

Request for Proposal
Arp ISD
Infrastructure Upgrade

1. Summary and Background

Arp ISD is requesting proposals for 6 card-controlled access panels for 6 doors to the new Jr H build. This proposal should also include cards, hardware, installation, software, backup PowerSupply, and cabling to Jr H MDF. The front visitor's door should also include a "buzz-in" feature for secretaries to allow visitors into the building. A camera feature is not part of this RFP.

Proposals must include the delivery of services and a certified connection between each panel and new build MDF with projected time frames. The full scope of the project and responsibilities for each segment of the project should be provided with a scheduled priority given to the most current security features. All equipment should be itemized by single price and extended price including manufacturers make and model, terminals and connections. Information about the doors and hardware can be obtained from the project architects. Contact information is:

Mike Craig <mccraig@eharchitects.com>

The new build JR H will need to be completed in June, 2016 and will house 1 MDF and 1 IDF each configured for 1 Gbps to the desktop and capable of 10Gbps to the NOC.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm CST January 15, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Costs should indicate per piece and the extended cost. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Arp ISD's legal consultant and will include scope, budget, schedule, and other necessary items pertaining to the project.

This project will be scheduled to begin no earlier than February 15th, 2016 and end no later than June 10, 2016.

3. Project Purpose and Description

The purpose of this project is as follows:

Arp ISD is dedicated to providing the most current and effective security measures on all campuses. Although this proposal only includes the new build facility, the selected vendor/service provider may have the opportunity to work with additional campuses to retrofit security measures, if a good working relationship should be

established through this proposal. Arp ISD believes that by using current technologies and the most effective security design, we can provide our stakeholders with reliable access and safer facilities. The more user-friendly the solution, the more likelihood this project will expand to other campuses.

Project Description:

Arp ISD is seeking a provider to utilize the latest technology to create reliable, robust, and future-ready security-accesses to the Jr High new build. The design should incorporate the latest and most reliable components, which are easy for a small district technology team to manage and maintain.

The completed system must allow Arp ISD's IT group to easily monitor and maintain each component while being easy to troubleshoot, diagnose, and update. All components need to be laid out neatly, labeled with connection information & date of installation, and should be aesthetically pleasing, simple for the IT team to determine connectivity and easily accessed. Please provide descriptions of all services, management training provided, references, and contact information. Each site must also be completely secure against intrusion. All sites should be neatly organized, well labeled and mapped properly. A schematic of the project is also required. Complete certification of the design must be done before final checklist completion.

4. Project Scope

The scope of this project includes all design, setup, licensing, and installation of all components, connections, and management training. All documentation will be provided to the selected bidder by the architects for inclusion in the design.

The selected bidder will be responsible for planning and conducting a thorough installation and certification test for all sites. The following criteria must be met to achieve a successful project:

- Complete installation of all components, connectors, cabling and updates to the district's satisfaction
- Visually and aesthetically pleasing wire management upon completion
- Proper grounding of all components
- Any appropriate redundancy/UPS or controllers for maintaining a viable & reliable security system
- Consistency of design across all sites
- Training for Tech Team to gain the ability to migrate, update, and manage
- Site can be repaired/changed/modified easily by Arp ISD personnel with minimal effort
- All licensing requirements should be included as part of this project
- Each site should be well labeled and documented
- Site should be compatible with all current technology and easily upgradeable
- Ability to work closely with Arp ISD IT Director on coordination of project tasks and resources
- Plan and perform a complete testing process on site and schematic in order to ensure functionality

5. Request for Proposal and Project Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm CST January 15, 2016.

Evaluation of proposals will be conducted from January 16, 2016 until February 9th, 2016. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than February 5th, 2016. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by February 10, 2016 and presented to the Arp ISD Board of Trustees by first board meeting in February, 2016.

Notifications to bidders who were not selected will be completed by March 15, 2016.

Project Timeline:

Project initiation phase must be completed by February 21, 2016

Project planning phase must be completed by March 1, 2016. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

**Project Initiation, Planning and
Engineer Consultation**

Itemized Pricing for each Site

Training & Staff Development

Installation & Deployment

Certification & Documentation

Any Additional

NOTE: All costs and fees must be clearly described in each proposal.

7. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and implementing security infrastructures**
- List of how many full time, part time, and contractor staff in your organization that will be involved in the project**
- Examples of 3 or more references of ISDs that have utilized your expertise**

- Testimonials from past clients on deploying and maintaining
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full implementation & testing plan
- Timeframe for completion of the project
- Project management methodology
- A complete list of any subcontractors or temporary hires

8. Proposal Evaluation Criteria

Arp ISD will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall proposal suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project
- **Previous work:** Bidders will be evaluated on examples of their work pertaining design and implementation as client testimonials and references
- **Value and cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- **Technical expertise and experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 2 copies of their proposal to the address below by January 15th, 2016 at 5pm CST:

Arp ISD Technology Dept
101 Toney Drive, PO 70
Arp, TX 75750