IOWA STATE UNIVERSITIES
REQUEST FOR PROPOSAL NUMBER 63303
FOR
ACQUISITION OF A DNS, DHCP, AND IP ADDRESS MANAGEMENT (DDI) SOLUTION

Purchasing Department
1340 Administrative Services Building
2221 Wanda Daley Drive
Ames, Iowa 50011-3616

March 1st, 2016
REQUEST FOR PROPOSAL NUMBER 63303

RFP/RFQ BID OVERVIEW

Introduction    Iowa State University, University of Iowa, and the University of Northern Iowa (the “Universities”) are soliciting proposals from qualified companies for the acquisition of a DNS, DHCP, and IP Address Management (DDI) solution. Companies are asked to respond to the specifications within this document as completely as possible. The successful supplier will also be expected to assist with the transition from the current DNS and DHCP infrastructure to the newly acquired solution.

Companies should read all materials carefully and note the due date. All questions and comments in reference to this Request for Information must be directed to:

Deb Dedecker
Purchasing Agent
1340 Administrative Services Bldg.
2221 Wanda Daley Drive
Iowa State Universities
Ames, IA  50011-1004
515-294-8621
dkdedeck@iastate.edu

Background of the Regents Schools

Iowa State University

Iowa State University of Science and Technology (ISU), Ames, Iowa, was chartered by the State General Assembly in 1858. Iowa was the first state to accept the terms of the Morrill Land Grant Act of 1862, and in March, 1864, the General Assembly awarded Iowa’s grant to the University, known then as the Iowa Agricultural College. Since 1959, the University has been known as Iowa State University of Science and Technology.

The University pioneered in the establishment of agricultural curricula and was the first state institution to found a veterinary school. Experimentation and research have been integral parts of the University from its beginning, first in agriculture, and later in home economics, engineering, veterinary medicine and the physical and social sciences.

Fall 2015 headcount enrollment at the University is 36,001 students.
The University is accredited by the North Central Association of Colleges and Secondary Schools as well as by appropriate professional organizations. It is also a member of the Association of American Universities.

The University is organized into the following undergraduate colleges: the College of Agriculture and Life Sciences, the College of Business, the College of Design, the College of Engineering, the College of Human Sciences, and the College of Liberal Arts and Sciences. These colleges each grant bachelor’s degrees. The Graduate College administers the graduate programs of the colleges and confers the master’s degree and doctor of philosophy. The College of Veterinary Medicine awards the doctor of veterinary medicine degree.

**University of Iowa**
The State University of Iowa (SUI), in Iowa City, Iowa, was established in 1847 as the State’s first public institution of higher education. The University is internationally known, among other things, for its Writers’ Workshop, and its pioneering outer space research, with University-designed research instruments used in major missions since the 1950’s. The University operates one of the nation’s largest university-owned teaching hospitals; approximately half a million visits are made to the State University of Iowa Hospitals and Clinics every year.

Fall 2015 headcount enrollment at the University is 32,150 students.

The University has been accredited by the North Central Association of Colleges and Secondary Schools since the association’s organization in 1914. The University is a member of the Association of American Universities.

The University is organized into the following colleges: the College of Liberal Arts and Sciences, the Tippie College of Business, the College of Education, the College of Engineering, the College of Public Health, the Carver College of Medicine, the College of Nursing, the College of Dentistry, the College of Law, and the College of Pharmacy. The Graduate College supervises graduate study offered by the University’s various departments, schools and colleges, and confers master’s degrees and doctorates.

**University of Northern Iowa**

Located in Cedar Falls, Iowa, the regional, comprehensive University was established in 1876 and opened on September 5, 1876, as the Iowa State Normal School. In 1909, it was renamed the Iowa State Teachers College and attained a national reputation as a leading institution in the field of teacher education. In 1961, the institution’s name was changed to the State College of Iowa and degree programs were added for those not planning to teach. The change to the University of Northern Iowa was made in 1967. The
University now offers courses covering a broad spectrum of curriculum on both the undergraduate and graduate level.

Fall 2014 headcount enrollment at the University is 11,928 students.

The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States. The University is accredited through the master’s degrees, the specialist’s degrees and the doctorate (Doctor of Education and Doctor of Industrial Technology) by the North Central Association of Colleges and Secondary Schools (NCA). Individual programs are accredited by several national accrediting agencies.

The university is organized into the following colleges: the College of Education, the College of Business Administration, the College of Humanities, Arts and Sciences, and the College of Social and Behavioral Sciences. The Graduate College provides a broad curriculum of advanced programs leading to master's degrees and doctorates.

Proposal Evaluation The Evaluation Criteria utilized for this Request for Proposal will be based upon, but not limited to, the following criteria which are listed in no particular order:

- Previous satisfactory performance of the solution based on references
- Experience with implementing system to clients comparable in size to Universities
- Meeting the specifications/requirements of this RFP
- Exceptions taken to this RFP
- Functionality and ease of use for system users
- Forms of support offered to Universities
- Proposed training offered
- Total cost of product
RFP No. 63303

SECTION I

RFP INFORMATION AND INSTRUCTIONS

1.0 Definitions

Regents Universities  The Regents Universities includes Iowa State University of Science and Technology (ISU), The University of Iowa (SUI), the University of Northern Iowa (UNI), the Iowa School for the Deaf, the Iowa Educational Services for the Blind and Visually Impaired, and the State of Iowa Board of Regents. The Regents Universities may also be referred to as the “Universities”. The Regents Universities can mean all entities named above as a whole or as individual entity acting on its own behalf.

