

COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

TO: Board of Supervisors
FROM: Walter T. Banks, IT Director
DATE: January 8, 2014

RE: Board of Supervisors Information Technology Committee Report

The Board of Supervisors Information Technology Committee met on Wednesday, January 08, 2014 at 8:15 A.M., in the First Floor Conference Room, County Administration Building 107 North Kent Street, Winchester, Virginia. Present were Gary Lofton, Chairman, Charles S. DeHaven, Jr. Committee members absent were: Quaiser Absar, Todd Robertson, Bob Wells and Brian Madagan. Others Present included: Sharon Kibler, Assistant Finance Director; Walter Banks, IT Director; Kris Tierney, Assistant County Administrator; Patrick Fly, GIS Manager; Alisa Scott, Administrative Assistant and Matt Armstrong, Winchester Star.

The committee submits the following:

*****Items Requiring Board Action*****

NONE

*****Board Information Items*****

- 1. Recommendation to forward the CIT Broadband Study to the Board of Supervisors to facilitate improvements to broadband in Frederick County.**

The committee discussed the study and the consensus of the members present was to forward the CIT Broadband Study to the Board. It was the Committee's desire for the Board to accept the report and refer the recommendation to the appropriate staff for further evaluation.

- 2. Recommendation to forward to the Finance Committee a request for \$167,972.85 for the purchase of replacement PC units that are unable to be upgraded to the Windows 7 operating system.**

The committee discussed the news that the windows XP operating system will be discontinued as of April 2014. The consensus of the members present was that the computers

need to be replaced due to the potential high security risk to the network.

3. Reminder about Commonwealth Attorney's office requesting replacement case management software and hardware moving forward to the January Finance Committee Meeting.

The committee discussed the desire for an updated quote reflecting an extension on the discount and taking a look at the back log on the current case management system.

Since the meeting, there are two updates for the committee:

- a. Andy Robbins will be sending confirmation to the Finance Committee concerning the extended discount within our timeframe for the requested \$140,000.00.
- b. The Case Management System implementation back log referenced during the meeting is due to limited resources required for the transfer of data from the old system to the new system. The new system; Software Unlimited will not have its experts available until late June/July. The requirements for hardware installation and contract negotiations will be 60-90 days. The hardware would need to be implemented in the April/May timeframe. Software could then be installed for the new system ready for transfer to begin during the June/July timeframe.

Respectfully Submitted,

Gary A. Lofton, Chairman
Charles Dehaven, Jr.
Bob Wells

Quaiser Absar
Todd Robertson
Brian Madagan

By:



Walter T. Banks IT Director

Meeting: BOS IT Meeting Date: 1/8/2014

Name	Department
Chuck DeHaven	BOS
Fris Tierney	BOS
Gary Hayward	IT
Robert Felt	Finance
Sharon Kistler	
Matt Armstrong	



BOS Tech Committee

AGENDA

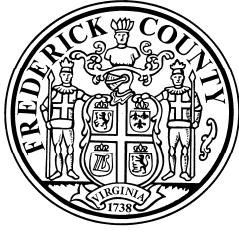
**Date: Wednesday
January 8th, 2014
Time: 8:15 am**

**Purple Conference Room
107 N Kent Street**

What's New?

- Reminder about Commonwealth Attorney's office requesting replacement case management software and hardware moving forward to the January Finance Committee meeting.
- **Actionable Item:** to move forward to the Finance Committee the refined list of county-owned XP Operating Systems that will need to be replaced in April. (see below 1)
- **Actionable Item:** Information item from the Broadband Study Report(see below 2)

1. Action item: Forward the following request to the finance committee for supplemental funding in the amount of \$162,554.00 (total funding \$210,554.00, \$48,000 was approved in a previous request), to replace systems that are unable to be upgraded to the Windows 7 operating system. Without these upgrades the county would maintain a high level of risk due to the discontinuance of the support for Windows XP.
2. Action item: We request that this report be forwarded to the Board as a whole with the recommendation that the county reviews policies regarding Broadband.
<http://fcsharepoint.co.frederick.va.us/broadbandshare/Shared%20Documents/Frederick%20Co%20-%20Winchester%20Community%20Telecom%20Study.pdf>



COUNTY OF FREDERICK

Information Technologies

Patrick Fly, GIS Manager

pfly@co.frederick.va.us

Voice 540.722.8225

Fax 540.722.2169

MEMO

To: Information Technologies Board of Supervisors and IT Committee members

From: Patrick Fly, GIS Manager
Broadband Management Team

Subject: Final Broadband Study Report

Date: December 12, 2013

In March of 2012 Frederick County contracted with the Center for Innovative Technology (CIT) to study the availability of broadband access in Frederick County, VA.

