



SUCCESS ACADEMY CHARTER SCHOOLS

REQUEST for PROPOSAL (RFP)

New SACS network for new sites co-existing in NYCDOE Buildings

DATE ISSUED: October 5, 2018

DATE DUE: November 2, 2018

Via email at erate@successacademies.org

On or before 11 am EST

Issued by:

SUCCESS ACADEMY CHARTER SCHOOLS

**95 Pine Street, Floor 6
New York, NY 10005
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WHO WE ARE

Founded in 2006, Success Academy Charter Schools is the largest and highest-performing free, public charter school network in New York City. Admission is open to all New York State children, including those with special needs and English language learners. Students are admitted by a random lottery held each April. Success Academy currently operates 46 schools serving 15,500 students in Manhattan, Brooklyn, Queens and the Bronx. Across the network, 76% of students are from low-income households; 8.5% are current and former English Language Learners, and 15% are current and former special needs students. Success Academy is expecting to grow to 100 schools in the next 4-5 years. About 93% of students are children of color.

INVITATION TO BID

Success Academy Charter Schools seeking bids for the addition of a number of new school locations which will be collocated in NYC DOE buildings. This RFP is for a new network at each site, as any existing equipment in the DOE buildings will not be utilized for this network. **As we do not yet have entry to these new sites, your RFP response will be used to identify a vendor who will then assemble a final bid to reflect the actual site needs using the equipment and services quoted in your RFP response. New sites will be in 4 of the 5 boroughs, except Staten Island**

A separate RFP has been released for the needed cabling for these same locations so this will not include any cabling except for the patching of new components with patch cables provided by the selected cabling vendor(s).

This project is dependent upon financing from The Schools and Libraries Commission E-rate Program. Should partial funding become available or should funding be denied, this project will be adjusted or cancelled.

SCHOOLS INCLUDED IN THIS RFP

We are requesting equipment and installation services for the expansion of a number of school locations with the room counts as follows:

Middle School 1 32 rooms and hallways

Middle School 2 40 rooms and hallways

Middle School 3 32 rooms and hallways

Elementary School 1 32 rooms and hallways

Elementary School 2 32 rooms and hallways

The final address and floor plans will be issued as they become available. A site survey will be scheduled once the sites are secured.

GENERAL CONDITIONS

One electronic version of your bid shall be emailed to Erate@successacademies.org to later than 11am EST on November 2, 2018

You are required to send an email confirmation with your contact information that you are preparing to respond to this bid to Erate@successacademies.org

Please state which RFP you will be responding to. If you fail to send an email confirmation you may not receive updates and changes to this RFP.

BID REQUIREMENTS

To be considered, Bidders' proposals must consist of a complete response. Bidders are not allowed to change any part of a proposal after submission until an award is made and final component quantities identified. The contents of the proposal of the successful Bidder and this RFP will become contractual obligations when a contract is entered into.

For this RFP, the proposal must remain valid until a contract is executed. Failure to meet any of the above requirements will result in disqualification.

ADDENDA TO THE RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided to all Bidders who received this RFP. All addenda will become part of this RFP, and will be incorporated into any contract entered into between Success Academy Charter School and the Bidder.

INCURRING COSTS

Success Academy Charter Schools is not liable for any cost or expenses incurred by the Bidders in the preparation of their proposals or for attendance at any conferences or meetings related to this RFP.

Success Academy Charter Schools is not liable for the payment of any amounts to the selected Bidder until a contract is negotiated, signed by the Bidder and all Success Academy Charter Schools signatures, as required by law, have been obtained.

DISCLOSURE OF PROPOSAL CONTENT

Cost and price information provided in Bids will be held in confidence and will not be revealed or discussed with competitors. The proposal of the selected Bidder, being their work product, may become part of any contract entered into. All other material submitted becomes the property of Success Academy Charter Schools and may be returned only at our option.

DISCLAIMERS

You are hereby advised that we are not committed to any course of action as a result of our issuance of this Request for Proposal and/or its receipt of a bid from you or other firms in response to it. In particular, you should note that we may:

- reject any bid which does not conform to these instructions and specifications
 - not accept bids after the stated submission deadline
 - reject all bids, if so decided
 - negotiate with one or more firms
 - award only a portion of the contract
 - make no award of a contract

You are also advised that we will not reimburse your firm for any bid preparation costs or other work performed in connection with this RFP, whether or not your firm is awarded a contract.

PROPOSAL FORMAT

Your proposal must be prepared simply and economically in strict accordance with the format and instructional requirements of this RFP. Your proposal should provide a concise delineation of your firm's capabilities to satisfy the requirements

of this RFP, with emphasis on completeness and clarity of content. All pages must be numbered.

INCOMPLETE PROPOSALS OR PROPOSALS THAT ARE NOT PREPARED IN ACCORDANCE WITH THIS RFP WILL BE ELIMINATED FROM THE EVALUATION PROCESS.

