

**Request for Proposal**  
**Enterprise Network Upgrade/AMELIA COUNTY**  
**PUBLIC SCHOOLS**

Amelia County Public Schools

November 11, 2014

## NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Proposals will be received at Amelia County Public Schools (AMELIA COUNTY PUBLIC SCHOOLS) by **2:00 pm on November 24, 2014.**

The Proposal shall be labeled **Enterprise Network Upgrade/AMELIA COUNTY PUBLIC SCHOOLS**, and be delivered and addressed to:

Attn:  
Allen Vernon  
Director Operations  
Amelia County Public Schools  
8500 Otterburn Rd Amelia VA 23002  
[Email: vernona@ameliaschools.com](mailto:vernona@ameliaschools.com)

Any vendor who wishes his Proposal to be considered is responsible for making certain that it is received by the deadline. No oral, telegraphic, electronic, facsimile, or telephonic RFPs or modifications will be considered unless specified.

Vendors may view and download the Request for Proposals on the AMELIA

COUNTY PUBLIC SCHOOLS website at

[http://amelia.k12.va.us/support/technology\\_services/networkrfp.pdf](http://amelia.k12.va.us/support/technology_services/networkrfp.pdf)

Allen Vernon  
Director of Operations  
Amelia County Public Schools

# **REQUEST FOR PROPOSALS**

## **1. General Conditions**

This Request for Proposal (RFP) is not a contract offer. Receipt of a proposal neither commits Amelia County Public Schools to award a contract to any vendor. Amelia County Public Schools reserves the right to contract with a vendor for reasons other than price. Failure to answer any questions in this RFP may subject the proposal to disqualification.

### **1.1 Cost of Proposals**

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

### **1.2 Right of Rejection**

The award of a contract is dependent on the Amelia County Public Schools receiving funds, which in its sole discretion, are sufficient to meet its obligations under such contract.

## **2. Introduction**

AMELIA COUNTY PUBLIC SCHOOLS invites vendors to submit proposals in accordance with the terms and conditions of this RFP. This RFP provides the requirements and evaluative criteria for the implementation of **an enterprise network upgrade for AMELIA COUNTY PUBLIC SCHOOLS** and requests detailed responses from all prospective vendors, including pricing and service descriptions, in a specified format. AMELIA COUNTY PUBLIC SCHOOLS will conduct a review of the responses received from this RFP.

Our goals in selecting an enterprise network system vendor include reducing operating costs and improving our existing network services through increased product and service features, enhanced accessibility and speed, and greater flexibility in pricing options.

### **2.1 Amelia County Public Schools**

AMELIA COUNTY PUBLIC SCHOOLS provides vital resources to support the county's 3 schools, school board office and maintenance garage. It serves all students within the Amelia County, from pre-school to 12th grade and provides them with the tools they need to succeed in life. Total number of student enrollment within the county is approximately 1750. Total number of administrators, teachers and staff within the county is approximately 250. AMELIA COUNTY PUBLIC SCHOOLS directly serves various student programs, including Special Education, Head Start and Alternative Education.

### **2.2 AMELIA COUNTY PUBLIC SCHOOLS's Existing Network Infrastructure**

The AMELIA COUNTY PUBLIC SCHOOLS' wide area network has a hybrid network infrastructure which includes a 25MB managed IP transport connection to Internet, 1GB fiber links between schools, a 3MB point to point wireless connection to the bus garage and a 22MB point to point wireless connection to the School Board Office. All building connect to the high school which is the location of the 25MB managed IP transport. There is a minimum of at least one 10/100 Ethernet port, and/or some levels of wireless coverage in each classroom or office. There is also wireless coverage throughout the school district that runs at 802.11G speeds.

## 3. Project Description

### 3.1 Project Scope

The purpose of the RFP is to solicit from qualified service providers for the replacement and addition of network equipment for ACPS. The scope of the project will be as follows:

- To replace, install and configure network switches and wireless access points at ACPS as part of the network refresh cycle.  
To replace and install additional network cabling at various locations at ACPS as part of the network refresh cycle.
- To install tools to configure and manage the network devices included in this project. All equipment and material should be new. Used, refurbished or repurposed equipment or material will not be acceptable.
- To ensure interoperability with the existing network infrastructure.
- Quality of Service (QOS) configuration switches to reserve bandwidth for voice traffic if applicable.
- Provide training on newly installed equipment.
- To provide list of options for the removal and/or disposal of displaced equipment. Trade-in credits are permissible.
- Provide the first year of maintenance and support with these minimum requirements:
  - 1) Keep newly installed equipment in good and operating condition during normal business office hours from 8:00 AM to 4:30 PM.
  - 2) Major interruptions of services or emergencies (defined as an unusable network by more than 40% of the users) are to be responded on-site within a four hour window. All other services interruptions are to be responded within the next business day.

