

## **High School for Recording Arts ISD#4039**

### **REQUEST FOR PROPOSAL FOR DESIGN, PROCUREMENT, AND CONFIGURATION OF A WIRELESS NETWORK**

The High School for Recording Arts (HSRA) is requesting proposals from vendors to add wireless capabilities as described in this "Request for Proposal" (RFP). The intention of this RFP is to provide qualified vendors with enough information about the project's needs and specifications to allow them to respond with a proposal that they determine best meets those requirements.

E-Rate Funding Year 2021  
FCC Form 470 # 210026863

Submittal. Interested Firms are invited to submit their Proposal as described below to:

High School for Recording Arts  
Attn: E-rate Wireless Proposal  
1166 University Ave W, Saint Paul, MN 55104  
erate@hsra.org  
Emailed proposals must include "Erate Wireless Proposal" in the subject line

Proposals Deadline. All Proposals must be received on or before March 25, 2021 not later than 1:00 PM (CST).

Questions. Questions regarding this RFP must be in writing and may be directed to Matthew Brown at [erate@hsra.org](mailto:erate@hsra.org). Written questions are due by March 10, 2021 at noon (CST). Responses will be posted on the website by March 12th at 5pm. Additional details and responses to questions can be found at <https://docs.google.com/document/d/1ixE09-c7OKjcAYMwfg9BstlBc6fw99POKbPRGAhTZf4/edit?usp=sharing>

Firms are directed to not contact any other person with inquiries regarding this RFP.

Notice This is not an offer by the District to contract with any Firm responding to this RFP. The District reserves the right to reject any and all Proposals that do not meet the RFP requirements. All materials submitted to the District in response to this RFP shall remain the property of the District. All information requested in this RFP must be provided by vendor or will be disqualified. All brands stated in this RFP are to be "equal or equivalent to" and must be compatible with existing network. All responses should be valid for 12 months from the date of submittal. Final execute of this project shall be contingent on the final.

## **Introduction**

The High School for Recording Arts (HSRA) is requesting proposals from vendors to add wireless capabilities as described in this "Request for Proposal" (RFP) to design, install and configure the wireless capabilities at HSRA. The intention of this RFP is to provide qualified vendors with enough information about the project's needs and specifications to allow them to respond with a proposal that they determine best meets those requirements.

The District's award of contract, if at all, will be made in accordance with school board policies, state laws and requirements of the FCC's E-rate program administered by the Universal Service Administrative Company.

The scope of this RFP will cover design, procurement, and configuration of a wireless network. The proposal should integrate into the district's existing network infrastructure described below.

Proposals will include plan design, firewall appliance, wireless access points, management components (ie controller) configuration, licensing and support, project management, tech support training, needed materials, documentation and acceptance testing of installed components. The proposal should be able to handle the current traffic as well as future needs. Successful bids will explain how their proposal will provide a wireless solution that will deliver optimal wireless access for high-density classroom 1:1 use and support multiple devices per user. Implementation is scheduled for summer of 2021 and should be operational by August 20th, 2021. In accordance with USAC E-rate rules no work may begin before July 1, 2021.

Bidders must have a valid E-rate Service Provider Identification Number (SPIN) and experience with successfully providing E-Rate services to public schools. Including SPI Invoicing method if preferred.

All information provided by HSRA in this RFP is offered in good faith. Individual items are subject to change at any time. HSRA makes no certification that any item is without error. HSRA is not responsible or liable for any use of the information or for any claims asserted therefrom.

## **Background**

High School for Recording Arts (HSRA) is a public charter high school and independent school district in Saint Paul, MN. HSRA serves around 350 students and has about 70 staff. HSRA qualifies for a 85% E-Rate discount. Each student has school issued device and most also carry a personal device such as a phone or tablet.

HSRA currently uses Aruba/HP POE switches and has a fiber internet connection with current speeds available at 1gb/s and utilizes Synology and Mac server environment with a Fortinet 100D firewall. HSRA serves about 350 students 1:1 with chromebooks. Staff utilize a mix of MacBooks and iMacs. Currently the school and district use an HP wireless system that was install in 2013.

1. Current School Wi-fi includes a HP-MSM765ZL.
  - a. Software Version 6.6.9.1
  - b. Hardware Revision 2:47
  - c. 18 HP Access point throughout the school
2. Network Infrastructure
  - a. HP 5412R POE Switch
  - b. HP 5412zl POE Switch
  - c. Fortinet 100D Firewall
  - d. All existing internal cable runs are Cat 6

WIFI is needed in an existing 2 story building. There are multiple classrooms, office and indoor athletic facilities that span just over 50,000 square feet. The building has a steel framed interior. Hallways and some areas may have hard lids. Much of the cabling throughout the second floor of the building is exposed by design, and easily accessible in railways or J hooks. Most of the first-floor cabling is covered by gridded title.

