



**SUCCESS ACADEMY CHARTER SCHOOLS**

**REQUEST for PROPOSAL (RFP)**

**Cabling for NEW SACS networks co-existing in NYCDOE Buildings**

**Cabling Requirements Only**

**DATE ISSUED: October 3, 2018**

**DATE DUE: October 31, 2018**

**Via email to [e-rate@suscessacademeis.org](mailto:e-rate@suscessacademeis.org)**

**No later than 11:00am EST**

**Issued by:**

**SUCCESS ACADEMY CHARTER SCHOOLS**

**95 Pine Street, Floor 6 New  
York, NY 10005 Office: (646)  
597-4641  
Fax: (646) 961-4739**

## Request for Proposal

---

### WHO WE ARE

Founded in 2006, Success Academy Charter Schools is the largest and the 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 cabling for five (5) new schools to will be collocated in NYC DOE buildings. At this time, the schools are not available for a site survey Please quote on the specifications in this RFP

NOTE: All cabling bidders MUST be on the NYCBOE approved vendor list. If you are not already the holder of an approved number, please visit this site to obtain any needed information: [www.nyc.gov/vendex](http://www.nyc.gov/vendex)

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 cabling for the sites noted as follows:

MS1 32 rooms and hallways

MS2 40 rooms and hallways

MS3 32 rooms and hallways

ES1 32 rooms and hallways

ES2 32 rooms and hallways

Final address and floor plans will be issued as they become available.

## **GENERAL CONDITIONS**

One electronic version of your bid shall be emailed to [Erate@successacademies.org](mailto:Erate@successacademies.org) to later than 11am EST on October 31, 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](mailto: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 cabling quantities are 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 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 BOE buildings for cabling equipment. Please include your Vendex number as this is required for work in the DOE buildings we occupy.

Score Levels	Price 40%	Prior Experience Installing and Maintaining Similar Networks 35%	Long Term Experience in K-12 E-rate 25%
3	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of 5 years or more of successful prior experience installing and maintaining similar Cabling Plants in DOE buildings.	Vendor has provided 5 references where they have provided similar services and when references were contacted reported positive history. Vendor has VENDEX number and SPIN.
2	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of 3 years or more of successful prior experience installing and maintaining similar Cabling Plants in DOE buildings.	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has VENDEX number and SPIN.
1	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of less than 3 years of successful prior experience installing and maintaining similar Cabling Plants.	Vendor has provided less than 3 references where they have provided similar services and when references were contacted reported positive history. Vendor will apply for VENDEX number and SPIN.

**CABLING PLANT REQUIREMENTS**

As the cabling in this RFP will be in DOE provided buildings, the vendors must have a approved vendor number (VENDEX) and SPIN to respond to this RFP.

The New schools will be collocated in DOE buildings which may have a current cabling plant in place. Please understand that this is owned by the DOE and will not be used in any way for the Success Academy networks. We will require a totally new cabling plant even if runs duplicate the runs currently installed at the various sites. When the new cabling is installed, it must be clearly marked (tags, colors, etc.) to differentiate it from any existing cabling previously installed and owned by the DOE.

For purposes of this RFP, please assume the following:

- There are Tile and Plaster walls and few if any drop ceilings for WAP installations
  - In addition to classrooms, there will be Staff office and the possible inclusion of a shared cafeteria, and gymnasium depending on the individual buildings.
- Cables will originate from new Category 6 wall mounted patch panels in the MDF and/or IDF locations depending on the floor plan. Existing patch panels cannot be used as part of this new installation
- Interconnects between IDF's and MDF will be 6-pair OM3 Fiber Multimode with LC patch panels and connectors.
- At the user locations, the copper cables will be terminated onto Category 6+ jack
- All cabling will be Cat6+ including patch cables to be provided under this RFP
- For Classrooms, there will be five (5) copper runs per room including one of them for a WAP to be mounted on a wall or ceiling (if dropped ceiling is available). The remaining four (4) runs shall be spaced around the classroom for equipment needed at those sites. A cost per run will suffice for your response to this RFP as the run locations are not known at this time.
- End-to-End structured cabling & components should all be from the same manufacturer (Belden or equivalent) and qualify for manufacturer warranty of at least 10 years. This implies cabling vendor is certified by the cabling manufacturer.
- For Staff Offices, there will be five (5) runs per room including one of them for a WAP to be mounted on a wall or ceiling (if dropped ceiling is available). The remaining four (4) runs shall be spaced around the staff rooms for equipment needed at those rooms. Offices will have a phone utilizing one of the drops which shall be by the standard desk location.
- For the Main Office, there will be eleven (11) runs per room including one of them for a WAP to be mounted on a wall or ceiling (if dropped ceiling is available). The remaining four (4) runs shall be placed around the room for equipment. Offices will have a phone utilizing one of the drops which shall be by the standard desk location.
- For hallways, WAP drops shall be mounted on the Walls if no drop ceilings are in the

