



## **Company Overview and Background Material**

Batavia Public School District 101 is located in Batavia, IL. The District is composed of 1 high school, 1 middle school, 6 elementary schools, maintenance facility, and 1 administrative center. There are approximately 6300 students and 800 staff members throughout the 350 classrooms in the District.

The District currently provides all a minimum of 1 Gbps of bandwidth to every location. All District buildings are connected by leased fiber at a speed of 10Gbps.

## **Project Background**

### **Objectives**

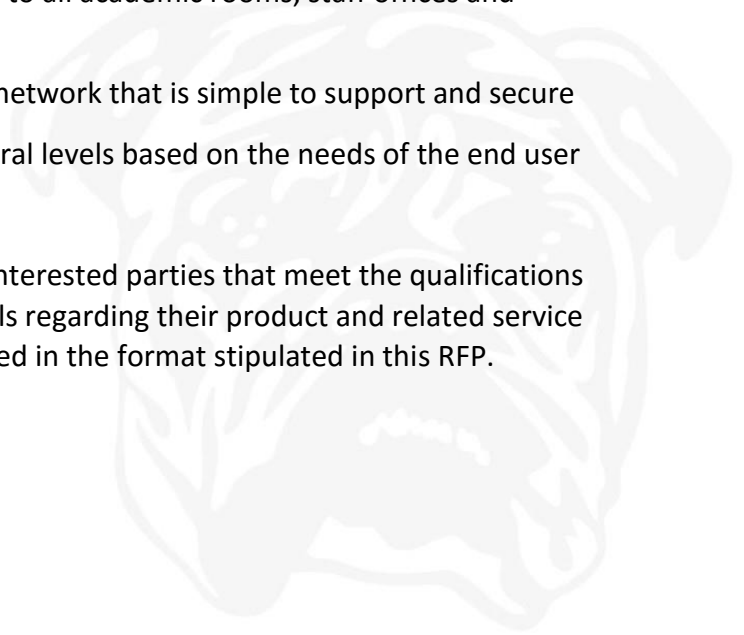
This RFP is designed to help Batavia Public School District 101 identify and select the most-appropriate network solution for MDF and IDF LAN equipment for our requirements as part of an initial installation, or as a migration or upgrade from an existing installation.

Batavia Public School District intends to use E-rate discounts for the services and plans to submit USAC SLD form 470 within the applicable filing window in response to the RFP for funds based upon the pricing submitted by the successful vendor. The SLD funding cycle may take as long as 12-18 months. In the event funding is not available, this RFP and any subsequently signed agreements will become void.

The solution to be implemented will enable Batavia Public Schools to:

- Provide a robust wired connection to all academic rooms, staff offices and gathering areas
- Create a managed and controlled network that is simple to support and secure
- Deliver connectivity access at several levels based on the needs of the end user

Batavia Public School District 101 invites interested parties that meet the qualifications listed in this document to submit proposals regarding their product and related service offerings. All information shall be submitted in the format stipulated in this RFP.





## **Instructions to Providers**

Provider proposals in response to this RFP will be accepted by 3:00 p.m. Central Time on 1/20/2016. Submittals must be made electronically in Microsoft Office format. Proposals are to be emailed to [rfp@bps101.net](mailto:rfp@bps101.net)

The proposal should be signed by a person, or persons, duly authorized to bind the provider to contracts. All financial information submitted by the provider will be used for evaluation purposes only and will be held in the strictest confidence.