The location, address and drawings for High School for Recording Arts school are included in Appendix "A". The Building floor plans are provided in Appendix B.

## **Scope of Service**

1. Firewall should be capable of supporting a fiber incoming internet connection and a fiber backbone connection between the other network hardware.
2. Firewall should be designed and configured to facility the DHCP Sever for the wifi network as well as other VLANS.
3. The wireless network shall be designed by the Vendor to support at least 40 high-speed wireless devices in each classroom.
4. All large meeting spaces such as the Gymnasium should be designed to support at least 100 high speed wireless devices.
5. The Vendor must provide a guarantee that the system will operate and perform as advertised when students and staff fully utilize the system. This includes minimum RSSI of -65 dBm (in both the 2.4 GHZ and 5 GHZ bands) in all classroom and office spaces.
6. The proposal should also provide outdoor coverage of at least 30 feet in front of the building exterior.
7. The wireless network shall integrate with the district's existing network environment, with a feature set similar or exceeding the current system.
8. Vendor is responsible for configuring all devices needed to implement wireless access in the building with minimal downtime I any.
9. The wireless network shall be configured to have multiple SSID's on dedicated VLAN's as defined by HSRA technology staff during installation and setup.
10. The Vendor shall provide all needed materials such as patch cables.
11. Vendor will not need to provide installation of individual APs. Those will be installed by district and vendor shall accommodate that schedule.
12. A complete post-installation site survey "heat map" shall be completed to show that all educational and office spaces have a minimum dBm signal strength of -67 dBm (in both the 2.4 GHZ and 5 GHZ bands) in all locations. This survey shall be provided to the district once with the proposal.
13. All equipment should be labeled.
14. HSRA technical staff shall be consulted prior to making any and all changes to any HSRA system.
15. Vendor will remove and dispose of all packaging and miscellaneous materials left over from any part of the installation and place all trash in an identified on-site dumpster or taken by the vendor to an off-site location.
16. Vendor will provide training to school IT personnel on the proper configuration, daily operation, and maintenance of the system.
17. The vendor will provide a copy of all configuration, and training materials. This includes any and all materials the vendor deemed to be helpful in the day-to-day operations of the system.
18. The vendor shall provide the following support information regarding technical support and other vendor services.
  - a. Materials describing the process for reporting a hardware or software failure in any of the components of the proposed system.
  - b. The methods available for contacting tech support (phone, email, website, etc.) including escalation procedures.
  - c. Standard warranty and maintenance for each of the components proposed should be included in the price of component.

- d. Upgrade path for management software.
19. As part of the project design, a detailed physical network diagram and excel listing shall be provided to HSRA. The diagram and excel listing shall show the location of all network equipment and details of all connections between equipment. Details shall also include:
- a. Equipment make and model
  - b. Serial numbers
  - c. IP Addresses
  - d. Backbone port, media, speed and duplex settings
  - e. VLAN assignments

## **Specifications**

1. Equipment must be new (not used or refurbished) and meet the 802.11ax Wifi 6 standard. Solutions that use proprietary technologies, extensions to established industry standards, or draft implementations of pending industry standards must be clearly identified as such in the proposal and may be considered by HSRA after appropriate review.
2. All access points must be powered via power over ethernet and the RFP should describe the power level standard required.
3. Access points should include individual pricing for devices and separate licensing and support pricing for 1 year license. Controller to be priced for this project but may be subject to the district final decision.
4. Each access point must have at least 1-gigabit Ethernet port.
5. Each access point must support VLAN tagging on individual SSID's.
6. Access points must be quoted for specific E-rate eligible location of site, vendor to state all eligible and ineligible in proposal.
7. Access points must be able to operate if connectivity to controller is interrupted.
8. Access points must be able to handle a significant number of clients without performance degradation.
9. Solution must provide sufficient coverage to allow seamless roaming throughout the building.
10. Describe a training plan in the administration and management of the wireless system.
  - a. Training is an eligible E-rate cost and should be included as a separate line item.
11. Include the description of warranties including product warranty, connected equipment guarantee and amount and a sample service level agreement (SLA).
12. The Vendor must provide a guarantee that the system will operate and perform as advertised when students and staff fully utilize the system. This includes minimum RSSI of -65 dBm (in both the 2.4 GHZ and 5 GHZ bands) in all classroom and office spaces.
13. Management should have redundancy, ie be able to run in a HA pair (Either Active/Active or Active/Standby) and Failover between controllers should be seamless without loss of client's connectivity.

