



## **Request for Proposal Wireless Network for Vernon Center Middle School**

**Vernon Public Schools, Connecticut  
BID # VPS-FY14-007**

**Inquiries:**           **Mr. Robert Sigán**  
                              **Director of Information Technology**  
                              **5 Park Street**  
                              **Vernon, CT 06066**  
                              **[rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov)**

**Proposals Due:**    **Thursday, July 17, 2014**  
                              **2:00 PM EST**

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## 1. General Provisions

### 1.1 Introduction

Vernon Public Schools (VPS) is now accepting bids for a turnkey Aruba wireless network to support the district Bring Your Own Device (BYOD) initiative. Our strategic goal is to ensure security, scalability, upgradeability, and ease of management while providing an infrastructure that is optimized for instructional technologies. The turnkey proposal should include access points, appropriate mounting hardware for each location, mounting brackets where required, a centralized management system, VLAN integration, all necessary software, annual licensing, recurring costs and on-site training to ensure transfer of knowledge to district staff members.

**Data Cabling:** All required Cat 6 Ethernet cable for this project will need to be included in the bids. The bidder will be required to run all cable, penetrate any required walls and terminate all cable at the MDF/IDF and AP locations. In addition, network certification tests for all wireless cable runs will need to be conducted by Bidders testing for speed, cable feet and signal loss. Any cable that does not meet the Cat 6 standard will need to be replaced before the completion of this project and retested with a satisfactory result. All testing results must be provided to the Vernon Data Processing Center (VDPC) Director upon completion of this project.

**Network Switches:** VPS will have Power over Ethernet (POE) switches installed to meet the technical specifications of this project. These switches are scheduled to be installed/configured by the VDPC no later than the end of September 2014.

**Background:** The current wireless network at the Vernon Center Middle School (VCMS) is insufficient to meet the needs of our staff, students and community. The goal of this wireless project will be to provide a universal, fast and reliable building wide Wi-Fi network, to support over 1,000 users.

### 1.2 Qualifications of Bidders

VPS is seeking well-qualified and experienced Bidders for this project. As part of your bid proposal, please include the following information:

- a. Please provide three (3) current or former client references where your company has completed projects of this scope.
- b. List how many full-time / part-time employees are currently employed by your company.
- c. Briefly describe your firm's project management process.
- d. Please discuss your testing and support plan.

### 1.3 Mandatory Requirements

The proposal must be capable of all the items listed in this section. Failure to respond to any of the mandatory items will eliminate your proposal from any further consideration:

#### a. Onsite Survey

All Bidders who are interested in submitting a proposal on this project must attend a required site survey to be held on Tuesday, July 8, 2014, at 1:00 PM EST. The onsite survey will tour the Vernon Center Middle School located at 777 Hartford Turnpike, Vernon, CT 06066. Questions about the scope/detail of this project shall be emailed to Robert Sigan at [rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov).

#### b. Warranty

Minimum two years on parts and labor.

#### c. Price

The price of your quote should be inclusive. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Bidders may submit, at their discretion, alternate design options with accompanying prices. Alternate designs will give the VPS the opportunity to consider the best solution for our needs and compare those options with budget considerations.

#### d. Work Hours

All work shall be done at such times, as the VPS shall deem appropriate. Work may begin on July 28, 2014 and must be finished by October 10, 2014. The buildings will be made available between the hours of 2:30pm and 10pm each day, Monday through Friday for the installation of APs, controllers and cable. Configuration work within networking closets and the main server room may take place between 7am-10pm.

### 1.4 Anticipated Timeline

Bidder must provide implementation plan/timeline as part of the RFP.

Phase I – Initial hardware/software install: Project must be completed and delivered.	October 10, 2014
Phase II – Testing and training: Project must be completed and delivered.	October 15, 2014
Phase III – Certification of wireless network and demonstration of the network functioning as proposed delivered.	October 17, 2014

## 2. Response Instructions

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Each proposal must be

submitted in a sealed envelope bearing the bid number “**BID # VPS-FY14-007**” and titled “Wireless Network - VCMS”. Five (5) printed copies of the proposal and one (1) electronic copy on a USB drive or CD Rom must be provided. Each Bidder shall be responsible for all costs incurred in order to prepare and submit their response to this RFP. All submitted materials become the property of VPS.