Our objective is to select and acquire the appropriate set of switches/blades in order to replace and extend the existing network infrastructure. It is our goal to introduce 10G switch backbones into ACPS, 1G network connection to all end users' computing devices, including desktops, laptops and mobile devices, as well as replace and extend wireless coverage throughout the district to a minimum of 802.11N. Include UPS's for networking equipment as well. This will also include replacing the existing cat5 network cabling at Amelia High and Amelia Elementary with/and adding additional drops where needed throughout the district so that all network cable used by computing devices is a minimum of cat5e. This will also include cable management to new and existing infrastructure/data closets. Please include an average price per complete network drop. We encourage vendors to quote both cat6 and 802.11AC as well when submitting a

quote. Pricing will decide which avenue ACPS takes. New equipment and network drops are estimates and may increase or decrease slightly depending on budget. Network cable installation must be done when students are not in session. Our normal school day is 8am to 3:40pm. A calendar will be provided upon request. The scope of work for this project must be completed no later than April 30, 2015. Listed below is an estimate. Keep in mind these numbers may increase or decrease slightly.

#### Amelia County High School Main

- 1) 2 10 blade chassis similar to Cisco WS-C4510R-E
- 2) 2 48 Port POE Switch Modules similar to Cisco WS-X4548GBRJ45V
- 3) 6 48 Port Switch Modules similar to Cisco WS-X4648-RJ45-E
- 4) 2 UPS Backups 3000VA similar to APC Smart UPS RT 3000VA
- 5) 2 Redundant power for POE switches similar to Cisco PWR-C45-2800ACV
- 6) 2 Supervisor Engines similar to Cisco WS-X45-SUP6-E
- 7) 340 New cable installation to include termination on client side and data closet meaning Jacks, panels, faceplates, conduit and raceway. This is to include cable management as well.
- 8) 15 Wireless AP's similar to Ubiquity UniFi AP long Range b,g,n up to 600ft

#### Amelia County High Auditorium

- 1 48 Port POE Switch similar to Cisco WS-C2975GS48PSL
- 1 UPS similar to APC Power Saving Backup Pro 1500

#### Amelia County Middle School

1. 2 10 blade chassis similar to Cisco WS-C4510R-E
2. 2 48 Port POE Switch Modules similar to Cisco WS-X4548GBRJ45V
3. 10 48 Port Switch Modules similar to Cisco WS-X4648-RJ45-E
4. 2 UPS Backups 3000VA similar to APC Smart UPS RT 3000VA
5. 2 Redundant power for POE switches similar to Cisco PWR-C45-2800ACV
6. 110 New cable installation to include termination on client side and data closet meaning Jacks, panels, faceplates, conduit and raceway.  
This is to include cable management as well.
7. 15 Wireless AP's similar to Ubiquity UniFi AP long Range b,g,n up to 600ft

### Amelia Elementary Pod B

1. 1 10 blade chassis similar to Cisco WS-C4510R-E
2. 1 48 Port POE Switch Modules similar to Cisco WS-X4548GBRJ45V
3. 4 48 Port Switch Modules similar to Cisco WS-X4648-RJ45-E
4. 1 Redundant power for POE switches similar to Cisco PWR-C45-2800ACV
5. 1 UPS Backups 3000VA similar to APC Smart UPS RT 3000VA

### Amelia Elementary Pod C

1. 1 10 blade chassis similar to Cisco WS-C4510R-E
2. 2 48 Port POE Switch Modules similar to Cisco WS-X4548GBRJ45V
3. 4 48 Port Switch Modules similar to Cisco WS-X4648-RJ45-E
4. 2 Redundant power for POE switches similar to Cisco PWR-C45-2800ACV
5. 1 UPS Backups 3000VA similar to APC Smart UPS RT 3000VA
6. 460 New cable installation to include termination on client side and data closet meaning Jacks, panels, faceplates, conduit and raceway. This is to include cable management as well.
7. 20 Wireless AP's similar to Ubiquity UniFi AP long Range b,g,n up to 600ft

### Amelia County Bus Garage

1. 1 48 Port POE Switch similar to Cisco WS-C2975GS48PSL

### Amelia County School Board

1. 2 48 Port POE Switch similar to Cisco WS-C2975GS48PSL

NOTE: All references to Cisco, Ubiquity, and APC equipment are for reference purposes only. Any and all equivalent equipment will be considered.

