

West Clermont Local School District Request for Proposal

**Title: West Clermont High School
Wireless Network Update**

Due Date:

March 22, 2024



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West Clermont Local School District
RFP for WCHS Wireless Network Update 2024

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1.0 Introduction

1.1 Background

West Clermont Local School District (District) is seeking proposals for upgrading the wireless computer network at West Clermont High School (WCHS). Located at 4101 Bach-Buxton Road, Batavia, OH 45103, WCHS opened in August, 2017, is approximately 385,000 square feet under roof, and has a student capacity of 2,500 students. The WCHS wireless network currently consists of 213 access points, fixed rate access-layer ethernet switches with 1 Gigabit Per Second (Gbps) ports, dual 10 Gbps trunk ports connecting each of 11 closets to the building core, and uninterruptable power supplies (UPSs) to support all electronics associated with the wireless network. The building core switch stack was replaced in the fall of 2022 with a stack of three (3) Aruba 3810m ethernet switches containing an adequate switch fabric and number of 10 Gbps ports to accommodate connections from all Intermediate Distribution Frame (IDF) network closets, as well as the access layer switch stack within the Main Distribution Frame (MDF) network closet.

The wireless network provides two Service Set Identifiers (SSIDs) throughout the facility, one for the district's secure network and one for the Guest network. The secure network is served by multiple VLANs. Depending upon users' group memberships, connections are assigned to the VLAN appropriate for their stakeholder role (e.g. Staff, Student, Contractor, etc.) through application of the 802.1x standard. The Guest network is open to the public with no Pre-Shared Key (PSK), but a Captive Portal for Guest network users is desired as part of this project. Another SSID is in use for Career Technical Education (CTE) students/teachers on a very small number of access points, and one SSID is available in all areas covered by the access points identified in Section 1.2 below.

Approaching seven years old, the wireless access points, edge switches, and UPSs are reaching the end of useful life and must be upgraded to support the needs of contemporary teaching and learning.

IMPORTANT NOTE: 98% of all access points are currently served by dual Category 6a ethernet cable connections. This cabling is viable, so only 'net new' access point locations (see areas shaded in blue on the maps in Appendix A.) would need new Category 6a ethernet cabling. All possible access point locations should be considered as within the maximum industry standard limitation for length of Category 6a ethernet cabling from an IDF or MDF.

Stated within this Request for Proposal (RFP) are the instructions for submitting a quote, the procedures and criteria by which a vendor will be selected and the contractual terms by which the district proposes to govern the relationship between it and the selected vendor.

The District appreciates your consideration of this RFP and looks forward to receiving your quote.

West Clermont Local School District provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Dr. David Fultz, West Clermont Director of Human Resources at (513) 943-5015.

1.2 Purpose

The purpose of this REQUEST FOR PROPOSAL (RFP) is to select a vendor to update the wireless computer network at WCHS, including all associated network switching equipment, UPSs, software, and management services. The wireless network must provide reliable wireless access in all parts of the building, as well as the athletic complex which is an integral part of extended learning.

The Athletic Complex includes:

Football Stadium –

Home Press Box
Visitor Press Box
Home Sideline
Visitor Sideline
4 Field Houses

Baseball Field –

Press Box
Home Dugout
Visitor Dugout

1.3 Scope of Services

The selected proposal will include:

1. All components necessary to deliver a fully functional, enterprise-class 802.11ax, Wi-Fi 6e compliant wireless network including, but not necessarily limited to, cabling (See Note in Section 1.1 above), access points, ethernet switches, uninterruptable power supplies, and associated management software and licensing to maintain the wireless network immediately upon delivery.
2. All licensing and management software necessary to properly operate and maintain the proposed solution must be priced for terms of at least one (1) and five (5) years (other terms may also be proposed as options) with an option for a maximum of five (5) annual extensions at the conclusion of the original term.
3. Management services to provide ongoing configuration and service support from, at the minimum, 7:00 a.m. to 5:00 p.m. on weekdays. Any additional cost for support outside of these hours must be clearly defined in the proposal or will be considered to be included in the proposal's total cost.
4. Any proposed system must be able to provide advanced analytics reports, as well as reports on regular utilization and network health both scheduled and on-demand.
5. Up to 24 hours of training for West Clermont School District personnel on configuring and daily operation of the wireless network system. No limitation shall be placed on the number of individuals that may attend this training.

1.4 Acknowledged Constraints

West Clermont Local School District is a state agency. Most of its records can be considered public information but student records are not public information. The vendor should be aware that student records are protected by the Family Educational Rights and Privacy Act 20 USC 1232g and 34 CFR Part 99. The confidentiality of student records must be strictly preserved.

1.5 Minimum Vendor Qualifications

This Request for Proposal (RFP) is being issued pursuant to the Second E-Rate Modernization Order. West Clermont Local School District is soliciting proposals for a wireless network solution for key locations identified in the Scope of Services above. Every proposed solution should meet all eligibility requirements for E-Rate Category 2 funding. Items not qualified for E-Rate Category 2 funding must be identified separately from items that qualify for E-Rate Category 2 funding.

The vendor must be licensed to do business within the State of Ohio.

Preference will be given to bidders who are able to demonstrate a track record of successfully working with K-12 school districts in the State of Ohio to provide high-quality, affordable wireless networking solutions and exemplary ongoing service. Bidders should provide complete contact information, including Contact Name, Work Phone Number, and Work Email Address from a minimum of three (3) references at school districts within the State of Ohio of a similar size to West Clermont Local School District.

1.6 Vendor Options for Bidding

Appendix A contains building maps of WCHS. Preference will be given to designs that include an access point in every classroom and special consideration for high volume traffic areas, shaded in yellow on the maps, where high density of user devices is expected.