### **2.1 Questions and Communications**

Bidders are hereby notified not to contact any member of the Evaluation Committee, or any member of the VPS staff and its’ elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposals should be directed to Robert Sigán, Director of Technology by email at [rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov) no later than Friday, July 11, 2014 by 2:00 PM EST. Answers to all received questions will be posted on the VPS website at <http://www.vernonpublicschools.org/bid-requests> with the Bid # **VPS-FY14-007**.

### **2.2 Delivery of Proposals**

RFPs must be submitted in a sealed envelope with “**Bid # VPS-FY14-007**” clearly marked **BID – DO NOT OPEN** on the outside of the envelope, to: Mr. Michael Purcaro, Director of Business and Finance, 30 Park Street, Vernon, Connecticut 06066 by 2:00 PM EST on Thursday, July 17, 2014 at which time proposals shall be opened and read aloud publicly. It is the sole responsibility of the Bidder to see that their RFP is received in the proper time. Any proposal received after the proposal due date and time shall be eliminated from consideration.

### **2.3 Public Opening of Bids**

VPS will hold a Public Bid Opening for all “Wireless Network - VCMS” bids submitted. All bids will be opened and recorded by the VPS Business Office on Thursday, July 17, 2014 at 2:30 PM EST after which all bids will be available for public inspection.

### **2.4 Pricing Eligibility Period**

All Bidder proposals are required to be offered for a term not less than 180 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by the Bidder during the 180 day time period following the time and date designated for the receipt of proposals.

### **2.5 Tax Exemption**

The VPS is tax exempt and will provide appropriate documentation if needed.

### **2.6 Bidder Pricing and Proposals**

Pricing submitted with this RFP must encompass all design, implementation, support, licenses and hardware/software acquisitions necessary for development and implementation of the “Wireless Network - VCMS”. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

In the event that information or pricing submitted by the Bidders is unclear, the VPS may request further explanation and/or pricing breakdowns from the Bidder for the purpose of evaluation and decisions. The Bidders shall answer requests for additional information or clarification in writing, and these responses will become part of the Bidder's proposal. Bidders failing to provide adequate information on any issue in a timely manner to allow a comprehensive evaluation by the VPS shall be considered unresponsive, and their proposal may be subject to rejection.

## 2.7 Proposal Format

All proposals shall be prepared in strict compliance with the Proposal Format outlined below. Failure to comply with all provisions of this RFP may result in the proposal being disqualified.

- All proposals must be securely bound
- Title page: The title page should include the subject of the proposal: the proposing company's name and address; the name, address, and telephone number of a contact person; and the date of the proposal.
- Table of contents
- Executive summary: This summary, limited to five (5) single-spaced typewritten pages, should provide a high-level description of the Bidder's ability to meet the requirements of the RFP and a statement describing why the Bidder believes itself to be the best qualified to provide the specified services. The summary must also include the names, titles and background of the officers and operating personnel who will work with VPS.
- Please provide three (3) current or former client references with whom your company has completed projects of this scope.
- Warranty: Bidders shall include with the RFP response a detailed overview of all applicable warranties, including exclusions. Bidders must detail the responsibilities the VPS will assume and describe any Bidder services provided during the warranty period. Complete warranties applying to any system purchased must be clearly specified. The location or agent responsible for servicing this account must be clearly stated. The Bidder's policy on software upgrades, enhancements, and on-going software support shall also be addressed. Warranty and maintenance terms and costs will be taken into consideration in the award.