Questions regarding this RFP should be directed to Bo Lynch, Network Administrator for Amelia County Public Schools, at [blynch@ameliaschools.com](mailto:blynch@ameliaschools.com).

**ALL BIDS FOR THIS RFP MUST BE RECEIVED NO LATER THAN NOVEMBER 24, 2014 2PM EST**

### **3.2 Documentation**

Vendor shall submit to the AMELIA COUNTY PUBLIC SCHOOLS the following documents in electronic format as well as bounded paper copy within 30 days of installation:

- End user guides

System documentation

- Detailed inventory list of all equipment installed

Full technical specifications and as-built documentation

Network devices configurations

- IP addresses list and usage
- Network diagrams
- Other related documentation to the project



## 4. Calendar of Events

The following table summarizes calendar of events.

TBD	Distribute RFP
TBD	Vendor walk through and discussion
TBD	Deadline for receipt of proposals
TBD	Opening of bids, review of bids – make recommendations for selected vendors. Approval and announcement of vendor selection
April 30, 2015	Deadline for project completion

## 5. Proposal Submission

### 5.1 General

The proposals shall be used to determine the capability of rendering the services to be provided. Failure to fully comply with the instructions in this RFP may eliminate proposal from further evaluation as determined at the sole discretion of AMELIA COUNTY PUBLIC SCHOOLS. AMELIA COUNTY PUBLIC SCHOOLS reserves the right to evaluate the contents of proposals submitted in response to this RFP and to select a successful vendor, or none at all. AMELIA COUNTY PUBLIC SCHOOLS reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of AMELIA COUNTY PUBLIC SCHOOLS. The proposal is to include contact information, including principal contacts and officers, main and local business addresses, tax identification number, voice and fax phone numbers and email address.

### 5.2 Service Capabilities

**5.2.1 Service Proposal** - Define your scope of work and specific services being offered in your proposal.

**5.2.2 Cost Proposal**- clearly define all costs associated with the services defined in your proposal.

**5.2.3** Describe any additional professional service offerings that may be of value to AMELIA COUNTY PUBLIC SCHOOLS.

### 5.3 Company History

Organizational Background - describe the Company, mission, programs, services and experience in providing similar services.

## **5.4 References**

Include five references for customers of similar scope and size. This reference list shall include the following information:

- Company Name
- Customer contact #, name, title and contact information
- Address

## **5.5 Proposal Format**

All proposals should be typewritten; have consecutively numbered pages; including any exhibits, charts, or other attachments.

Proposals shall be organized into the following major sections:

1. Cover Letter- The letter shall identify core team, provide name of contact person, phone number
2. Table of Contents
3. Executive Summary
4. Scope of Services
5. Company Background
6. Client references
7. Service and Cost Proposal
8. Exceptions to the RFP
9. Required Attachments

The applicant must sign proposals. An unsigned proposal may be rejected. Proposal must be received by the submission date. Address and deliver proposals to:

Attn: Allen Vernon  
Director of Operations  
Amelia County Public Schools  
8701 Otterburn Road, Suite 101,  
Amelia Court House VA 23002

Selection of the successful proposal shall be generally based on the information provided by the vendor in response to the RFP and any subsequent interviews that may be conducted. Vendor interviews will be held solely at the option and discretion of AMELIA COUNTY PUBLIC SCHOOLS.

The process for selection shall occur in the following sequence

- Review proposals
- Establish a "short list" of qualified firms
- Interview "short-listed" firms (at the option and discretion of AMELIA COUNTY PUBLIC SCHOOLS)
- Identify the best qualified firm
- Award contract

**Evaluation Criteria**

AMELIA COUNTY PUBLIC SCHOOLS evaluates and weighs the follow criteria. These standards are listed in descending order of importance.

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost effectiveness of service.	40%
Comprehensive implementation designed to minimize disruption of business activities and project completion time.	35%
References, experience and capabilities of vendor.	25%

**Appendix A.**

Qualification \_\_\_\_\_

Phone Number? \_\_\_\_\_

When Organized with Virginia State Corporation Commission \_\_\_\_\_

Where Organized? \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Vendor must provide a Service Provider Information Number Assigned by the Schools and Libraries Division.

SPIN Number: \_\_\_\_\_

How many years have you been engaged in this business under the present firm name? Please attach to this statement at least five references, including: (name, address, title, phone number and brief description of work performed, including dates of work).

The above statements must be subscribed and sworn before a Notary Public.

