

Strait Regional School Board

REQUEST FOR PROPOSAL

Installation/Configuration of FortiNet Gear and Appliances

SAERC

Closing Date:	Wednesday, May 6, 2015
Closing Time:	3:00 p.m.
Opening Time:	3:30 p.m.
Closing Location:	16 Cemetery Road, Port Hastings, N.S.
Department Contact Person:	Shirley A. Hart
Phone Number:	(902) 625-7052

INSTRUCTIONS

1.1 INVITATION

- .1 Proposals will be received until 3:00 p.m. on Wednesday, May 6, 2015 at the offices of the Strait Regional School Board, 16 Cemetery Road, Port Hastings, NS B9A 1K6.
- .2 Offers submitted after the above time shall be returned to the bidder unopened.
- .3 Amendments to the submitted offer will be permitted if received in writing prior to closing and if endorsed by the same party or parties who signed and sealed the offer.

1.2 INTENT

- .1 The intent of this project is for the installation and configuration of three (3) Board-owned Fortigate-500D in cluster mode, FortiAnalyzer-VM, FortiMail-VM, FortiManager-VM at a single location by certified FortiGate technicians, Strait Area Education-Recreation Centre (SAERC), 304 Pitt Street, Port Hawkesbury, NS B9A 2T9 for a Unit Cost Price, in accordance with the Contract Documents.

1.3 CONTRACTOR REQUIREMENTS

- .1 Nova Scotia Community Services - Child Abuse Register

The Strait Regional School Board is directly responsible for the safety of its students and staff. As such, all employees who the successful proponent plans to employ at the Strait Regional School Board work and school sites must not be registered on the Nova Scotia Child Abuse Register. This information shall be confirmed by a Child Abuse Registry search for each individual. Failure to comply with this requirement will result in immediate contract termination.

- .2 RCMP Criminal Record Check

All employees who the successful bidder plans to employ at Strait Regional School Board work and school sites require an RCMP Criminal Record Check prior to commencement of any work for the Board. Contractors shall not employ staff who have a criminal record. The Board reserves the right to disqualify bidders whose employee records indicate evidence that they are unsuitable for employment in an education environment.

INSTRUCTIONS

1.4 QUERIES/ADDENDA

- .1 Direct questions to **Shirley A. Hart, Purchasing Agent, (902) 625-7052.**
- .2 Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Include costs in the Bid Price.
- .3 Verbal answers are only binding when confirmed by written addenda.
- .4 Clarifications requested by bidders must be in writing not less than seven (7) working days before date set for receipt of bids. The reply will be in the form of an addendum, a copy of which will be forwarded to known bidders no later than five (5) working days before receipt of bids.

1.5 PROPOSAL SUBMISSION

- .1 Bid Ineligibility (Reason for Rejection)
 - .1 The Contracting authority (Board) will refuse to evaluate a proposal which has been received prior to the closing time where:
 - .1 It is not submitted in the required form.
 - .2 There are omissions of significant information.
 - .3 A bid is not signed as required.
 - .4 The bid has conditions attached which are not authorized by the invitation to bid.
 - .5 The bid fails to meet one or more standards specified in the invitation to bid.
 - .6 All addenda have not been acknowledged; or
 - .7 Any other defect which, in the opinion of the Contracting Authority (Board), brings the meaning of the bid into question.
- .2 Submissions
 - .1 Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
 - .2 Proposals must be submitted on forms provided by the School Board. These forms must be completely filled out in ink or by typewriter, with the signature in longhand, and the completed form shall be without interlineations, alterations or erasures.

INSTRUCTIONS

1.6 OFFER ACCEPTANCE/REJECTION

- .1 Duration of Offer
 - .1 Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.
- .2 Acceptance of Offer
 - .1 **The Board reserves the right to accept or reject any or all offers or to accept any offer deemed most satisfactory. The Board reserve the right to waive any informality in any or all Bids.**
 - .2 After acceptance by the Board, the successful Bidder shall be notified in writing of acceptance of bid and will be issued an **Official Purchase Order** by the Strait Regional School Board Purchasing Agent.
 - .3 Unsuccessful bidders will be notified of successful bid.

1.7 TAXES

- .1 Harmonized Sales Tax
 - .1 The Strait Regional School Board is not exempt for Harmonized Sales Tax (HST) purposes. As a result, the aggregate amount of the bid for Board contracts is subject to HST; however, prices submitted shall not include HST.
 - .2 The HST payable by the Board will be added as a separate item during the processing of progress payment and, therefore, HST will not appear as a cost in the aggregate amount of tender.
 - .3 Bidders are to note that prices indicated on the Bid Form and the appendices to the Bid Form shall not include the Harmonized Sales Tax.

