

- **Board of Directors**  
**Subcommittee on Real Property and Asset Management**  
**Executive Committee**

July 11, 2000 Board Meeting

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8-2

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**Subject**

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Authorize the General Manager to award contract(s), not to exceed \$896,000, to provide information technology consulting services for feasibility study and operating system migration

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**Description**

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During the next 18 months, Metropolitan will require consulting services for two purposes. The first is to conduct a feasibility study for upgrading the existing Banyan Vines operating system to a Microsoft server operating system and for upgrading the current Exchange 5.5 e-mail system to a newer version. The second is to assist in the completion of the server operating system migration.

There will be two sources of funding for the consulting services. Funding for the feasibility study is being requested as part of the FY 00-01 O & M budget. Consulting services for the server operating system migration will be funded through the existing capital investment plan project, System Upgrades for Servers and Workstations. The Board previously appropriated funds for the System Upgrades project in August 1998 and approved authorization to proceed with the migration in April 1999.

ePresence, formerly known as Banyan Systems, is phasing out its Vines operating system and no longer offers new product releases nor conventional Vines product support. Due to the lack of vendor support and increasing risk of system failure, an expedited migration from Vines to a Microsoft operating system server standard is required.

There are currently two available versions of the Microsoft server operating system, Windows NT 4.0 and the recently-released Windows 2000. Based on the results of the feasibility study, Metropolitan will migrate the Vines servers to Windows NT, Windows 2000, or a mixture of both. The feasibility study will also be used to estimate the cost, benefits and optimal timing of upgrading from Metropolitan's current e-mail system, Exchange 5.5, to Exchange 2000, scheduled to be released in mid-2000.

Windows and Exchange 2000 are major upgrades of Microsoft's network and e-mail software. These new products will increase functionality but will also make the migration process much more complex. Therefore, experienced consultants will be required to assist Metropolitan staff in conducting the feasibility study and will augment internal staffing on the migration project. The consultant will provide expertise in the areas of design, migration, testing, and implementation. Metropolitan staff will provide project management, participate in the design and testing, and will lead the implementation. The Information Technology Review Team will provide review and guidance on the project. Metropolitan staff has been scheduled for technical training on these products and will work closely with the consultants to facilitate knowledge transfer.

It is estimated that the cost of these consulting services will not exceed \$896,000. This estimate consists of \$106,000 for the feasibility study and \$790,000 for the server migration. In order to achieve the best pricing and contract terms, authority is being requested for the General Manager to award one or more contracts, depending on the outcome of the evaluation and negotiation process.

Eight proposals were received in response to the Request for Proposals (RFP) that was issued in March 2000. Evaluation criteria includes organizational capability, technical expertise, design approach, fee structure and participation levels for minority and women based enterprises (MBE/WBE). Negotiations and final selection are expected to be completed in mid-July 2000, with consulting work commencing in August.

**Policy**

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Existing: Pursuant to Section 8113 of the Administrative Code, award of contracts may be delegated by the Board to the General Manager.

**Board Options/Fiscal Impacts**

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**Option #1**

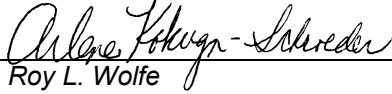

Authorize the General Manager to award contract(s) in amount not to exceed \$896,000 for analysis and implementation of Microsoft server operating systems.

**Fiscal Impact:** None under this action. Funding for server migration consulting services is estimated at \$790,000 from appropriation 15308, System Upgrades for Servers & Workstation Program, second revision approved in September 1998, total project cost \$4,737,000. Funding for feasibility study estimated at \$106,000 from FY 00-01 O & M budget.

**Staff Recommendation**

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Option #1.

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|   | 6/5/2000  |
| for Roy L. Wolfe   | Date      |
| Acting Manager, Corporate Resources  |           |
|  | 6/27/2000 |
| General Manager  | Date      |