



## REQUEST FOR PROPOSAL

ISSUED February 4, 2019

RFP No. 19-100

## CATEGORY TWO PROPOSAL

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### IMPORTANT INFORMATION

Question and Answer Period  
February 4, 2019 – February 13, 2019

Answers to Questions  
February 22, 2019

Deadline for Submittal of Responses  
March 8, 2019 at 3:00 PM EST

Each Respondent must submit one electronic copy (PDF) on or before  
**March 8, 2019 at 3:00 PM EST.**

The file should be attached to an email and sent to [jcrone@thecareercenter.net](mailto:jcrone@thecareercenter.net).

All responses are to be submitted to the address and contact person listed below. **Please reference Section V. (A) for detailed instructions.**

Joseph Crone, Treasurer  
Washington County Career Center  
21740 State Route 676  
Marietta, OH 45750  
Email: [jcrone@thecareercenter.net](mailto:jcrone@thecareercenter.net)

Questions can be submitted by emailing Jerry Bradford, Chief Information Officer at [jbradford@thecareercenter.net](mailto:jbradford@thecareercenter.net). All the questions and answers will be sent to all submitting organizations via email on February 8, 2019.



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### I. INTRODUCTION

#### A. Objectives

The Board of Education for the Washington County Career Center (hereafter known as the Board) is requesting sealed proposals from qualified providers for the following...

- 40 802.11AX Access Points  
(Aruba/Meraki or equivalent).
- Managed Wi-Fi for 40 Access Points  
(Aruba/Meraki Licensing or equivalent).
- 4 to 10 POE Switches with at least 2 10Gbase-T ports per switch. Please include any transceivers if necessary, for Stacking and/or 10Gbase-T connectivity.  
(Aruba/Meraki or equivalent).
- Managed Internal Broadband Services July 1, 2019 through June 30, 2020.

#### B. Standards

To be considered for contract award under this RFP, Respondent must be approved to do business in the State of Ohio and have not been suspended or debarred from doing business with the state or federal government.

#### C. Selection Committee

The Selection Committee will be comprised of Washington County Career Center's Administration and Information Technology staff.



## II. DESCRIPTION OF WASHINGTON COUNTY CAREER CENTER

### A. General Information

Washington County Career Center (WCCC) is dedicated to providing excellent career, technical and educational opportunities for high school and adult students. Working closely with business and educational leaders we ensure that the knowledge and skills that you gain prepare you for the career or college of your choice. In an exciting learning environment students are provided rigorous, relevant hands-on participatory experiences leading to diplomas and nationally recognized credentials and certifications. We are proud to offer quality educational opportunities in a caring school environment.

### Mission Statement

To provide career options through technical and academic education in a secure environment, resulting in knowledgeable and skilled individuals who are prepared for future opportunities and productive citizenship.

## III. Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified vendors/contractors who can fulfill the objectives listed in the Introduction under Part A of the Introduction.

### A. Minimum Requirements

Proposals must address each item listed, giving specific details to be used in meeting these requirements. Proposals may be rejected if minimum requirements are not met. All proposals wishing clarification of this RFP must submit questions via email to: Jerry Bradford, Chief Information Officer at [jbradford@thecareercenter.net](mailto:jbradford@thecareercenter.net).

### B. Proposed Schedule

This schedule may be altered at any time at the discretion of the Selection Committee.

| Release of Request for Proposal                             | 2/4/2019             |
|-------------------------------------------------------------|----------------------|
| Deadline for technical questions from prospective proposers | 2/13/2019 at 3:00 PM |
| Responses to questions due from WCCC                        | 2/22/2019            |
| Proposals from Respondents due                              | 3/8/2019 at 3:00 PM  |
| RFP review committee will meet and evaluate proposals       | 3/11/2019            |
| Anticipated Posting of Intent to Award                      | 3/11/2019            |
| Anticipated beginning of work                               | 7/1/2019             |



#### IV. Services to be Provided

- 40 802.11AX Access Points (Aruba/Meraki or equivalent).
- Managed Wi-Fi for 40 Access Points (Aruba/Meraki Licensing or equivalent).
- 4 to 10 POE Switches with at least 2 10GBase-T ports per switch. Please include any transceivers if necessary, for Stacking and/or 10Gbase-T connectivity. (Aruba/Meraki or equivalent).
- Managed Internal Broadband Services July 1, 2019 through June 30, 2020.

