

Greenburgh-North Castle Union Free School District

Network Infrastructure Request For Proposal

I. INVITATION TO BID

Greenburgh-North Castle Union Free School District, hereby known as “District”, will accept sealed responses (“Bids”) to this Request for Proposals (RFP) for a Network Infrastructure which comply with the District’s general conditions, products, services and specifications set forth below and submitted to the District at the following address:

Dr. Edward W. Placke,
Superintendent of Schools
Greenburgh-North Castle UFSD
71 South Broadway
Dobbs Ferry, N.Y. 10522

All responses to this RFP must be in a sealed envelope labeled “Network Infrastructure Bid”, February 28, 2011, 12 p.m. This RFP is not an offer to enter into a contract, but rather a solicitation for Bids. All Bids received by the District will be publicly opened and read at the **Administration Building, 71 South Broadway, Dobbs Ferry, N.Y. 10522, at 12:00 P.M., Monday, February 28, 2011** for recommendation to the Board of Education at a future regularly scheduled meeting. No oral, telephonic, telegraphic, e-mail or facsimile Bids will be considered. **No Bids will be considered after 12:00 P.M., Monday, February 28, 2011.** The District reserves the right to reject Bids submitted without a RFP signed signature page.

A facilities inspection meeting will be held by the District on the dates listed below at each of the locations to allow all prospective bidders the opportunity to inspect the District facilities and operations as well as ask initial questions and gather clarification to the scope of work to be performed. **These meetings are mandatory for any vendor planning to submit a bid.**

Clark Academy	Date: Tuesday, February 1, 2011 at 3:30 p.m.
Greenburgh Academy	Date: Wednesday, February 2, 2011 at 3:30 p.m.
Reach Academy	Date: Thursday, February 3, 2011 at 3:30 p.m.
The Kaplan School	Date: Friday, February 4, 2011 at 9 a.m.

II. GENERAL CONDITIONS

- Read, Review and Comply:** It shall be the bidder’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
- Receipt and Opening of Bids:** Sealed bids will be accepted upon receipt in the Superintendents Office, Greenburgh-North Castle Union Free School District, 71 South Broadway, Dobbs Ferry, NY 10522, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.
- Form of Bid:** Submitted Bids shall:
 - Be in an easy to read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
 - Include three (3) copies of the bid package for review by the appropriate District staff.
 - Contain a copy of the appropriate forms including but not limited to the Bid Form, Signature Page and Familial Disclosure Affidavit. These forms must be complete and signed where appropriate.
 - Include a detailed BOM (Bill of Materials) for all products and services that compose the cost of the submitted bid.
 - Include technical drawings for logical and physical designs of the system.
 - Contain appropriate manufacture specification sheets for key products used as a part of the bidder’s solution.
- Submission of Bids:**
 - Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the project, and the date and time of the scheduled bid opening.
 - Any bid received after the scheduled opening time will not be accepted.
 - Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.

- Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the District for the premature opening of a bid not properly addressed or identified.
 - Partial Bids will **NOT** be considered.
5. **Qualification of Bidders:** For the purpose of assuring the District of the quality of workmanship, materials, products and/or services, the Board of Education will retain the right and has complete discretion to qualify or disqualify any bidders on the basis of available information concerning the bidder's ability to perform as needed and the suitability of the products and/or services included in the Bid as described in section III. The District may request any and all bidders to submit the following information before awarding the contract:
- Bidder must be an approved E-Rate Vendor and have a current SPIN number issued by the SLD and be eligible to provide the services they are bidding on.
 - The selected bidder agrees to abide by all applicable policies of the E-Rate program.
 - To provide the quality of service the Greenburgh-North Castle UFSD requires bidders to be located within a 60 mile radius of the Greenburgh-North Castle UFSD facility for which they are bidding services.
 - Contract will take effect July 1, 2011 and continue through June 30, 2012. Should an extension be required, the contract may be extended in accordance with E-Rate regulations.
 - The bidder's performance record(s).
 - The address of the bidder's plant or permanent place of business and a description of the products and/or services requested.
 - An itemized list of the bidder's equipment, plant and personnel.
 - The bidder's financial statement(s).
 - A description of any project, which the bidder has completed in a satisfactory manner.
 - Any additional information that will satisfy the District that the bidder is adequately situated and able to fulfill the terms of the proposed contract.
 - A description of any other project(s) that will be performed simultaneously with the District's project(s).
6. **References:** References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.
7. **Brand Names:** Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.
8. **Products and Services Specifications:** It is the intent of the specifications in section III of this RFP to define the minimum acceptable quality of products and/or services. The product line must be of known quality from a nationally recognized manufacturer(s) who regularly advertises, promotes and distributes products and services to the school market.
9. **Variations from Specifications:** All variations from the specified products and/or services must be fully explained and included with the Bid. Manufacturer(s) Brands must be used in all cases. The District reserves the right to increase or decrease quantities, or modify the specifications. The selected vendor shall agree to a written modification of the terms of its original Bid within five (5) business days of receiving written notification of the increase or decrease in quantities, or modification of the specifications.
10. **Taxes:** The Greenburgh-North Castle UFSD is exempt from State and Federal taxes.
11. **Acceptance of Bids:** Since this RFP is for a solution dependent upon a creative, complete and effective solution to best meet the needs of the District, the Greenburgh-North Castle School UFSD will award to the vendor that provides the "best value" in a technical solution that meets the intended function and requirements expressed by the specifications. The vendors experience, references, and track record for delivery of comparable solutions will also be taken into strong consideration when selecting the bid for award.

Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase. All contracts are subject to E-Rate approval.

12. **School District's Rights:** The Greenburgh-North Castle UFSD reserves the right to accept or reject any or all bids, to waive irregularities or defects, and accept other than the low bid when deemed to be in the District's best interests. The District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.
13. **Delivery:** Bids shall include all delivery charges with terms of Freight Prepay – FOB (City, State). Title shall not transfer to the School District until formal acceptance.

