

Office of Information Technology

Server Request for Quotation

OITRFQ041811-2

April 19, 2011

Existing State Term Schedule Required

1. **Executive Summary**

As the Multi-Agency CIO Advisory Council (MAC) Enterprise Technical Architecture Subcommittee (ETA SC) Work Groups evolved toward making their recommendations, several procurement and IT planning-related themes arose. The ETA SC examined the themes and felt they warranted a recommendation to the State CIO for implementation. Unanimous across all of the work groups were recommendations to establish a consolidated purchasing cycle and a streamlined procurement process for standards-based IT components.

DAS will issue RFQs to the vendors that are recommended by the Server and Storage Workgroup, and are based on Gartner Magic quadrant data. Additionally the RFQs will be issued for configurations that are currently ordered in high volumes as tracked through the Release and Permit system. DAS will use forecasts from the superintended agencies to present the anticipated purchasing volumes to the vendors to consider during the quoting process. The vendors will respond with their pricing and a list of Ohio based vendor authorized resellers including Ohio certified Minority Business Enterprise (MBE) and Encouraging Diversity Growth and Equity (EDGE) resellers that will be eligible to sell from the awarded contract. Ohio based refers to organizations that are headquartered in Ohio. Each of the Vendor's identified resellers must be listed as either a dealer or distributor on the Vendor's STS contract or hold its own STS contract and agree to honor the terms of the Vendor's STS, including the reporting requirements.

2. **Introduction**

This Request for Quotation (RFQ) is issued by the Department of Administrative Services (DAS) through its Office of Information Technology (OIT) on behalf of the state of Ohio (State). The purpose of this RFQ is to solicit quotations from manufacturers of servers (Vendors) that hold a State Term Schedule (STS) and are identified as leaders in the Gartner Group Magic Quadrant for Blade Servers dated January 11, 2011. This RFQ seeks quotes for servers, options and accessories, extended warranty services and asset tagging services.

To implement recommendations made by the Server and Storage Work Group of the Enterprise Technical Architecture subcommittee, the State has completed an equipment survey process to gather forecast information from State agencies for server purchases planned for the remainder of fiscal year (FY11), which is through June 30, 2011.

The State of Ohio is interested in acquiring an aggregate, large quantity of servers in the fourth quarter of its Fiscal Year 2011. The acquisition will include a standard server and a large configuration server as described in Attachment Two, Specifications of this RFQ. The State may acquire certain optional server items listed in Attachment Two. The server specifications in Attachment Two are based on approved standards issued by the State and the volumes in the Cost Summary are based on the aggregate forecast information from the agencies referenced in Section 2.1. Regarding Cost Summary volumes Vendors should note: THE STATE DOES NOT GUARANTEE ANY MINIMUM PURCHASE VOLUME.

It is the State's intention to establish a second STS for each vendor selected. The second STS will be specifically for the purchase of standards-based servers. The Server STS will consist of the terms and conditions of the Vendor's existing STS by reference, the additional terms and conditions described in the RFQ and the Cost Summary from the Vendor's Quotation, as well as the deletion of inapplicable terms and conditions from the Vendor's existing STS, as agreed by the State and the Vendor.

State agencies, boards and commissions, and political subdivisions will purchase standard and large configuration servers and optional server items from the authorized Ohio-based resellers identified on the Vendor's server STS. Use of the server STS established from this RFQ will be the required

method for State agencies and boards and commissions to acquire standards based servers, unless an exception is granted.

Once one or more Server STS is/are established, the term of the Server STS will be from the STS effective date through June 30, 2012. The Server STS is subject to and contingent upon, the satisfactory performance of the Vendor and its authorized Ohio-based resellers, and availability of funds. Maximum duration of any Server STS established via this RFQ will be until June 30, 2012.

There are additional or different terms in this RFQ than the standard terms in the STS, such as the requirement to report sales using the form at ATTACHMENT THREE. Such terms are in addition to or modify the standard STS terms in the Vendor's current STS and will be part of the new STS with any Vendor that submits an acceptable Quote. Some of these additional terms include an established period during which the quoted prices are firm and not subject to increase, a requirement for one or more certified minority business enterprises (MBE's) as dealers under the new STS, the establishment of a process by which quarterly or semiannual RFQs may go out in an attempt to achieve better pricing during the term of the new STS, special delivery requirements, and additional warranty provisions. This RFQ including those additional terms will have precedence over anything in the Vendor's existing STS and will be incorporated by reference in the new STS.