2.0 General Information

2.1 RFP Coordinator

From the date of receipt of this RFP by each vendor until a binding contractual agreement exists with the selected Vendor, or when the District rejects all the quotes, the only communication shall be between the vendor and the District's RFP Coordinating Office (Technology Department). Only the West Clermont Local School District Board of Education, through formal action taken at a public meeting, can bind the School District to a contract.

Requests for information related to this RFP from a vendor to any department of the District or questions from any department or employee of the District to the vendor regarding this procurement other than the contacts specified will cease.

The RFP Coordinator is the sole source of contact for the District for this procurement. Communication between the vendor and the District upon receipt of this RFP shall be with the RFP Coordinator:

RFP West Clermont Coordinator:	Larry Parece West Clermont LSD 4350 Aicholtz Rd. Suite 220 Cincinnati, OH 45245
Telephone:	513-943-5094
Fax:	513-752-6158
E-Mail:	parece_l@my.westcler.org

Any other communication will be considered unofficial and not in line with the terms of this RFP. Vendors are to rely on written statements issued by the RFP Coordinator(s). Communication directed to parties other than the RFP Coordinator may result in disqualification of the vendor.

2.2 Procurement Schedule

RFP packets available:	February 23, 2024
Last day for questions:	March 1, 2024
Response to questions:	March 8, 2024
RFP Due in Tech Dept Office:	March 22, 2024 no later than 4 pm local time
RFP Evaluation Results:	March 25, 2024
Final Award:	On or Before March 27, 2024

2.3 Revisions to the RFP

The District also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.4 Response Method

Vendors are required to submit an original copy of their response to this RFP with an original signature. For a RFP to be accepted it *must* have an original signature. Copies should be delivered to West Clermont Local School District, 4357 Ferguson Drive, Suite 200, Cincinnati, OH 45245. The envelope should be clearly marked to the attention of the Technology Department referencing ***RFP for WCHS Wireless Network Upgrade 2024.***

Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Technology Department. The Technology Department has mail delivered once a day (Monday through Friday). Vendors assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service.

The District may elect to meet individually with vendors to review their proposals.

2.5 Unacceptable Response Methods

Delivery of the RFP by telephone, telegraph, fax, or any other means other than an original document is not acceptable.

2.6 Proprietary Information and Public Disclosure

All RFP's submitted become the property of the District and are a matter of Public Record after the final award. RFP's containing information of a proprietary or sensitive nature should identify that information as PROPRIETARY. Note, though, that marking documents as proprietary shall not excuse them from production under Ohio's Public Records Act. The District is required by law to disclose requested documents in response to a properly issued public records request. The District will make an effort to notify the vendor that a request for information has been received that contains proprietary or sensitive information in a timely manner to allow the vendor to obtain legal guidance.

2.7 Acceptance Period

Due to the time frame of this RFP, proposals must be provided on or before the designated date, March 22, 2024 by 4:00 pm local time. All proposals shall remain firm for a period of ninety (90) days. The District reserves the right to extend the Acceptance Period at its sole discretion.

2.8 Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the quote as non-responsive. The RFP must have an original signature of a vendor officer or employee authorized to commit the vendor to provide the items and service as described in the submitted RFP. The District also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 Contract and General Terms and Conditions

The apparent successful Vendor will be expected to enter into a contract, which is and shall address the general terms and conditions outlined in the RFP.

2.10 Costs to Propose

The District will not be liable for any costs incurred by the Vendor in preparation of a quote submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.11 No Obligation to Contract

This RFP does not obligate the District to contract for items and service specified herein. Only the West Clermont Local School District Board of Education, through formal action taken at a public meeting, may bind the District to a contract.

2.12 Rejection of Proposals

The District reserves the right at its sole discretion to reject any and all quotes received without penalty and not to issue a contract as a result of this RFP.

2.13 Commitment of Funds

The Board of Education, by action taken at its public meetings, may legally commit the District to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Insurance Coverage

The District shall require the following listed insurance for this project. Where needed the Contractor will furnish to the District before supplying the proposed product or service a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage, which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the District within fifteen (15) days of the contract effective date.

Liability Insurance

Commercial General Liability Insurance: Contractor shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the “each occurrence” limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured’s (cross liability) condition.

Additionally, as applicable, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Employers Liability (“Stop Gap”) Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Worker’s Compensation Coverage. The Contractor will at all times comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to

the full extent applicable. The District will not be held responsible in any way for claims filed by the Contractor, their employees, or subcontractors for services performed under the terms of this contract.

2.15 Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately, and not later than the deadline for submitting questions, provide the District with written notice of the problem and request that the RFP be clarified or modified.

2.16 Withdrawal and Resubmission/Modification of Proposals

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

2.17 News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of the District.

2.18 Pending Legal Matters

The vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract. The vendor understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards.

3.0 General and Technical Requirements for Proposed Solution

3.1 Requirements for Wireless Network

1. Tri-band capability to service clients in the 2.4 GHz, 5 GHz, and 6 GHz bands simultaneously
2. Public cloud-hosted configuration console. The entire wireless network must be capable of running as intended, indefinitely, even if the configuration console is inaccessible.
3. Advanced Analytic capabilities for rapid troubleshooting of network, access point, and client health.
4. PoE+ support on all ethernet switch ports to provide power to all access points via Power Over Ethernet Plus standard
5. Multi-rate capable ethernet switch ports to service access points at current industry standard speeds
6. See Appendix A., its Legend, and all associated maps for required coverages. Take special note of “Net New Coverage” and “High Density User/Client Spaces”.