14. **Variance and Price:** Any variance from the specifications in section III of this RFP must be fully explained in writing by the bidder. All prices quoted in the Bid must be on a unit price basis and include the total price. The price of an item or unit of a given product as promised in a Bid cannot be changed by the service provider regardless of whether the District changes the quantity of the item or unit needed.
15. **Independent Price Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
16. **Clean-Up:** The selected vendor must, at all times, keep the premises free from accumulations of waste materials, caused by the work; and upon completing the work, must remove all work related rubbish from and about the building(s) and must leave the work area broom clean, or its equivalent. In the case of a dispute, the District may remove the rubbish and charge the cost to the selected vendor.
17. **Addenda:** Any clarifications or modifications to the specifications for the RFP will be issued by the District in the form of an addendum. Any addendum issued during the bidding time will become part of the specifications and a copy will be sent to all bidders. No verbal statements by the District will be considered as binding or enforceable against the District. **No requests for clarifications or modifications will be processed within ten (10) business days immediately prior to the Bid opening date.** Please note the deadline in the schedule section for this project.
18. **Questions or Clarifications:** Direct any and all questions regarding this RFP to Dr. Edward Placke, Superintendent of Schools 914-693-3030, x2248.
19. **Notice of Award:** The contract will be deemed as having been awarded when the formal notice of acceptance of his/her Bid has been duly served upon the intended awardees by an officer, or agent, of the District duly authorized to give such notice.
20. **Guarantee:** The selected vendor(s) must furnish the District a written guarantee of the services and/or products provided to the district for, at least, three years after the final payment covering all workmanship and materials specified in the contract. Any defects in workmanship or materials for which a claim is submitted by the District within the year period must be corrected or replaced within the next business day (NBD). This guarantee must include the hardware, software, licensing and any other component needed to ensure the operation and latest versions for the duration of three years
21. **Cancellations:** The District reserves the right of cancellation for non-performance of the terms specified in the awarded contract.
22. **No Smoking:** The District adheres to a mandatory “no smoking” policy on school premises and/or at school functions. All bidders shall comply with this no smoking policy.
23. **Status Meeting and Documentation:** The contractor agrees to be available for, attend (on-site as requested) and participate in project status meetings as requested by the Owner – not to exceed once per week without agreement between both parties. The contractor shall also agree to provide appropriate project management reports and documents (i.e. schedule updates, punch list progress, etc.) as requested by the Owner.
24. **Work Hours:** All work schedules will need to be coordinated with and approved by the Greenburgh-North Castle UFSD. Work on occupied school buildings to take place between the hours of 3 p.m. and 11 p.m., weekends and school holidays.
25. **Documentation:** The contractor agrees to provide detailed documentation in both electronic and printed format (3 copies) of all system designs, naming conventions and addresses, equipment inventory for all systems, as well as any other relevant information needed for the Owner to properly support and maintain the system.
26. **Indemnification:** The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.
27. **Certificate of Insurance:** Greenburgh-North Castle UFSD requires all contractors to procure and maintain for the duration of any work performed, commercial general liability with Greenburgh-North Castle Union Free School District listed as additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers’ compensation insurance with Greenburgh-North Castle Union Free School District listed as certificate holder. Greenburgh-North Castle Union Free School District, prior to the beginning of work for the district, must receive and accept your certificate of insurance.

28. **Signature Page:** The signature page, section V, required in this RFP must be in longhand, in ink, by an authorized representative and submitted with the Bid. Bids in non-compliance with this request, will be subject to rejection.
29. **Affidavit of Bidder:** A completed Familial Disclosure form must be included with bidder's proposal.

III. PRODUCTS AND SERVICES SPECIFICATIONS

Background:

The Greenburgh-North Castle Union Free School District has four locations with varied network topology. The District is looking to upgrade the existing infrastructure at each location to improve the management and distribution of data in accordance with the instructional technology goals outlined in the District Technology Plan.

Description of the District:

The Greenburgh-North Castle School District is comprised of the following schools.

The Clark Academy located at 71 South Broadway, Dobbs Ferry, New York is a Junior High/High School program educating boys and girls from 7th to 12th grade ages 12 to 21 with a student to staff ratio of 6:1:1.

Greenburgh Academy located at Shonnard Place, Yonkers, New York serves approximately 200 day students from the greater New York metropolitan area. All classes have an 8:1:1 student to staff ratio.

Reach Academy located at 1698 Old Orchard Street, Valhalla, New York educates students with disabilities including those on the autism spectrum. Both day and residential programs are available to students ages 12-21. The student to staff ratio is 6:1:2.

The Kaplan School located at 623 Blooming Grove Turnpike, New Windsor, New York is scheduled to open in July 2011.

In total the District currently serves approximately 390 students.

The E-Rate Program

The Telecommunications Act of 1996 established a requirement to provide discounted telecommunication services to K-12 schools and libraries. In a response to the Act, the FCC issued an Order (known as the Universal Service Order) on May 8, 1997 implementing a discount plan for schools and libraries. The FCC discount plan was adopted by the New York State Public Service Commission and allows schools and libraries in New York State to receive discounts between 20 and 90 percent on a wide range of telecommunications and Internet access services. The Greenburgh-North Castle School District is eligible to receive the maximum discount 90% offered by the program.

Schools and libraries receive discounts on a wide range of services, including basic telephone service, Internet access, e-Mail, data circuits, high-speed conduit and wireless. Also eligible for the discount are network servers, wire and wireless connections, routers, switches, hubs, installation and basic maintenance break fix contracts. Not qualifying for the discount are personnel computers, modems, fax machines, training and telephone instruments.

The Greenburgh-North Castle Union Free School District anticipates the approval of e-rate funds for the services requested under this RFP.

Existing Network Equipment by Location:

Clark Academy:

Internet connectivity is provided by the Agency and filtered via Cymphonix Web Filter Appliance.

The school is on a subnet of the Agency network via a Cisco Router 3620 located inside the school's data closet.

DHCP is provided by a Dell Poweredge 2800 server dedicated to the school.

3 Allied Telesys AT-55506 Switches, 1 Netgear FST26T switch

Greenburgh Academy:

Internet connectivity is provided through a T-1 line and filtered via Cymphonix Web Filter Appliance.

Five Netgear FS728TP 24-port 10/100 Smart Switches with PoE

One HP Server running Windows 2008, file server

Reach Academy:

Internet connectivity is provided by the Agency and filtered via Cymphonix Web Filter Appliance.
2 Netgear FS728TP 24 port switches.
DHCP is provided by an Agency server.

The Kaplan School: Please refer to attached map, network diagram and equipment list.

