



BEAUMONT
SCHOOL

Request for Proposal

Ethernet Services

Request for Proposal
November 16, 2012

Request for Proposal

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1.0 Background

Beaumont School is a Catholic, college preparatory high school for young women. Our mission is to educate women in the Ursuline tradition for life, leadership and service. Established in 1850, it is the oldest Catholic high school in the Cleveland Diocese. The rigorous curriculum, commitment to social justice, championship athletics and diverse arts programs empower girls to develop into capable, confident, compassionate and successful leaders. Beaumont School aims to enable any girl who has the desire and ability to attend the school to do so through the lowest possible tuition and scholarships.

2.0 Overview of RFP

This Request for Proposals has been prepared for the purpose of obtaining proposals for upgrading the current Ethernet system in use by Beaumont School. The Ethernet system that currently supports the school is not sufficient for our needs and we are investigating solutions for replacement.

Throughout this document, reference is made to the “Proponent” as the entity preparing and delivering the response to the RFP. The term “Proposal” is used to represent the bid document being submitted by the Proponent in response to the request for proposal (RFP). “Beaumont” refers to Beaumont School.

Staff contact for this project is:

Bruce Banfield
Technology Director
Beaumont School
3301 North Park Boulevard
Cleveland Heights, OH 44118
216-321-2954 X330

3.0 Overall Goals and Objectives

Upgrade our current Fiber Optic service from 10 MB to 100 MB. The service must also have the following attributes:

- 3.1 Reliable under all conditions with strong manufacturer and proponent support.
- 3.2 Ethernet service that requires no hardware or programming from Beaumont.
- 3.3 Three year contract with all installation costs included.
- 3.4 Able to expand as needed without additional installation costs.
- 3.5 Beaumont has complete control over DNS Records and a large block of Public IPs controlled by Beaumont. Beaumont is currently using 27 external public IPs with the expectation of using more.
- 3.6 Beaumont has control or final say over any filtering established on our access.
- 3.7 Service Provider must be E-Rate certified and be able to provide Beaumont with assistance with submitting E-Rate forms to USAC.
- 3.8 The final monthly cost submitted must reflect all costs of Fiber service, ISP service, and any support and warranty combined into one bill.

In order to minimize the impact of “cutover”, Beaumont may require that it be done before and/or after regular working hours and weekends.

This project and all related billing and Contact dates are to start on July 1, 2013.

4.0 Proposal Process

Each Proponent shall prepare a proposal in reference to the criteria discussed in Section 6.0 of the RFP document.

- 4.1 Description of your proposal demonstrating an understanding of the contract guidelines including scope and objectives, noting any specific challenges that may exist.
- 4.2 Description of the approach and methodology to be followed in completing all aspects as described below in order to achieve a successful changeover.
- 4.3 Provide a work plan and schedule, including a breakdown of the major tasks and tasks that Beaumont staff can undertake in order to reduce costs.
- 4.4 Brief history and description of proponent’s company including a list of references of similar projects. School references preferred.
- 4.5 Specify expected life expectancy of equipment installed.
- 4.6 Each point must be responded to in the RFP.

5.0 Current Ethernet Environment

Beaumont is currently using Fiber optic cable provided by Time Warner Cable with a connection speed of 10 MB up and down. ISP and contract service is being provided by Expedient Communications.

6.0 Ethernet Requirements

- 6.1 Fiber Ethernet with a sustained throughput of 100 Mbps up and down.
- 6.2 The Ethernet provider must be able to monitor service and guarantee uninterrupted service during normal business hours of 7 AM to 5 PM.
- 6.3 Ethernet service must also be able to be upgraded for more bandwidth if needed without additional hardware or installation costs.
- 6.4 Beaumont must be provided with appropriate internet information such and IP address and DNS information prior to cutover if our current block of information will change.
- 6.5 Proponent will provide all hardware and programming necessary to implement this change. End product will be a live external ethernet connection that can then be plugged directly into Beaumont's Firewall.