## 3. Specifications

### 3.1 System Basics & Minimum Specifications

#### A. Minimum Hardware Specifications:

1. Proposed Aruba Network equipment must provide industry standard 802.11abg+n network coverage. Bidder is required to provide written statement of compliance of same. ***The new Wi-Fi (ac) standard will be considered as an alternative design,***

***but is not required.***

2. Proposed Aruba Network equipment must be hardware and software upgradeable to support future industry standards. Bidder is required to provide a written description of hardware and software upgradeability and how their proposal addresses this specification relative to industry standards.
3. Proposed Aruba Network solution must provide 802.11 Encryption performed at the access point.
4. The Aruba Network physical controller must allow for scalability for future expansion.
5. The Aruba Network system must be Wi-Fi Certified for 802.11 a, b, g, n and ac (if ac standard is submitted).
6. Each Aruba Network access point must have integrated internal antennas.
7. Each Aruba Network access point must support VLAN tagging on individual SSID's.
8. Each Aruba Network access point must include a built in spectrum analyzer.
9. Each Aruba Networks access point must have the ability to switch radios (programmable) from the 2.4 GHz spectrum to the 5 GHz spectrum.
10. Each classroom must have enough capacity to support 25 simultaneous Wi-Fi users with fast Internet access.
11. Classroom/Office location Aruba Network access points should be equal or better to the Aruba AP-105.
12. High Density areas such as the library, cafeteria, gym, court yard, computer labs (3) and the main auditorium should have the Aruba 130 series AP installed to effectively support 60-80 simultaneous users and provide complete area coverage. (Exterior model# may differ as needed)
13. Wireless network must be designed to route traffic to nearby Access Points if the system detects high usage on a particular AP.
14. Proposed Aruba Network solution must be highly resilient. Bidder will be required to describe options for redundancy of proposed implementation at the AP, Radio, Uplink, Backhaul and Power-Supply level and itemize what is included in their proposal.
15. Minimum Number of AP's supported PER chassis = 100.
16. (2) Controllers for redundancy and/or load balancing must be included in the proposal.
17. (1) Outdoor rated Access point will be required to provide wireless connectivity to the school court yard.

**B. Minimum Software Specifications:**

1. All integration/management software must be compatible with Windows operating systems.
2. All wireless access points must fully support Windows, OS X, iOS and Android devices including, laptops, tablets, smartphones, printers and other wireless capable devices.
3. The ClearPass Access Management system, currently used by the High School, will



need to be integrated/linked to the Middle school Wi-Fi network. No additional ClearPass licenses are required for the Middle School.

4. AirWave Network Management system utilized in the High School Aruba network will need to be integrated/linked to the Middle School Wi-Fi Network. Additional AirWave licenses (if needed) should be included in bids.

### **3.2 System and Integration**

The use of sub-contractors for this project will be considered unacceptable (with the exception of Cat 6 cable installation, termination and certification). The VPS places a high degree of importance on Bidders being able to design, install and support all aspects of their proposal in house.

A. Services required for this project include, but are not limited to:

1. The Bidder shall design the Aruba Network WLAN to fully support each student operating a high-speed wireless device in each classroom. Larger rooms designed to hold many people shall be designed for higher user density.
2. The Bidder shall design/implement a turnkey system needed to support the District Bring your Own Device (BYOD) initiative. This includes, but is not limited to the installation and configuration of all access points, centralized management controllers, management software, network switches, rack/stack of any/all controllers, running of required CAT 6 cable, terminate all cable at the MDF/IDF and AP locations and any additional components required for a secure enterprise wireless network.
3. The Bidder shall work with the District to integrate the new Wi-Fi network into the existing security and network infrastructure.
4. The Bidder will integrate the wireless system with our existing VLANs:
  - a. Guest VLAN that provides filtered Internet only network access.
  - b. Student VLAN that provides filtered Internet, student applications, and student file & print server access.
  - c. Staff VLAN that provides filtered Internet, student & staff applications, and student & staff file & print server access.
  - d. Administrator VLAN that provides filtered Internet, student, staff, and administrative applications, and student, staff, and administrative file & print server access.
5. Procurement/integration of all hardware/software needed to accomplish this project.
6. Procurement of licensing/integration of all required software to accomplish this project.
7. Provide any required networking services to implement your proposed design.
8. The Bidder will work with the VDPC to configure the new Wi-Fi to work in