Supplier  The Supplier refers to the company or individual that is proposing or offering to contract for goods or services. The Supplier may also be referred to as the Contractor.

Contract  The Contract is the contractual document that would be signed by the awarded Supplier and the Regents Universities.

Proposal Documents  All documents issued or posted to the Regents Universities websites that pertain to this Request for Proposal/Quote (RFP/RFQ). This could include original bid documents, addenda, exhibits, plans, etc. These may also be referred to as RFP/RFQ Documents.

2.0 Parties to the Contract  Supplier must identify all parties who will be involved with performance of the Contract. By submitting a proposal, the Supplier warrants that all such parties have received a copy of this RFP/RFQ and that the Supplier’s proposal is acceptable to these parties.

3.0 Each Supplier, by submitting a proposal, represents that Supplier has:

3.1 Read and completely understood the proposal documents contained in this RFP/RFQ.

3.2 Based their proposal upon the requirements described in the proposed RFP/RFQ Documents.

3.3 Signed the proposal by an authorized representative.

4.0 Receipt and Opening of Proposals

4.1 Proposals are to be submitted via email to quotedesk@iastate.edu or by mail and labeled "RFP 63303: ACQUISITION OF A DNS, DHCP, AND IP ADDRESS MANAGEMENT (DDI) SOLUTION". Electronic submissions should be submitted in one (1) PDF or similar electronic file. Proposals must be received in the ISU Purchasing Department, 1340 Administrative Services Building, 2221 Wanda Daley
Drive, Ames, Iowa 50011-3616 by **3:00 P.M. CST on March 28th, 2016**. Any proposal received after the time specified for the receipt of proposals may not be considered and may be returned unopened.

**Vendor questions regarding this proposal should be submitted by 3:00 P.M CST on Friday, March 18th, 2016 by email to dkdedeck@iastate.edu.** Responses will be posted in the form of an Addendum posted the week of March 21st, 2016.

Proposals, which are delivered personally, are to be brought to the Purchasing Department front desk located at the south entrance of the 1st Floor Administrative Services Building (ASB). The ASB building is located at the southwest corner of the intersection of Stange Road and 13th Street.

If submitting proposal by mail, one (1) original hard copy and one (1) electronic copy of the proposal are to be submitted to the ISU Purchasing Department in response to this RFP. The electronic copy can be submitted on a CD or thumb drive. **No hard copy is required if submitting by email. Please submit the electronic version as one (1) file and not multiple files.**

4.2 The Universities reserve the right to accept or reject any or all proposals and to waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Supplier. The Universities reserve the right to request additional documents or proposal clarifications after the due date and time for proposal submission.

4.3 Supplier’s legally authorized representative (Officer of Supplier) shall sign the proposal. The official name, address, telephone, fax number and e-mail addresses are to be stated on the proposal form.

4.4 No responsibility will be attached to any person for premature opening of a proposal not properly identified.

4.5 The laws of the State of Iowa require the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal unless disclosure is required by a court order. Proposals marked entirely confidential or proprietary may be rejected. **Pricing information and other financial offers cannot be considered proprietary information.**

4.6 **Failure to list all proprietary sections of the submitted proposal in the space provided on the Form of Proposal shall relieve the Regents Universities from any responsibility, should such information be viewed by the public or a competitor or in any way accidentally released.**

4.7 All opened proposals become the property of the Regents Universities and will not be returned to the Supplier.
4.8 Prior to the date and time designated for receipt of proposals, proposals submitted early may be withdrawn only by written notice to the representative of the Regents Universities. Such notice must be received by the representative prior to the designated date and time for receipt of proposals.

4.9 Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals provided that they are then fully in conformance with these Proposal/Quote Instructions and Information.

4.10 No proposal may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of proposals.

4.11 All erasures or corrections are to be initialed by the person(s) signing the proposal.

4.12 Failure to comply with the requirements of this RFP or evidence of unfair bidding procedures may be cause for rejection of the proposal. Failure to supply information requested may also be cause for rejection of the RFP as being non-responsive.

4.13 This Request for Proposal/Quote does not commit the Regents Universities to make an award, nor will the Regents Universities pay any costs incurred in the preparation and submission of proposals, costs incurred in making necessary studies for the preparation of proposals, or any travel or personnel expenses associated with trips related to this RFP/RFQ.

4.14 The submittal of a proposal constitutes agreement that Supplier has not divulged the proposal to any other potential firm, nor has colluded with any other firm in developing a response to this RFP.

5.0 **Addenda** Any and all interpretations, corrections, revisions, and amendments shall be issued by the representative of the Regents Universities to all known holders of the RFP/RFQ Documents in the form of written addenda. Except for addenda modifying the proposal due date or canceling the Request for Information, such addenda shall be issued so as to be received at least five (5) days prior to the time set for receipt of proposals. All addenda so issued shall become part of the Proposal Documents and shall be acknowledged in the Form of Proposal.