## **Schedule of Events**

- Issue of 470 and RFP released to providers: 1/8/2016
- Final date for vendors to submit questions: 1/20/2016
- Addendum to be published (if needed): 1/25/2016
- RFP responses due: 2/8/2016
- RFP evaluation begins: 2/9/2016
- RFP evaluation ends: 2/17/2016
- Final award to provider: 2/24/2016
- Implementation: Upon receipt of funding

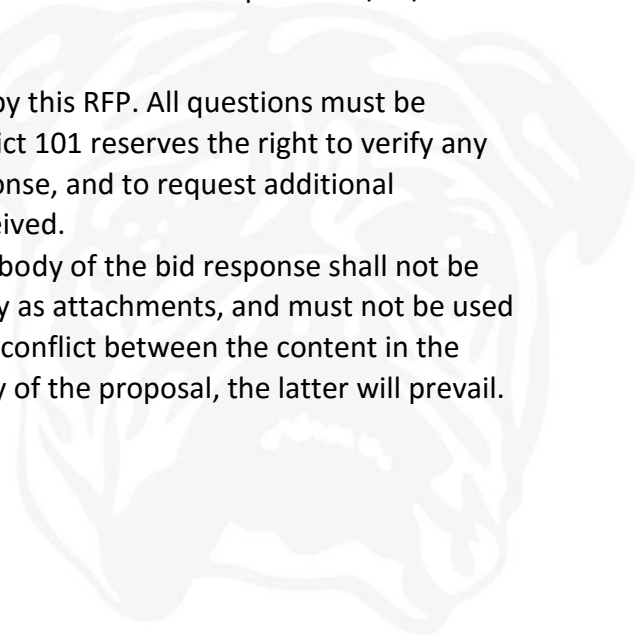
## **RFP Questions and Clarifications**

Providers shall aggregate their requests for clarification and submit them via email to [rfp@bps101.net](mailto:rfp@bps101.net). Questions should be submitted no later than 3:00 p.m. on 1/20/2016.

## **RFP Response Format**

Providers must address all information specified by this RFP. All questions must be answered completely. Batavia Public School District 101 reserves the right to verify any information contained in the provider's RFP response, and to request additional information after the RFP response has been received.

Marketing collateral included as part of the main body of the bid response shall not be considered. Such material must be submitted only as attachments, and must not be used as a substitute for written responses. In case of a conflict between the content in the attachments and a provider's answers in the body of the proposal, the latter will prevail.





## **Cover Letter**

The proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposed entity.

## **Provider Profile and Demographics**

Provide a statement giving a brief history of your company, how it is organized, and how its available products and resources will be used to meet Batavia Public School District 101's requirements. The provider shall submit the following information:

- The company's official name and address. The provider shall also indicate what type of entity it is — for example, a corporation or a partnership.
- The name, address and telephone number of the person who receives correspondence and who is authorized to make decisions or represent the vendor. Please state his or her capacity within the company.
- The total number of years the provider has been in business, and, if applicable, the number of years under the present business name.
- The number of years that the provider has been designing, installing and providing service/support for enterprise WLANs.
- A description of the provider's facilities, business and objectives, and the number of employees.

## **Technical Proposal**

The technical proposal has two sections: Section A covers general information that is needed to answer Section B and help providers formulate their responses; Section B contains summary questions and an overview of the attached detailed requirements questionnaire that can be implemented in the context of the information provided in Section A. Information within Section A should be limited to a maximum of three paragraphs and should address every point as directly and factually as possible. Supplementary information may be attached to the proposal. Lengthy narratives should not be inserted into the body of a direct response.

## **Financial Information**

The provider shall provide a complete set of audited financial statements for the past three years. All financial statements should be prepared to generally accepted accounting principles. Each provider should note that Batavia Public School District 101 reserves the right to purchase credit reports and additional financial information as it deems necessary. The provider shall also provide a copy of its corporate annual report.



In the case where the provider is not a public company, the provider must provide financial statements that can be used during the evaluation to determine the financial viability of the provider.

### **Proposal Submission**

Providers' proposals should be emailed to the following address:

[rfp@bps101.net](mailto:rfp@bps101.net) no later than 3:00 pm February 8, 2016.

Please note that it is the provider's responsibility to ensure that the proposal and all other required documents are received at the address named above by the closing date specified above.