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Commission Expires: \_\_\_\_\_ Registration Number \_\_\_\_\_

**Appendix B. Contract Price Form**

Name of Vendor's Firm: \_\_\_\_\_

SPIN Number: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY/CITY \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Commission Expires: \_\_\_\_\_ Registration Number \_\_\_\_\_

Enterprise System Pricing:

Hardware \$ \_\_\_\_\_

Installation and Training cost \$ \_\_\_\_\_

Total Price \$ \_\_\_\_\_

List of Vendor's Exceptions

**Appendix C. AMELIA COUNTY PUBLIC SCHOOLS Sites Information**

<b>School Site</b>	<b>Address</b>
ACHS	8500 Otterburn Rd Amelia, VA 23002
ACMS	8740 Otterburn Rd, Amelia, VA 23002
ACES	8533 N. Five Forks Rd, Amelia, VA 23002
SBO	8701 Otterburn Road, Suite 101, Amelia, VA 23002
Bus Shop	8634 Otterburn Rd Amelia, VA 23002

## **Appendix D. Terms and Conditions**

### **1. Default**

- A. If Supplier breaches or fails to perform any of its obligations under this Agreement, Amelia County Public Schools (ACPS) may, after the giving of reasonable notice to Supplier, remedy, or cause any surety to remedy, such default, utilizing such persons or firms and such equipment and materials as may be necessary for that purpose, and Supplier or its surety shall be responsible for the cost thereof. ACPS may recover from Supplier the amount of any loss or damage, liquidated or unliquidated, suffered or incurred as a result of such default, including but not limited to reasonable attorneys' fees, penalties, and increased costs. ACPS may deduct and withhold from payments otherwise due Supplier any amounts required or reasonably anticipated to be required to remedy such default.
- B. If Supplier fails to commence or prosecute the Work in accordance with this Agreement; causes stoppage, delay or interference with the work of ACPS or other contractors; or breaches any other condition or fails to perform any other obligation of this Agreement, then in any such event, ACPS may cancel this Agreement; provided, however, except in the event of stoppage, delay or interference by Supplier, ACPS shall first have given Supplier written notice specifying the event of default and Supplier shall have failed to remedy such default within three (3) days after the giving of such notice by ACPS.
- C. The foregoing remedies for default by Supplier shall be considered distinct, separate and cumulative, and shall be in addition to and not in lieu of any other rights and remedies given elsewhere in this Agreement or available to ACPS at law or in equity.
- D. If this Agreement is canceled and a court later determines that good cause did not exist to cancel this Agreement, such cancellation shall be deemed a termination pursuant to the Article entitled Termination, and ACPS's liability shall be limited to the amount payable as Termination Costs thereunder.
- E. Except as otherwise specified in this Agreement, Supplier shall have the rights and remedies available at law or in equity for breach of this Agreement by ACPS; provided, any alleged breach or default by ACPS hereunder shall be deemed waived unless Supplier, within seven (7) days of such alleged breach or default, gives written notice to ACPS specifying the details thereof.

### **2. Termination**

ACPS may, without cause, terminate this Agreement at any time, in whole or in part, by providing written notice of termination to Supplier specifying the Terminated Work. Such termination is to be effective as specified in ACPS's notice but not earlier than one (1) day after Supplier's receipt of such notice. Upon receipt of such notice, Supplier shall: (i) discontinue the Terminated Work in accordance with the ACPS's instructions, (ii) thereafter perform only such portion of the Work not terminated, (iii) not place further orders or enter into further subcontracts for Goods and/or Services relating to the Terminated Work, and (iv) terminate all existing orders and subcontracts insofar as such orders and subcontracts relate to the performance of the Terminated Work. Upon termination, Supplier shall deliver to ACPS those Goods for which ACPS has made payment, including all Goods in manufacture, but not yet completed and all Work Products, whether or not in final form, created by Supplier or its subcontractor prior to termination.

Within thirty (30) days after the effective date of termination, or such later date as may be mutually agreed to by the parties, Supplier shall provide ACPS with a detailed summary and supporting documentation that identifies Termination Costs. The Termination Costs shall be subject to audit and verification by ACPS in accordance with the Article entitled Records and Right to Audit, such audit to be initiated, if at all, within ninety (90) days after ACPS receives from Supplier the summary and supporting documentation of the Termination Costs.

Prior to determining the amount of any Termination Charge which may be owed by ACPS hereunder, Termination Costs shall be reduced by the total payments previously made to Supplier that were allocable to the completed portion of the Work and by any claims ACPS may have against Supplier in connection with the completed portion of the Work. If the payments previously made to Supplier by ACPS exceed the Termination Costs as determined in accordance with the preceding sentence, Supplier shall promptly pay the difference to ACPS, and no Termination Charge shall be owed by ACPS.

Upon termination and payment by ACPS of any Termination Charge, if one is owed, ACPS shall have no further obligation to Supplier with respect to the Terminated Work.