##### A. Support

- Vendor should include documentation outlining how and when technical support will be initiated, who can initiate a technical support request and the proper procedure for evaluating and servicing technical support issues.
- Vendor should include all warranty information for devices.

##### B. Financial Considerations, Pricing

- Please provide a copy of the terms and conditions of the option(s) provided.
- All pricing will include maintenance, supplies and support.

#### V. General Conditions

Respondent should follow the instructions in this RFP document in order to be considered fully responsive. Submissions should be concise and easily understood. The proposals shall be evaluated based on the information submitted. The information provided on the proposal will be reviewed and scored by the Selection Committee based on the evaluation criteria.

All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties.

All respondents may bid on all or any part of the RFP.



## A. Response Format

Responses must include the **following information in the following order**, and the Responses must show the appropriate alphabetical letter stated herein.

- i. Organization name, address and telephone number of the Respondent's office in the Marietta, Ohio area. List any other offices, which are close to Marietta.
- ii. Name and title of Respondent's contact representative.
- iii. The Proposal – This should include a description of how the provider will address all areas described in **Section IV**.
- iv. Implementation Timeline – Describe a timetable for transition.
- v. Corporate and Staff Qualifications – Please list key staff and their qualifications for administration of proposed activities. List all experience the organization has in providing similar types of service. Include organization contact names and phone numbers.
- vi. Cost Proposal (Budget) – this should be an estimated budget. Provide evidence of sound financial condition.
- vii. Responses should be submitted electronically in PDF format. Text should be presented single-sided on each separate page. Proposals should be submitted to the following email address...  
**jcrone@thecareercenter.net**

The delivery of the response prior to the deadline is solely and strictly the responsibility of the Respondent. Proposals received after the deadline of **March 8, 2019 at 3:00 PM** will be discarded.

## B. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

## C. Possibility of Additional Services

WCCC reserves the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and WCCC.

## D. Rejection of Responses

The Board of Washington County Career Center reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time.



#### E. Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

#### F. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing by emailing Jerry Bradford, Chief Information Officer, [jbradford@thecareercenter.net](mailto:jbradford@thecareercenter.net) and received by WCCC within the dates listed on the first page. Any resultant interpretation or clarification responses, which if issued, will be sent to all companies for review.

#### G. Contract Term and Conditions

The term of this contract shall be from a period commencing on or about **July 1, 2019**.

#### H. Selection Process

The Selection Committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the Washington County Career Center Board for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

### VI. CRITERIA FOR SELECTION

| CRITERIA                                                                                                                                                                                               | WEIGHT FACTOR     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>1. Description of Services</b><br><br>Proposal adherence to the RFP, timelines and the description of how services will be provided. Quality and performance of the equipment and network security. | <b>25 Points</b>  |
| <b>2. Experience and Key Personnel</b><br><br>The experience of the organization and personnel in providing similar services to other organizations and demonstrated ability to provide equipment.     | <b>20 Points</b>  |
| <b>3. Cost of the Services</b><br><br>Cost, maintenance, supply and repair services.                                                                                                                   | <b>45 Points</b>  |
| <b>4. Sound Financial Condition</b><br><br>Respondent has evidenced fiscal capability and experience. Provided Dunn & Bradstreet number.                                                               | <b>10 Points</b>  |
| <b>TOTAL SCORE**</b>                                                                                                                                                                                   | <b>100 Points</b> |

\*\* ANY RESPONSE THAT SCORES BELOW A 70% OVERALL WILL NOT BE CONSIDERED.