6.0 **Exceptions to Proposal Documents** Supplier shall clearly state in the appropriate area of their response, any exceptions to, or deviations from the Proposal Documents. Companies are cautioned that exceptions taken to this RFP/RFQ may cause their proposal to be rejected at the sole discretion of the Regents Universities. Exceptions not stated in the Suppliers proposal response will have no effect.

7.0 **Qualification of Supplier** The Regents Universities shall make such investigations as deemed necessary to determine the ability of Supplier to provide the expected goods or services. The Regents Universities reserve the right to reject any proposal if the evidence submitted by, or
investigation of, such Supplier fails to satisfy the Regents Universities, in its sole opinion, that said
Supplier is properly qualified to carry out the obligations specified herein.

8.0 Formation of Contract At its option, the Regents Universities may take either of the following
actions shown as (a) and (b) below, in order to form a Contract between the Regents Universities
and selected Supplier (or Suppliers):

(a) Accept a proposal, as written, by issuing a written "Notice of Award" to selected
Supplier(s) that incorporates the Proposal Documents by reference and accepts all or
selected portions of Supplier's proposal. The "Notice of Award" will be in the form of a
"Contractual Agreement", which must be signed by both the Regents Universities and
Supplier(s). Supplier(s) shall be given twenty (20) days to sign such Contract. Delays in
finalizing by a Supplier may be viewed as lack of interest by Supplier in servicing the
Contract and would be grounds for rejecting the proposal.

(b) Enter into negotiations with one or more Suppliers in an effort to reach a mutually
satisfactory "Contractual Agreement" that will be executed by both the Regents
Universities and Supplier and that will be based on the Contract Documents, the proposal
submitted by selected Supplier, any clarification(s) requested by the Regents Universities
and submitted by Supplier, except as amended by mutual agreement through the
associated negotiations. These negotiations will not include any changes to the pricing
structure submitted in the proposal, unless the negotiations change the requirements.
Should the Regents Universities and Supplier be unable to negotiate a mutually acceptable
contract within thirty (30) days of the Regents Universities initiating negotiations, the
Regents Universities shall have the right to reject the original selected Supplier's proposal
and enter into negotiations with another Supplier, without penalty or any liability to the
Regents Universities.

Because the Regents Universities may use the alternative described in (a) above, each Supplier
shall include in its written proposal all requirements, terms or conditions it may have, and shall not
assume that an opportunity will exist to add such matters after the proposal has been submitted.

The Regents Universities reserve the right to award based on the proposal(s) determined to be in
its best interest.

9.0 Iowa Preference Law Preference shall be given to purchasing products produced within the
State of Iowa, when they are of a quality reasonably suited to the purpose intended, and can be
secured without additional cost over foreign products or products of other states, according to Code
of Iowa §§73.1.

10.0 Confidentiality and Restrictions on Communications. Until the date of an award of this this
RRP/RFQ, any responses and other related documents, including but not limited to, attachments,
appendices, and exhibits, shall be marked and treated as CONFIDENTIAL, as provided for
preliminary correspondence under State of Iowa law. Suppliers should not communicate about
the subject of the Request for Proposal with any administrator, faculty, or staff of the Regents
Universities with the exception of the official representative for this RFP/RFQ.
11.0 Conflict of Interest. Should Supplier be a State of Iowa official, a paid employee of the Universities or any other State of Iowa agency, a member of the General Assembly or a legislative employee, Supplier will be considered a “conflict of interest vendor.” In addition, should any individual who is a paid employee of the Universities or State of Iowa Agency be a partner in Supplier’s firm or receive consulting payments, a conflict of interest exists. Whenever Supplier represents a conflict of interest or whenever there is a disclosure or indication of a conflict of interest, Supplier must have approval by the Regents Universities prior to bidding on this RFP/RFQ. Contact the Regents Universities representative for this bid for further information. In addition, 2 CFR part 200.318 General Procurement Standards imposes additional requirements on federally funded projects. http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-318.pdf
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SECTION II

SPECIFICATIONS/SCOPE OF WORK

2.1 Background  Iowa State University, University of Iowa, and University of Northern Iowa are seeking proposals from companies for the acquisition of a DNS, DHCP, and IP Address Management (DDI) Solution.

2.2 Current Environment

ISU Environment
For purposes of answering the following questions, ISU projects our environment to grow over the next five years to:

- 300,000 hosts
- 1.5M IPv4 addresses
- a /40 IPv6 address-space
- 3000 VLANs/subnets
- 1000 DNS zones
- a peak of 16000 dns req/sec
- a peak of 1000 dhcp leases/sec
- DNSSEC
- DNSRPZ

UI Environment

- 80,000 hosts approx.
- Future: 4,000 zones growth projected
- IPv4 4x/16
- IPv6 2x/48
- 471 DNS zones
- VLANs 199 (core)
- Other metrics TBD

UNI Environment
For purposes of answering the following questions, UNI projects our environment to grow over the next five years to:

- 50,000 hosts
- /48 IPv6 address-space
- 1,000 VLANs/subnets
- 300 DNS zones – 79 master – 37 slave
3.1 Definitions

Regents Universities  The Regents Universities includes Iowa State Universities of Science and Technology (ISU), The Universities of Iowa (SUI), the Universities of Northern Iowa (UNI), the Iowa School for the Deaf, the Iowa Educational Services for the Blind and Visually Impaired, and the State of Iowa Board of Regents. The Regents Universities may also be referred to as the “Universities”. The Regents Universities can mean all entities named above as a whole or an individual entity acting on its own behalf.