4.0 Customer Service and Maintenance Requirements

4.1 General Requirements

1. The vendor shall provide all parts and labor warranty for a minimum of 365 days. The vendor shall identify their warranty period.
2. The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.
3. If any portion of the provided solution does not perform to manufacturer's specifications during the warranty period, the Vendor shall replace that portion with new components of the same model.
4. As part of their proposal, vendor shall furnish explicit guarantees and warranty information for the equipment proposed. The District is particularly interested in guarantees against "lemons", and the conditions, under which the Board of Education may, at its discretion, elect to return a defective component for replacement with an identical or superior component. Vendors' proposals shall clearly and unequivocally define and state all criteria and conditions for return and replacement of defective components.
5. The maintenance/service agreement shall commence upon expiration of the warranty period.
6. Vendor shall provide telephone support number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 5:00 p.m. excluding legal holidays.
7. The vendor shall maintain a minimum average rate of 99% uptime per device per calendar quarter. The average uptime rate is based upon the number of business days per calendar quarter, excluding West Clermont School District's recognized holidays.
8. The vendor must identify, as a separate line item, all recurring costs including device licensing, manufacturer support, and management/maintenance charges.
9. No less than 24 hours of training shall be made available to West Clermont School District personnel within one (1) week of substantial completion of the project. Substantial completion is to be defined as:
 - At least 95% of access points are working as intended
 - System configuration, management, and maintenance software is available to authorized district personnel
 - Users and client devices are being assigned to the appropriate profiles and VLANs based on group memberships
 - Captive web portal is operating as intended on the Guest wireless network
10. The Vendor must provide a toll-free telephone contact for support diagnosis and/or reporting of emergency issues for immediate dispatch of on-site support.

4.2 Requirements for Contract Implementation and Future Evaluation of Contract

1. Installation and configuration of all components of the accepted solution shall begin no later than July 1, 2024 and shall reach substantial completion no later than August 2, 2024.
Please describe your ability and project plan to meet these timelines.

2. The District will require the Vendor to assume expenses for license/implementation of software, staff training, process documentation or other changes to current processes affecting the operations of the current wireless network.

Please provide an implementation project plan detailing implementation by building and confirm this against District processes before enacting this plan.

3. There will be a penalty of 2% of the total contract if the implementation does not meet substantial completion requirements, defined above in Section 4.1.9, by August 2, 2024. Said penalty will continue into successive months if requirements for substantial completion is not met and may constitute a material breach of the contract.
4. Any proposal to provide Managed Service for the proposed solution must allow for:
 - The vendor shall provide support for all configuration changes
 - The vendor will maintain hardware and firmware to ensure compatibility with District operations
 - The vendor will provide a central point of contact for operations and technology needs/coordination.
 - The Technology Department must be provided with a monthly report detailing the service activity for each machine.
 - Quoted price to the District for service shall be an all-inclusive quarterly payment to include all hardware, service, maintenance, parts, insurance, property taxes, and all supplies

5.0 Evaluation of Proposals

Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on *service*, as well as *cost*. The District may award this RFP to a vendor other than the low-bidder. In an effort to be as objective as possible the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing solutions acceptable to the District to a Mandatory Requirement will not be considered for the final award.

The specifications listed in this document are the minimum levels of service or product quality that will be accepted. It is the SCOPE and INTENT that the services to be performed by the contractor under this specification shall consist of furnishing a fully functional wireless computer network and the related maintenance and support services. Technical merit is how well the solution performs the desired and mandatory functions. Service merit is how the contractor demonstrates the ability to service the account and keep operations functioning at a high level. *Though cost is a factor that will be used when awarding the contract, it will not be the only factor considered. The District will also consider awarding the contract based on technical merit, service merit, and experience serving the needs of K-12 education clients of a similar size and level of services utilization.*

Proposals may be submitted on the provided forms or on eight and one-half by eleven (8 ½" x 11") inch paper. Charts and foldouts of a size other than 8 ½"x 11" may be attached to the RFP.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the quote, but should assist the Vendor in

preparing a thorough response. The District will provide the text of this RFP in Microsoft Word upon request to assist vendors with the preparation of the RFP. Vendors may contact the RFP Coordinator to have a hardcopy mailed to them.

5.1 Rejection of Proposals

The District reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

5.2 Evaluation Process and "Scoring" of Proposals

A selection committee will review in detail all proposals that are received to determine the highest scored proposal. The District reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team. The District may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive. The following set of criteria will be used during the evaluation process:

- A. **Responsiveness:** Adherence to the requirements of this RFP.
- B. **Qualifications and Experience:** The ability, capacity, flexibility, financial stability and skill of the Vendor to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers.
- C. **Technical Approach and Quality:** The ability of the Vendor to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness.
- D. **Cost:** Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified.

6.0 Contract Terms and Conditions

Acceptance of this RFP is contingent on the District and vendor approving a contract that shall include, but not be limited to the responses to sections 3.0, 4.0 and 5.0 in the RFP. Vendors who want to use different or additional terms may list them with their RFP. The District will tender a proposed contract to a selected vendor. A valid and binding contract shall be contingent upon agreement being reached on such terms.

6.1 Contract Period

Responses will be considered for contracted service periods of one and five years. A one year term will begin July 1, 2024 and extend through June 30, 2025. A five year term will begin July 1, 2024 and extend through June 30, 2029. Proposals including a managed services component should include a provision for up to 5 optional annual contract renewals to be exercised at the District's discretion at the end of the current active term. A contract extension for additional years is to be determined based on Vendor performance.

6.2 Non-Discrimination, Affirmative Action and Sexual Harassment

- (1) The Vendor agrees to provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam-era veteran or political opinions or affiliations in fulfilling the terms of this contract.
- (2) State and Federal laws and West Clermont Local School District Affirmative Action/Equal Opportunity Guidelines prohibit sexual harassment and define it as sex discrimination. Acts of sexual harassment by the Vendor's representatives may result in actions by the District to terminate the Agreement until such time as acts are remedied as provided by State and Federal laws.