Main School Building:

HP Proliant PL12065 Server located in the library – not connected or mounted.

School office has a Cisco Aironet 1100 and a Linksys router

The second floor server closet room #204 consists, 2 3Com 24 port switches, 2 D-link DFE 2624ix,
2 Verizon Demarcs and 2 fiber uplinks.

Room #209 houses Barracuda web filter 300, Barracuda firewall 200, 6 Super micro servers, Quantum Superloader tape backup, 1
Cisco Catalyst 3500xz, 1 Cisco ASA 5510 router, and 5 3com 4200G 24 port switches.

Accessory Building:

On the first floor back of double office houses 2 3com 3824 switches and 3 fiber uplinks

Second floor office houses 1 3com 4200G switch and a fiber uplink and 2 Verizon Demarcs.

KEY APPLICATIONS:

File & Print - Standard Server OS: Microsoft Server 2003 R2

eMail: Currently resides on Agency Server

Antivirus: Symantec Endpoint Protection 11.0

Web Content Filtering: Cymphonix Appliance

Student Management System: eSchool PLUS

Data Backup: none at this time

District Website: <http://greenburghnorthcastleschools.com>

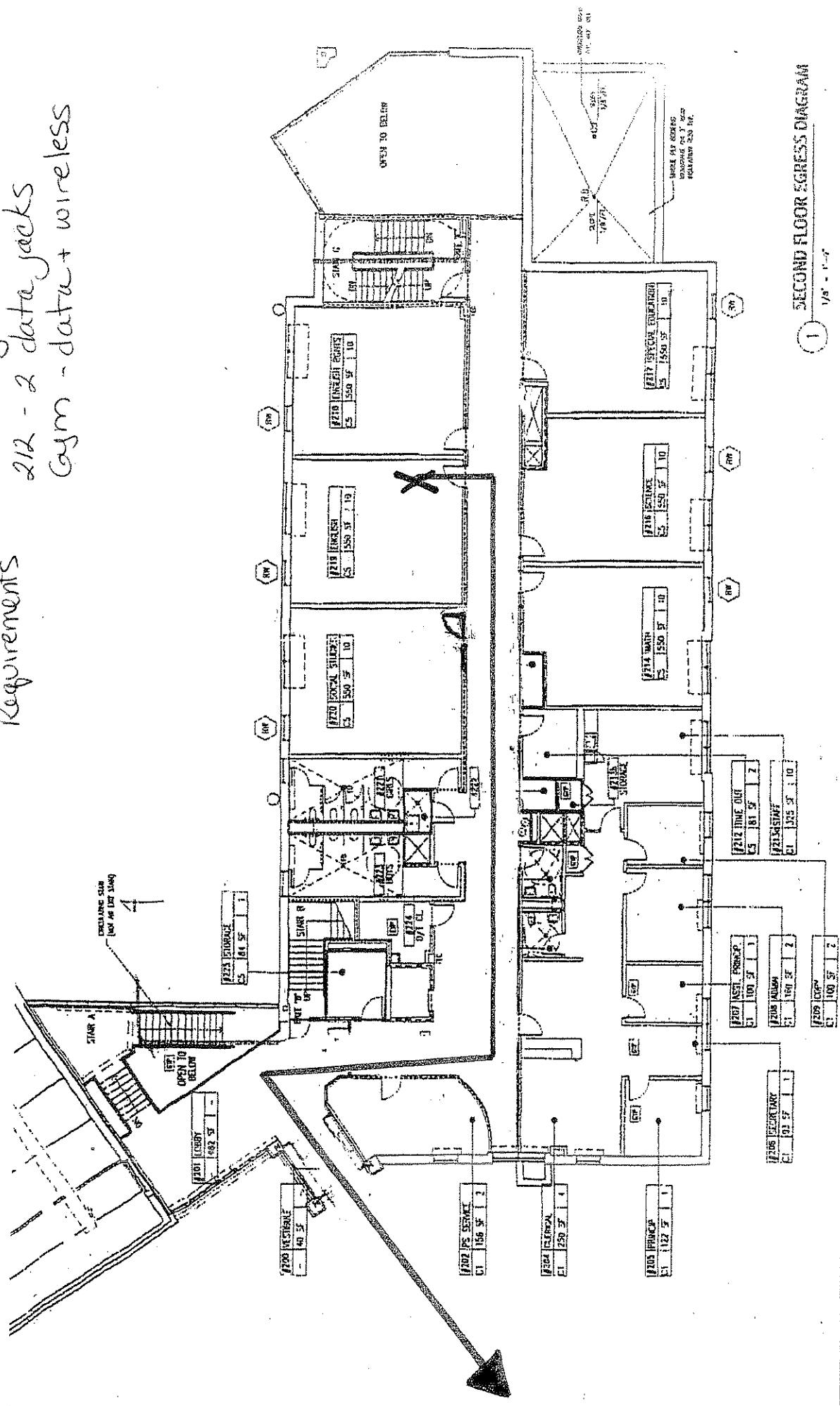
Web Applications: DORA, DOMA, IEP Direct, Aimsweb Assessment

Desktop Imaging: Symantec Ghost

POWER

There are multiple UPS Systems at each location.

Network wiring Requirements
 8 data jacks per classroom
 2/2 - 2 data jacks
 Gym - data + wireless