## **General Terms for All Proposals**

1. Failure to include or address requested information may be grounds for disqualification.
2. Although physical proposals are accepted email proposals are preferred.
3. Provide at least one original copy of your proposal.
4. Provide at least three references from current or recent customers, preferably K-12 customers and projects equivalent to the size of this project.
5. Funding Availability and Notice to Proceed
6. HSRA will follow the purchasing policies of its school board policies, state laws, and requirements of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.
7. HSRA's acceptance of a proposal and the initiation of work is dependent upon E-rate funding for this project.
8. If E-rate funding is not secured, the school district will review its funding options in consultation with the vendor who was awarded the bid.
9. HSRA will issue a letter to the vendor as a notice to proceed; USAC E-rate funding notifications to either the district or the vendor does not alone signify a notice to proceed.
10. If E-rate and/or other funding sources are not secured, HSRA will have the right to allow the contract to expire and will notify the vendor of its intentions.
11. For E-Rate Bids, include
12. FCC Form 498 ID (Service Provider Identification Number).
13. If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified.
14. FCC registration Number (FCC RN).
15. Service Providers must comply with local, state, and federal requirements including agreement to fully cooperate with audit and ten-year document retention requirements.
16. Agreements will be completed AFTER bid award and final negotiations are completed.
17. Must complete and provide detailed Pricing Schedule for the project.
18. Service providers (bidders) must comply with E-rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

## Acceptance of Proposals

All proposals to this RFP must be submitted by March 25, 2020, 1 p.m. CST. All proposals will be reviewed by a HSRA team. No RFPs will be reviewed before this date and time. Each proposal will be evaluated based on criteria and priorities as defined by HSRA, who will choose the submission that, taken as a whole, and in HSRA sole opinion, is in the best interest of the organization. Any award to be made pursuant to this RFP will be based upon the proposal offering the best value to the district, with appropriate consideration given to cost, schedule, and operational, technical and management requirements. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of proposal.
2. Overall cost and value of Vendor's proposal.
3. The extent to which Vendor's proposal fulfills HSRA stated requirements as set out in this RFP.
4. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
5. The Vendor's stability, experience and record of past performance in delivering such services.
6. Availability and commitment to completion date
7. Acceptance of contract terms.

Factor	Possible Points	Description
Total Costs	40	Price for all parts, labor, design, project management, programming, and shipping and handling.
Perceived Technical Quality	29	The perceived quality of the Vendor's response/solution, including a complete and concise response proposing a quality system to provide reliable, consistent, scalable service and products; proposed solution clearly meets the school district's needs within its resources; all proposed equipment and services meet or exceed industry standards and specifications.
Experience & Knowledge	15	Company background and three references clearly demonstrate strong knowledge of technology relevant to this project and successful relationships with K-12 school districts, E-rate and similar-sized projects; vendor is stable, financially sound and well-established in the industry
Service & Support	20	Vendor can complete work within school district timelines; (10 pts) Vendor has staff, resources, and ability to provide prompt responses to



		issues and inquiries; direct access by district staff to customer support for routine and emergency situations. Training is clearly described and is of high quality (10 pts)
Prior Experience with Vendor	6	HSRA has prior positive experience(s) working with the vendor

A team of individuals will evaluate all qualifying Responses. The evaluation of each Response will be based on the best value to the District, technical criteria and qualifications listed in this RFP as described above. Qualifying vendors may then be invited to appear for an interview, at the discretion of the District.

Interview. At the discretion of the District, one or some Firm(s) may be interviewed, the format of which will be determined by the District.

**The High School for Recording Arts reserves the right to:**

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor
- Cancel this RFP and replace with a revised RFP to meet the needs of district.
- Accept the "lowest and best" RFP which in their judgment assures HSRA the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. That said, cost-effectiveness will be weighted the most heavily.
- Proposals that do not comply with the requirements stated within this RFP or which are submitted after the deadline are subject to disqualification.
- Request additional information or conduct discussions with all respondents after the RFP deadline via Q&A updates, to secure a final selection to award RFP should such action be in the best interest of HSRA.
- Request that all of the vendors submit Q&A per this RFP by stated date.
- Award a contract on the basis of bids received.
- Award contract per the time frames set forth in this RFP.