hallway locations.

- Any conduit or cabling enclosures needed shall be included in your responses. For bidding purposes, a cost per run in the room is acceptable understanding that conduit runs to the rooms may be needed as well. A site visit is to be arranged for final pricing.

The preferred infrastructure setup will include a single MDF if possible using **homed** Cat6+ cable runs to the MDF. If run length restrictions do not support a single MDF, one or more IDF locations will be identified for cabling and all closet-to-closet fiber cabling and terminations will be included in the Cabling response.

All patch cables shall be provided for all runs in the MDF/IDF and end user locations. For costing purposes, assume a three (3) foot patch cable from punch down blocks for switch connectivity and a ten (10) foot run at the classroom locations for four of the five new runs with the WAP run being terminated for direct connection to a Cisco/Meraki WAP.

- Patching shall be done by the vendor selected for the equipment additions but the actual patch cables shall be provided by the cabling vendor selected in this RFP. As there will be a site survey after vendor selection, final lengths will be determined at that time.

Please include a cost for optional added runs that may be needed for food service areas, gym locations and other public spaces within the buildings in space allocated to the Success Academy school locations.

To be inclusive, we are looking for the estimated cost proposal to include the following as appropriate for each building:

- Installation of Cat 6+ PoE Classroom and Office Runs and LWAP drops – a cost per run is acceptable
- Installation of all MDF/IDF termination blocks, panels, etc.
- Terminations of all runs for end user equipment and in the closets. A cost per termination and testing is acceptable.



While the Telco vendor may provide the links from the Dmark to the MDF, you should include the estimated cost for the Installation of 25 Pair copper and 6 strand multimode fiber from Dmark to MDF. There will be two separate Telco (ISP) providers and both must be run to the MDF.

- Include 3M Duplex MMF LC 62.5/125 Fiber if needed for connectivity to the Firewalls.
- Deliver and install Copper or Fiber run from MDF to IDF-1 with fiber terminations if needed
- Deliver and install 2-post rack with IDF setup in IDF-1 closet if needed
- Furnish and Install Classroom Molding/Conduit - as needed
- Furnish and Install Hallway and Ceiling Molding - as needed
- Conduct Confirmatory cables will be tested for TIA/EIA specifications with a final diagram and testing results per run. A cabling report should be provided.

Project Management Services shall be included with a cabling Project Manager responsible for providing the following services:

#### Planning

- Resource scheduling
- High-level milestone timeline

#### Execution

- Weekly project status call and mail
- Resource management and allocation
- Project escalations

#### Monitoring and Controlling

- Scope Management
- Document Project Change Requests (PCR) if applicable
- Timeline monitoring

#### Closing

- Project Closure and Acceptance processing

**GENERAL**

---

Following installation, we will require a finished drawing of the runs installed for each site. Where possible, this can be built on any existing building room drawings available at the time of any walk through for these sites.

Once selected, the vendor will prepare a final quotation for the individual sites.

**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 and SPIN.
2. Provide your NYCDOE vendor ID and certification.
3. Please provide documentation to support the following based on the performance grid on Page 5.

<b>Score Levels</b>	<b>Price 40%</b>	<b>Prior Experience Installing and Maintaining Similar Networks 35%</b>	<b>Long Term Experience in K-12 E-rate 25%</b>
---------------------	------------------	---	--

4. Please submit all quantities, descriptions and pricing on an Excel spreadsheet with your company name, logo, and SPIN.