proliant DL 380 G6 Server (Yardi)
**Server Infrastructure**

- HP Proliant DL160 G6
- HP Proliant DL 380 G6
- Dell PowerEdge 2850
- HP Storage Works
- APC Symmetra RM
- APC Smart UPS-1500
- Server Rack
- Server Rack
- Cat 5 Cable
- Network Attach Storage Units
- WDSentinel

*Discontinued - Model is no longer sold, most recent model pricing used.*

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Totals</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

**Power Management**

- APC Smart-UPS (55)
- Power Strips (5)

<table>
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<tr>
<th>Item Description</th>
<th>Quantity</th>
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<tbody>
<tr>
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<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Network Equipment**

**Riverside Office**

- Netgear Prosafe 24 Gigabit Switch
- Cisco 2960 48-Port POE Switch
- Cisco 3800 Router
- Cisco 2800
- Cisco 1700
- Linksys SRW2024 Switch
- Firewall Astaro 320
- Cyber Power (3)
- Avaya IP 500 Control Unit
- Avaya Trunk Module
- Avaya 16 Port Passive Transport Hub
- Avaya Power Center
- Avaya 16 Port Cable Integrator
- Trend KVM Switch

<table>
<thead>
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<th>Item Description</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td><strong>Totals</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>
Snapdragon Office + AMPs

- Cisco 2960 POE 24
- Cisco 2811
- Cisco Catalyst 2950
- Cisco 1610
- Avaya IP 500 Control Unit
- Avaya Trunk Module
- Cisco 2811 (AMP 2)
- Cisco 2811 (AMP 3)
- Cisco 2811 (AMP 4)
- Netgear 8-Port Gigabit Switch (AMP2)
- Linksys 24-Port Switch (AMP 3)
- Netgear 24-Port Switch (AMP 4)

Total: 12
Network Total: 26

Phone System

Riverside Office + Remote AMPs

- Installation + Hardware + Phones: IP Voice System
- LifeSize Team 200 (Boardroom): Video Conferencing Phone System

Snapdragon Office

- Installation + Hardware + Phones: IP Voice System

Phone System Total: 3
ATTACHMENT “B”

INSURANCE

Before commencing work, the contractor and each of his subcontractors shall furnish the Agency with evidence showing that the following insurance is in force and will cover all operations under the contract:

CONTRACTOR shall purchase and maintain such insurance as will protect itself from claims set forth below which may arise out of or result from the performance of the duties under this Agreement, whether such performance be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The maintenance by the CONTRACTOR and all subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of the CONTRACTOR or any subcontractor to maintain or renew coverage or to provide evidence of renewal may be treated by the Agency as a material breach of this contract.

(1) Worker’s Compensation and Employer’s Liability Insurance.

   (i) Worker’s Compensation - The contractor and all subcontractors shall maintain insurance to protect the CONTRACTOR or subcontractor from all claims under Worker’s Compensation and Employer’s Liability Acts. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable State and Federal statutes and regulations. The policy shall be endorsed to provide a Waiver of Subrogation as respects the Agency, and its consultants, and each of their officers, officials, employees, and agents.

(2) Claims Against the Agency - If any injury occurs to any employee of the CONTRACTOR or any of the subcontractors for which the employee or its dependents, in the event of its death, may be entitled to compensation from the Agency under the provisions of the said Acts, or for which compensation is claimed from the Agency, there will be retained out of the sums due the CONTRACTOR under this Contract, an amount sufficient to cover such compensation as fixed by said Acts, until such compensation is paid or it is determined that no compensation is due. If the Agency is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due, the CONTRACTOR.

(3) Commercial General and Automobile Liability Insurance - The insurance shall include, but shall not be limited to, protection against claims arising from death, bodily injury, personal injury, or damage to property resulting from actions, failures to act, operations or equipment of the insured, or by its employees, agents or consultants, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than $1,000,000.00 per occurrence with an aggregate no less than two (2) times the required per occurrence limit applying to injury, personal injury, and property damage, or any combination of the three. Any deductibles must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles as respects the entity, its officers, officials, employees and volunteers; or the CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claim administration expenses, and defense expenses. Insurance should be provided by a carrier with an A.M. Best rating of A-:VII or higher, with admitted carriers preferred.
Subcontractors shall be required to carry the same type of insurance identified in the prior paragraph but the amount of subcontractor insurance coverage shall not be less than $1,000,000.00 per occurrence with an aggregate no less than two times (2) the required per occurrence limit applying to bodily injury, personal injury, and property damage, or any combination of the three.

The commercial general and automobile liability insurance coverage shall, as applicable, include the following:

(i) An endorsement (see Additional Insureds below) to the commercial liability policy naming the Agency, and its consultants, and each of their officers, officials, employees, and agents, each as additional insureds with respect to any potential liability arising out of the performance of any work under the Contract, and providing that such insurance is primary insurance as respects the interest of the Agency, and that any other insurance other liability protection maintained by the Agency is excess to the insurance required hereunder, and will not be called upon to contribute to any loss unless and until all limits available under the contractor's and subcontractor's insurance policy/policies have been paid.

(ii) "Separation of Insureds" clause.

(iii) Broad Form Property Damage, Personal Injury, Contractual Liability, and Completed Operations coverages, and elimination of any exclusion regarding loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the "XCU" hazards.

(iv) Provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by the CONTRACTOR under the Contract, including, without limitation, that set forth in the Indemnification section.

(4) Employee Dishonesty Bond - CONTRACTOR shall at all times during the contract maintain an Employee Dishonesty Bond with a limit of no less than $50,000 that will respond to claims from the Agency.

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Additional Insured: Housing Authority City of San Buenaventura
995 Riverside Street
Ventura, CA 93001