

REQUEST FOR PROPOSAL (RFP)



Virtualization Infrastructure & Backup Solution

RFP No: 2026-101

Issue Date: March 4, 2026

Proposal Due Date: April 3, 2026

Issuing Organization: Dayton Metro Library

1. Overview

The Dayton Metro Library (hereinafter referred to as "DML" or the "Library") is soliciting proposals for the design, procurement, implementation, and installation of the following in downtown Dayton, OH:

- Virtualization host servers running an enterprise hypervisor platform
- Shared or hyperconverged storage (if applicable)
- A backup solution including off-site disaster recovery capability

This RFP requires vendors to participate in a **mandatory virtual pre-RFP conference** and to formally request current environment documentation prior to submitting a proposal.

About DML

Since the founding of the Library in 1888, the Library has consistently met the changing needs of our diverse and growing community. Our materials, programs, and initiatives cover countless topics for all ages. We are unwavering in our focus on excellence, and we are passionate about providing consistent, quality service. The Dayton Metro Library brings people of all ages and backgrounds together to discover new things about the world, themselves, and each other. Within our 17 branches and beyond our walls, we are advocates for exploration, champions of literacy, and active facilitators of empowerment, inclusion, and positive change.

2. Mandatory Pre-RFP Requirements

2.1 Request for Current Environment Information (Required)

Vendors must email Dayton Metro Library to request all information necessary to inform their proposal, such as:

- Current server inventory
- Hypervisor platform details
- VM inventory and resource utilization summary
- Storage utilization data
- Current backup configuration
- Growth projections (if available)

Failure to request this information may result in proposal rejection.

2.2 Mandatory Virtual Pre-RFP Conference

A virtual pre-RFP conference will be conducted via Teams, Zoom, or WebEx. Date and time to be established by vendor and buyer.

The purpose of the conference is to:

- Review current environment
- Clarify technical requirements
- Address sizing expectations
- Review backup and off-site recovery objectives
- Answer vendor questions

Only vendors who attended a conference may submit proposals.

3. Buyer Contact Information

All communication regarding this RFP must be directed to:

Name: Joshua Ashworth

Title: IT Director

Email: jashworth@daytonmetrolibrary.org

4. Project Scope

The selected vendor shall provide:

4.1 Virtualization Infrastructure

- Enterprise-grade physical host servers
- Redundant power
- Integration into existing network
- Sufficient CPU and RAM to support current workloads with growth capacity
- High availability configuration
- Centralized hypervisor management

Hypervisor platform may include:

- VMware vSphere
- Proxmox
- Equivalent enterprise-grade solution

Vendor must clearly identify licensing model and 5-year cost.

4.2 Storage

- All-flash or hybrid storage solution
 - Encryption at rest
 - Scalable architecture
 - Performance suitable for virtualized workloads
 - Usable capacity clearly defined (not raw)
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4.3 Backup & Disaster Recovery

Vendor shall propose a right-sized backup solution capable of:

- Image-based VM backups
- Application-aware backups
- Incremental backups
- Support for Microsoft 365 backup
- Immutable backup storage

- Encryption in transit and at rest

Example enterprise solutions include:

- Veeam Backup & Replication
- Commvault
- Rubrik
- Equivalent enterprise-grade solution

Off-Site Requirements

- Secondary backup copy in separate physical or cloud location
- Air-gapped or immutable storage
- Disaster recovery testing capability
- Clear disclosure of cloud storage and egress costs

Vendor must describe:

- Backup retention schedule
- Recovery Point Objective (RPO) assumptions
- Recovery Time Objective (RTO) assumptions
- Growth projections over 3–5 years

5. Proposal Requirements

Proposals must include:

1. Executive summary
2. Architecture diagram
3. Hardware specifications
4. Hypervisor licensing breakdown
5. Backup architecture design
6. Off-site storage design
7. Implementation timeline
8. Training and documentation plan
9. 5-year total cost of ownership
10. Assumptions and exclusions

Proposals must be based on the environment information provided by the Dayton Metro Library. Vendors shall identify any additional assumptions made.

6. Implementation Requirements

Vendor shall provide:

- Project plan
- Migration methodology
- Testing and validation plan
- Knowledge transfer session
- As-built documentation

7. Pricing Format

Pricing must be itemized as follows:

- Hardware
- Hypervisor licensing
- Backup licensing
- Off-site storage
- Professional services
- Annual support/maintenance
- Optional components

Lump-sum pricing without breakdown may be rejected.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Total cost of ownership: 50 points
- Technical compliance: 15 points
- Backup and disaster recovery design: 10 points
- Scalability and resiliency: 10 points
- Relevant vendor experience: 10 points*
- Minority-Owned Business (State of Ohio Certified DBE/MBE/WBE/SBE): 5 points

*In evaluating bids, DML may consider, in addition to other criteria, a bidder's prior involvement, performance or contracting history with DML or other political subdivisions.

9. Tentative Timeline

- RFP Issued: March 4, 2026
 - Mandatory Pre-RFP Conference window: March 4-March 13
 - Questions Due: March 20, 2026
 - Proposal Due: April 3, 2026
 - Award Notification: April 10, 2026
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10. Reservation of Rights

Dayton Metro Library reserves the right to:

- Reject any and all bids, in whole or in part, at its sole discretion
- Request clarifications
- Negotiate with selected vendors
- Cancel this RFP at any time