

**Request for Proposal**

**Des Moines Christian School District**

**District Wireless Upgrade**

# SECTION 1

## 1.1 Purpose and Scope

The purpose of the Request for Proposal (RFP) is to solicit from vendors proposals to provide, install, and configure a new wireless system for Des Moines Christian School building (The District). General information about the District can be found on the District's website at <http://www.dmcs.org>. The installation of the new wireless system will create a robust, high density network that will provide a robust, consistent, and effective wireless network.

- a. Supported by highly qualified and reliable vendor with experience in wireless installations and support, preferably with school experience.
- b. District specifications must be met.
- c. District User Profiles must be met.

A copy of this Request for Proposal (RFP) may be obtained from the District's Technology web site at <http://www.dmcs.org> searching for "Wireless e-Rate RFP."

It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFP. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFP.

### 1.11 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that their proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

## 1.2 Evaluation Process

The evaluators will consider how well the vendor's proposed solution meets the need of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes,

experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal will be considered part of your proposal.

At the completion of the RFP process, the Des Moines Christian School District will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the District's criteria in design, cost, and vendor requirements and references.

#### EVALUATION CRITERIA/WEIGHTING

Price	35%
Technical/Model Specifications	25%
Design Specifications	25%
Vendor Personnel Qualifications	15%

### 1.3 Schedule

Hard copy responses and related material must be delivered by February 12th, 2015, as specified in the RFP. Late responses will be rejected at the sole discretion of the Des Moines Christian School District.

An approximate schedule for selection is as follows:

Issue RFP	January 20 <sup>th</sup> , 2015
Schedule Walkthrough	By January 30 <sup>th</sup> , 2015
Sealed Proposals Due	February 12 <sup>th</sup> , 2015 at 4:30 PM
Sealed Proposals Opened	February 12 <sup>th</sup> , 2015 at 4:30 PM
Tentative Vendor Selection	February 12 <sup>th</sup> , 2015

Contract Beginning	After July 1 <sup>st</sup> , 2015
Contract Completion	July 30 <sup>th</sup> , 2015

#### **1.4 RFP Submission**

Please submit the proposal, in its entirety, to the contact and address below no later than February 12<sup>th</sup>, 2015 at 4:30 PM. Sealed proposals must be submitted as a hard copy.

Jeremy Mead  
IT Manager  
Des Moines Christian School District  
13007 Douglas Parkway  
Urbandale, IA 50315

Attn: Wireless Network Proposal

#### **1.5 Vendor Communication**

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the District Director of Technology listed below. Unauthorized contact regarding this RFP with District employees will not help. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on written, faxed, or e-mailed statements issued by the District Director of Technology.

Jeremy Mead  
IT Manager  
Des Moines Christian School District  
13007 Douglas Parkway  
Urbandale, IA 50315

[jmead@dmcs.org](mailto:jmead@dmcs.org)

All questions must be submitted by January 26<sup>th</sup>, 2015. All answers to submitted questions will be provided by DMCS via email no later than January 28<sup>th</sup> to all vendor representatives. If vendors wish to receive Q & A information please send an the contact email to [jmead@dmcs.org](mailto:jmead@dmcs.org).

## **1.6 Right of Selection/Rejection - Waiver of Informalities or Irregularities**

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

## **1.7 RFP Revisions**

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted to the District's website. It is the sole responsibility of the proposer to monitor the District's technology website for the posting of such information.

## **1.8 Compensation**

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

## **1.9 Commitments**

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Des Moines Christian School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described.

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

## **1.10 Contract Award and Execution**

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer.

It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents.

Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

## **1.11 Payment Terms and Conditions**

The proposal must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, and installation and training fees.

## **1.12 Insurance Requirements**

The District will require the selected vendor to comply with the insurance requirements as outlined below.

The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the District.

### **1.12.1 Scope of Insurance**

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$500,000
Personal Injury	\$500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$50,000

#### Vehicle Liability

Bodily injury	\$50,000/ \$500,000
Property damage or single limit liability	\$100,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

### 1.12.2 Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured." The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

### 1.12.3 Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

### 1.12.4 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, contractor shall review coverage with the District's Risk Manager and provide scope and limits of coverage

that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

### **1.13 Equal Opportunity Compliance**

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

### **1.14 Other Compliance Requirements**

In addition to nondiscrimination and affirmative action compliance requirements, the proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

### **1.15 Exceptions**

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

### **1.16 Primary Provider of all Services**

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

### **1.17 Subcontracted Work**

Any subcontracted work will be subject to approval by the district.



## Section 2: Classroom Technology RFP Project Requirements

### 2.1 Specifications

#### 2.1.1 Physical Requirements

This project will need to meet the following specifications and capabilities:

- The wireless system will support 2300-2500 devices daily.
- Wireless design will provide coverage for the entire building
- AP will need to support device count in relation to AP placement.
- AP model will have ability for two ethernet cables.
- AP model will support at least Wireless AC1 wireless standards
- Cat 6 Cable will be run from access points to IDF/MDF and terminated in patch panels according to Standards and Code.
- Areas of concentration include gymnasium, MPR, and Secondary Media Center for school events.
- Noise threshold within the building should not be above -62 dBm.

#### 2.1.2 Software

- Software will support multiple VLANs
- Software will support QoS abilities to limit traffic on VLANs
- Software will have ability for live monitoring for system, AP, or end-user
- Vendor will configure software to District's specifications for VLANs, band-steering, QoS, and other areas needed for daily operation.
- Vendor will provide training to IT Director for daily usage, support, and troubleshooting

### 2.2 Documentation Requirements

#### 2.2.1 Wireless Survey

The company will perform a wireless survey to identify where current environmental challenges affect wireless signal.