Supplier  The Supplier refers to the company or individual that is proposing or offering to contract for goods or services. The Supplier may also be referred to as the Contractor.

Contract  The Contract is the contractual document that would be signed by the awarded Supplier and the Regents Universities.

Proposal Documents  All documents issued or posted to the Regents Universities websites that pertain to this Request for Proposal/Quote (RFP/RFQ). This could include original bid documents, addenda, exhibits, plans, etc. These may also be referred to as RFP/RFQ Documents.

The following conditions will apply to any contract awarded as a result of this RFP:

3.2 Assignment  This Contract (including any future amendments incorporated into the Contract) may not be assigned, transferred, sold, or subcontracted by Supplier without the prior written consent of the Universities. Should Supplier be purchased (in whole or in part) by another organization or should Supplier wish to assign, transfer, or subcontract the Contract to another Supplier, the Universities shall have the right to terminate the Contract upon reasonable written notification, without penalty to the Universities.

3.3 Amendments to the Contract  This Contract shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the Contract executed by both parties.
3.4 Indemnification  The Supplier shall indemnify and hold harmless the Universities and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from (A) the material non-performance, non-compliance or breach with terms and obligations of this Contract or (B) any negligent or wrongful act or omission of the Supplier or its subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person.

The Supplier’s indemnification obligation shall not be limited in any way by any definition or boundary on the amount or type of damages, compensation or benefits payable by or for the Supplier or any subcontractor under workers’ compensation, disability benefits or other employee benefit acts.

3.5 Immunity from Liability  The Universities, their agents, successors, and assigns are immune from liability and suite for or from Supplier’s activities.

3.6 Severability of the Contract  In the even any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such as invalidity, illegality, or unenforceability shall not affect any other provision of this Contract, but this Contract shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the even that any provision of this Contract shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

3.7 Termination – Non-appropriation of Funds  Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the Universities shall have the right to terminate the Contract without penalty by giving written notice documenting lack of funding.

3.8 Laws  Terms and provisions of this Contract shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this Contract resulting shall be instituted in the appropriate court(s) of the State of Iowa.

3.9 Use of Name or Intellectual Property  Supplier shall not use the name or any intellectual property identifying Universities, including, but not limited to, any Universities trademarks or logos, or the name of any employees of Universities in any publicity, advertisement or endorsement or as a business reference, without the expressed prior written consent of the applicable Universities.
3.10 **Force Majeure** Subsequent to acceptance by the Universities, neither party shall be liable for damages due to: lightning, fire, explosion, pest damage, strikes or labor disputes of third parties, floods, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, inability to secure raw materials, fuel or energy shortages, acts or omissions of communications carriers, unauthorized use of the products, or other causes beyond the party’s reasonable control whether or not similar to the foregoing.

3.11 **Right to Retention** The Universities may withhold from payment to Supplier, in such an amount or amounts as may be necessary to cover:

*Payments that may be earned or due for justified third party claims associated with labor, services, equipment, or materials furnished and/or product or service not provided or not remedied/cured.*

3.12 **Failure to Enforce** The Universities shall not be required to enforce any right or remedy available under the Contract; however, if the Universities elect to waive a right or remedy under this Contract, the Universities shall not be precluded from asserting said right or remedy thereafter.

3.13 **Access to Supplier Records/Audits** Supplier shall retain all records and documents and shall provide unlimited access, at all reasonable times and upon reasonable notice, to all accounting records and supporting documentation relating to the goods and services furnished during the term of this Contract and for a period of seven (7) years thereafter, unless required to retain for a longer period by state or federal statute. The Universities reserve the right to audit such records and employ the Auditor of the State of Iowa or any other auditor the Universities deem appropriate to perform an audit of Supplier records. Should such audit disclose incorrect billings or improprieties, the Universities reserve the right to charge Supplier for the cost of the audit and pursue appropriate reimbursement. Evidence of criminal intent will be turned over to the proper authority.

3.14 **Code of Fair Practice** Supplier shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. Supplier shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual except where it relates to a bona fide occupational qualification. In performance of this Contract, Supplier shall comply with provisions stipulated in Executive Order 11246, or amended by executive order 11375.
In the event of Supplier's noncompliance with the above nondiscrimination clause of this Contract or with any of the aforesaid or related regulations, this Contract may be canceled, terminated, or suspended in whole or in part and Supplier may be declared ineligible for further agreements with the Universities. In addition, the Universities may take any actions or other sanctions as may be imposed or remedies invoked as provided by the Code of Iowa.

3.15 Gratuities The laws of the State of Iowa provide that it is a criminal offense to offer, promise or give anything of value or benefit to a state employee with the intent to influence that employee’s acts, opinion, judgment, or exercise of discretion with respect to that employee’s duties. Evidence of violation of this statute will be turned over to the proper authority.