## **Communication**

Any questions concerning technical specifications or Statement of Work (SOW) requirements shall be directed to:

Name: Matthew Brown

Address: 1166 University Ave W. Saint Paul, MN 55104

FAX: 651-373-9504

Email: [erate@hsra.org](mailto:erate@hsra.org)

Website: [www.hsra.org/resource-center.aspx](http://www.hsra.org/resource-center.aspx)

This RFP will be posted to the HSRA website at [www.hsra.org/resource-center.aspx](http://www.hsra.org/resource-center.aspx)

No cardinal changes, additions or corrections will be allowed to this project RFP.

All Q&A must be submitted by March 10, 2021 by noon CST to [erate@hsra.org](mailto:erate@hsra.org).

Responses to all questions will be made by March 12, 2021 and will be posted on the district website by 5pm PST for vendors to view.

It is the responsibility of the prospective bidder to check the website for updates or addenda.

## **Due Dates**

All proposals are due by 1:00 pm CST on 03/25/2020. They may be emailed to [erate@hsra.org](mailto:erate@hsra.org), mailed, or dropped off at the school's front desk. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

## **SCHEDULE OF EVBENTS**

1. RFP DISTRIBUTION TO VENDORS 2/25/2021
2. QUESTIONS DUR FOR POSTING TO DOCUMENT 3/10/201
3. QUESTIONS ANSWERED 3/12/2021
4. PROPOSALS DUE DATE 3/25/2021
5. TARGET DATE FOR REVIEW OF PROPOSALS 3/25/2021
6. ANTICIPTION DECISOON ANDSELETION OF VENDOR 3/25/2021
7. ANTICIPATED COMMENCEMENT DATE OF ONSITE WORK JULY 2021

## **Guidelines for Proposal Preparation**

Award of the contract resulting from this RFP will be based upon the vendor(s) whose response, in the district's sole judgment, represents the best value considering program needs, technical issues, cost and other factors.

HSRA welcomes Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery under this RFP. HSRA will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, and
- A prime Vendor is designated that will be fully responsible for all contract performance.

Submitted proposals are suggested to include the following sections:

1. Description or Executive Summary
2. Deliverables
3. Detailed and Itemized Pricing
4. Experience and References
5. Company Overview

The details for each of the above-mentioned sections are outlined below.

### **Description / Executive Summary**

Bidder will provide a description of their proposal for all services and solutions and/or a brief high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the proposed work, pricing, timeline, proposed contract performance personnel and their experience, and any features and benefits of the proposed work that the Vendor wishes to bring to HSRA's attention. If desired, details on scope, approach or methodology may be included and must be per district policy and USAC rules.

### **Deliverables**

Describe each deliverable of the proposed work (including the task to be performed and the materials to be used) and the proposed timeline for performance.

### **Detailed and Itemized Pricing**

Include a fee breakdown including labor, professional services, materials, and any other costs included within the fee by school site. Indicate E-rate-able costs, and breakout any ongoing licensing/support costs.

### **Experience and References**

Provide information about your experience providing similar services during the past three years, with specific focus on your provision of such services to school districts if applicable. Provide three current references to representatives of schools, government agencies, or corporations for which you have performed similar work. Also include any background you have working within E-Rate projects.

### **Company Overview**

- Provide the following for your company:
- Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering the services contained in your response to the RFP.
- Identify any subcontractors or vendors providing services or materials as part of your response to the RFP, and any relationships between your company and such subcontractors or vendors.
- FCC Form 498 ID (Service Provider Identification Number)