2.1. State Server Forecasts

State forecasts for Q4 of FY11 (ending June 30th, 2011) are as follows.

<u>DESCRIPTION:</u>	<u>QUANTITY:</u>
Standard Server, Rack Configuration	54
Standard Server, Blade Configuration	Included above
Standard Server, Tower Configuration	Included above
Large Capacity Server, Rack Configuration	477
Large Capacity Server, Blade Configuration	Included above

There are additional or different terms in this RFQ than the standard terms in the STS, such as the requirement to report sales using the form ATTACHMENT THREE. Such terms are in addition to or modify the standard STS terms in the Vendor's current STS and will be part of the new STS with any Vendor that submits an acceptable Quote. Some of these additional terms include an established period during which the quoted prices are firm and not subject to increase, a requirement for one or more certified minority business enterprises (MBEs) as dealers under the new STS, the establishment of a process by which quarterly or semiannual RFQs may go out in an attempt to achieve better pricing during the term of the new STS, special delivery requirements, and additional warranty provisions. This RFQ, including those additional terms will have precedence over anything in the Vendor's existing STS and will be incorporated by reference in the new STS.

3. Instructions and Dates

3.1. Inquiries

Interested organizations may make inquiries regarding this RFQ anytime during the inquiry period listed in the Schedule of Events. To make an inquiry, interested organizations must use the following process:

- Access the State Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select "Find It Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the RFQ number found on the first page of this RFQ;
- Click the "Find It Fast" button;

- On the document information page, click the “Submit Inquiry” button;
- On the document inquiry page, complete the required “Personal Information” section by providing:
 - First and last name of the representative who is responsible for the inquiry,
 - Name of the prospective interested organization.
 - Representative’s business phone number, and
 - Representative’s email address;
- Type the inquiry in the space provided including:
 - A reference to the relevant part of this RFQ,
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found; and
- Click the “Submit” button.

Interested organizations may make inquiries regarding this RFQ any time before 8:00 am on April 25, 2011. Questions submitted after this time will not receive a response from the State.

3.2. Schedule of Events

Event	Date
1. RFQ Distribution to Vendors	April 19, 2011
2. Inquiries from Vendors due	8:00 am EST - April 25, 2011
3. RFQ Response Due Date	1:00 pm EST - May 3, 2011
6. Anticipated Selection of Vendor(s)	May 9, 2011

4. Quotation Submittal

A qualified Vendor wishing to respond to the RFQ must submit one complete, sealed and signed copy of its Quotation, and each quotation must be clearly marked “OITRFQ041811-2 Server RFQ” on the outside of its envelope along with the Vendor’s name. In addition, the Vendor must supply one PDF version on a disk. If there is a discrepancy between the hard copy and the electronic copy of the Quotation, the hard copy will control, and the State will base its evaluation of the Vendor’s Quotation on the hard copy.

Quotations **MUST** be submitted to the State’s Procurement Representative.

Mr. Edward Razler - OIT
30 East Broad Street, 39th Floor
Columbus, OH 43215

Each Quotation must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the Quotation. Each Quotation must contain an identifiable tab sheet preceding each section of the Quotation. Quotations must be valid for a minimum of 45 calendar days.

- Cover Letter – The Vendor must provide a standard business letter that includes the following:
 - Executive Summary;
 - Identification of each authorized Ohio-based resellers including Ohio-certified MBE and EDGE organizations;
 - Existing State Term Schedule Number;