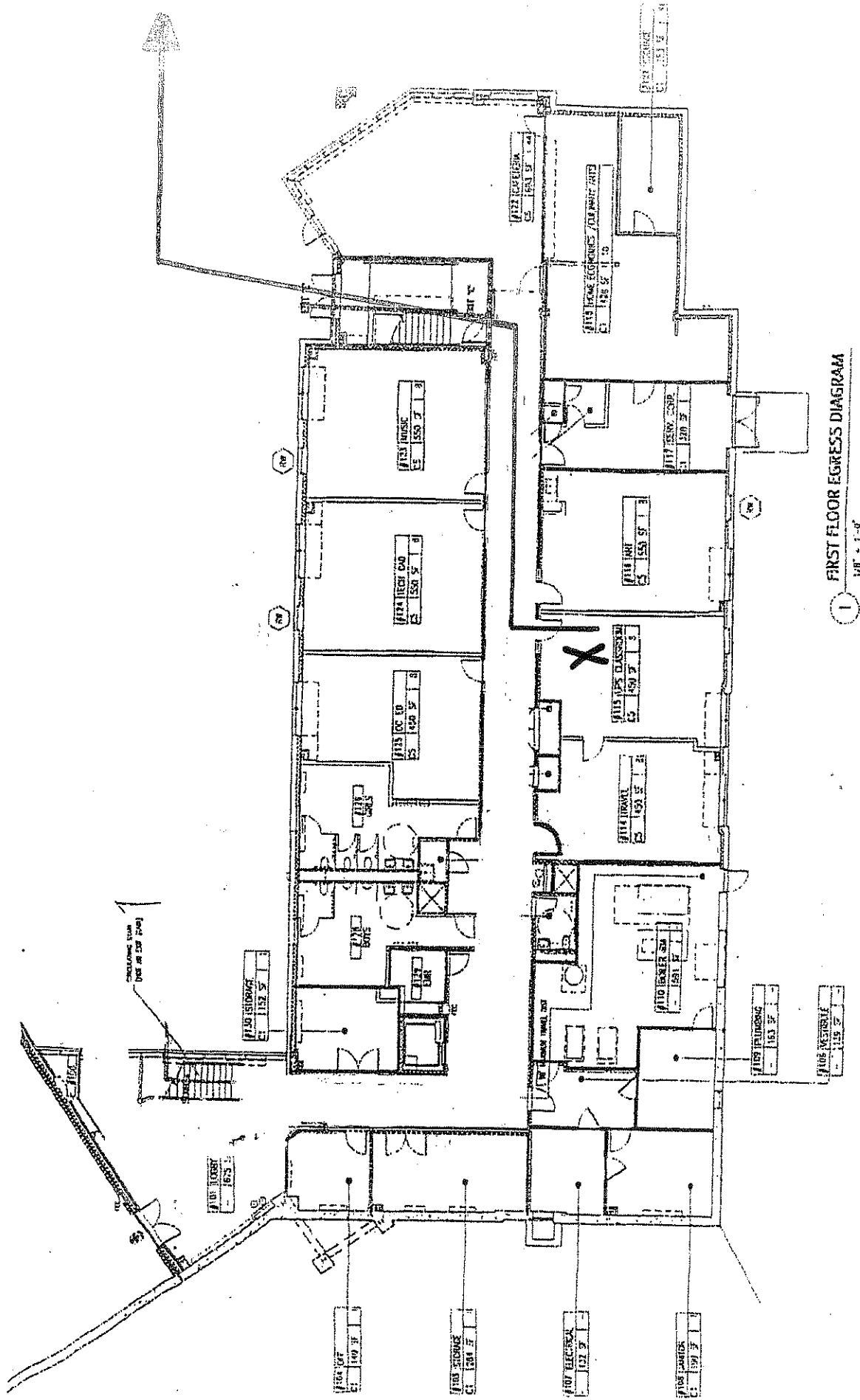


Clark Academy

1 SECOND FLOOR EGRESS DIAGRAM
 1/8" = 1'-0"

All students are to follow means of egress from the classroom and proceed to the concrete in front of the old gym.

X=You are here



1 FIRST FLOOR EGRESS DIAGRAM
1/8" = 1'-0"

Clark Academy

All students are to follow means of egress from the classroom and proceed to the middle of the main lawn in front of the cottages.