- conjunction with existing district content filtering and firewall appliance.
9. The Bidder will provide a minimum of 4 hours of on-site training for the new wireless network to the VDPC Staff.
  10. Implementation of best security practices across all sites utilizing proposed/existing hardware/software to prevent unauthorized access.
  11. All cables running to Access Points must be run to code.
  12. Any area that does not have a drop ceiling will require a wall mount bracket.
  13. Any area that has a mounting height lower than 8' will require a protective cover.
  14. Access point locations in the VCMS gym must be secured in a protective housing/cover.
  15. All work must be completed on-site at designated locations within the Town of Vernon. Once the integration of the new network is completed to expectations the Bidder will provide a final quality control check to ensure all required elements are complete, accurate, and adaptable to the present and future needs of the District. All work not found in conformance with the intent of the proposal shall be repaired promptly at no additional charge.
  16. The Bidder must provide a guarantee that the system will operate and perform as advertised when students and staff fully utilize the system. The Bidder would be required to provide the appropriate devices at no charge if spaces are found that do not meet these performance requirements.
  17. Bidders will be required to provide technical support (either onsite or remotely) at no additional cost, for problems that occur due to design/implementation issues for a period of 60 days after the completion date of this project.

### **3.3 Security**

All RFP proposals must insure that proper security features have been installed and are functioning with new and existing equipment. It will be of critical importance that our network is secure from unauthorized access both internally and externally. In addition, all traffic on wireless network must function with best practices encryption performed at the access point to ensure security.

### **3.4 Training & Documentation**

The implementation of the wireless network must include a minimum of 4 hours training and detailed documentation for all aspects of installed network including heat charts, network diagrams and technical/configuration notes/explanations. All proposals should indicate the training areas covered and the length of time each training session will last.

### **3.5 Support**

Bidder will provide warranty support for all hardware and software. Bidder support after the sale will be a major factor in the deliberation and awarding of this contract. Bidders should outline, in detail, the service options they will provide. Support must include, as a minimum,

the following:

- A. Bidder must be able to provide telephone & onsite support.
- B. Bidder proposals should clearly state any additional hourly or monthly support costs for support.
- C. Bidders will be required to provide technical support (either onsite or remotely) at no additional cost, for networking problems that occur due to design/implementation issues for a period of 60 days after the completion date of this project.

### **3.6 Price**

The price of your quote should be inclusive. If your price excludes certain fees/charges, either recurring or nonrecurring, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Bidders may submit, at their discretion, alternate design options with accompanying prices. Alternate designs will give the Vernon Public Schools the opportunity to consider the best solution for our needs and compare those options with budget considerations.

### **3.7 Evaluation Criteria**

In making its selection, the Vernon Public Schools will consider costs and the proposal with the best combination of attributes that provides the best system. However, the Vernon Public Schools may choose to award portions of this RFP to multiple Bidders based on price, experience, and desired specification or to not award this contract at all.

Proposals that meet the mandatory requirements will be evaluated with the following criteria:

- A. Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- B. Bidder Technical Description.
- C. Platform and Licensing.
- D. Bidder Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- E. Added value by Bidder. (consulting, development, support)
- F. Bidder References – References provided by the Bidder confirm successful experience with projects of this scope.
- G. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the Bidder.
- H. Depth and Breadth of Staff – The candidate firm has the experience and appropriate staff to complete a project of this scope.
- I. Proposal Presentation – The information is presented in a clear, logical manner and is well organized.
- J. Support - Demonstrated ability to provide required support as detailed under Support

Section (G).

- K. Hardware/Software Selection – The hardware and software proposed for this project meet the needs of this project and offer the best solution for our needs.
- L. Timeframe – The Bidder is able to meet the timeframe for the completion of this project.
- M. Other Considerations.

## 4. Terms and Conditions

### 4.1 Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the Bidder makes a request in writing to Mr. Michael Purcaro, Director of Business and Finance, prior to the time set for the opening of proposals.

### 4.2 Collusion Among Bidders

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection by the Procurement Administrator. Reasonable grounds for believing that a Bidder is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the Bidder is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Bidders. Participants in such collusion may not be considered in future solicitations for the same work. Each Bidder, by submitting a bid, certifies that it is not a party to any collusive action.