- A statement that the Vendor is not now and will not become subject to an “unresolved” finding for recovery under Revised Code Section 9.24, prior to the award arising out of this RFQ without notifying OBM of such finding;
 - URL address (if public and available); and
 - Signature by an individual authorized to legally bind the Vendor.
- Vendor Information Form - The Vendor must submit a signed and completed Vendor Information Form (OBM-5657) for itself and for each authorized Ohio-based reseller identified in the response. The form is available at <http://obm.ohio.gov/forms/OAKS.asp>.
 - Technical Documentation – The Vendor must complete the form in Attachment Two and provide sufficient Technical Documentation to demonstrate how the specification is being met.
 - Cost Summary – The Vendor must submit a complete Cost Summary.
 - DMA - Under Ohio's anti-terrorism legislation, effective April 14, 2006, the selected Vendor must complete a Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization to certify that the Vendor has not provided material assistance to any terrorist organization listed on the Terrorist Exclusion List. The form and the Terrorist Exclusion List are available on the Ohio Homeland Security Website. The form must be submitted with the Vendor's Quote. If an Vendor answers yes or fails to answer any question on the form, the State may not award the Contract to that Vendor. The Vendor may request the Department of Public Safety to review such a denial of an award. More information concerning this law is available at: <http://www.homelandsecurity.ohio.gov>.

4.1. Proprietary Information

All Quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Quotation or supporting materials. All Quotations will be open to the public.

The State may reject any Quotation if the Vendor takes exception to the requirements/specifications of this RFQ.

5. Evaluation of RFQ Responses.

Vendor Quotations will be evaluated by the State with the goal of selecting at least one qualified Vendor offering for the purchase of standards-based servers.

5.1 Initial Review

The State will review all Quotations for their format and completeness.

5.2. Clarifications and Corrections

During the evaluation process, the State may request clarifications and allow corrections only if the State believes it is in the State's best interest.

5.3. Waiver of Defects

The State has the right to waive any defects in any Quotation or in the submission process followed by a Vendor. But the State will only do so if it believes, in its sole discretion, that is in the State's best interest.

5.4 Rejection of Quotations

The State may reject any Quotation that is not in the required format, does not address all the requirements/specifications of this RFQ, or that the State believes is excessive in price or otherwise not in the State's best interest to accept.

5.5 Vendor Selection Process

It is OIT's intention to establish at least one server STS specifically for the purchase of standards-based servers. The State may make its Vendor selection on a line item by line item basis, if it so chooses, or on the Vendor's offer as a whole.

6. Scope of Services

6.1. Delivery

The following provisions apply:

- a) The authorized reseller must agree to ship all products F.O.B. destination and provide free inside delivery to the specified floor / worksite of the requesting entity's site to the area(s) of their choosing. The Authorized Reseller must deliver all servers within thirty (30) days after receipt of a purchase order or at a mutually agreeable time.
- b) The requesting entity may delay any delivery to a mutually agreeable time.
- c) The authorized reseller must agree to coordinate delivery with the requesting entity. The authorized reseller warrants that it can accommodate time staggered deliveries with specific delivery dates, times and quantities.

6.2. Warranty.

During the warranty period the Vendor must provide technical support to the purchasing entity specified on the purchase order. Although the Vendor is not responsible under this Contract to fix a problem unrelated to the specific components contained in this RFQ, the Vendor must assist the purchasing entity in identifying a problem with the entire configuration which would prevent it from working.

6.2.1. Required Warranty Coverage.

The State requires that all equipment be quoted with a five (5) year 8X5 NBD on-site warranty as the standard warranty. The warranty should include five (5) years of parts / labor / next business day on site coverage. The Vendor's warranty must guarantee the use of original replacement parts or OEM equivalent parts for all repairs. Vendor must guarantee the availability of parts for the life of the warranty. All optional hardware components, if purchased, must be covered under the Vendor's on-site warranty.

6.2.2. Optional Warranty

The requesting entity may select optional coverage for five (5) years of 24X7 4 HR on-site response warranty. This option includes all coverage requirements listed in 6.2.1.

6.3. Optional Asset Tagging Services

The Vendor must provide asset tagging services for the servers described in this RFQ.

Asset Tagging will consist of placing the requesting entity's supplied tag(s) on the equipment. In addition, the Vendor will accumulate data regarding tag numbers on a spreadsheet that will be delivered to the requesting entity in both hard copy and MS Excel format.

Tag numbers will be listed with the associated equipment model number and serial number. The server must be tagged and the associated information posted to the spreadsheet.

6.4. Reporting

The Vendor is required to report all activity related to the server STS on a monthly basis to the State's IT Standards Manager at:

State.ITStandards.Manager@oit.ohio.gov

Activity from the current month is due no later than the 15th day of the following month.