Success Academy Charter Schools reserves the right to reject any and all proposals submitted that fail to conform to the requirements of the RFP and to request additional information from any firm submitting a proposal.

BID Evaluation and Scoring Rubric

Please be advised that we will be using the following rubric on the following page to score the RFP responses. This rubric outlines the minimum response. Please feel free to provide any additional information that may help Success Academy chose the most cost effective provider. Please feel free to add your experience with installations in DOE buildings for networking equipment.

Score Levels	Price 30%	Prior Experience Installing and Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K-12 E-rate 20%
3	Quoted the lowest reasonable cost. Quoted preferred brand	Vendor provided evidence of 5 years or more of successful prior experience installing and maintaining similar networks. Proposal presents a complete solution to the request in the RFP	Vendor has company certifications with major manufacturers of eligible equipment to be maintained. Indicate company certifications (highest level) and level of authorization	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated extensive experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
2	Quoted preferred/comparable Brand and is average or below average	Vendor provided evidence of 3 years or more of successful prior experience installing and maintaining similar networks. Proposal presents solution to some or most of the RFP request	Vendor has individual company certifications with major manufacturers of equipment to be maintained. Evidence of certifications was provided	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated some experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
1	Did not quote Preferred/comparable Brand and is highest	Vendor provided evidence of less than 3 years of successful prior experience installing and maintaining similar networks. Proposal is for a small portion of the RFP request	Vendor is pursuing company and individual certifications with major manufacturers of equipment quoted. Evidence is provided	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated little experience in supporting PIA requests, Service substitutions and BEAR /SPI filings

TECHNOLOGIES REQUIRED:

FIREWALL

We will require a Firewall as an Edge network connection to protect against unauthorized access or intrusions as well as to filter content. The Firewall recommended must meet the requirements as defined in the Eligible Services List from the SLD and, for consistency in support and universal authentication. The standard unit now in place at the Success Academy schools is the **Meraki MX250** with the Advanced Security License (as described below), This unit provides both power and internet Redundancy, Via modular power supply and fan units. The Firewall must support Dual ISP connections simultaneously. Only one of the ISP connections will be requested via E-rate but both will be provided to each site.

At a minimum we anticipate a 1 GB link to the ISP will be the primary connection to the internet and the firewall recommended must be capable of minimum VPN Throughput of 1Gbps and an Advanced Security Throughput of 2Gbps. The Firewall must be capable of supporting at least 1,000 clients and must include at least eight (8) RJ45/SFP ports for switch connectivity.

It is necessary that the Firewall support the backup ISP connection (manual or automatic failover depending on eligibility) should the primary circuit fail. It is anticipated that Collaboration services may be installed and must be supported at the school. Voice /Video /Streaming content from the internet will be an integral part of the school connectivity requirements as well.

The basic services that are required are as follows:

- QOS support will be required.
- Content Filtering
- VPN services compatible with our existing infrastructure.
- Malware / Virus Filters
- IDS /IPS
- Central Web Management
- Voice Vlan Support
- DNS /DHCP is expected to be handled by the firewall in concert with our web hosted DNS/DHCP servers.

Please identify how CIPA compliant needs (filtering) as well as virus and management services for the firewall can be supported without the need for a separate server if using an alternate equipment choice. While most software offerings in this category are ineligible under the E-rate filings, some are partially eligible and we will need your suggestions including product name and the eligible and ineligible portions of the cost. For this requirement, please cost-allocate any non-eligible components and required installation services as well.

The standard filtering now in place in the established schools comes from the Meraki five (5) year Advanced Security License (i.e., **LIC-MX250-SEC-5YR**) which does require cost allocation under the E-rate rules. We do not want to support added servers or equipment to meet this requirement.

WIRELESS ACCESS POINTS

Our goal is to provide wireless coverage to support a one-to-one wireless program for students and teachers. Our standard currently being employed is to provide one **Meraki MR52** Access Point per classroom location with connectivity to a PoE switch capable of providing the needed power (wattage) for maximum throughput. If alternative WAPs are recommended, please indicate how the existing **Meraki** management software will be able to manage the alternative WAPs.

Please indicate if any of the recommended components or services may be ineligible and cost-allocate those items. As noted, the needed controller for the new WAPs can be located on-site or can be managed from the Internet but any needed licenses for at least 5 years of connectivity must be included. The standard now in place is the Meraki Enterprise License (i.e., **LIC-ENT-5 YR**). Please indicate how any non-Meraki alternative solution will be managed via the existing Meraki Dashboard.

Please provide a drawing or other diagram showing your recommended units and coverage. An overlay of the drawings associated with this RFP listing for each floor will suffice for the diagram if preferred.