3.16 Most Favored Nation Supplier represents that the terms, conditions and prices established under this Contract are equal to or better than those offered to other comparable colleges, universities or public institutions. If during the term of this Contract, Supplier offers more favorable terms, conditions or prices to another institution, comparable universities, teaching hospitals, colleges, and/or community colleges, Supplier agrees to notify the Universities. The Contract shall be amended to reflect the more favorable terms, conditions or prices.

3.17 Termination If Supplier is adjudged bankrupt or makes a general assignment for the benefit of creditors or if a receiver is appointed on account of Supplier’s insolvency, then the Universities may, after giving Supplier written notice, terminate this Contract, without penalty to the Universities.

If the Supplier has failed to deliver goods or services, has delivered non-conforming goods or services or is otherwise in material breach of this Contract, the Universities shall provide a 10 calendar day right to cure notice (“Cure Notice”). The Universities may, within their sole discretion, accept or reject any or all proposed cure actions. If after such 10 calendar day notice the Supplier continues to be in default, the Universities may, within their sole discretion, terminate the Contract without any further obligation or penalty and procure substitute services from another source and charge the difference between the contracted price and the market price to the Supplier.

With the mutual agreement of both parties, the Contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

The Universities may terminate this Contract without penalty for any reason by giving a 30 calendar day notice.

3.18 Taxes The Universities are exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Supplier’s employees’ wages. The Universities are
exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request.

Supplier certifies it is either (a) registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by the Code of Iowa Chapter 423; or (b) not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in the Code of Iowa §§ 423.1(47) & (48). The Supplier also acknowledges that the Universities may declare the Contract void if the above certification is false. The Supplier also understands that fraudulent certification may result in the Universities or its representative filing for damages for breach of contract.

3.19 **Software Accessibility** Software solutions, when provided to the Universities as a part of this Contract, shall be compliant with Federal statute Section 508 standards and W3C.org Web Content Accessibility Guidelines (WCAG 2.0 Level AA) for accessibility for persons with disabilities for the minimum level of accessibility. Please review the links provided for specifics related to these referred to standards and guidelines. WCAG guidelines [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/) and Section 508 [www.section508.gov/](http://www.section508.gov/). The Universities reserve the right to request that the Supplier provide audit and/or test results that document the software’s compliance and the testing methodology utilized.

3.20 **Subcontractors** Supplier shall be responsible for the acts and performance of any subcontractor that Supplier may engage to fulfill any of its obligations set forth in the Contract. Supplier shall be responsible for payment to all subcontractors and suppliers.

   (a) All services provided for Supplier by a subcontractor shall be pursuant to an appropriate agreement between Supplier and subcontractor. The Contract shall contain provisions that (1) preserve and protect the rights of the Universities, and (2) require services be performed in accordance with the requirements of the Contract.

   (b) Supplier is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this Contract must be acceptable to the Universities. Any subcontractor(s) must have been identified in the Supplier’s proposal in response to the Universities’ RFP/RFQ or be approved in writing by the Universities prior to the subcontractor(s) starting work relating to the Contract.

3.21 **Targeted Small Business** The Universities are committed to the development of Targeted Small Businesses, a State of Iowa program. If subcontracting is necessary, the Supplier will make every effort to use Targeted Small Businesses in the performance of this Contract. A report will be required at the completion of the Contract indicating the extent of Targeted Small Businesses participation.

3.22 **Supplier’s Responsibility** Supplier shall obtain all necessary permits, licenses and other government approvals necessary to perform its obligations pursuant to this Contract, and comply
with all applicable laws, ordinances, rules, regulations, and lawful orders of any government authority.

3.23 Responsibility for Those Performing the Work
   a. Supplier shall be responsible for the acts and omissions of all Supplier's employees and all subcontractors, their agents and employees, and all other persons under contract with Supplier, while performing the duties and responsibilities associated with this Contract.
   
   b. Supplier shall at all times enforce strict discipline and good order among Supplier's employees and shall not employ any unfit person or anyone not skilled in the task assigned.
   
   c. Incompetent or incorrigible employees shall be dismissed from the project by Supplier, when so determined by the Universities. Dismissed individuals shall be prohibited from being employed or utilized by Supplier as part of the services Supplier provides to the Universities without the written consent of the Universities.