The format for this report is presented as a Microsoft Excel document at ATTACHMENT THREE and should contain the following data elements.

Date Purchase Made
Reseller Name
Purchase Order Number
Agency / Organization Making Purchase
State or COOP (Local Governments and Educational Institutions)
Delivery Address
Vendor Part Number of the Standard PC (Desktop or Notebook) Configuration
Description of Standard Configuration (Including Model Number)
Quantity Purchased
Unit Price
Installed Options, Quantity Installed and Unit Price

**ATTACHMENT I
 COST SUMMARY**

Vendors responding to the RFQ must submit a complete Cost Summary. The cost must include F.O.B. destination, free inside delivery to designated locations. Costs must also include all packing, transportation and insurance charges.

Vendors must complete the following tables for the Servers and the Server options. Quoted prices must be firm and not subject to increase during the term of the Server STS. MFG PN denotes a manufacturer's part number.

DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
Standard Server, Rack Configuration (Quantity: 54)		\$	%	\$
Standard Server, Blade Configuration (Quantity: Included above)		\$	%	\$
Standard Server, Tower Configuration (Quantity: Included above)		\$	%	\$
Large Capacity Server, Rack Configuration (Quantity: 477)		\$	%	\$
Large Capacity Server, Blade Configuration (Quantity: Included above)		\$	%	\$

STANDARD SERVER, RACK CONFIGURATION, OPTIONAL ITEMS					
OIT REF	DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
1	CPU Upgrade		\$	%	\$
2	Additional Memory		\$	%	\$
3	Hard Drive		\$	%	\$
4	Power Supply Upgrade		\$	%	\$

5	Network Interfaces		\$	%	\$
6	Additional Controllers and Adapters		\$	%	\$
7	Extended Warranty		\$	%	\$

STANDARD SERVER, BLADE CONFIGURATION, OPTIONAL ITEMS					
OIT REF	DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
1	CPU Upgrade		\$	%	\$
2	Additional Memory		\$	%	\$
3	Hard Drive		\$	%	\$
4	Power Supply Upgrade		\$	%	\$
5	Network Interface		\$	%	\$
6	Additional Controller and Adapter		\$	%	\$
7	Extended Warranty		\$	%	\$

STANDARD SERVER, TOWER CONFIGURATION, OPTIONAL ITEMS					
OIT REF	DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
1	CPU Upgrade		\$	%	\$
2	Additional Memory		\$	%	\$
3	Hard Drive		\$	%	\$
4	Power		\$	%	\$
5	Network Interface		\$	%	\$
6	Additional Controllers and Adapters		\$	%	\$
7	Extended Warranty		\$	%	\$

LARGE CAPACITY SERVER, RACK CONFIGURATION, OPTIONAL ITEMS					
OIT REF	DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
1	CPU Upgrade		\$	%	\$
2	Additional Memory		\$	%	\$
3	Hard Drive		\$	%	\$
4	Power Supply Upgrade		\$	%	\$
5	Network Interface		\$	%	\$
6	Additional Controllers and Adapters		\$	%	\$
7	Extended Warranty		\$	%	\$

LARGE CAPACITY SERVER, BLADE CONFIGURATION, OPTIONAL ITEMS					
OIT REF	DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
1	CPU Upgrade		\$	%	\$
2	Additional Memory		\$	%	\$
3	Hard Drive		\$	%	\$
4	Power Supply Upgrade		\$	%	\$
5	Network Interface		\$	%	\$
6	Additional Controllers and Adapters		\$	%	\$
7	Extended Warranty		\$	%	\$

ATTACHMENT TWO
SPECIFICATIONS

REQUIREMENTS

The State has developed Standard Server Specifications based upon recently published State standards. Bidders must offer products that **CONFORM** to the specifications included in this section.

The State will review the specifications on a periodic basis and the Vendor must continue to conform to changes to the specifications required by the State and all State standards.

The State requires Vendors to propose a single model for each Standard Server and Large Capacity Server form factor (Rack, Blade, and Tower) to satisfy its Standard Server and Large Configuration Server Specifications that meets or exceeds the specification. Models proposed must be enterprise level quality that represent a stable and consistent platform. Small business grade equipment is not acceptable.