The study looked at broadband in three parts. The first was what currently existed and how the community feels about it. This was done via a public survey and interviews with local providers. The second evaluated the business case for expanding broadband availability and how the County may leverage existing assets and types of funding available. The last part was CIT recommendations for actions the County may consider to encourage the growth of broadband in Frederick County.

The study was presented to the Broadband Management Team on December 3rd and it was decided to accept the report created by CIT and forward it to the Board of Supervisors as information with the recommendations that action that can be taken by staff to improve broadband. Any further actions would involve the commitment of substantial financial resources and those actions are to be forwarded to the Board of Supervisors for approval.

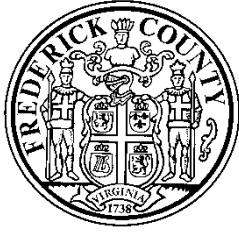
Below is a list of actionable items on behalf of Frederick County Staff:

Recommendation:	Action:
Facilitate citizens locating providers.	Updating County Website, in progress
Digital literacy education	Updating County Website, in progress
GIS Infrastructure data model Leverage existing vertical assets	Collecting data, in progress
Partner with incumbent providers	Worked with Comcast and Community to get service to Stoneymeade Dr, and attempting Shawneeland.

Below are possible future actions outlined in the report that staff feel would require Board of Supervisors approval and direction before they could be undertaken.

Recommendation:	Action:
Review of local policies to facilitate growth	Staff would recommend consideration by the BOS
Computer refurbishment	None
New Communication towers	None
Issue RFI/RFP to partner with fixed wireless provider	None
Form public-private partnership with fixed wireless provider	None

Please find a copy of the complete report including an Executive Summary. If you have any questions or concerns about the report please let me know.



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Board of Supervisors IT committee members

From: Walter Banks, IT Director

Subject: Request for funding for the Windows XP replacement systems

Date: January 15, 2014

Forward the following request to the finance committee:

Request supplemental funding in the amount of **\$167972.85** to replace systems that are unable to be upgraded to the Windows 7 operating system.

Departmental Memorandum

From: Andrew M. Robbins,
Deputy Commonwealth's Attorney
To: Frederick County Finance Committee
Date: January 15, 2014
Re: Proposal for New Docket Management Software

In 2008, the Office of the Frederick County Commonwealth's Attorney joined approximately 85% of the other jurisdictions in the Commonwealth of Virginia and began to use a Lotus Notes-based docket control and calendar management system called VCAIS. It was originally developed by the Commonwealth's Attorney's Office in Virginia Beach, and was offered state-wide with almost zero capital investment on the part of the participating jurisdictions. This system not only maintains our office's calendar of all pending court cases, it also compiles a critical database of contact information for all of our defendants, victims and witnesses. The system computes speedy-trial deadlines and alerts us to potential problems, and produces many documents necessary for prosecution, such as indictments and subpoenas. Prior to the introduction of VCAIS, these calendars, records and documents were compiled, updated and produced by hand.

As the case-load of our office has grown exponentially over time, our computerized case management software has become indispensable. Returning to the "paper and pencil" method of docket control and case management is no longer an option. Unfortunately, continuing to rely on VCAIS going forward is also no longer an option. Since its inception, VCAIS has relied on an extremely limited staff to provide upgrades and software support. Those Commonwealth's Attorney's Offices, including ours, that rely on VCAIS have been told that there will be no support for the system in the future. We have been told, in no uncertain terms, that any office that continues to rely on VCAIS does so at its own risk, and will (most likely) eventually lose all data and functionality. A replacement docket control and case management system must be found as soon as possible.

Obviously, Frederick County is not alone in this dilemma. As indicated above, approximately 85% of the jurisdictions in Virginia use VCAIS. Through the Commonwealth's Attorney's Services Counsel (CASC), over 35 offices have banded together in the search for a satisfactory solution to this problem. It was our hope that by combining our numbers, we might be able to negotiate more effectively with the various national vendors for this type of software. Prince Edward County took the first steps in this process by soliciting input from other jurisdictions, including Frederick County, in the preparation of a Request for Proposals (RFP). Over a three-month period, Prince Edward's RFP was shaped, in part, by suggestions from other jurisdictions. For example, Frederick County advanced the concept that the software selected should be compatible with Laserfiche. Other jurisdictions mandated that the new product allow "100% migration" of the data currently held by VCAIS into the new product, in order to reduce duplication.