#### 2.2.2 Design

The company will need to provide a design layout and predictive map of wireless signals of proposed system in the building layout based upon recommended

configuration. This should indicate placement of APs, environmental interference, and channel design.

The vendor will need to supply specifications for type of radio proposed.

The vendor will need to review power needs and the District's current network abilities to determine complications for power usage.

### 2.2.3 Questionnaire

Will you have completed a walkthrough prior to submitting your bid? Yes No

Will you offer a buyback and/or credit for the district's existing Meru 1500 Controller or 1020 Meru APs? Yes No

If so, what credit/price will you offer?

What software upgrades are available with the proposed system? (i.e. AC2, future wireless technologies.)

Does the installation service cost in your bid include all costs related to installation?  
Yes No

If no, specify what costs are excluded:

Will any work be subcontracted? Yes No

If "Yes," please specify what company and work will be done so.

Is any warranty for installed components provided? Yes No

Please list any relevant warranty details:

Is any extended warranty for installed components provided?    Yes    No

Please list any relevant warranty details including costs:

Describe the process for reporting a hardware failure in one of the components of the proposed system. What methods are available for contacting tech support (phone, email, website, etc.)? What are the times for response and problem resolution? How quickly can replacement components be delivered on-site?

Describe any product training offered:

#### **2.2.4 Personnel**

The Vendor will provide a summary of personnel who will be designing, installing, or configuring the system. Any sub-contractors performing work for the bidding company shall be required to submit such summaries as well.

- The company will abide by state law keeping the school property a Sex Offender Free Zone.

Any visitors will be required to sign in and out according to District Visitor Policy during work being completed, including planning and follow up work.

#### **2.2.5 Required Materials**

Please submit an itemized price list along with your bid. Items may be bundled together if the vendor chooses. Due to the flexibility of the bid requirements, it is acceptable to list different prices depending upon quantity purchased (i.e., bulk purchasing credits or trade in credits).

Please also submit contact information for at least two references (school districts and/or colleges/universities for whom you have completed a similar project).

## Appendix A - User Profile

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### User Profile 1 - Staff

- User relies heavily on internet tools, information, and systems
  - Google Docs, Student Information System, Email
- Uses Classroom Management System (CMS) for delivery of content
  - Uploads content, videos, pictures, and assignments
- On average, user streams videos 50% of the day
- User browses internet regularly during that day
- Majority have Mac Unibodies, iPad 4 and personal devices
- Uses wireless accessories, such as Apple TVs, cameras, and education activities
- Comprises about 70 users
- Is here from 7:30 a.m. to 6 p.m.

### User Profile 2 - Student

#### Lower Elementary (Grades EE-2)

- Uses iPads predominantly
- Uses for online web activities
- Has single device
- Uses iPads with other wireless devices in the classroom
- Use mobile carts in classrooms
- Is here from 8 a.m. to 3:30 p.m.
- Bandwidth use is low, wireless noise level is low

#### Middle Elementary (Grades 3-4)

- Uses mix of laptops and iPads
- Uses for homework and personal use, such as social media
- Has a 2:1 device/student ratio
- Uses wireless devices in the classroom
- Use mobile carts in classrooms
- Is here from 8 a.m. to 3:30 p.m.
- Bandwidth use is medium, wireless noise level is medium

#### Middle / High School

- Uses mix of platforms, including laptops, tablets and cell phones consistently
- Uses for homework and personal use, such as social media
- Has multiple devices

- Streams content 40%
- Uses wireless devices in the classroom
- Use mobile carts in classrooms
- Is here from 8 a.m. to 4 p.m.
- Bandwidth use is high, wireless noise level is high

### User Profile 3 - Visitor

- Visits infrequently
- High population during sporting events and school events
- Uses tablets or cell phones predominantly
- Focuses on Email, Social Media, and Texting

**Des Moines Christian School District  
Wireless Technology Upgrade  
Proposal Form**

**This form is to be attached to the requested information in the  
Request For Proposal Document**

We submit the following proposal for Des Moines Christian Schools:

Contractor: \_\_\_\_\_  
—

Address: \_\_\_\_\_  
—

City, State,  
Zip: \_\_\_\_\_

Contact  
E-Mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax  
# \_\_\_\_\_

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Walkthrough Conducted: Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance Certificate Included: Yes \_\_\_\_\_ No \_\_\_\_\_

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Vendor affirms that the information contained in the bid proposal is true and accurately portrays all aspects of the goods or services or both contemplated by this RFP. The Vendor is aware that any substantive misinformation or misrepresentation may disqualify the bid proposal from further consideration.

Vendor hereby certifies total compliance with all other terms, conditions and specifications of this RFP except as expressly stated below:



Compliance with RFP & Revisions:

I certify that I have the authority to bind the Vendor indicated below to the specific terms and conditions imposed in this RFP and offered in this bid proposal, and that by my signature on this document I specifically agree to all of the waivers, restrictions and requirements of this RFP, including any revisions, as conditions precedent to submitting this proposal. I further state that in making this bid proposal that the Vendor has not consulted with others for the purpose of restricting competition or violating State or Federal anti-trust laws and has not knowingly made any false statements in this proposal.

Authorized Signature:

Printed Name:

Des Moines Christian School will request that all contractors  
fill out an " Iowa Contractor's Statement"  
so the district can re-coup "sales tax paid by contractors"