IN THE THIRD COLUMN AFTER EACH REQUIREMENT THE BIDDER MUST INCLUDE A TECHNICAL REFERENCE IDENTIFYING THE DOCUMENT, SECTION, AND PAGE NUMBER(S) OF SUPPORTING DOCUMENTATION THAT CONFIRMS THAT THE BIDDER'S PROPOSED EQUIPMENT MEETS THE SPECIFICATION. INCOMPLETE TABLES WILL BE DEEMED NON-RESPONSIVE AND RESULT IN THE BID BEING REJECTED.

BIDDERS MUST COMPLETE ALL TABLES IN THE FOLLOWING SECTIONS.

ATTACHMENT TWO
Standard Server, Rack Configuration
 The State has forecasted a total potential volume of 54 units.

Server Manufacturer, Name and Model Number:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Processor	Intel® Xeon® E5630 or faster	_____ document/section/pg#
Memory	48 GB	_____ document/section/pg#
Memory Type and Speed	DDR3-10600MHz	_____ document/section/pg#
Network Connection	Dual 1 Gigabit Ethernet	_____ document/section/pg#
Hard Drive Type, Speed, and Capacity	146GB 6Gbps Hot Plug 2.5" SAS SFF 10,000 rpm	_____ document/section/pg#
Warranty	8X5 NBD On-Site	_____ document/section/pg#

Standard Server, Rack Configuration, Optional Items:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Option #1	CPU Upgrade	_____ document/section/pg#
Option #2	Additional Memory	_____ document/section/pg#
Option #3	Hard Drive	_____ document/section/pg#
Option #4	Power Supply Upgrade	_____ document/section/pg#
Option #5	Network Interface	_____ document/section/pg#
Option #6	Additional Controller and Adapters	_____ document/section/pg#
Option #7	24X7 4HR On-Site Response	_____ document/section/pg#

ATTACHMENT TWO, Continued
Standard Server, Blade Configuration

The State's forecasted total potential volume is included within the Standard Server, Rack Configuration quantity.

Server Manufacturer, Name and Model Number:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Processor	Intel® Xeon® E5630 or faster	_____ document/section/pg#
Memory	48 GB	_____ document/section/pg#
Memory Type and Speed	DDR3-10600MHz	_____ document/section/pg#
Network Connection	Dual 1 Gigabit Ethernet	_____ document/section/pg#
Hard Drive Type, Speed, and Capacity	50GB 3Gbps Non-Hot Plug SATA SFF SP Midline Solid State or Larger	_____ document/section/pg#
Warranty	8X5 NBD On-Site	_____ document/section/pg#

Standard Server, Blade Configuration, Optional Items		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Option #1	CPU Upgrade	_____ document/section/pg#
Option #2	Additional Memory	_____ document/section/pg#
Option #3	Hard Drive	_____ document/section/pg#
Option #4	Power Supply Upgrade	_____ document/section/pg#
Option #5	Network Interface	_____ document/section/pg#
Option #6	Additional Controller and Adapters	_____ document/section/pg#
Option #7	24X7 4HR On-Site Response	_____ document/section/pg#

ATTACHMENT TWO, Continued
Standard Server, Tower Configuration

The State's forecasted total potential volume is included within the Standard Server, Rack Configuration quantity.

Server Manufacturer, Name and Model Number:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Processor	Intel® Xeon® E5630 or faster	_____ document/section/pg#
Memory	48 GB	_____ document/section/pg#
Memory Type and Speed	DDR3-10600MHz	_____ document/section/pg#
Network Connection	Dual 1 Gigabit Ethernet	_____ document/section/pg#
Hard Drive Type, Speed, and Capacity	146GB 6Gbps Hot Plug 2.5" SAS SFF 10,000 rpm	_____ document/section/pg#
Warranty	8X5 NBD On-Site	_____ document/section/pg#

Standard Server, Tower Configuration, Optional Items:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Option #1	CPU Upgrade	_____ document/section/pg#
Option #2	Additional Memory	_____ document/section/pg#
Option #3	Hard Drive	_____ document/section/pg#
Option #4	Power Supply Upgrade	_____ document/section/pg#
Option #5	Network Interface	_____ document/section/pg#
Option #6	Additional Controller and Adapters	_____ document/section/pg#
Option #7	24X7 4HR On-Site Response	_____ document/section/pg#

Large Configuration Server, Rack Configuration
 The State has forecasted a total potential volume of 477 units.