The resulting RFP from Prince Edward was released, and competitive responses were

received. After careful consideration, and again, after consultation with various offices through the CASC, Prince Edward County determined that the software packages from Software Unlimited were the most responsive to the specific requirements of the RFP. In addition, Software Unlimited offered significant savings to offices that purchased their programming packages through the CASC consortium. As a participating jurisdiction, we have been offered those savings as well.

The Prince Edward RFP, Software Unlimited's response, and specific price quotes for Frederick County have been submitted to Cheryl Shiffler at Finance and Walter Banks at Information Technologies. Walter has reviewed them and has informed me that Software Unlimited's product is compatible with our existing systems. However, he has made two recommendations. First, additional hardware will be required in order to provide adequate data storage. It is my understanding that these storage upgrades would have been requested in any event. But the transition from VCAIS to the new Software Unlimited product will require action on an accelerated timeline. Second, Software Unlimited's basic package does not include the "Premium Document Package". This additional software module would allow our office to "go paperless". That is, all documents would be scanned and automatically associated with the correct digital office file. This would permit our attorneys to have instant access to any file in the office, digitally through the County network, even in the courtroom. Walter Banks has recommended that we invest in the Premium Document Package now. The product could be very useful in the short term, will certainly be needed in the long-term, and the price will only increase over time.

The attached quotes from Software Unlimited show that the necessary software, installation and training will cost approximately \$97,044.40. It is important to note that the cost for installation and training are subject to change, based on several variables, including the number of hours expended by SU staff, travel and lodging costs, etc. For that reason, we are asking for \$100,000. While we may come in under that amount when all is said and done, we need to be prepared in the event of slight over-runs. It is my understanding that the IT Department has requested \$40,000 in additional funds for the necessary hardware and software upgrades to support this system.

Software Unlimited is a national software company. They provide an excellent product and support that will meet our needs very well. They have already "gone live" in Petersburg, Virginia and elsewhere, and the reviews are good. They are offering significant savings if we have the foresight to take advantage of the groundwork laid by Prince Edward County and the CASC, but only if we act quickly. If we choose to wait, VCAIS could become unstable at any time, without warning, leaving the Commonwealth's Attorney's Office with no case management system at all. The cost of replacement under those circumstances would be staggering. This program transition is going to be needed at some point. And if the funds are available now, the investment will pay dividends for many years to come. Thank you for your consideration of this proposal.



Software Unlimited Corporation

P.O. Box 5
Tupelo, MS 38802

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Criminal Case Management System **Included: Prosecutor Caseload Management, Calendaring, CMS Mobile **Victim Witness Module, eDiscovery and much more **Document Management Lite come with this system. ** Each Office must supply a MS-SQL license per user	14	Users		
Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
Premium Document Management System for Criminal Case Management	14	Users		\$20,650.00
On-Line Installation	3	Days	\$950.00	\$2,850.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	7	Days	\$950.00	\$6,650.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
Additional Estimated Conversion Services. Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	79		\$125.00	\$9,875.00
***Important to note: The number of hours is an estimate. If it takes less time, the Customer will ONLY be charged for time used at the billing rate of \$125 a hour. If the conversion takes more than the estimated time, then the customer will be billed at \$155 an hour. Customer will be kept informed as to status of the conversion.				
*** We will soon have the ability to allow you to scan in warrants. This will save your office an immense amount of time and tremendously reduce user errors . There will be no additional charge for the Warrant Interface.				
*** We now have Custom Front-Ends for VCAIS users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and reduce the time of learning new software.				
Software Maintenance	12		\$745.27	\$8,943.20
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty commences upon installation of the software.				-\$8,943.20
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
The training will also include up to 14 templates and/or 14reports up to a maximum of 14 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.				
***Price valid until 8/01/2014				



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10/21/2013

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Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
On-Line Installation	2	Days	\$950.00	\$1,900.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	5	Days	\$950.00	\$4,750.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
Additional Estimated Conversion Services. Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	79		\$125.00	\$9,875.00
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Date
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Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Premium Document Management System for Criminal Case Management *Note this is the Full Document Management System, not to be confused with the Basic Document Management System that comes with CMS.	14	Users		\$20,650.00
Full Document Management System priced above includes all features and the capabilities you saw during the demo. **Price does not include scanners				
On-Line Installation	1	Days	\$ 950.00	\$950.00
On-Line Training	2	Days	\$ 950.00	\$1,900.00
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
***Price valid until 8/01/2014				