Please be aware that additional WAPs may be needed for hallways, food service areas, gym locations and other such Shared Collocated Spaces. They will be defined during a site visit but should be noted in your quotation. If non-Meraki

WAPs are proposed, please identify how the existing Meraki cloud management software will be able to manage the alternative WAPs.

MDF SWITCHING NETWORK

The switching solution should provide edge switching and connectors (transceivers) with a link to the existing site backbone (currently via the ports on the **Meraki MX250** Firewall). If an IDF is to be added to any site, the cabling will be in place to support the needed closet switches but connectors (transceivers) for either the copper or fiber run will be needed. This will be determined at a later date as the cabling will be completed before the network equipment is installed. To that end, please include pricing for both 1GB copper and 10GB multimode fiber transceivers with your response. A price each will suffice.

For all Meraki switches please include a five (5) year Enterprise License. If not proposing Meraki, please indicate how they will be managed under the existing Meraki Dashboard. The current Meraki switches in place for established schools (and recommended) are the **MS225-48FP-HW** as we need to support a number of PoE WAPs and Phones and other future devices.

The switching system must be set to support *multicasting for data and video* transmission and support all cable runs using PoE ports. Please identify the number of WAPs that can be supported per switch along with approximately 5 VoIP phones per site.

UPS and RACK

Please include an SNMP enabled UPS (allows for remote management and outlet control) and includes support for expandable battery packs as needed by equipment load to yield \geq 30 minutes of run time at full load. Please include the batteries needed to achieve this run rate as part of the original installed cost.

As the power available in the new sites will vary between 20 and 30 Amps at 120 Volts, please identify units capable of starting at 20 Amps (NEMA 5-20P) which can be converted to 30 AMP units (NEMA L5-30P) by changing the input power plug, as the new power circuits becomes available. We cannot deliver 208 volt circuits so 120 Volt will be the standard for all sites.

At least one horizontal Power Distribution Unit (PDU) will be required to allow connectivity of rack equipment. The UPS will also be needed for any IDF locations added capable of supporting your recommended components. If an IDF is established, please include a closed or wall mounted rack to support all of the needed components and the electrical requirements needed to support the components you are recommending. All cabling is expected to be dressed and cable management should be provisioned and installed.

Phones

Currently we Use Cisco Unity/ Call manager. Our Standard school setup is 5 7960g phones.

Sip trunking is our standard communications protocol.

SFP or Gbic's

Currently we Use Fiber where possible to connect all equipment the bidder is expected to purchase and install any and all transceivers to connect to other vendors or carrier equipment.

INSTALLATION SERVICES

As part of this response, provide the total configuration and installation costs associated with this set of devices with complete network client documentation provided at the completion of the installation.

For the MDF and any IDF component installations, all patch cables will be provided but patching will be done for all ports by the RFP vendor. Testing of all Cabling and installed equipment covered under this RFP is also expected. This means All equipment is working within the expected parameters of the manufacturer. Also winning Bidder will be responsible for patching and testing basic connectivity end to end for all installed AV, Collaboration, Printing, VC and other miscellaneous network attached equipment. Please cost allocate any end user devices that are not E-Rate eligible.

For the WAP installations, while we prefer ceiling mounts, most of the rooms may not have dropped ceilings so if WAPs cannot be mounted in the ceiling they should be mounted on a wall where maximum coverage for the room can be achieved without channel overlap. Infrastructure cabling for connectivity will be provided at those locations under a separate RFP. For the switch installations, patch cables will be provided for your patching to the Firewall port or, if an IDF is provided, to the link from the MDF. For the Firewall installation, connectivity to the two ISP

circuits must be provided and the power supplies linked to the PDU to be provided in your response.

Once all Meraki or equivalent equipment is installed, configuration of the equipment using SACS standards as the guideline will be completed by the RFP responder with all final documentation provided to the School IT Staff.

Prior to installation, we will require a drawing of the network and all components / location; if this can be provided as part of your response, it will help us in better understand your proposal. We will also require an elevation drawing of the MDF rack showing all equipment to insure we have adequate room for future expansion. Floor plans and AP locations along with excel spreadsheet with install details following SACS standards is also required as part of the deliverable from the winning bidder. Regardless, a finished drawing must be provided defining the overall infrastructure and internal IP addresses. The Winning bidder is expected to clearly label all equipment and ensure they are visible after installation. Asset Tags will be supplied by SACS when applicable.

Bid Response Sheet for RFP

Please prepare your response according to the following listing of requirements:

1. Provide your Vendor Name and Address, FCC Registration Number , SPAC, and SPIN.
2. Please provide documentation to support the following based on the performance indication on Page 7.

Price 30%	Prior Experience Installing and Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K- 12 E-Rate 20%
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4. Please provide the authorizations and level your company maintains with the recommended component manufacturers; we are looking for your company certifications rather than a listing of individuals who may currently be employees of your company.
5. Please submit all quantities, make and model of equipment and pricing on an Excel spreadsheet with your company name, logo, and SPIN