7.0 Training

- 7.1 Proponent must be prepared to provide basic system setup and assistance in how the local side works in the case that Beaumont must do system maintenance that could affect our Ethernet services. (Restarting the proprietary hardware properly etc.)

8.0 Site Preparation and Delivery

- 8.1 Proponent shall provide site preparation specifications for the equipment, including and noting specifically any special environmental considerations. These specifications shall be in such detail as to ensure that equipment, if installed according to these specifications, shall operate efficiently from an environmental and functional perspective.
- 8.2 Beaumont shall cause the site to be prepared in accordance with the proponent's written minimum site and environmental specifications unless the proponent has agreed to be responsible for such site preparation.
- 8.3 Proponent shall provide a designated contact person or project coordinator from the beginning of order submission until the completion or handoff of the service to Beaumont. This person should be able to answer questions about the build status, IP & configuration, access and other technical information Beaumont may need or request.

- 8.4 Any subsequent alterations or modifications to the site that (1) are directly attributable to incomplete or erroneous specifications provided by the proponent and (2) involve additional expense, shall be made at the expense of the proponent.
- 8.5 It shall be the responsibility of the successful proponent to uncrate, set in place, configure, and test the equipment for operation, and remove all crating and packaging debris, old wiring and equipment from the premises.

9.0 Performance and Operating Standards

- 9.1 All equipment shall pass its initial “power on self-test” POST without error. No equipment shall be placed into Acceptance Testing until it has successfully passed its POST.
- 9.2 Proponent will provide a complete copy of the programming and configuration sheets both electronically and hard copy to include all IP information.
- 9.3 Proponent will label all wires, both at the jack and at the panel.
- 9.4 Proponent will conduct a service utilization test of the services to determine that all ports are in working order and have proper throughput.
- 9.5 Beaumont will generate a list of any hardware, software, maintenance, procedures, documentation, and training issues, questions, or problems. Acceptance approval is contingent upon resolution of all of the listed items.
- 9.6 Proponent will provide written acknowledgement that the acceptance information and tests are successfully complete.

10.0 Maintenance and Support

- 10.1 Proponent vendor must be technically certified on the proposed product and have an ongoing, contractual agreement with the equipment manufacturer to demonstrate a long-term commitment to the product and Beaumont.
- 10.2 Proponent must provide a help desk or operations center capable of answering technical questions and providing technical assistance 24/7 by 365.
- 10.3 The help desk must be staffed with technical personnel capable of providing telephone support to designated school support personnel. This support includes, but is not limited to, troubleshooting, programming, and maintenance operations.
- 10.4 This service must be provided at no additional charge (1) during the acceptance period which is 30 days after initial installation and (2) for a period of at least thirty six months following acceptance.

11.0 Warranty

- 11.1 The warranty period will commence the first business day following the completion of Acceptance Testing.
- 11.2 Proponent warrants that all equipment or service purchased under this contract when installed will be in good working order and will conform to Proponent's published specifications and will make all on-site adjustments, repairs, and parts replacements necessary to maintain the equipment in this condition for a minimum period of 36 months. All supplied equipment is subject to these conditions.

12.0 Proposal Deadline

Proposals must be received by 4 p.m. December 28th, 2012. Proposals shall be submitted to Beaumont School, 3301 North Park Boulevard, Cleveland Heights, OH 44118. Attention: Bruce Banfield. Alternatively, proposals may be submitted by 4 p.m. December 28th, 2012 via e-mail to: bbanfield@beaumontschool.org.

Notification of award of the contract will be sent via e-mail.
Completion of project must be no later July, 2013.
Cutover date is July, 2013.

Note: Beaumont School reserves the right to adjust the schedule as necessary.

This RFP is being posted on the Beaumont School website no later than 4 PM, Tuesday, November 20th 2012.

For questions regarding this RFP or to request a site visit, please use the contact listed below.

Bruce Banfield
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