QUOTATION

Quote #: 667405039
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Date: 11/18/2013
Customer Name: COUNTY OF FREDERICK, VA

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert.Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$7,760.42 GROUP TOTAL: \$7,760.42

Base Unit	PowerEdge R720 (225-2133)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (936-4573)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (936-4613)	1
	Dell Hardware Limited Warranty Plus On Site Service Extended Year (939-2678)	1
	Dell Hardware Limited Warranty Plus On Site Service Initial Year (939-2768)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (988-9221)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (996-8019)	1
	On-Site Installation Declined (900-9997)	1
	Proactive Maintenance Service Declined (926-2979)	1
	PowerEdge R720 Shipping (331-4437)	1
	Risers with up to 6, x8 PCIe Slots + 1, x16 PCIe Slot (331-4440)	1
	Intel Ethernet I350 QP 1Gb Server Adapter, Low Profile (430-4442)	1
	iDRAC7 Enterprise (421-5339)	1
	Intel Ethernet I350 QP 1Gb Network Daughter Card (430-4447)	1
	2.5" Chassis with up to 16 Hard Drives (317-8474)	1
	Bezel (318-1375)	1
	Performance BIOS Setting (330-3492)	1
	RAID 1 for H710P/H710/H310 (2 HDDs) (331-4381)	1
	PERC H710 Integrated RAID Controller, 512MB NV Cache (342-3529)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W, Max Mem 1600MHz (317-9605)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	DIMM Blanks for Systems with 2 Processors (317-8688)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W (317-9618)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	16GB RDIMM, 1333 MT/s, Low Volt, Dual Rank, x4 Data Width (317-9639)	8

	1333 MHz RDIMMs (331-4422)	1
	Performance Optimized (331-4428)	1
	146GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive (342-0427)	2
	Electronic System Documentation and OpenManage DVD Kit for R720 and R720xd (331-5914)	1
	DVD ROM, SATA, INTERNAL (313-9092)	1
	ReadyRails Sliding Rails With Cable Management Arm (331-4433)	1
	Dual, Hot-plug, Redundant Power Supply (1+1), 750W (331-4605)	1
	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)	2
	Internal Dual SD Module (331-4441)	1
	2GB SD Card For RIPS (342-1627)	1
	2GB SD Card For RIPS (342-1627)	1
	Enable Redundant SD Cards (468-4612)	1
	No Operating System (420-6320)	1
	No Media Required (421-5736)	1

*Total Purchase Price:	\$7,760.42		
Product Subtotal:	\$7,760.42		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

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QUOTATION

Quote #: 667405036
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Date: 11/18/2013
Customer Name: COUNTY OF FREDERICK, VA

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert.Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$28,758.61 GROUP TOTAL: \$28,758.61

Base Unit	Dell EqualLogic PS4100X, Mainstream Performance, 10K SAS Drives (225-1078)	1
	21.6TB capacity, 10K SAS, 24x 900GB (342-3385)	1
	Dual Controller, HA with failover (331-2530)	1
	EqualLogic array may not be returned (468-8817)	1
	Synchronous and Point-in-Time Replication (468-7110)	1
	Snaps/Clones with integration for MS SQL, Exchange, Hyper V and VMware (468-7155)	1
	SAN HQ multi group monitoring software (468-7156)	1
	ReadyRails II Static Rails for 4-post Racks (770-BBCL)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (936-8218)	1
	EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Year (953-9989)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (954-7162)	1
	Dell Hardware Limited Warranty Initial Year (968-2695)	1
	Dell Hardware Limited Warranty Extended Year (968-2696)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (968-2729)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (968-2732)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	Remote Implementation of a Dell Equallogic Array (961-3859)	1
	Proactive Maintenance Service Declined (926-2979)	1
	EqualLogic Reference Architecture, PC70xx, PS4100, up to 1 array (995-7139)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1

SOFTWARE & ACCESSORIES

GROUP TOTAL: \$0.00

Product	Quantity	Unit Price	Total
Dell Education Services - No EqualLogic Training Requested - visit www.Learndell.com (994-3849)	1	\$0.00	\$0.00

*Total Purchase Price:	\$28,758.61		
Product Subtotal:	\$28,758.61		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

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About Dell

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Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.