3.24 Liability Insurance  Supplier shall purchase and maintain, throughout the term of this agreement, comprehensive general liability insurance, including contractor’s liability, and comprehensive automobile liability insurance to protect Supplier from all claims for bodily injury, including accidental death, personal injury, and property damage arising from operations under this agreement, whether such operations be by Supplier, or by anyone else directly or indirectly employed by Supplier. Supplier shall also maintain comprehensive automobile liability insurance coverage to protect against all claims arising out of the transportation associated with their operations. In addition, all statutory insurance requirements, including worker’s compensation, shall be met. All required insurance policies shall be issued by reputable insurance companies duly authorized to engage in the insurance business in the State of Iowa. Limits of such insurance shall be as stated as follows:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Limit of Liability (Minimum)</th>
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<tbody>
<tr>
<td>Worker’s Compensation</td>
<td>Statutory</td>
</tr>
<tr>
<td>Comprehensive General Liability</td>
<td>$1 million per occurrence*</td>
</tr>
<tr>
<td>Comprehensive Auto Liability</td>
<td>$1 million per occurrence*</td>
</tr>
<tr>
<td>*With $2 million aggregate each category.</td>
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</tbody>
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The State of IOWA, Iowa State Universities, and the Board of Regents, State of Iowa, shall be named on such policies as additional insureds. Within ten (10) days of receipt of “Notice of Award”, Supplier shall provide Owner with one (1) certificate of insurance, in a form acceptable to Owner, showing that Supplier is in compliance with the above conditions. The certificate shall also provide that should the policy be canceled or materially changed, thirty (30) days written notice prior to the effective date for the change or cancellation, shall be given directly to the ISU Purchasing Department.
3.25 **Export Control**  Supplier shall comply with all U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 774, in the performance of this Contract. In the absence of available license exemptions/exceptions, Supplier shall be responsible for obtaining the appropriate licenses or other authorizations, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance. Supplier shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.

Prior to disclosing or transferring to the Universities any hardware, technical data, software or product utilizing any hardware, technical data or software which is subject to export controls under federal law, Supplier shall notify the Universities in writing of the nature and extent of the export control. The Universities shall have the right to decline any such technical data or product utilizing such data. In the event Supplier sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate this Contract.

3.26 **Packaging, Transportation, and Handling**  All packaging, transportation and handling of hazardous materials shall be in accordance with applicable federal and state regulations including, but not limited to, the Material Safety Data Sheet provision of O.S.H.A. Hazard Communication Standard 29 CFR 1910.1200, and Iowa Administrative Code.

3.27 **Termination for Convenience of the Federal Government**  Notwithstanding any other provisions of this Contract, if this Contract is federally funded then Universities shall have the right to terminate this Contract at the direction of the Federal Government for convenience with 30 calendar days written notice. If allowed by the Federal Government, Universities will pay the Supplier for work performed up to the point notice was received by the Supplier.

3.28 **Federal Compliance**  Supplier shall comply with the provisions set forth below if applicable and shall include them in its subcontracts. These provisions are available in Appendix A to 2 CFR 215 on the following website:


Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 US.C. 276c) -All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C B74), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7) -When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency. This does not apply to Federal disaster funding unless otherwise specified by local regulations.

Contract Work Hours and Safety Standards Act (40 U.S.C 327-333) -Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended - Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O.s 12549 and 12689) - A contract award with an amount expected to equal or exceed $25,000 and certain other contract awards (see 2 CFR 180.220) shall not be made to parties listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549. [69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793) - This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
Vietnam-era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA), (38 U.S.C. 4212) - This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

3.29 **Term of the Contract**  The Universities desire to enter into an agreement for five (5) years.
RFP No. 63303

SECTION IV

PROPOSAL CONTENT

4.1 Form of Proposal Form of Proposal, pages 23-24, completed and signed by your Supplier’s authorized representative.

4.2 Supplier Profile Supplier should provide a brief profile listing Supplier history, business composition (proprietorship, partnership or incorporation), the state under which your business is organized, and any other pertinent information that can be used to evaluate the proposal. Include as Supplement 1 of your RFP response.

4.3 References Supplier is to indicate three (3) references of clients currently using your proposed solution. List should include client name, address, phone number, email, and client contact. Preferred references will come from universities or clients of a similar size to the Universities. Include as Supplement 2 of your RFP response.

4.4 Proposed Solution Provide detailed information describing Supplier’s proposed solution to include any and all available and anticipated features and abilities of the system. Provide a description of the software that will operate the proposed solution. Include screen shots or pictures of the system, if possible. Include as Supplement 3 of your RFP response.

4.5 Specifications Provide a response to each of the Supplier Questions provided in Exhibit 1 as to whether proposed solution can meet the requirement or not. If the answer is no, please elaborate on what can be done instead or why the specification cannot be met. Any requirement that you cannot meet should be noted in this response. Include as Supplement 4 of your RFP response.

4.6 Software Requirements Specify any hardware or software requirements the Universities must meet to utilize your proposed solution. Include as Supplement 5 of your RFP response.

4.7 Timeline Provide information describing the steps needed to implement this system after award. The Universities desire to have a solution implemented by May 1, 2016. Include as Supplement 6 of your RFP response.

4.8 Training Provide details for the training provided. Indicate if the training can be provided onsite and/or offsite (if offsite, state location of training) optimal and minimal class sizes, training prerequisites, online training, and other training/support related materials available. Describe the training provided for all essential personnel on the use and administration of the proposed system. Include both on and off site training provided. An itemized list of training costs should be included in your proposal, based on total and per-person costs. Indicate the availability of on-site training. Describe the ongoing training necessary to operate the system. Include as Supplement 7 of your RFP response.

4.9 Maintenance and Support Describe the general ongoing maintenance and support policy. Supplier must provide for ongoing maintenance and support for all software. Ongoing maintenance fees
should include access to phone, fax, and remote access support. Identify any performance guarantees or standards. Describe the technical support available for administering your proposal. What are the hours of availability? What type of support is available (Web, email, phone, chat)? What is the expected response time on technical issues? Indicate the availability of support (i.e. 24x7, 9-5 weekday, etc). Include as Supplement 8 of your RFP response.