7.0 RFP Evaluation

Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a vendor that best meets the needs of the District. The District will be awarding this bid on *service*, as well as *cost*. The District may award this RFP to other than the low-bidder. In an effort to be as objective as possible the District will award points for service, and costs. Vendors may be called for an interview based on the initial evaluation of proposals submitted. District representatives will conduct this interview. Vendors not providing an acceptable solution to a Mandatory Requirement will not be considered for the final award.

8.0 Signature

The signature of the authorized representative is required on the submitted response document to the District's RFP. The signature and response document constitutes a valid offer to provide service in response to the terms and conditions as specified in the RFP, or as modified by the vendor's offer.

By: _____ Date: _____
Signature of Authorized Vendor Representative

Typed or Printed Name & Title

Company Name: _____

Address: _____

City, State, Zip _____

Telephone: _____







Email: _____

A signature is required to be considered a responsive proposal.

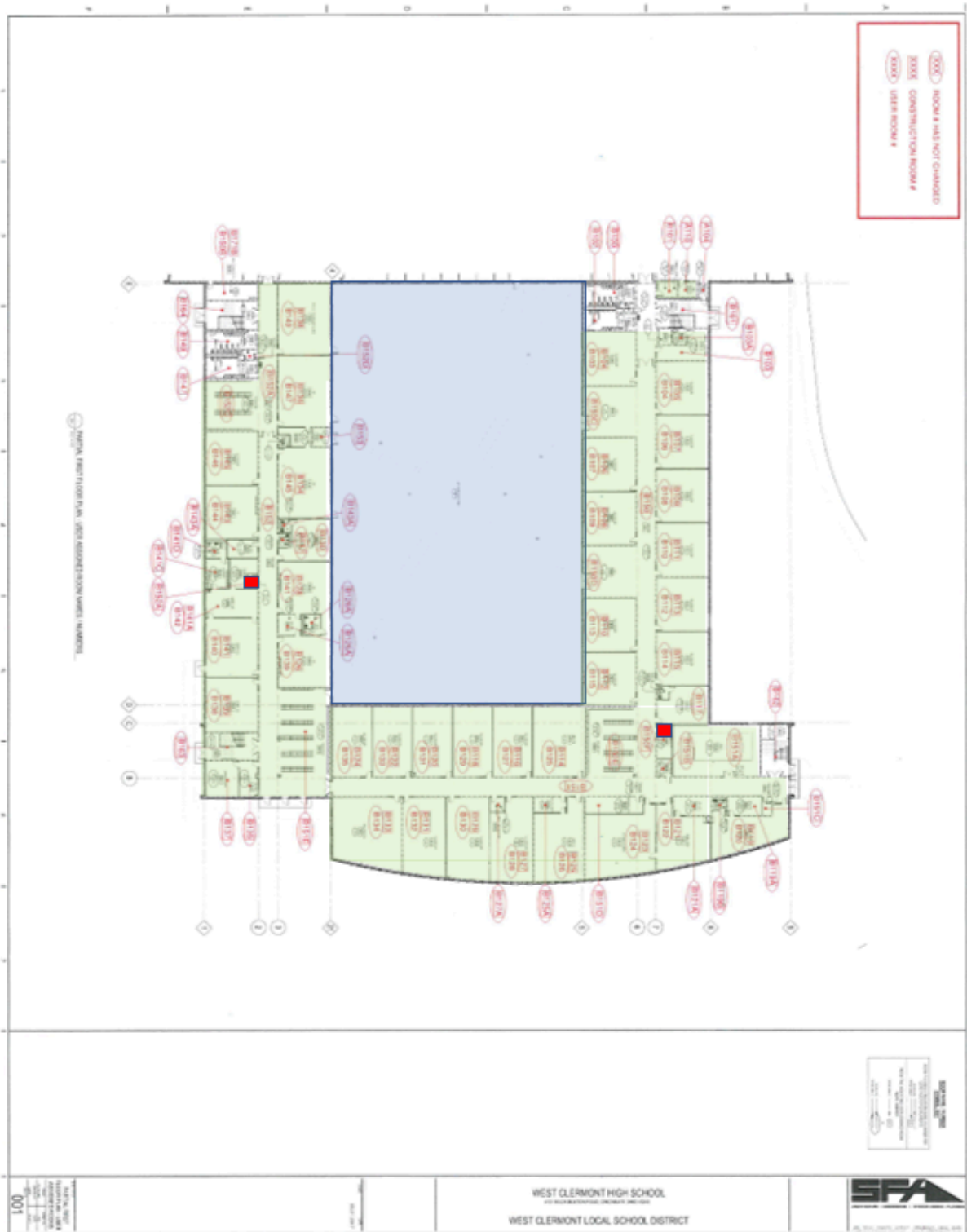
Appendix A.