X= You are here

CLARK ACADEMY ART AND MUSIC BUILDING NETWORK AND PHONE REQUIREMENTS:
MAP NOT AVAILABLE

Fiber to School Network Closet

4 additional data drops in offices

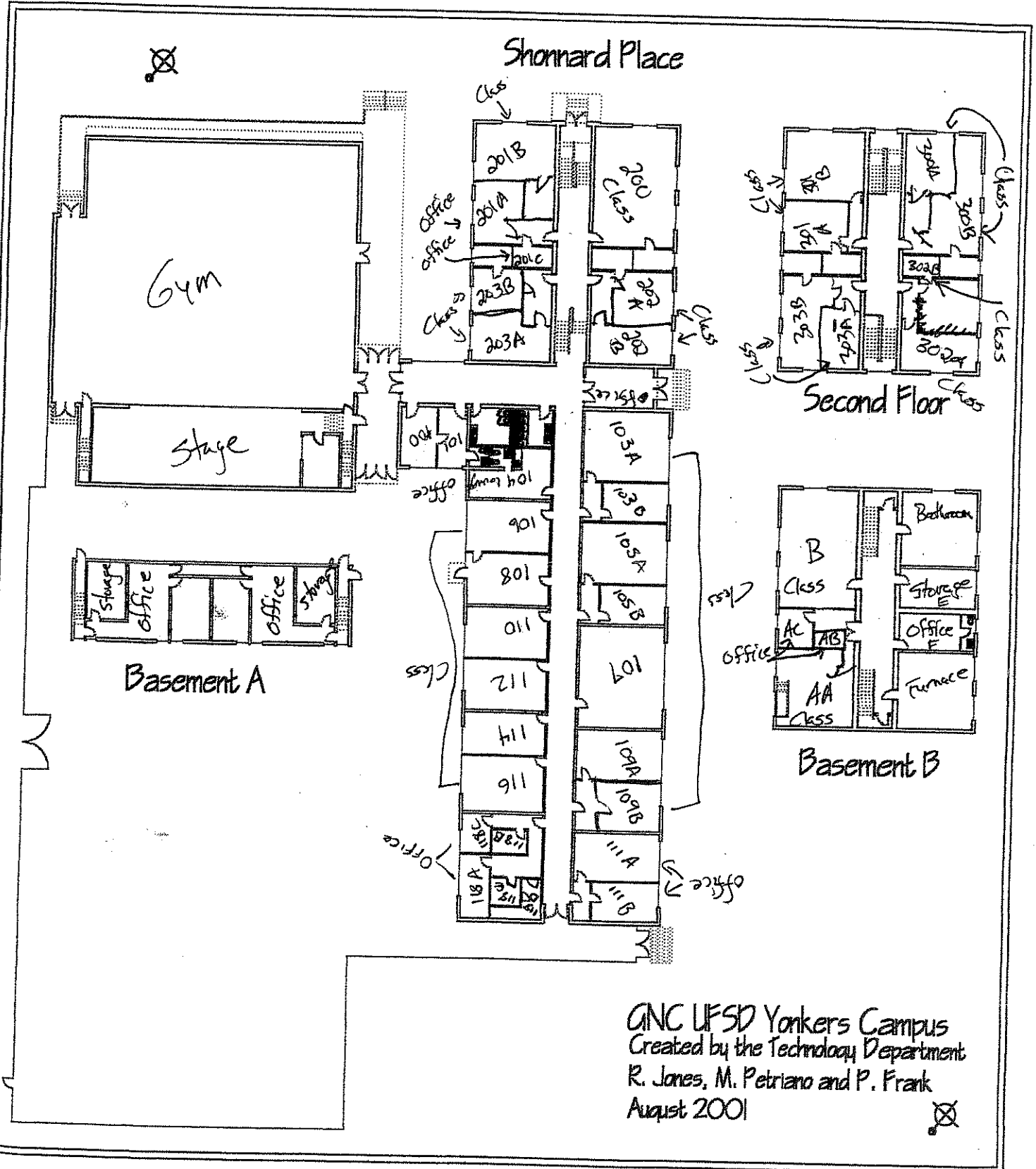
4 additional data drops in classrooms

Gym 1 data, 1 phone and wireless

Cosmetology room 8 data and 1 phone

Music L Shape room 8 data and 1 phone

Shonnard Place



GNC UFSD Yonkers Campus
Created by the Technology Department
R. Jones, M. Petriano and P. Frank
August 2001



REACH ACADEMY NETWORK AND PHONE REQUIREMENTS:
MAP NOT AVAILABLE

6 data and 1 phone drop for each classroom.
2 data and 1 phone for each office.