4.10 Proposal Price Provide an itemized list of all costs associated with the proposed system including any applicable discounts, and total price proposed to the Universities for all proposed software, training, etc. This must be quoted by University. To enable us to easily compare costs between vendors, your proposal should, at a minimum, include the detailed costs for the items shown below. Differentiate one-time costs from annual costs where required. State your pricing structure for software licensing. If different structures exist, please explain.

- Total cost to each University
- Training costs
- Any on-going or continuous costs
- Maintenance and support for software. Describe fees for any ‘off hours’ support that may be necessary to resolve problems

Include as Supplement 9 of your RFP response.
RFP No. 63303

SECTION V

FORM OF PROPOSAL

5.1 Supplier has provided all parties involved with a copy of the RFP?
Yes _____  No _____

5.2 Subcontractors All Parties to the contract, including subcontractors, should be listed below including address along with name and phone number of contract person for each party.

1. __________________________________ 3. __________________________________

2. __________________________________ 4. __________________________________

5.3 Proprietary Information Please list all information or sections that you consider proprietary. Note that pricing and financial arrangements cannot be considered as proprietary information.

The sections of this proposal listed below represent trade secrets or proprietary information.

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5.4 Vendor Information

Legal Business Name: ____________________________

Federal I.D. Number: ____________________________

Official Address: ________________________________

______________________________

______________________________

Firm’s State or Foreign Country of Residence ________________________

Sales contact: ______________________________________

Telephone Number: ________________________________

Fax Number: ________________________________

Email: ______________________________________

Authorized Signature: ________________________________

Typewritten or Printed Signature: ___________________________ Date ____________
Please note: Your proposal will be considered incomplete unless the following are included with your offer. Indicate compliance by placing a check mark in the space provided: All Documents should be included IN THE ORDER PROVIDED BELOW.

Compliance

[ ] Form of Proposal (pages 14 and 15) completed and signed by your Supplier's authorized official.
[ ] Attachment A  Exceptions
[ ] Supplement 1  Supplier Profile
[ ] Supplement 2  References
[ ] Supplement 3  Proposed Solution
[ ] Supplement 4  Specifications
[ ] Supplement 5  Software Requirements
[ ] Supplement 6  Timeline
[ ] Supplement 7  Training
[ ] Supplement 8  Maintenance/Support
[ ] Supplement 9  Proposal Price
RFP No. 63303

ATTACHMENT A

EXCEPTIONS

Please list any and all exceptions to this RFP in this section. Include page number, section and reason for exception: (Make additional pages if necessary)

*Please check one of the following:*

[   ] We have no exceptions to this RFP
[   ] We have the following exceptions to this RFP

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EXHIBIT 1

SOLUTION QUESTIONAIRRE

General
Describe your product.
- Is your product available as an appliance?
- Is your product available as software-only?
- Does your product support NTP and passive DNS?
- Can we add other processes on the server?
- Is your product cloud based?

Can your product provide just a management/configuration interface for customer-provided DNS resolvers and DHCP servers?
- If so, which DNS and DHCP server products does it support?

Describe your product’s management and reporting interfaces.
- What are the requirements for user of the management and reporting interfaces (e.g., Flash, Java, etc.)?

Describe your product’s ability to manage RFC 1918 and IPv6 ULA address spaces.
- What limitations does it have in managing that address space?

Do you offer a SLA? If so, describe.

Describe your customer retention rates.

How is technical support available (e.g., email, phone, on-site)?
- How much is included and what are additional costs, if any.
- What are the hours it is available?
- What is normal turnaround time for critical issues?
- What avenues are available for escalation?
- Is it staffed by persons whose first language is English?
- Describe the requirements for their technical knowledge and training.

Describe product update process.
- How are critical security updates distributed?
- How quickly are critical security updates issued?
- How are normal updates distributed?
- How often are normal updates distributed?
- If software-only product, what requirements/restrictions are placed on the underlying OS update-wise?

Describe how upgrade protection entitlement works.
- When would you need to repurchase or pay to upgrade or add features?

Describe your pricing, both initial and for years 1 through 5.

Describe your upgrade path and pricing should the above estimates prove low.
Describe your downgrade path and pricing should the above estimates prove high.
Describe your products cloud integrations.
Describe what professional services are available that you offer.
  • Describe what professional services are available from authorized third-party vendors.
Describe your product logging and monitoring tools.
Describe your products reporting capabilities.
Describe your product's support of SolarWinds.
Describe your product's support of Splunk.
  • Is there a Splunk app for your product?
Describe your product’s support of general external logging aggregation systems (for example something like ELK).
Describe the authentication and authorization methods available to your products.
  • Describe differences in authentication and authorization between different interfaces.(i.e. console, API)

Describe your product’s handling of multiple concurrent updates from various sources (EG GUI & API) some of the updated possibly conflicting.
Describe features that enable migration into your products.
Describe features that enable migration away from your products.
Describe any other features you find relevant to the Universities environments.
Describe any other limitations you find relevant to the Universities environments.
Describe any features your product offers that differentiate your product from its competitors.
Describe how your product works with existing BIND, Windows AD integrated DNS and DHCP servers, how these systems are managed, and list features that aren’t supported.
List supported versions of Windows DNS, CHCP and BIND.
Describe DDOS protection.