### 4.3 Irregular Proposals

Proposals may be rejected if they show omissions or irregularities of any kind. Proposals taking or noting exception to any element requested may be rejected in their entirety.

### 4.4 Laws and Regulations

It shall be understood and agreed that any and all articles and/or equipment furnished or contract awarded on this proposal shall comply fully with all Local, State, and Federal laws and regulations.

### 4.5 Non-Conflict of Interest Statement

It is unlawful for any officer, employee or agent of VPS to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent. The successful Bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference,

the successful Bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful Bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of VPS.

#### **4.6 Non-Discrimination of Employment**

VPS actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, nation origin or political affiliation. Bidders shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

#### **4.7 Confidentiality**

Bidders shall treat confidential all information, reports, and documents, hereafter, "Data", regardless of form, that Bidders receive or is provided access by VPS. Bidders shall take all precautions necessary to prevent disclosure of such Data to others except upon the express written approval of VPS. Any third parties to whom Bidders are authorized to provide Data shall be required, as a condition of receiving such Data, to execute confidentiality agreement satisfactory to the VPS. Bidders shall not use Data for any purpose other than the performance of work stipulated under the contract. Upon VPS's request, Bidders will return to VPS all copies of Data. Bidders shall safeguard against disclosure to all others Data in a Bidders possession for a period of seven years after completion of the work and only if permitted by law.

#### **4.8 Proprietary Information**

VPS recognize that in responding to this request for proposal, Bidders may submit proprietary information. To the extent submitted by law, VPS will keep confidential such proprietary information provided that the conditions as described in the following paragraph are met.

Proprietary information is submitted separately and must be clearly identified as containing proprietary information. Reference to the proprietary information must be clearly made in the detailed response, and conversely the section in the proprietary information packet shall be clearly labeled as to the location in the detailed response it references. Labeling a complete proposal proprietary, that is general in nature, may be cause for rejection of the proposal.

#### **4.9 Contingent upon Availability of Funds**

VPS's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of VPS for any payment may arise until funds are made available and approved by the Board of Education for this contract and until a selected Bidder receives a Purchase Order as a notice of such availability.



**Professional Liability (where required)**

Each Claim:	\$1,000,000
Annual Aggregate	\$1,000,000

**4.11 Indemnification/Hold Harmless**

Bidders shall fully indemnify, defend and hold harmless VPS and all of its respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind, including loss of person identifiable information, occurring during the term of the agreement and alleged to have been caused in whole or in part by Bidders, and even if caused by the negligence of Vernon Public Schools or any of their officers, employees, agents, servants and volunteers. Bidders shall require of subcontractors, by appropriate written agreements, the same requirements in favor of VPS.

**4.12 Waiver of Subrogation Requirement**

Bidders will require all insurance policies in any way related to the work and secured and maintained by the Bidders to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against VPS, and its respective officers, employees, agents, servants and volunteers. Bidders shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of VPS.

**4.13 Award**

The project will be awarded based on a best value solution approach. We will be evaluating both quality of the solution and its cost.

**4.14 Reserved Rights**

VPS reserves the right to:

- Reject any or all of the Proposals.
- Issue subsequent Requests for Proposals.
- Cancel the entire Request for Proposal.
- Remedy technical errors in the Request for Proposal process.
- Appoint evaluation committees to review Proposals.
- Seek the assistance of outside technical experts in Proposal evaluation.
- Require modifications to initial Proposals.
- Excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the VPS.
- Investigate the qualifications of any Bidder under consideration.
- Require confirmation of information furnished by Bidders.
- Require additional evidence of qualifications to perform the Services described in this RFP.
- Approve or disapprove the use of particular subcontractors.
- Negotiate with any, all, or none of the Bidders.
- Solicit best and final offers from all or some of the Bidders.

- Award a contract to one or more Bidders.
- Accept other than the lowest priced bid.
- Waive informalities and irregularities in Proposals.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by VPS, shall be utilized in the final award.