Request for Proposal

Information Technology Services

RISE Prep Mayoral Academy is requesting proposals (RFP)/qualifications (RFQ) for independent information technology services.

Overview:

RISE Prep is soliciting proposals from qualified firms that provide IT services as the primary focus of their business. The selected firm will provide network expansion during the next phase of construction.

Qualifications for the provision of these services includes:

* Extensive experience working with schools
* A thorough understanding of educational requirements, including state testing technology requirements
* Experience installing network hardware and software
* Experience installing wireless mesh networks
* Experience coordinating with Internet Service Providers
* Experience coordinating with software-as-a-service vendors
* Experience collaboratively developing long-term technology growth plans
* The ability to meet deadlines
* The ability to work well with other members of the project team to resolve issues as they arise

Scope of Work

RISE Prep is currently in the process of renovating its existing building. The selected firm will report to the Owner’s Representative during construction. The selected firm will provide:

* Analysis of RISE Prep’s technology needs
* Assess the current system for scalability and appropriateness for the school’s growth plans and educational model
* Adjust the system to meet school needs at an affordable price; determine upgrades and/or replacement of existing equipment; recommend software
* Plan the implementation of the system additions in coordination with the school and the school’s Owner’s Representative
  + Ensure that network design is appropriately included in construction drawings
* Work with construction team to ensure all wiring is installed correctly
* Install new networking hardware as needed
* Coordinate with other related vendors, including security contractor, cabling contractor, copier supplier and software-as-a-service vendors as needed
* Provide pricing on the following items:
  + 30 scholar Chromebooks
  + At least 7 adult laptops
  + 4 Laptop carts
  + Wireless access points required for Fourth through Eighth grade classrooms and all administrative spaces, exclusive of access points already owned
  + 8 short-throw projectors with mounting hardware
  + Per unit pricing is preferred so that the school may scale its purchases easily.

RISE Prep reserves the right to amend the contract resulting from this RFP for necessary time constraints and the availability of funding.

RISE Prep and the selected firm will agree upon a contract payment schedule based on successful implementation of the stated objectives. RISE Prep and the selected firm may negotiate the final description of work tasks and deliverables within the scope of what is advertised here for inclusion in the final contract.

The contract established with the firm selected as a result of this RFP will provide for the purchase of all needed hardware, wiring, software licenses, hardware and software maintenance, and other services as proposed.

Criteria for Selection

RISE Prep will evaluate proposals on the following criteria:

* Implementation approach

Describe the approach to be taken. Provide the steps and actions that will be taken to accomplish the project in this RFP. Provide a proposed schedule for delivery of major task milestones. Describe the procedure to assess, procure, and implement the technology infrastructure. Provide a project timeline, with an emphasis on required lead-times to procure necessary hardware. Include a description of firm resources that will be used in this project.

* Hardware, software, and network specifications

Provide the minimum requirements and specifications for all hardware and software that is recommended as a baseline for the assessment and procurement process of this project. Specify network, connectivity, and telecommunications requirements.

* Hardware, software, and network Performance Standards

Describe the satisfactory performance and reliability criteria to expect from the proposed solution. Include hardware reliability, connectivity bandwidth, and hardware lifecycle expectancy.

* Key Personnel Qualifications

Identify key personnel and provide their qualifications and experience related to the requested services. Describe who will be working on the project and their responsibilities. Also name other proposed team members.

* Customer References

Provide at least three references of prior customers similar to RISE Prep. Include names, email addresses, and phone numbers for each, as well as a brief description of the work undertaken.

* Suspension and Debarment

State if the firm or key personnel have been sanctioned, suspended, or disbarred by any authorities or oversight entities within the prior ten years and the reason for the sanction, suspension, or debarment.

* Security

Describe how the firm’s recommendations affect security, privacy, confidentiality, HIPAA, and any other security concerns.

* Training and Support

Describe the firm’s approach to training, support, and service, and provide a menu of related options.