The Strait Regional School Board reserves the right to reject any or all proposals or parts of proposals, when in their reasoned judgement, the public interest will be served thereby. The Strait Regional School Board may waive formalities or technicalities in proposals as the interest of the Board may require.

SPECIFICATIONS

CURRENT ENVIRONMENT

The Strait Regional School Board has a custom Linux CentOS built by the Nova Scotia Department of Education, using IPNAT custom rules to outside access. Services, such as mail and web servers, need to access outside the environment. AD and VPN have been configured by SRSB staff. Netsweeper is used for URL filtering.

OBJECTIVES

- 1) Install and configure FortiMail-VM
- 2) Install and configure FortiManager-VM
- 3) Install and configure FortiAnalyzer-VM
- 4) Install and configure three (3) FortiGate -500D in clustered mode

REQUIREMENTS

- 1) Preferred technician with CISSP designation to be on-site for installation.
- 2) Requires on-site installation, configuration and testing.
- 3) Requires certified Fortigate technicians.
- 4) Required to train staff on how to use all Fortinet appliances.
- 5) Project timeline – estimate of 2 weeks (80 hours).
- 6) Must provide a Fortinet network topology design/documentation.
- 7) When submitting proposal, please provide a breakdown of project plan with prerequisites and deliverables.

CONTACT

Questions of a technical nature may be addressed to Grant Boudreau, IT technician with SRSB, at [**grant.boudreau@srsb.ca**](mailto:grant.boudreau@srsb.ca)

**STRAIT REGIONAL SCHOOL BOARD
FORM**

Page 1

Project Title: Installation/configuration/training of FortiNet gear, SAERC, Port Hawkesbury, NS

SUBMITTED BY: _____

The undersigned Bidder agrees to provide all necessary equipment, tools, labour, incidentals and other means of construction to do all the Work and furnish all the materials of the specified requirements which are necessary to complete the work in accordance with the Contract and agrees to accept, therefore, as payment in full, the Unit Price of:

\$ _____ (\$ _____ /00)

1. The Bidder agrees that he has:
 - .1 Carefully examined the site of the work described herein; become familiar with local conditions and the character and the extent of the work; carefully examined every part of the proposed Contract and thoroughly understands its stipulations, requirements and provisions.
 - .2 Determined the quality and quantity of materials required; investigated the location and determined the source of supply of the materials required; investigated labour conditions; and has arranged for the continuous execution of the work herein described.
 - .3 Excluded from his "Bulk Sum Price" the Harmonized Sales Tax .
2. The Board agrees to examine this Bid and in consideration, therefore, the Bidder hereby agrees not to revoke this Bid:
 - .1 until some other Bidder has entered into Contract with the Board for the performance of the work and the supply of the materials specified in the notice inviting Bids or the Instructions to Bidders, or
 - .2 until sixty (60) days after the time fixed in the Instructions to Bidders for receiving Bids has expired,

whichever first occurs; provided, however, that the Bidder may revoke this Bid at any time before the time fixed in the Instructions to Bidders for receiving Bids has expired

upon receipt by the Board from the Bidder of written notice of such revocation before said time has expired.

.3 The Bidder hereby agrees to be bound by the award of the Contract.

.4 The Bidder hereby acknowledges receipt of the following addenda:

Addendum # _____ Date: _____

Addendum # _____ Date: _____

The undersigned Bidder declares that this Bid is made without connection with any other person(s) submitting Bids for the same work and is in all respects fair and without collusion or fraud.

Dated this _____ day of _____, 2015

SIGNATURE

COMPANY

ADDRESS

TELEPHONE _____

FAX _____

E-MAIL _____

PURCHASE ORDER AGREEMENT DEFINITIONS

- 1.0 The Official Purchase Order issued by the Strait Regional School Board will be the legal document of Agreement when signed by the Director of Finance for the Strait Regional School Board and accepted by the seller.
- 2.0 The Official Purchase Order Agreement is to be administered by the Purchasing Agent representing the Board.
- 3.0 The Board referred to in the Bidding and Contract Documents is defined as the Strait Regional School Board.
- 4.0 The Contractor referred to in the Bidding and Contract Documents is defined as the Seller who accepts the Official Purchase Order Agreement of the Strait Regional School Board.
- 5.0 The Consultant referred to in the contract documents is defined as the Strait Regional School Board Operations Department.