

**REQUEST FOR PROPOSAL (RFP)**  
**OSCEOLA SCHOOLS WIRELESS ACCESS POINTS INSTALLATION**

**OSCEOLA PUBLIC SCHOOLS**  
**P.O. BOX 198 – 565 S. KIMMEL STREET**  
**OSCEOLA, NE 68651**

**JANUARY 23, 2017**

**TABLE OF CONTENTS**

|    |  |   |
|----|--|---|
| 1. | SUMMARY AND BACKGROUND .....                   | 2 |
| 2. | PROPOSAL GUIDELINES.....                       | 2 |
| 3. | PROJECT PURPOSE AND DESCRIPTION .....          | 3 |
| 4. | PROJECT SCOPE.....                             | 3 |
| 5. | REQUEST FOR PROPOSAL AND PROJECT TIMELINE..... | 4 |
| 6. | BUDGET .....                                   | 4 |
| 7. | BIDDER QUALIFICATIONS .....                    | 4 |
| 8. | PROPOSAL EVALUATION CRITERIA .....             | 5 |

## **1. SUMMARY AND BACKGROUND**

Osceola Public Schools is currently accepting proposals to upgrade our wireless network signal. This will be accomplished by purchasing new access points that are 802.11ac compliant for specific areas of our facilities and replacing older existing access points with new 802.11ac compliant access points within our facilities. The existing Osceola Public Schools facilities consists of an elementary school built in 1956 and a middle school/high school built in 1976, both of which have some network capacity, but need to be expanded to accommodate increased uses in technology. In an effort to achieve this expansion, Osceola Public Schools has determined that new infrastructure is needed which will accommodate the future needs of students and staff of the district.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Osceola Public Schools wishes to go.

Osceola Public Schools is a small rural school district that is focused on educating its 240 students in using 21<sup>st</sup> Century skills. Our district recently has gone to a 1:1 computer/student ratio at grades 6-12.

Osceola Public Schools is located in Osceola, Nebraska and is a certified PK-12 educational facility through the Nebraska Department of Education.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm CST March 1, 2017. Any proposals received after this date and time will be returned to the sender. An official agent or representative of the company submitting the proposal must sign all proposals.

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.

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 Osceola Public Schools legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE AND DESCRIPTION**

**The purpose of this project is as follows:**

To better handle the new 1:1 computer initiative the district has implemented, Osceola Public School's wants to upgrade the speed of the currently installed access points. The existing Osceola Public Schools facilities consists of an elementary school built in 1956 and a middle school/high school built in 1976, both of which have some network capacity, but need to be expanded and upgraded to accommodate new teaching strategies that use technology. Osceola Public Schools is seeking a provider for new 802.11ac compliant access points in our two educational buildings for the purpose of increasing transmission rates of its wireless network signal.

**Project Description:**

There are access points operating at 300-450 Mbs currently in place in many of the areas of the Elementary facility. Some of them will need to be replaced with 802.11ac compliant access points to achieve the desired result. The Elementary School is an old 1950's buildings that is well cared for but is mostly concrete and block construction. Cabling access to the rooms is through steam pipe tunnels approximately 4' x 5' under the building that easily accommodate a full size adult. All areas already have a dedicated CAT 6 cable for connecting an access point already in the room.

### **4. PROJECT SCOPE**

The scope of this project includes supplying 10 new 802.11ac compliant access points that the district will install at the Elementary facility to improve access capacity.

The selected bidder will be responsible for providing new access points based on the following criteria which must be met to achieve a successful project:

- Software or Cloud based controller
- 802.11ac compliant
- No software or maintenance license
- PoE compliant
- Enterprise grade

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 4 pm CST March 1, 2017.

Evaluation of proposals will be conducted from February 1, 2017 until March 3, 2017. If additional information or discussions are needed with any bidders during this time, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than March 8, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by March 13, 2017.

Notifications to bidders who were not selected will be completed by March 27, 2017.

### **Project Timeline:**

Project initiation phase must be completed by September 15, 2017.

Project planning phase must be completed by October 2, 2017. 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 itemized where possible

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 handling access points for Internet access.
- Years of experience handling product.
- Testimonials from past clients on satisfaction
- Proposed delivery timeframe for completion of the project
- Must have a current SPIN from USAC.

## **8. PROPOSAL EVALUATION CRITERIA**

Osceola Public Schools 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:

- Value and cost of the eligible and ineligible products: 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
- Prior experience with the vendor: Has the district worked with this vendor in prior instances.
- Compatibility with existing access points.
- Local or in-state vendor
- Flexible invoicing: FCC Forms 472

Questions may be directed toward Steven A. Rinehart at 402-747-3121. Each bidder must submit 3 copies of their proposal to the address below by 4 pm CST March 1, 2017:

Steven A. Rinehart  
Osceola Public Schools  
P.O. 198  
565 South Kimmel Street  
Osceola, NE 68651