* Fee Schedule and Pricing Information

Provide a comprehensive cost proposal that includes:

* + Cost of analysis and assessment of the current system
  + Cost of system design and planning for implementation of the system additions
  + Cost of procurement, installation, implementation, and coordination of the system additions

Please provide a menu of services and prices. RISE Prep will select a firm based on being able to pick and choose from the pricing and series alternatives as proposed. RISE Prep reserves the right to negotiate services and prices.

Proposal Requirements

Proposals must be received by the deadline listed in the proposal timeline in order to be considered. Proposals must meet the following criteria in order to be considered:

* Infrastructure Assessment and Procurement

The firm must demonstrate that it has the experience and qualifications to assess the existing infrastructure, recommend needed upgrades and/or replacements, and procure all recommended upgrades and/or replacements.

* Installation

The firm must demonstrate that it has the knowledge, experience, and capacity to provide the installation services required for the proposed hardware, associated software, and Internet connectivity devices.

* Ongoing maintenance of the proposed system

The firm must demonstrate that it has the capacity maintain the new system.

* Training

The firm must demonstrate that it has the knowledge, experience, and capacity to train key school users in the day to day operations of the installed infrastructure.

Project Timeline

Installation of networking hardware must be complete prior to the start of school in September 2019. Purchase and set up of any computers and laptop carts must be complete prior to the start of school in September.

Instructions for Submission

## Timeline

April 26, 2019: RFP issued

May 1: RFIs due

May 3, 5:00 PM: Proposal Due

## Logistics

Four hard copies of the Proposal/Qualifications must be submitted and received from each interested firm at the following location on or before May 3, 2019 at 5:00 PM. Proposals/qualifications should be addressed to:

Kat Waller

Director of Finance & HR

RISE Prep Mayoral Academy

30 Cumberland Street

Woonsocket, RI 02895

Questions regarding the RFP/Q should be directed via email by April 6 to:

Kat Waller

Director of Finance & HR

RISE Prep Mayoral Academy

30 Cumberland Street

Woonsocket, RI 02895

[kwaller@riseprepri.org](mailto:kwaller@riseprepri.org)

Emailed RFis must use “RFI-Technology Services” in the subject line.

Attachment A: Cover Sheet

Firm Contact Information

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone Number |  |

Primary Contact Person

|  |  |
| --- | --- |
| Name |  |
| Email Address |  |
| Phone Number |  |

The undersigned agrees and certifies that:

* He or she has read and understands all of the instructions, specifications, terms and conditions contained in the RFP;
* He or she is the Proposer or Authorized Representative of the Proposer;
* He or she is empowered to bind the Proposer to the terms of the proposal;
* The information provided in the proposal is true and accurate;
* He or she is bound by and will comply with all requirements, specifications, terms and conditions of this RFP;
* He or she will furnish, or cause to be furnished, all of the services specified in the RFP in accordance with the Proposal and the subsequent contract; and
* He or she is submitting the enclosed proposal for consideration by RISE Prep Mayoral Academy

|  |  |
| --- | --- |
| Authorized Signature |  |
| Printed Name |  |
| Title |  |
| Date |  |

Attachment B: Existing Infrastructure

## Existing Software

Teacher/Administrator: Microsoft Office Suite, Windows 7, Windows 10, Aspen, MIP Accounting, Paychex, Adobe Acrobat, SchoolMint, Mac OS 10.14

Scholars; Windows 7, ChromeOS

## Existing Hardware

|  |  |  |
| --- | --- | --- |
| Item | Quantity Owned | May need upgrade or replacement |
| HP ProBook 440 | 18 | 7 |
| HP 11 inch ProBook Student Edition | 56 |  |
| Acer Chromebooks | 30 |  |
| Lenovo ThinkPads | 10 |  |
| Windows Server | 1 |  |
| Desktop printers | 2 |  |
| Aruba Wireless Access Point | 7 |  |

## Network Printing

Xerox WorkCentre 7225

Sharp MX6070N

Kyocera TASKalpha 9002i

Kyocera TASKalpha 6052ci

## Internet and Network Connectivity

Various switches, hubs, wiring