WINDSOR

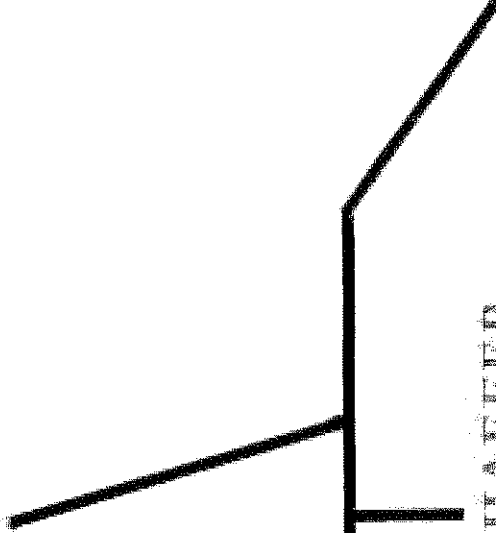


KAPLAN
SCHOOL



ADMINISTRATIVE
BUILDING

*Kaplan School
McQuade
Underground Fiber Optic
Cable Connection*

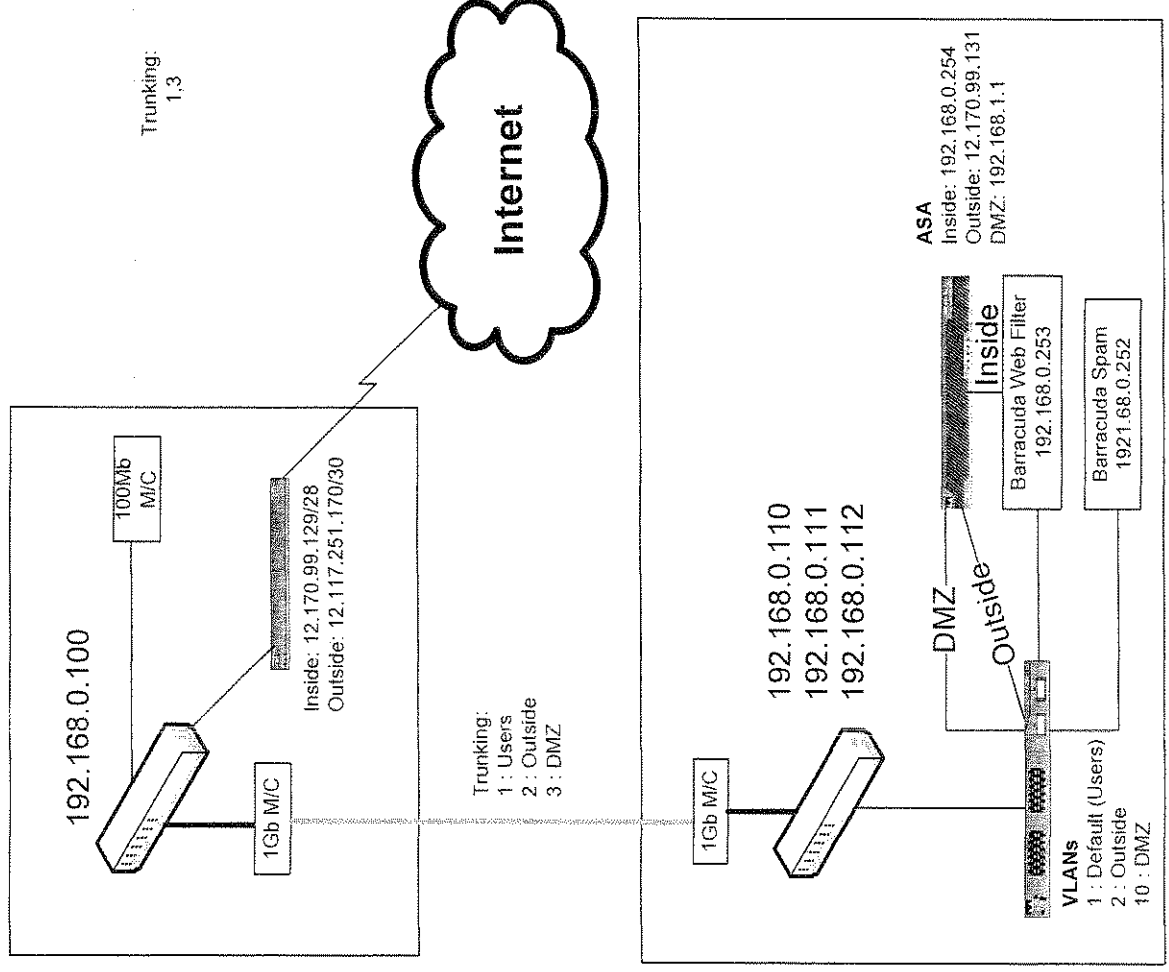


TULLON
COTTAGE

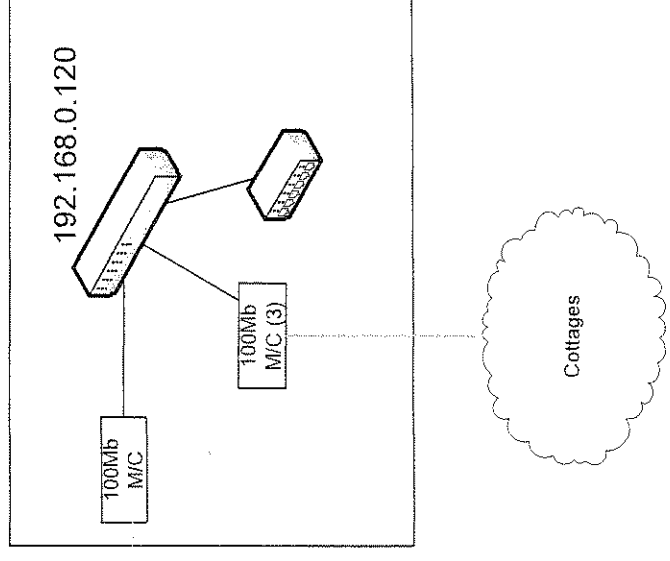
SCHAEFFER
COTTAGE

621
HOUSE

School



Admin



Equipment Inventory - Item and Model

Quan	Item	Manufacturer/Model
1	VPN	Cisco ASA 5510
1	Switch	Cisco Catalyst 3500 XL Switch
1	Switch	24 Port 4200G 3com Switch
1	Switch	24 Port 4200G 3com Switch
1	Switch	24 Port 4200G 3com Switch
1	Switch	24 Port 4200G 3com Switch
1	Switch	24 Port 4200G 3com Switch
1	Switch	24 Port 3COM 4200G
1	Switch	24 Port 3Com Hub Superstack2 3C441
1	Switch	24 Port DLINK DFE-224ix OD
1	Router	CISCO 2600 with WIC, Unit SN. JABC4384tg
1	Router	Cisco 800
1	Wireless Router	CISCO AIRONET 1100
1	KVM (Keyboard video mouse controller)	Belkin - 8 Port
1	Universal Power Supply - Supports Exchange Server	APC 750XL
1	Universal Power Supply - Supports Routers and Switches	APC 3000XL
1	Universal Power Supply - Supports Terminal, Firewall, File Servers & KVM	APC 3000XL
1	Universal Power Supply - Supports DHCP, Domain Controller Servers and Tape Backup Unit	APC 3000
1	Universal Power Supply - VPN and 3Comm Switches	APC 3000
1	Universal Power Supply - Supports 3Comm Switches	APC 3000
1	Firewall Server (with Tape Backup unit)	SuperMicro Super Server 6084H-82
1	DHCP Server	SuperMicro Super Server 6023P-8R
1	Domain Controller (& DNS) Server	SuperMicro Super Server 6023P-8R
1	Exchange Server	SuperMicro Super Server 6023P-8R
1	File/Database Server	SuperMicro Super Server 6023P-8R
1	Terminal/Application Server	SuperMicro Super Server 6023P-8R
1	Tape Backup Unit	Quantum SuperLoader 3
254	Network Drops (Wiring Maintenance)	

System Requirements:

The RFP requires vendors to review the existing Network Infrastructure and provide a comprehensive solution to update all key components (but not limited to) outlined below.

It is expected that the awarded solution through this RFP process will provide each of the school with a comprehensive network infrastructure upgrade to address the existing issues and problems as well as to provide a robust, scalable and easily managed solution that will meet the needs of the District's staff and students for the next five years.

Overall, the comprehensive solution should be a best fit of quality technologies components that all work together to create a well designed, comprehensive and cost effective Infrastructure where all aspects complement and integrate for a world class implementation.

Data Connectivity: Data connectivity is to be provided in 100% of classrooms in each location. Additional access ports to be installed as noted for each location.

Switch Replacement/Upgrade: Switches that provide uplink for the District network connectivity. The vendor will be responsible for all appropriate connections (modules, cables, etc.) to interconnect and make operational the equipment proposed within the existing network infrastructure.

Bandwidth / Redundancy: The network needs to be configured/reconfigured, setup and implemented to allow for utilization of the maximum bandwidth available while also providing fail-over protection in the event that one of the connections is down. **QoS:** An appropriate Quality of Service (QoS) plan should be outlined in the vendor response that addresses how QoS will be managed and how it will accommodate all of the Prioritization of Services (Data, Video, etc.) that are in use by the each location, as well as forecast for the "Educational Futures" for what may be on the horizon in this sector (i.e. Desktop Video Conferencing, Video on Demand and Video Streaming, etc.).

Cable Management: Since it is anticipated that switches will be in closets throughout the district, the vendor will be responsible for not only the appropriate deployment of switches but will also organize and re-dress the cables in each closet according to an agreed upon standard. This standard will include the use of cable management for industry standards, the appropriate switch port organization and color coding and labeling of ALL closet connections.

Network Monitoring: The provided solution to this RFP must provide a means (hardware/software) that easily allows District support personnel to closely monitor the network activity: device and connections status (up/down), bandwidth utilization, errors or data loss, etc. The solution must provide a GUI-friendly administration that allows for troubleshooting network performance issues and allow for necessary changes to best/better accommodate changing conditions.

SERVERS:

A minimum of 2 Windows servers configured for DHCP and Backup is required for each location

Acceptable server hardware platforms include HP and Dell.

AD Audit: The District current utilizes a Microsoft Active Directory (AD) environment. The District is requiring the vendor to conduct an audit (security and optimization) and review with the District Technology Staff. After an appropriate recommendation has been accepted, the vendor will be responsible for making the appropriate repairs and changes as necessary to provide a secure, reliable and effective operating environment.

Server Racks: The vendor will be required to provide, install and deploy appropriate server racks for the implementation of this solution. This includes the reconfiguration of the existing data center to best accommodate the needs of the environment as agreed between the vendor and District's Technology Staff. A proper KVM solution to run the proposed and re-purposed servers/equipment will also be necessary.