DNS

Describe the DNS server your product supports or includes.
Describe alerting and reporting capabilities.
Describe your life cycle of your products and update schedules.
Describe how your product supports IPv6.
  • Does your IPv6 implementation have full feature parity with IPv4?
  • Please include a point by point comparison of IPv6 with IPv4.
Describe how your product supports anycast, and which routing protocols your product supports.
Describe how your product supports dynamic updates to DNS.
  • Does your product support TSIG dynamic updates?
• Does your product support GSS-TSIG Zone transfers between servers. Describe how your product supports TSIG Zone transfers between servers. Describe how your product supports DNSSEC. Describe how your product supports DNSRPZ. Describe how your product supports Hesiod in DNS. Describe how your product supports rate limiting. Describe your product’s support for DNS views. Describe your product’s support for DNS delegation outside of its sphere of control. Describe your support for DHCP/DNS integration. Describe your product’s limits with regard to data size. Describe your product’s limits with regard to data transfer. Describe your product’s limits with regard to query rate. Describe your product’s limits with regard to update rate. Describe your product’s options or features for backups. Describe your product’s options or features for high-availability and/or failover. Describe how your product supports cloud-based DNS servers. Describe your product’s disaster recover features. Describe the granularity of role-based access control for DNS features.
  • Is this WRT authenticated human access control for managing configuration features (IE people in group ‘A’ can manage all zones, people in group ‘B’ can only update CLAS zones, etc.)
  • Is this WRT controlling client network access to DNS features/resources (IE the world can query zones we’re authoritative for, hosts in campus IP address space can make recursive queries, hosts in special-server range can make zone-xfer queries, etc).

**DHCP**

Describe the DHCP servers your product supports or includes. Describe alerting and reporting capabilities. Describe your life cycle of your products and update schedules. Describe how your product handles ‘abandoned’ addresses. Describe how your product limits the DHCP leases per device. Describe your product’s lease history capabilities and reporting. Describe how your product supports dynamic updates to DNS. Describe your support for DHCP options and option-spaces. Describe your support for DHCP classes and subclasses. Describe your support for DHCP/DNS integration. Describe your options/feature with respect to dynamic DHCP address assignment. Describe your support for fixed-address assignment.
Describe your products limits with regard to data size.
Describe your products limits with regard to data transfer.
Describe your products limits with regard to query rate.
Describe your products limits with regard to update rate.
Describe your products options or features for backups.
Describe your products options or features for high-availability and/or failover.
Describe your products disaster recovery features.
Describe the granularity of role-based access control for DHCP features.
Describe your product’s support for IPv6.
Describe your product’s support for active programmatic generation of log messages derived from option data (EG as ISC’s dhcpd ‘log (info’ feature and option 82 processing).
Describe your product’s support for integration with external radius systems.

**IPAM**

Describe alerting and reporting capabilities.
Does your product include and API?
  - Describe your API features.
  - Is it fully documented?
  - Please include your documentation.
  - Does it access the full capabilities of your product, if not, describe any incompleteness.
  - Which programming languages is the API compatible with?

Does your product have any sort of bulk input capability (e.g. via text file or csv file)?
Describe your product’s reporting capabilities.
Describe your IPAM database product (e.g., Oracle, MySQL, etc).
Summarize your IPAM database schema.
Describe your support for User-Defined Fields.
  - Does it include field validation or field selection?

Describe how users make requests.
Describe your product’s data export capabilities.
Describe your workflow/approval process.
Describe your rollback ability.
Describe your product’s use of ACLs or other access controls.
Describe your granularity of control.
Describe how your product secures these updates.
Describe your product’s logging options and features.
Describe your product’s options or features for backups.
Describe your product’s options or features for high-availability and/or failover.
Describe your product’s disaster recovery features.
Describe the granularity of role-based access control for IPAM features.
Describe how the product integrates with per-tenant addressing schemes such as those implemented in private clouds utilizing VXLAN and/or NVGRE.
Describe any self-service request functionality for new IP addresses and names.
  • Can permissions and access be granted per subnet or IP range?

**Interoperability**

Describe integration with NAC (Network Access Control) products
Describe how your product implements NAC and/or third-party NAC products it interoperates with (describe the interoperation).
Describe how your product detects devices that have manually configured IPs, and how we can generate reports on this data. (scrape ARP tables?)
Describe how your product integrates with F5 load balancers, specifically GTM and LTM.
Describe how your product will help remediate DMCA notices.
Describe how your product will assist in CALEA compliance.
Describe which Netflow products integrate with your software, if any.
Describe how your product integrates with and consumes data from Active Directory.
Describe how your product implements captive portal, if supported.
Describe how templates can be applied to subnets. (i.e., network name, gateway, HSRP addresses, reserved static and DHCP ranges within net).
Describe how your tools facilitate route summarization on layer 3 routers.
Describe integration with Cisco 6500, Nexus 55, 56 and Extreme Networks K10, 7100G, Extreme WiFi.
Describe integration with NAC (Network Access Control) products, specifically, Extreme Identity and Access Management.
Describe Integration options with Palo Alto.