

Contoocook Valley School District

Request for Proposal: Installation of Wireless
Access Points for WLAN

Colleen McCarthy, District Director of Technology

Introduction and Instructions to Vendors

Contoocook School District (ConVal) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for Installation of wireless access points and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal in selecting a vendor for installing wireless access points is to create a WLAN that provides computing flexibility. This solution will help district employees and students take advantage of mobile networking for e-mail, Internet access, and sharing files regardless of where they are in the building. It will also enhance the creative process by letting mobile device users meet in the conference room to collaborate on a project, or enable work in non-traditional environments such as the cafeteria.

Background Information

ConVal School System is located in Peterborough, New Hampshire. The school district consists of 9 towns, 8 of which have schools located in them. Our student enrollment is approximately 2500 students, and employs approximately 550 staff members in 12 separate locations.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits ConVal School System to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve 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. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

Valid Period of Offer

The pricing, terms, and conditions stated in your submitted proposal must remain valid for 60 days from the date of delivery of the proposal to ConVal School System.

Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of ConVal School System.

Cost of Proposals

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

Instructions and Target Dates

The following section includes information governing the preparation and due dates of the proposal to be submitted.

PROPOSAL DELIVERY

RFP Submission

RFPs should be submitted in a sealed envelope addressed to the following no later than **11 AM EST, Monday, July 18, 2011**. Bids must be received at the ConVal SAU Office by this date. Envelopes should be marked "BID." No faxed or emailed copies will be accepted. The acceptance of any or all alternatives will be at the discretion of the School System.

Send RFPs to:

Colleen McCarthy, District Director of Technology
ConVal School System
106 Hancock Road,
Peterborough, NH 03458

PLEASE NOTE: E-mail is preferred as the method of correspondence for any questions regarding RFP. All questions should be submitted no later than 4 pm on Monday, July 18th, 2011 to: cmccarthy@conval.edu

REQUIRED SITE WALK THROUGH

All vendors submitting proposal **MUST** participate in a site walk through on Friday, July 8, 2011, at 9:00 AM. The group will begin the site visit at the central office located at the above address. A question and answer session will be held at the completion of the walk through.

Schedule of Events	
Date	Event
Thursday, June 30, 2011	<i>Distribute RFP via www.conval.edu</i>
Friday, July 8, 2011	<i>Required Site Walk Through and Q&A Session</i>
Monday, July 18, 2011	<i>Receipt of Proposals</i>
Tuesday, July 18, 2011	<i>Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendors</i>
Tuesday, July 18, 2011	<i>School Board Approval of Vendor Selections</i>
Thursday, July 20, 2011	<i>Announcement of Vendor Selection</i>

PROPOSAL PREPARATION

Required Proposal

Each proposal must include the information requested on the specified RESPONSE FORM that follows.

EVALUATION CRITERIA

ConVal School System evaluates and weighs the follow criteria when considering our future provider. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost Effectiveness of Services	<i>50%</i>
Comprehensive implementation designed to minimize distribution of business activities.	<i>20%</i>
References, experience and capabilities of vendor	<i>20%</i>
Certifications	<i>10%</i>
Total	<i>100%</i>



Wireless Services: Scope of Work

Our Goal is to achieve 100% wireless coverage in 2 buildings (Great Brook Middle School, located in Antrim, NH and South Meadow Middle School, located in Peterborough, NH) + the SAU, located adjacent to the South Meadow Middle School. This wireless system would have to use centralized management, and be setup to provide enough network connection as if we were implementing a one-to-one solution for our students. We would like for an employee, or student using a wireless device, whether it be a laptop, IPad, or Ipod, or other device, to be able to enter Great Brook Middle School, South Meadow Middle School or the SAU and have network connection, without any added configuration to their device. All wireless appliances would need to be 802.11G/N compliant. We would also like for them to have VoWLAN abilities. This would be in the event we implemented wireless VOIP. Security is also a concern. We would like the ability to setup a guest account for visitor's and such, to be able to have internet access, while not allowing access to our network shares, also the ability to limit the life of these accounts. The majority of this wireless network would be contained within the buildings; however there may be a building or two that would be in need of directional point to point wireless connection.

All Access Points (APs) should be able to be controlled and configured from a centralized managed console, comparable to Cisco's 5508 wireless Controller. Including all Copper SFP's needed for Connectivity, Comparable to Cisco's GLT-T 1000 Base-T SFP. The physical Ethernet connection to each AP will have to be run by the vendor. All Access points should be comparable or equal to Cisco's 1142 AP. The APs should also be POE compatible. The winning vendor will perform a site survey to determine the ideal locations for APs and number of APs at each site. The system prefers to use existing data ports but a site survey may indicate need for additional data drops for best AP locations. The necessary horizontal cabling to support the WLAN design/solution shall be provided by the SAU. Bidder should submit all specifications and clearly identify necessary connectivity requirements for wireless equipment/devices being utilized in their design/solution.

FORM FOR PROPOSAL SUBMITTAL
STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for telecommunication services for WLAN Internet connectivity for Internet for ConVal District School System.

Name of Vendor's Firm: _____
Name of Company Representative: _____
Business Address: _____
Phone Number: _____
When Organized: _____
Where Organized: _____
Partnership: _____ Corporation: _____

How many years have you been engaged in this business under the present business name? _____

Please attach to this statement at least 3 references, including: name, address, title, phone number and brief description of work performed, including dates of work.

CONTRACT PRICE FORM

Enterprise Wireless System Pricing:

Hardware \$ _____

Installation and Training cost \$ _____

Total Price \$ _____

LIST OF VENDOR'S EXCEPTIONS

Contractor shall list any exceptions to these specifications or general conditions. The Owner reserves the right to reject any or all bids and to waive any informality in the bidding. No bid may be withdrawn for a period of thirty days subsequent to the opening of bids without written consent of the Owner.