The provided solution to this RFP must provide a means (hardware/software) that easily allows District support personnel to closely monitor the server activity: device and connections status (up/down), bandwidth utilization, errors or data loss, etc. The solution must provide a GUI-friendly administration that allows for troubleshooting server performance issues and allow for necessary changes to best/better accommodate changing conditions.

STORAGE:

The District would like to repurpose existing servers for storage use to keep down costs. Storage servers are not E-Rate able and should be listed separately in the proposal.

BACKUP:

The backup solution is desired to be a “backup to disk/storage” design with a proper disaster recovery implementation. The backup must be able to accommodate all the existing and intended applications/data planned as a part of this request for proposal and allow for some growth. The solution must accommodate a minimum retention of full backups of all data for 7 cycles (2 annual and 5 weekly complete system backups) and incremental backups of 10 business days. The backup window is 3 p.m.-6 a.m. each day. The backups need to allow for quick and easy disaster recovery of a server and user data.

Backup Administration and Monitoring: The provided solution to this RFP must provide a means (hardware/software) that easily allows District support personnel to closely monitor the backup activity: job scheduling, back status, backup statistics (backup time, etc.), errors or data loss, etc. The solution must provide a GUI-friendly administration that allows for troubleshooting backup performance issues and allow for necessary changes to best/better accommodate changing conditions.

WIRELESS ACCESS POINTS:

Industrial grade Wireless Access Points (WAPs) with a metal cover and should be mounted throughout each instructional building. Security should be WAP2 configured.

POWER:

It is expected that the vendor will replace the existing disparate systems with data center grade UPS at each location that is integrated into the data environment and is manageable. The unit must scale to serve the power needs of existing and planned equipment.

It is the responsibility of the vendor to conduct any necessary power audits that they feel are necessary to provide the correctly scaled unit and receptacles necessary to run the equipment that will be a part of the final data solution (new and existing equipment)

APPLICATIONS:

The above listed Kay Applications currently run and function as a part of the District’s Information Technology Operations. It will be the responsibility of the vendor to provide an integrated solution that incorporates the operation of all of the necessary applications (including the migration or installation and setup/deployment) to a minimum of the current state of operation or the upgrade/implementation of a system as indicated below.

MIGRATION:

The vendor is responsible for the migration of all direct and related systems (applications, data, etc.) involved or affected by the upgrade in a manner that doesn’t impact the operations of the District. The goal is to have zero down-time. Cutover or migration processes that will effect user experience will need to be arranged and coordinated with Russell Gilmore 914-715-1231 during off hours (weekends and evenings) or holiday breaks.

WARRANTY:

The proposed solution must include the hardware, software, licensing and any other component needed to ensure the operation and latest versions for the duration of 3 years.

ADDITIONAL SOLUTION REQUIREMENTS

Quality and Classification of Products – The system solution must be made up entirely of commercial, enterprise class products and of a qualified brand or model (if specified in this RFP) or acceptable equivalent (the District is at sole discretion to determine or accept “equivalent” components serving the “best interests” of the District and within the spirit of the intent of this RFP) that is clearly a leader in the appropriate market space.

INSTALLATION

This installation is to be a Turn Key Solution. All appropriate materials (including but not limited to hardware, software, licensing, cabling, mounts, etc.) and labor should be included in order to achieve the final solution proposed and to ensure that the system is fully functional. The installation is to be a well organized and professional installation. It is assumed that MDF and IDF rack(s) will be utilized (except were noted), but vendor will provide appropriate components to mount all equipment provided or additional racks if necessary.

BID RESPONSE

The vendor will incorporate in their response the costs associated with achieving the scope of work identified which includes the outlined functionality for locations identified in building requirements. The response should include clear outlines of the design proposed as well as the reason(s) for the proposed components that incorporate the vendor's solution.

ALL NON E-RATE ELIGIBLE EQUIPMENT SHOULD BE LISTED SEPARATELY IN THE COST ALLOCATION.

KEY EVALUATION CRITERIA:

Price	30%
Understanding of Needs	10%
Prior Experience	20%
Personnel Qualifications	20%
Financial Stability	20%
Total	100%

TENTATIVE SCHEDULE

Date	Milestone
January 12, 2011	RFP released to prospective vendors
February 1-4, 2011	Site Visits Scheduled at each location
February 18, 2011	Deadline for Questions
February 28, 2011	Bid Deadline and Public Bid Opening 12 noon
March 2011	Board Approval
March 2011	Bid Award, terms/contract finalized
May 2011 – December 2011	E-Rate Approval and PO generated
June 2012	Installation complete
July 2012	Testing & punch list resolved
August 2012	Closeout

IV. BID FORM

BID FOR: *Network Infrastructure*

Date: _____

Bidder's Name: _____

Bidder's Address: _____

GENERAL:

Pursuant to and in compliance with the instructions defined in the Greenburgh-North Castle Union Free School District (the "Owner") **Network Infrastructure RFP**, the undersigned proposes and agrees to furnish equipment, materials, and labor and perform all work necessary to complete the **Network Infrastructure** contract for the owner in accordance with plans and specifications prepared and agrees to accept payment as herein provided. The response to this RFP is to be a Turn Key Solution.

Each Bidder must provide a written response that outlines and addresses how their response to this RFP will meet the specific requirements outlined in this Bid Form. Failure to specifically respond in writing to each item in the Bid Form shall be cause for the Owner to consider the bid nonresponsive and may subject the proposal to not be considered for award.

BASE BID

Total Project Lump sum base bid _____ Dollars

Note: The amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

NETWORK SWITCHING

Cost	Description	Comply

SERVERS

Cost	Description	Comply

STORAGE

Cost	Description	Comply

BACKUP

Cost	Description	Comply

POWER

Cost	Description	Comply

APPLICATION

Cost	Description	Comply

MIGRATION

Cost	Description	Comply

WARRANTY

Description	Comply

BONDS

A bid bond is required to submit a bid and **proof with seal** must be included in any bid response. A standard 5% of the project value is appropriate.

The undersigned affirms that the cost of a Labor and Material Payment Bond and a Performance Bond are included in the base bid.

Amount included for Bonds _____

ALTERNATES

The foregoing Base Bid may be increased or decreased by the amounts herein quoted for the Alternates specified below. The following alternate prices shall include all charges for labor, material and equipment, overhead and profit, taxes, insurance and incidental expenses.

