

Palm Beach State College

REQUEST FOR PROPOSALS

RFP #1112-05

RFP Title: Network Architecture Engagement
Date: November 29, 2011

To: All Submitters

From: Purchasing Manager

You are invited to submit sealed proposals subject to the terms, conditions, and specifications contained herein and are hereby made part of this request.

- All proposals must be executed and submitted in sealed packaging.
- Faxed proposals will not be accepted.
- The face of the envelope shall contain the "Request for Proposals #1112-05"
 - the proposal name "Network Architecture Engagement"
 - the company name
 - delivered to:

Purchasing
Palm Beach State College
4200 Congress Avenue, MS #27
Lake Worth, FL 33461

- All proposals must be received at the address above no later than 3:00 PM, January 31, 2012.
- Proposals will be opened publicly at that time.
- Proposals received after this date and time will be rejected.
- Proposals will not be evaluated at this time.
- The evaluation date and time is noted in the RFP document.

With the consent and agreement of the successful proposer, purchases may be made under this RFP by other community colleges, state universities, district school boards, and by other Florida public entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d).

Proposers shall note exceptions to the above paragraph, if any.

In order to insure uniformity, all proposals must be submitted on the enclosed forms or exact photo copies and signed by an authorized representative of the company submitting the proposal. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

Direct all inquiries regarding this Request for Proposals (RFP) to the Purchasing department, in writing, by e-mail:
purchasing@palmbeachstate.edu

All inquiries, with responses, will be made available to all proposers on an equal basis without prejudice.

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Section A

GENERAL CONDITIONS

To insure acceptance of the bid, follow these instructions:

<p>SEALED PROPOSALS: All proposal sheets and forms must be executed and submitted in sealed packaging. Do not include more than one proposal per packaging. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Palm Beach State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.</p>	<p>DEFINITIONS: [College] refers to Palm Beach State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Bidder] may be used interchangeably throughout this document. [Proposal] and [Bid] may be used interchangeably throughout this document.</p>
<p>EXECUTION OF PROPOSAL: Proposals must contain a manual signature of an authorized representative in the space provided on the proposal submittal form. Proposal must be typed or printed in ink. No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.</p>	<p>PROPOSAL OPENING: Shall be public, at the address indicated on the RFP document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.</p>
<p>PRICES, TERMS and PAYMENT: Firm prices shall be quoted, typed or printed in ink, and includes all packaging, handling, shipping charges and delivery to the destination shown herein.</p>	<p>NO BID: If not submitting a proposal, respond by returning the proposal submission form, marking it "NO BID", and explain the reason.</p>
<p>EVALUATION OF PROPOSALS: The evaluation committee intends to recommend to Palm Beach State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers, scoring the overall highest evaluation points.</p>	<p>CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</p>
<p>AWARDS: In the best interest of the College, the College reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.</p>	<p>TAXES: The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.</p>
<p>DISCOUNTS: Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.</p>	<p>MISTAKES: Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer's risk. In case of mistake in extension, the unit price will govern.</p>
<p>CLARIFICATION/CORRECTION OF BID ENTRY: The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.</p>	<p>COSTS: The College is not liable for any costs incurred by a proposer in responding to this RFP, including those for presentations, when applicable.</p>
<p>SAFETY STANDARDS: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under. Failure to comply with the condition will be considered as a breach of contract.</p>	<p>UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.</p>
<p>PAYMENT: Payment will be made by the College per the terms and conditions specified in Attachment C. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original invoice should be submitted. Failure to follow these instructions may result in a delay in processing invoices for payment. In addition, the purchase order number should appear on bills of lading, packages, cases, delivery lists and correspondence.</p>	<p>FREIGHT TERMS: All goods will be delivered F.O.B. to the project site. Vendor will be responsible for and coordinate the delivery of all goods to each specific Palm Beach State College campus.</p>