Server Manufacturer, Name and Model Number:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Processor	Intel 4-Core Dual Processor w/ Hyper Threading	_____
		document/section/pg#
Memory	96 GB	_____
		document/section/pg#
Memory Type and Speed	DDR3-10600MHz	_____
		document/section/pg#
Network Connection	Dual 1 Gigabit Ethernet	_____
		document/section/pg#
Hard Drive Type, Speed, and Capacity	50GB 3Gbps Non-Hot Plug SATA SFF SP Midline Solid State or larger	_____
		document/section/pg#
HBA	4 GB	_____
		document/section/pg#
Warranty	8X5 NBD On-Site	_____
		document/section/pg#

Large Configuration Server, Rack Configuration, Optional Items:		
ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Option #1	CPU Upgrade	_____
		document/section/pg#
Option #2	Additional Memory	_____
		document/section/pg#
Option #3	Hard Drive	_____
		document/section/pg#
Option #4	Power Supply Upgrade	_____
		document/section/pg#
Option #5	Network Interface	_____
		document/section/pg#
Option #6	Additional Controller and Adapters	_____
		document/section/pg#
Option #7	24X7 4HR On-Site Response	_____
		document/section/pg#

ATTACHMENT TWO

Large Configuration Server, Blade Configuration

The State's forecasted total potential volume is included within the Large Capacity Server, Rack Configuration quantity.

Server Manufacturer, Name and Model Number:

ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Processor	Intel 4-Core Dual Processor w/ Hyper Threading	document/section/pg#
Memory	96 GB	document/section/pg#
Memory Type and Speed	DDR3-10600MHz	document/section/pg#
Network Connection	Dual 1 Gigabit Ethernet	document/section/pg#
Hard Drive Type, Speed, and Capacity	60GB 3Gbps Non-Hot Plug SATA SFF SP Midline Solid State or larger	document/section/pg#
Warranty	8X5 NBD On-Site	document/section/pg#

Large Configuration Server, Blade Configuration, Optional Items:

ATTRIBUTE	SPECIFICATION	REFERENCE DATA
Option #1	CPU Upgrade	document/section/pg#
Option #2	Additional Memory	document/section/pg#
Option #3	Hard Drive	document/section/pg#
Option #4	Power Supply Upgrade	document/section/pg#
Option #5	Network Interface	document/section/pg#
Option #6	Additional Controller and Adapters	document/section/pg#
Option #7	24X7 4HR On-Site Response	document/section/pg#

ATTACHMENT THREE
Reporting Form and Format

	A	B	C	D	E	F	G	H	I	J
	Purchase Date	Reseller	Purchase Order Number	Purchaser	State or COOP	Address	Address 2	City	Zip	Part Number
1										
2										

	K	L	M	N	O	P	Q	R	S
	Standard Configuration	Quantity	Unit Price	Option Number: N		Option Number: NN		Option Number: NNN	
				Quantity	Unit Price	Quantity	Unit Price	Quantity	Unit Price
1									
2									

Notes:

- The form is designed to be one table and has been “wrapped” in this illustration. Note the column numbering, A through S.
- Column A: Date Purchase Made
- Column B: Reseller Name
- Column C: Purchase Order Number
- Column D: Agency / Organization Making Purchase
- Column E: State or COOP (Local Governments and Educational Institutions)
- Column F-I: Delivery Address
- Column J: Vendor Part Number of the Standard Server Configuration
- Column K: Description of Standard Configuration (Including Model Number)
- Column L: Quantity Purchased
- Column M: Unit Price
- Column N-: Installed Options (Enter the option number from the Option Legend. (below)), Quantity Installed and Unit Price

ATTACHMENT THREE
Reporting Form and Format

OPTION LEGEND:

- Option 1: CPU Upgrade
- Option 2: Memory Upgrade
- Option 3: Hard Drive Upgrade
- Option 4: Power Supply Upgrade
- Option 5: Network Interface
- Option 6: Additional Controllers and Adapters Raid Configuration
- Option 7: Two Year Warranty Extension