Batavia Public School District 101 will be the sole judge of the qualifications of all prospective candidates, and reserves the right to reject any and all submittals without recourse.

Batavia Public School District 101 is aware that information contained in the proposals indicates the provider's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.

Providers shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation phase. Batavia Public School District 101 will, in no way, be responsible for these costs, regardless of the conduct or outcome of the prequalification process.

### **Proposal Evaluation**

The evaluation process will comprise:

- A preliminary examination to determine the bidder's commercial and technical response
- A detailed technical evaluation to determine conformity to general and functional requirements
- A detailed technical evaluation to determine qualifications in solution integration and service management

After completing the evaluation phase of the process, Batavia Public School District 101 will enter into financial negotiations for equipment and services. The final selection will be based on the satisfactory outcome of these negotiations.



## **Preliminary Examination**

Batavia Public School District 101 will examine the proposals to determine whether they are complete, that the documents have been properly signed and that they are generally in order. Obvious mismatches with respect to technical or commercial requirements will be eliminated at this time.

## **Detailed Technical Evaluation**

An evaluation of proposed solutions will generally include an assessment of the network architecture, equipment, network applications, service and maintenance, and the comprehensiveness of the solution. Evaluation will, in particular, include the fit and integration with related Batavia Public School District 101 infrastructure and business applications.

Technical merits and features will be reviewed against the requirements identified in the General Requirements and Technical and Contractual Specifications sections of this document.

## **Fit for Business**

Selection will be based upon technical quality, project management, costs, and system features. The evaluation criteria will consider the following factors:

- Bidder's total proposed price (this will be the largest single factor in the evaluation as required by ERate)
- Product quality/appropriateness/compatibility/performance
- Bidder's qualifications/experience
- Bidder's support/service
- Bidder's warranty/maintenance
- Proposed product meeting the district's present needs as well as future needs through enhancements and upgrades

## **References**

The provider should supply details of three to five customers for reference. References should be customers that are Illinois unit school districts. References should include information about the contract (specific products in use, date of contract execution, "go live" date and any services provided), as well as contact information for the client's project manager or other senior staff members familiar with the project. Batavia Public School District 101 reserves the right to contact these references and discuss the client's level of satisfaction with the provider and its services.



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## **Notification of Award**

A contract will be awarded to a single provider, based on the evaluation of the RFP response, the demonstration results and the satisfactory outcome of financial negotiations.

After the contract has been awarded, Batavia Public School District 101 will notify the unsuccessful providers.

Batavia Public School District 101 reserves the right to make changes to this schedule as deemed necessary.

## **Treatment of Information**

All information about Batavia Public School District 101 provided during the RFP process shall remain under nondisclosure and cannot be released without the express permission of Batavia Public School District 101.