WCHS Building Maps

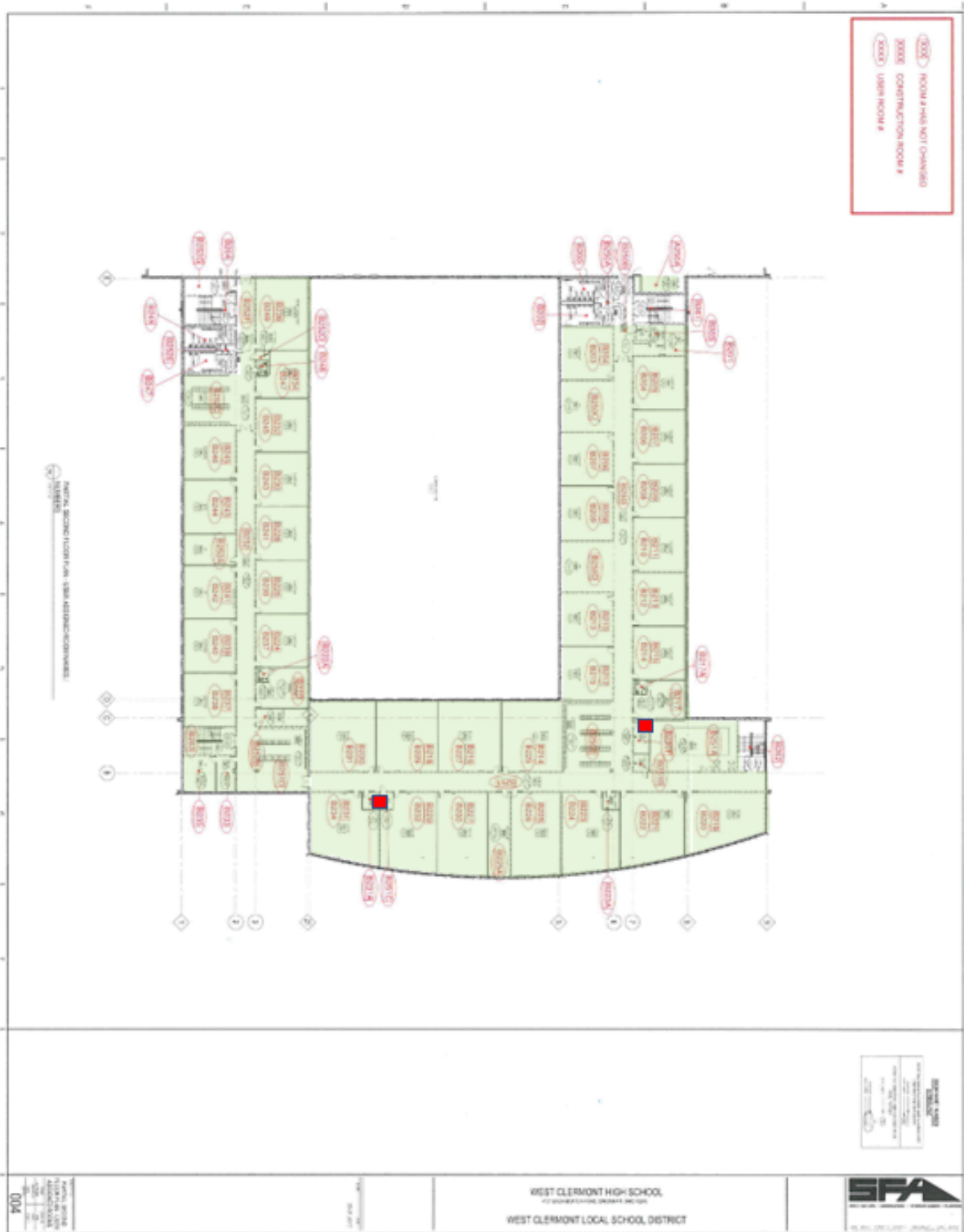
A1. Legend

	Currently Covered - Needs Covered
	Net New Coverage - High User/Device Density Outdoor Courtyard
	Currently Covered - High User/Device Density Traffic Areas
	IDF & MDF Closets
	Net New Fiber Optic Cabling - Underground Trenching & Conduits Required
	Net New Coverage - Stadium Complex Practice Facility - Power Only at Present

