

Request for Proposal
Arp ISD
Infrastructure Upgrade

1. Summary and Background

Arp ISD is requesting proposals for a 24 strand single mode fiber tie from the existing Network Operations Center (NOC) to the MDF of the Arp Junior High new build. There is existing conduit between the NOC and the MDF of the new build except for a stretch of about 30 feet. The distance between the NOC and the MDF is approximately 1300 feet. The old Arp Junior High will be torn down in the summer of 2016 and the existing fiber tie will be available for either relocation through an existing utility box or as a “pull-line” for new fiber cabling.

The proposal must include a full site visit with an evaluation of current fiber integrity and possibility of retaining that fiber or replacing that fiber. Due to construction around the area, a backhoe has pulled a segment of this fiber out of the ground. The connections are still intact but integrity may have been compromised. Proposals must include the delivery of services and a certified connection between the NOC 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 connecting the two campuses before the beginning of the 2016_17 school year. All equipment should be itemized by single price and extended price for optics, terminals and connections for 10Gps between MDF & the NOC. A map of current and proposed conduit will be provided upon site visit for help in clarifying current network configuration and future needs.

Current Capabilities: Arp ISD has a fiber backbone of 12 pair per campus currently connecting at 1 Gbps and a 100 Mbps transport to our ISP (SuddenLink).

The NOC services 48 PWR 1 Gps ports and 168 (10/100) ports.

HS MDF services 96 (10/100) and 24 PWR ports for VoIP.

HS IDF 1 services 24 PWR ports and 96 (10/100) ports

HS IDF 2 services 24 PWR ports and 96 (10/100) ports

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 July 1, 2016 and end no later than August 10, 2016.

3. Project Purpose and Description

The purpose of this project is as follows:

Arp ISD's current infrastructure was implemented in 2001 and senior level management has determined that it is not effective in providing the access, speed, and reliability needed for all Arp ISD students and stakeholders. Additionally, most of the components in the Arp ISD infrastructure are "end-of-life" and cannot be updated. This is detrimental to network security, reliability, robust performance and heavy media traffic which is generated by our online courses, textbooks, and media. This has not been effective in achieving our district's goals for a blended educational experience. Arp ISD believes that by using current technologies and a more effective network design, we can provide our stakeholders with more reliable digital resources, a more user-friendly environment, and expansion of our wireless access network.

Project Description:

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

The finished network must allow Arp ISD's IT group to easily monitor and maintain each component while being easy to trouble shoot, 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 network 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, optics, ties, and management training. All documentation will be provided to the selected bidder by Arp ISD Technology department for inclusion in the design of the new network.

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, optics, and updates to the district's satisfaction**
- Visually and aesthetically pleasing wire management upon completion**
- Proper grounding of all components**
- Appropriate redundancy for maintaining a viable network**
- Consistency of design across all sites**
- Training for Tech Team to gain the ability to migrate, update, and manage**

- **Site can be 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 20th, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by February 28, 2016 and presented to the Arp ISD Board of Trustees by first board meeting in March, 2016.

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

Project Timeline:

Project initiation phase must be completed by July 1, 2016

Project planning phase must be completed by August 10, 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 network and 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 building and maintaining**
- **Anticipated resources you will assign to this project (total number, role, title, experience)**
- **A full 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**