**Note:** Separate nondisclosure documents can be included with the RFP.

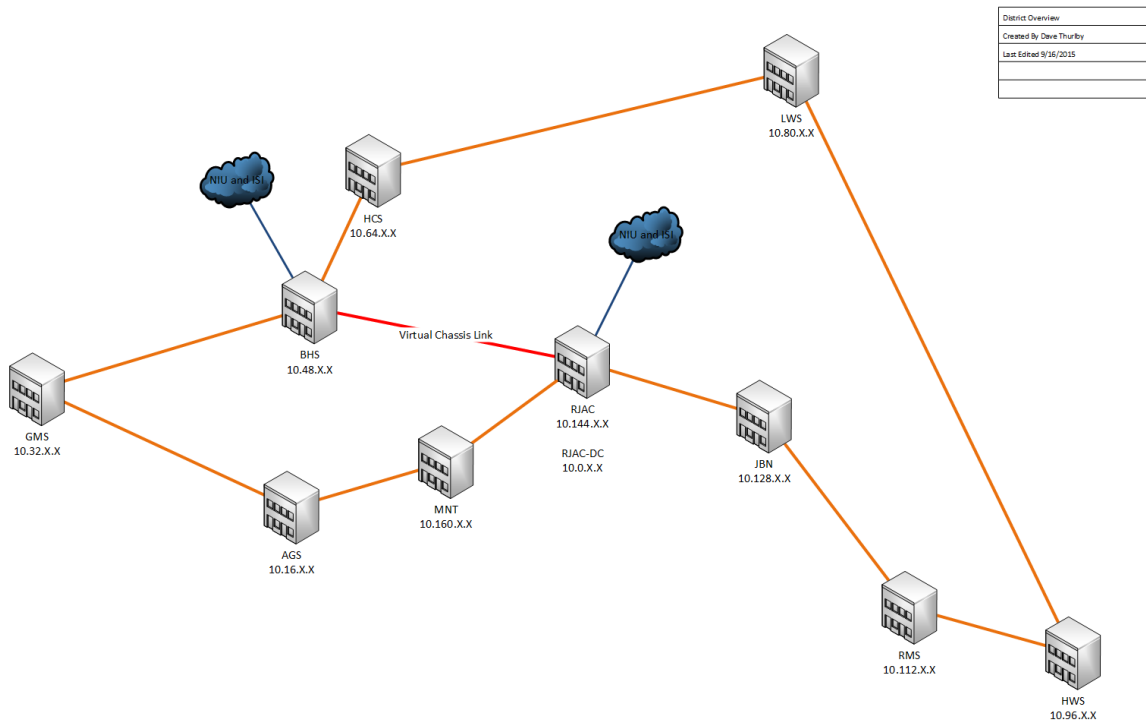




## Section A — General Requirements

### Description of Technical Requirements

This Request for Proposal is open to all Juniper, Cisco and Dell network equipment suppliers. Current switch and port quantities listed in Appendix A are not the final quantities the District will purchase. Exact quantities may increase or decrease subsequent to the release of this document.



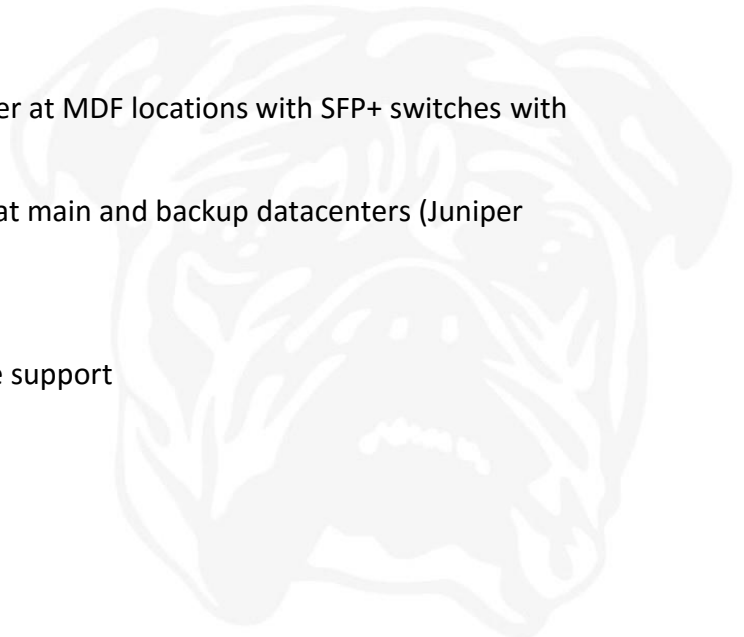
### Current Network Solution

- 1 high school, 1 middle school, 6 elementary buildings, 1 administrative center, 1 maintenance facility connected via leased 10Gb fiber
- Juniper 4200 core and access switches or equivalent supporting:
  - Full layer 3 routing
  - OSPF routing protocol
  - Link speeds 100/1000/10000 Mbytes