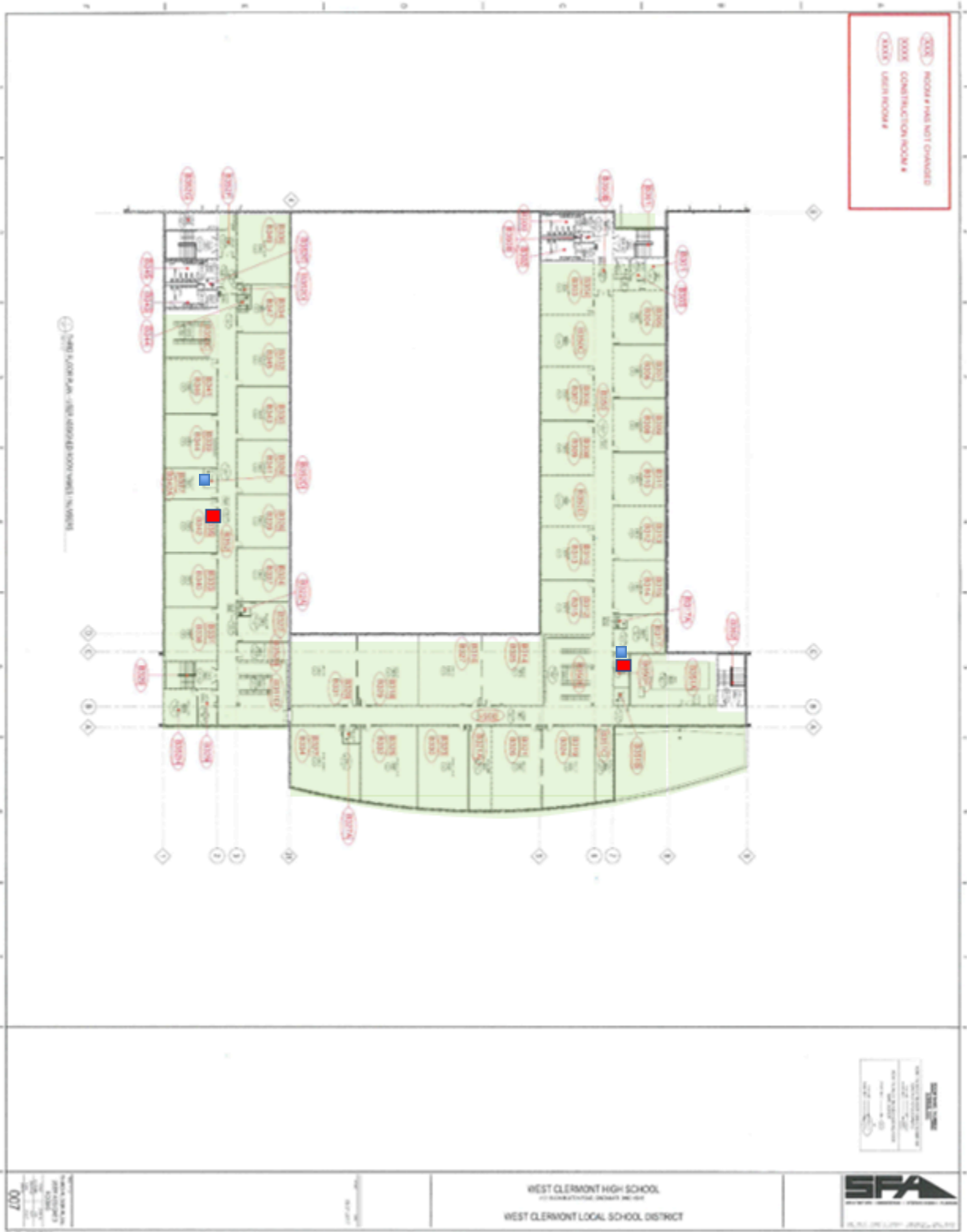
A2. Academic Wing – 1st Floor



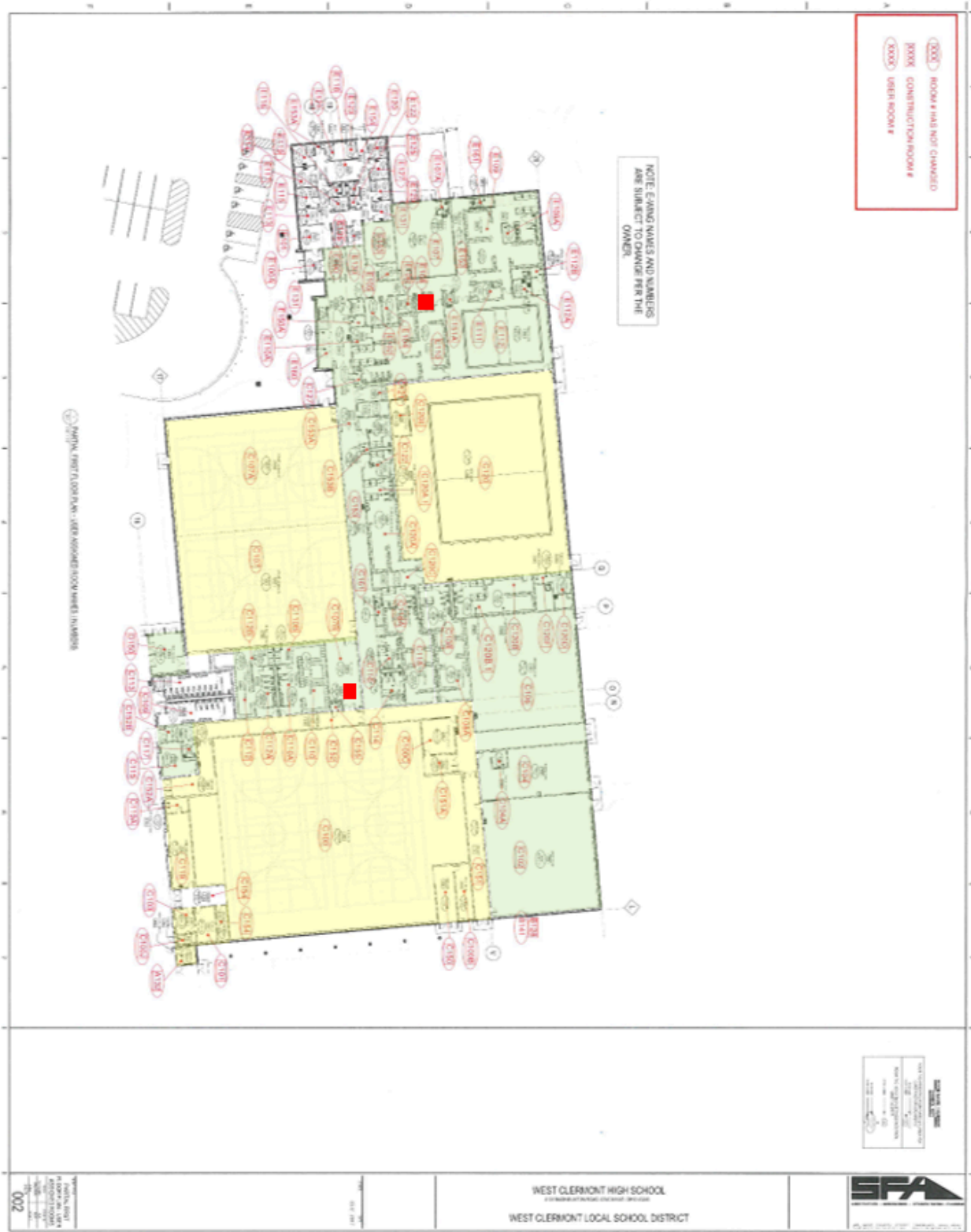
A3. Academic Wing – 2nd Floor