All alternates must be priced. Failure to indicate alternate prices shall be cause for the Owner to consider the bid nonresponsive.

The Owner reserves the right to accept alternatives in any order or combination and to determine the low contractor on the basis of the sum of the base bid and the alternatives accepted.

VOLUNTARY ALTERNATES

The Greenburgh-North Castle Union Free School District, while having developed a base standard in the outline system requirements section of this RFP, is conscious of the ever changing technology opportunities in a difficult economic time and is very open to additional options that would present a better value to meet the objectives of the District. Therefore, the **Greenburgh-North Castle Union Free School District encourages vendors to provide alternates for solutions that they feel warrant review and consideration by the District under the intent to find a "best value"** and fit for the staff and students of the District.

The following Voluntary Alternates are offered by the Contractor. The Contractor shall provide a complete description of each Voluntary Alternate and indicate the amount to be added to or deducted from the Base Bid should the Owner accept the Voluntary Alternate. The Contractor may include more than two alternates if additional solutions merit consideration. Attach additional pages if required to explain each Voluntary Alternate.

VA-1: Voluntary Alternates: _____

Add/Deduct/No Change \$ _____

VA-2: Voluntary Alternates: _____

Add/Deduct/No Change \$ _____

SOLUTION SUMMARY

The Bidder shall provide a narrative and detailed description of the proposed solution. This narrative shall include an overview of the specific technical deliverables that will be provided to the Owner.

BILL OF MATERIALS

The Bidder shall provide a complete and comprehensive bill of materials that outlines a breakdown of the base bid that indicates the Manufacture and Model Number, number of units, hourly rate(s) and unit cost(s) of the product(s) and service(s) that are provided in the Base Bid, Alternates and Voluntary Alternates provided in this response *Network Infrastructure* Request for Proposal. Failure to list this information shall be cause for the bid to be considered unresponsive.

CHANGES TO UNIT COUNTS PURCHASED

The Bidder shall agree and understand that the unit cost of the solution provided will be honored even if the Owner should make a purchase that is either more than or less than the number of units indicated in the scope of this Request for Proposal.

EXCEPTIONS

Any exceptions to (but not limited to) the Scope of Work or Term and Conditions (either directly or the intended purpose) must be clearly labeled and described below. Failure to itemize clearly in this section any portion of the proposal that the vendors response will not comply with will result in a presumed agreement and compliment.

RFP Section	Explanation

PROJECT PLAN

The Bidder shall include a detailed and comprehensive project plan. That project plan will include, but not be limited to, tasks to be performed with major milestones, staff assigned to tasks, requirements of the Owner, critical path and overall timeline for the implementation of the project outlined in this proposal.

PAYMENT SCHEDULE

To be established at bid award. Final ten percent (10%) non-E-rate portion will not be made until formal acceptance of the implemented solution is made. This will include the mutual agreement of a completely, functional, technical solution and submission of all documentation.

Outline below the payment expectations: _____

PROJECT STAFF AND QUALIFICATIONS

The Bidder shall provide the names and roles of all critical staff that will be utilized and essential to the completion of this project. The Bidder will additionally provide the qualifications of those project staff members and assure that those members identified will be available for the project timeline outlined. Any substitutions of staff must be presented to and approved by the Owner so that they may ensure the qualifications of staff and the integrity of the project.

PREVAILING WAGE

The vendor must indicate that all employees used in this work will be paid prevailing wage requirements determined by the State Department of Labor for Westchester County.

DISCLOSURE OF SUB-CONTRACTORS OR THIRD PARTY PRODUCTS

The Bidder shall disclose any and all sub-contractors and their role in the fulfillment of this proposal as well as any third party products by used as a part of the proposed solution.

SUB-CONTRACTORS TO BE USED:

Purpose and Role:

THIRD PARTY PRODUCTS:

Function and Warranty:

TRAINING

The contractor will provide an overview of the training that will be provided in any number of ways (documentation, formal class training, ad-hoc training, etc.) to help the District's Technical Support Staff to support and utilize the new system(s) provided as a part of the contractor solution.

DOCUMENTATION

The Bidder agrees to provide detailed documentation (in both electronic and printed format – 3 copies) of all system designs, naming conventions and addresses, equipment inventory for all systems including phones, as well as any other relevant information needed for the Owner to properly support and maintain the system. Final payment will not be made to the contract until all work; including the submission to the District of all documentation is completed.

TAXES

The Bidder shall include in his/her proposal and shall pay all applicable Federal, State and local taxes of whatever character and description.

INTEGRITY OF THE BID DOCUMENT

The District will provide a copy of this Request for Proposal (RFP) including the Bid Form to all prospective vendors in an editable format to help ensure proper organization of responses. The undersigned agrees that his/her proposal has not in any way changed the contents, intent or terms of this RFP in any way.

V. SIGNATURE PAGE

I have examined the RFP Bid conditions and specifications herein and agree that if my company is awarded a contract to provide any of the products and/or services sought in this RFP, my company will provide the District with the products and/or services according to general conditions and product and services specifications of this RFP and the Bid submitted herewith. Any and all deviations from the RFP Bid specifications are in writing within the appropriately designated section of the Bid Form.

SUBMITTED BY:

Affix Corporate Seal

Company Name: _____

Company Address: _____

City, State & Zip: _____

Telephone Number: _____

Fax Number: _____

Authorized Signature: _____

Representative Name: _____

Representative's Title: _____

Signed and sealed this _____ day of _____, 20__.

VI. FAMILIAL DISCLOSURE AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the District, the Superintendent of the District and/or any Greenburgh-North Castle UFSD Administrator.

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Greenburgh-North Castle Union Free School District Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of the Greenburgh-North Castle Union Free School District’s Board of Education, the Superintendent and/or any Greenburgh-North Castle UFSD Administrator.

The following are the bidder’s familial relationship(s) with the Greenburgh-North Castle UFSD:
Bidder/Contractor Employee Name Related to: Relationship

1. _____

2. _____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Greenburgh-North Castle Union Free School District’s Board of Education, and/or Superintendent.

Bidder:
(Company Name)

By:
(Signature)
(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____

County, _____ on this ___ day of _____, 20__.

(Notary Public Signature) **SS:**

My Commission expires: _____

Acting in the County of: _____