- Virtual Chassis technology
- Policy based QoS with bandwidth management and traffic prioritization
- SSH and HTTPS remote access management
- Link aggregation capabilities
- Full 48 port POE
- 74 EX4200 Switches with redundant hot-swappable power supplies
- 10gig long haul fiber links between buildings in a ring topology
- 1gig multimode fiber links to IDF closets mimicking hub and spoke topology to their corresponding MDF's
- Primary and Secondary partitions for failover in case of OS failure
- 11 MDF locations and a total of 23 IDF closets
- 2 Datacenter locations connected to a virtual chassis spanning separate geographical locations
  - Sites are directly connected via 10gig fiber link
- Future Requirements
  - 10gig between buildings with 40gig (QSFP) option for future use
  - Redundant hot-swap power supplies
  - 10gig links to IDFs
  - PoE+
  - Redundant distribution layer at MDF locations with SFP+ switches with QSFP options
  - Redundant core switching at main and backup datacenters (Juniper QFX5100's or equivalent)
  - Required stackable cables
  - 24x7x4 technical/hardware support







## **Section B — Technical and Contractual Specifications**

### **Description of Solution and Pricing**

Bidder shall offer methods of payment to include full payment and leasing options of relevant equipment to *Batavia Public School District 101*. Provider should describe its ability to meet *Batavia Public School District 101*'s application timelines and milestones.

### **Product and Service History**

Providers should describe the history of their current LAN service offerings, including details on:

- In-house (non-vendor) technical support
- Any partners used for network installation and support within all relevant geographies
- How the provider trains and certifies support personnel and project management, and how this will align with the continued evolution of access layer communications

### **Product Support and Service Warranty**

Providers should describe the support offerings available for all relevant equipment to be purchased or leased as part of this network contract, including ongoing patch management, as well as upgrading to new version releases. Please provide a copy and description of all warranties associated with the used products.

### **Maintenance Options**

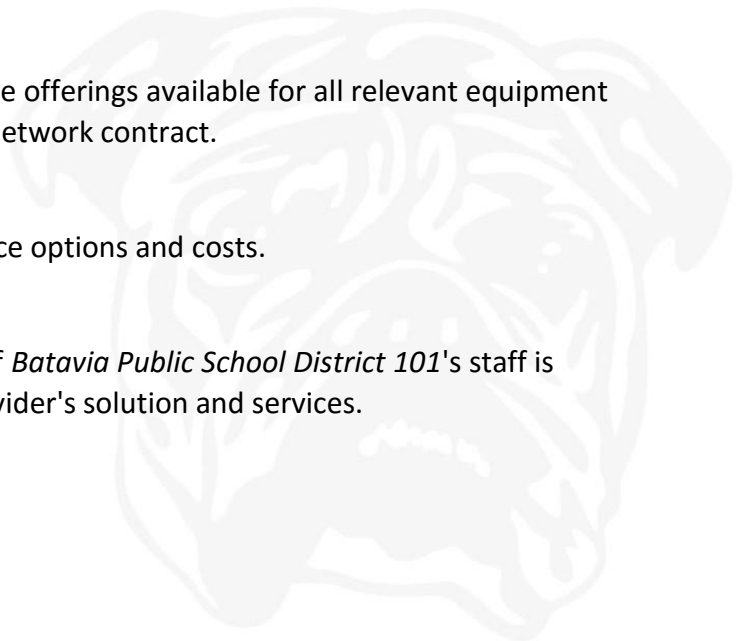
Providers should describe the maintenance offerings available for all relevant equipment to be purchased or leased as part of this network contract.

### **Installation Services**

Providers should include installation service options and costs.

### **Training**

Providers should describe what training of *Batavia Public School District 101*'s staff is required or recommended to use the provider's solution and services.





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## **Implementation Services**

This section should include a detailed explanation of any professional services that are provided as part of the RFP response.

## **General Comments**

Providers should include any additional information that they feel would help *Batavia Public School District 101* evaluate their submission.