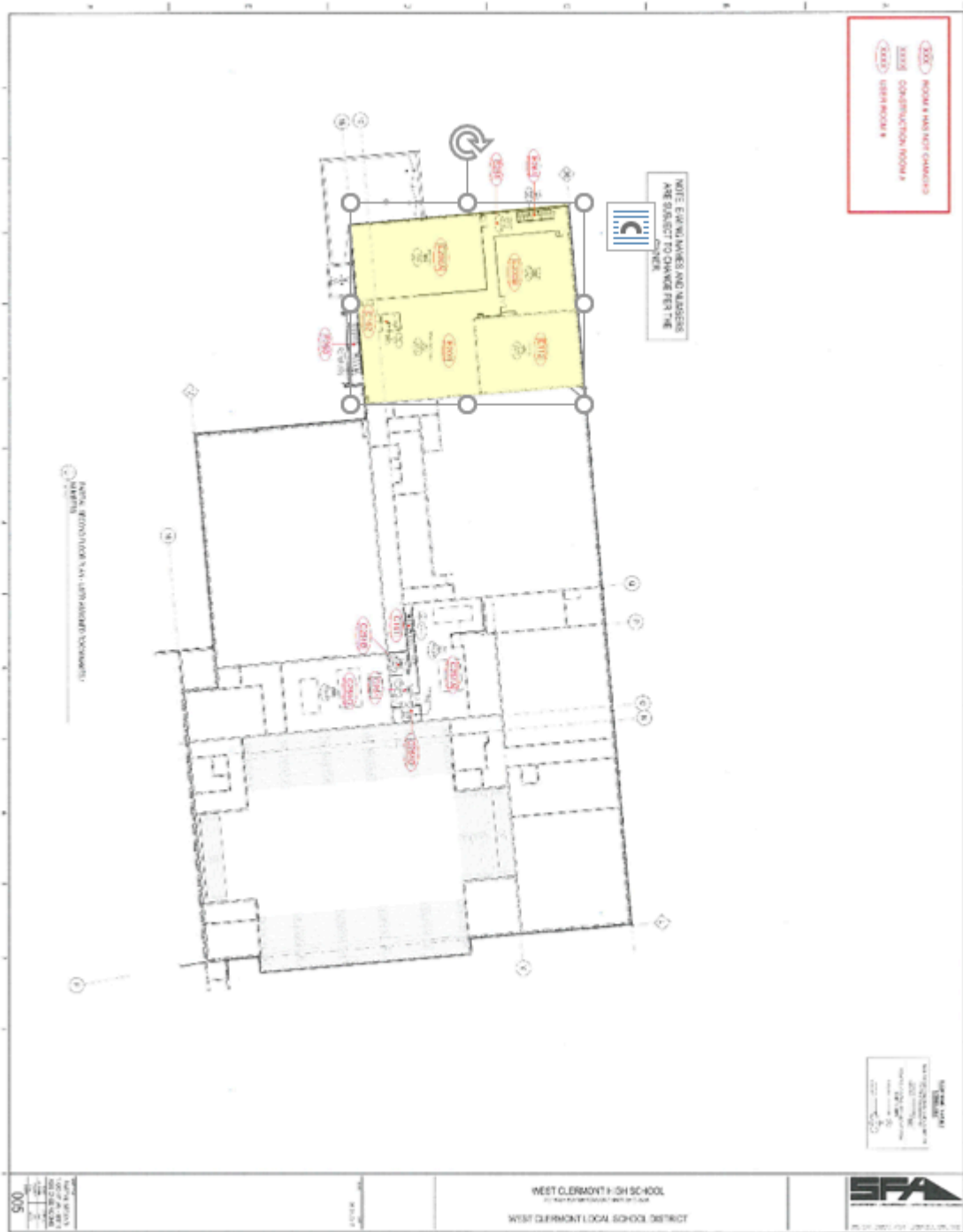
A4. Academic Wing – 3rd Floor



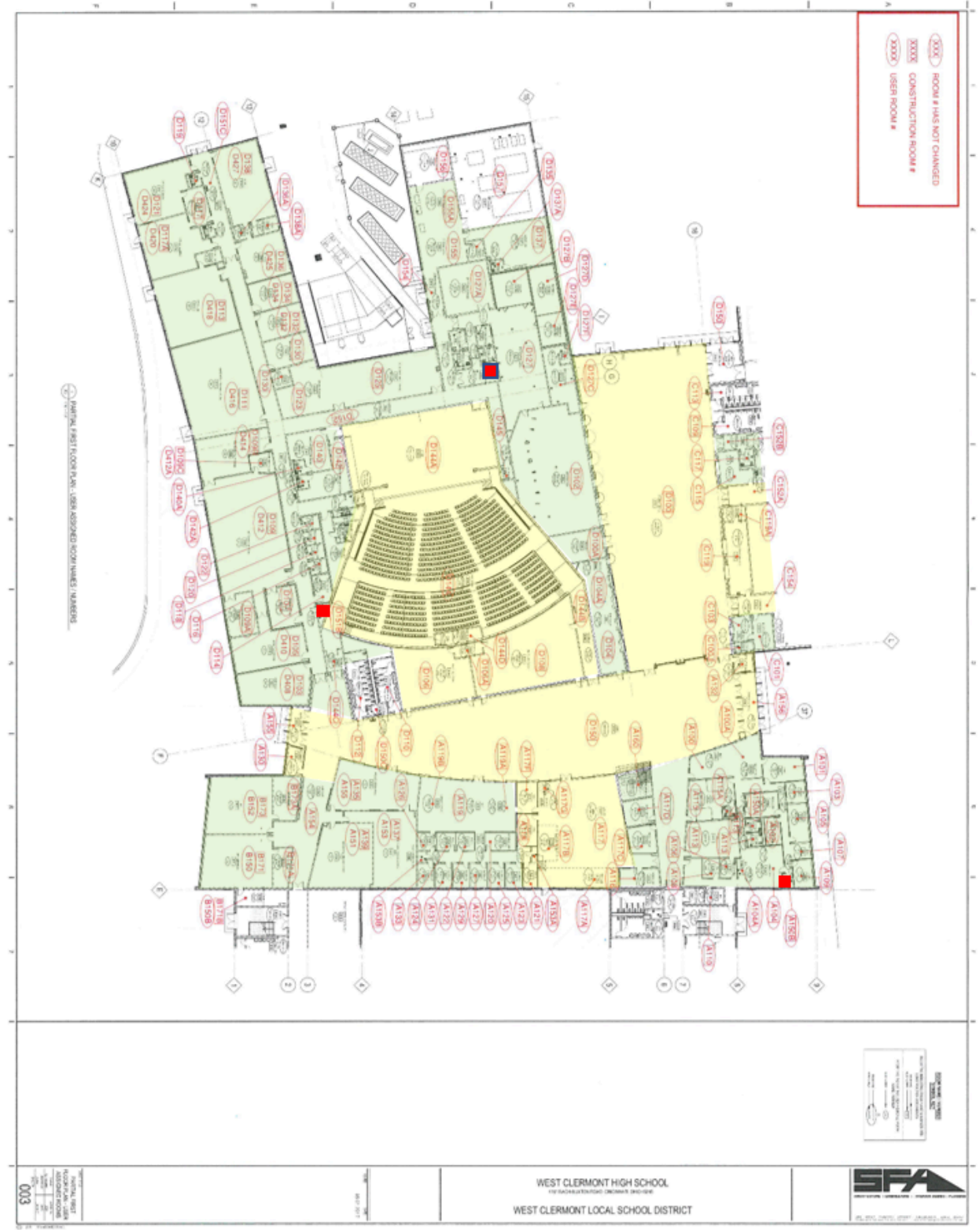
A5. Gyms, Pools, Healthplex – 1st Floor



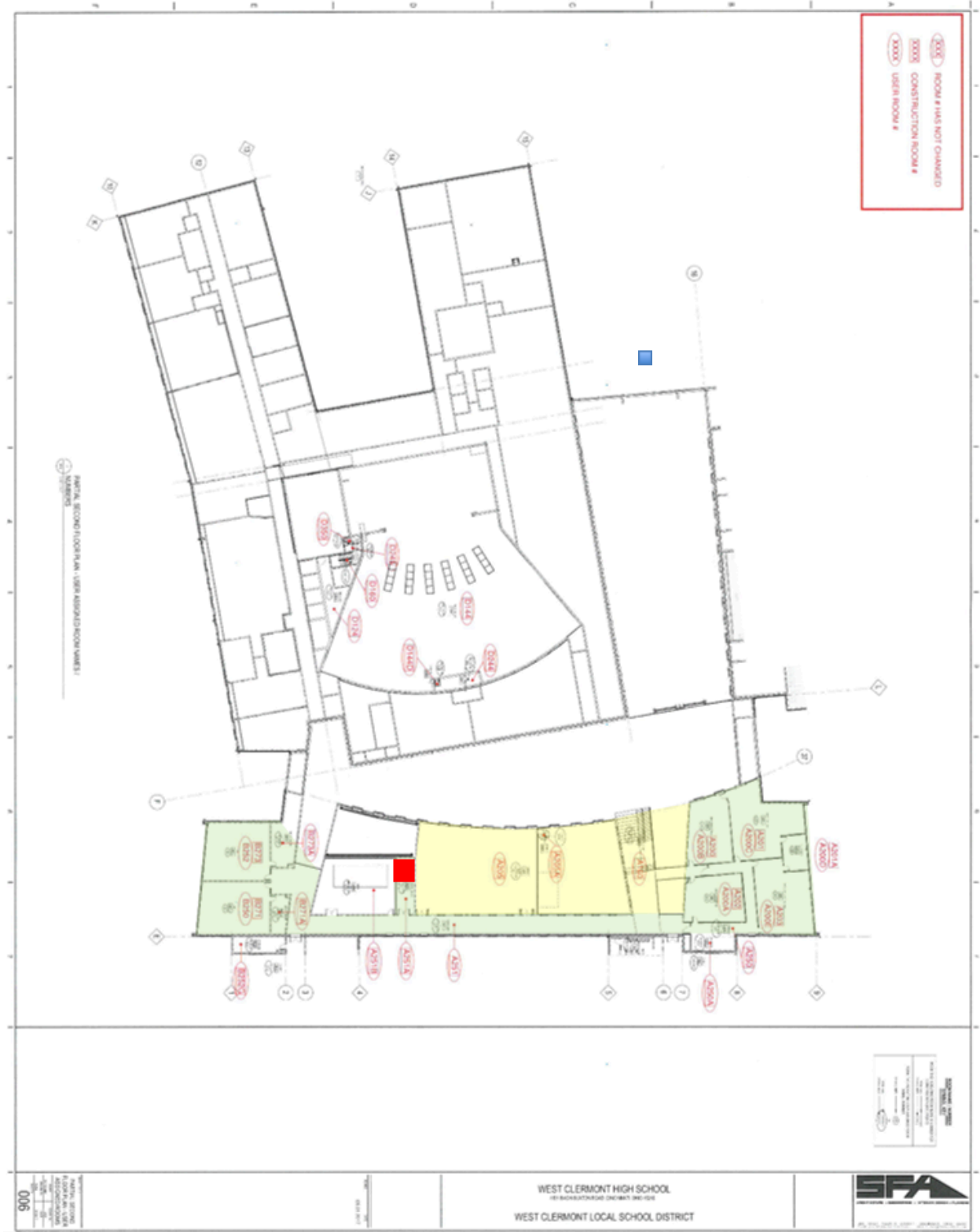
A6. Healthplex – 2nd Floor



A7. Performing Arts, Media Center, & Cafeteria



A8. Media Center, CTE, Arts - 2nd Floor



A9. Stadium Complex