## APPENDIX A

High School for Recording Arts  
1166 University Ave W.  
Saint Paul, MN 55104

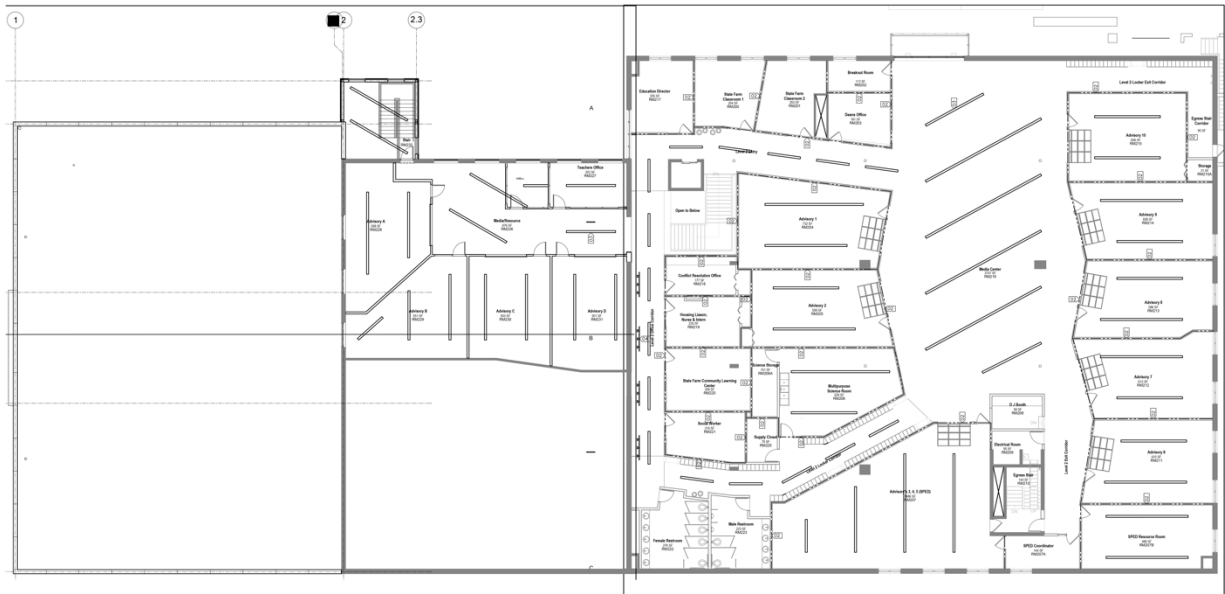
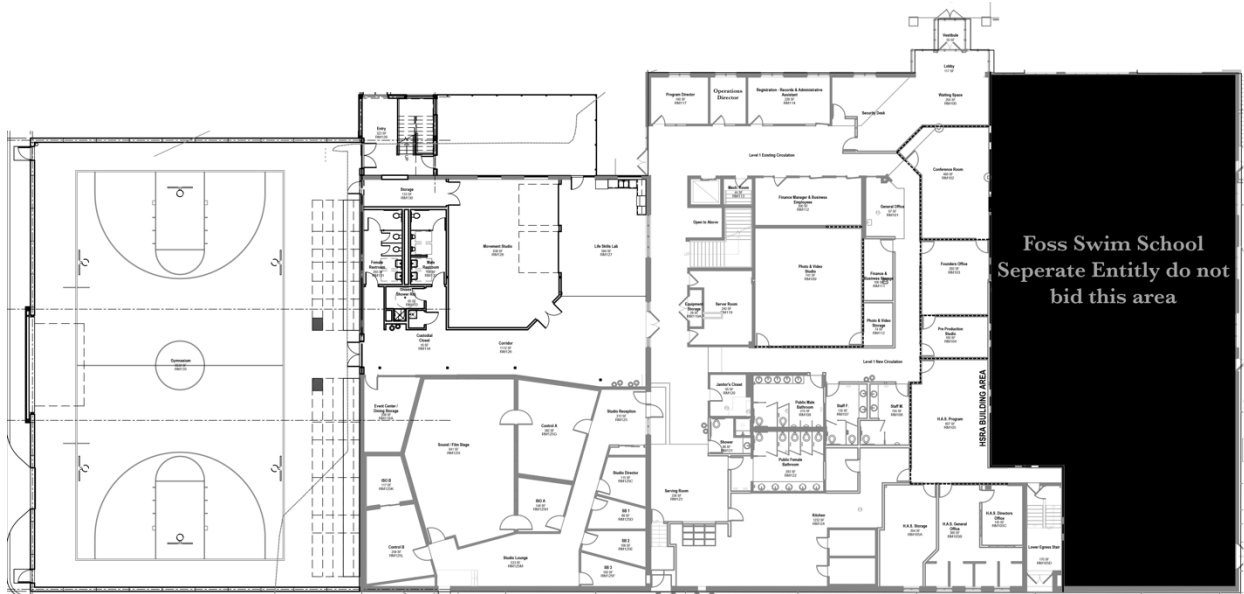
Building built in 1988  
Remodel in 2013  
Addition in 2016

The building is currently in use.

### Notes:

- Gym is 2 stories tall
- Recording studios are 2 stories tall

APPENDIX B – Building Plans



Full size image links:

[https://drive.google.com/file/d/1NsNy13kfn44\\_u3217exyUg2gFqf1oauH/view?usp=sharing](https://drive.google.com/file/d/1NsNy13kfn44_u3217exyUg2gFqf1oauH/view?usp=sharing)

<https://drive.google.com/file/d/1zLmN-9-ImSr5eL4lssM4j4EEgS4Ua5wU/view?usp=sharing>