<p>DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.</p>	<p>INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to Palm Beach State College Purchasing office for receipt no later than seven(7) business days prior to the RFP opening. Inquiries must reference the date of RFP opening and RFP number</p>
<p>MANUFACTURERS' NAMES: Any manufacturers' names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any items(s). Indicate on the proposal form the manufacturer's name and number. Proposer shall submit with his proposal, cuts, sketches, descriptive literature, and complete specifications. The bidder shall also explain in detail the reason(s) why the proposed solution will meet the specifications. Reference to literature submitted with a previous bid will not satisfy this provision. Proposals that do not comply with these requirements are subject to rejection.</p>	<p>CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee or relative of the Palm Beach State College. Further, all proposers must disclose the name of any employee or family member thereof, who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.</p>
<p>ADDITIONAL QUANTITIES: The College reserves the right to acquire additional quantities at the prices quoted in this invitation. If additional quantities are not acceptable, the proposal sheets must note: For Specified Quantity Only.</p>	<p>SERVICE AND WARRANTY: Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided</p>
<p>NONCONFORMANCE TO CONTRACT CONDITIONS: Items may be tested for compliance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in RFP and/or purchase order may result in proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the supplier's name being removed from the vendor pool.</p>	<p>SAMPLES: Samples of items, when required, must be furnished free of expense, on or before RFP opening time and date, and if not destroyed by testing may, upon request, be returned at the proposer's expense. Each individual sample must be labeled with the proposer's name, manufacturer's brand name and number, RFP number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your proposal. If return instructions are not received with the proposal, the commodities shall be disposed of by the College.</p>
<p>PURCHASES BY OTHER ENTITIES: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other colleges, universities, school boards, political subdivisions, or state agencies. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d).</p>	<p>PUBLIC RECORD LAW:Any material submitted in response to this RFP will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFP.</p>
<p>GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed that necessitate alteration of material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the College at once, indicating in their letter the specific regulation which required an alteration. The College reserves the right to accept or reject any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the College.</p>	<p>LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a RFP response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.</p>
<p>LIABILITY: The supplier shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of this contract.</p>	<p>ASSIGNMENT: Any Purchase Order issued pursuant to this RFP invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.</p>
<p>EMPLOYMENT OF ALIEN WORKERS: The College will comply with all aspects of Section 274A of the Immigration and Nationality Act. We will not knowingly engage with a company that does not adhere to these regulations and it is the obligation of the proposer to disclose any violation of such law to the College.</p>	<p>AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.</p>
<p>CONTRACT: The College will provide a contract subject to the terms and conditions of this RFP. By bidding, the proposer agrees to these terms unless otherwise stipulated in writing and agreed upon by both parties.</p>	<p>PUBLIC MEETING NOTIFICATION: All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.</p>

<p>INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the College.</p>	<p>CONSORTIUM PURCHASE: When an RFP is issued on behalf of a consortium, prices shall be F.O.B., Ordering Institution address. Invoices shall be delivered to the Institution placing the order unless otherwise stated.</p>
<p>ADDENDA: All addenda to this RFP will be posted to the Palm Beach State College Purchasing web page containing the original solicitation. www.palmbeachstate.edu/purchasing.xml</p>	<p>PRE-DECISION DISCUSSIONS: Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring after the proposals are opened and prior to the posting of the recommended award will result in the rejection of that proposal.</p>
<p>STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State Of Florida's Department of State.</p>	<p>DISPUTES: In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished here under, the decision of the College shall be final and binding on both parties.</p>
<p>PUBLIC ENTITY CRIME INFORMATION STATEMENT: All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."</p>	<p>RETENTION OF RECORDS: Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this RFP for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this RFP and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.</p>
<p>ANTI-DISCRIMINATION CLAUSE: The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.</p>	<p>PROTEST: "Failure to file a protest within the time prescribed in S. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes." All protests must be delivered to the Purchasing Manager within the time prescribed in Chapter 120, Florida Statutes to be considered valid.</p>
<p>DISCRIMINATORY VENDOR'S LIST: Any entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.</p>	<p>AMERICANS WITH DISABILITIES ACT: The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts</p>
<p>SUBCONTRACTORS: The proposer is fully responsible for all work performed under the Contract resulting from this RFP. The proposer may, upon receiving prior written consent from the College's Purchasing Manager, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer.</p>	<p>REJECTION OF PROPOSALS: The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any bid rejected for failure to meet mandatory responsiveness requirements will not be reviewed.</p>

<p>INSURANCE REQUIREMENTS: When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance evidencing coverage during the period the vendor is providing services per the following:</p> <ol style="list-style-type: none"> 1. Workers compensation and employee's liability in accordance with the laws of the State of Florida. 2. Bodily injury liability, minimum of \$1,000,000 per person and \$1,000,000 per accident. 3. Property damage liability, minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. 4. Umbrella liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. 5. Contingent coverage for sub-contractors for liability at the site. <p>The bidder must list any sub-contractor that will perform work under this bid. The Certificate of Insurance must be provided to the College prior to the commencement of any work.</p>	<p>PROPOSAL INQUIRIES: The proposer may examine this RFP to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to this RFP shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this RFP, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications</p>
<p>VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing staff identified in this RFP shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.</p>	<p>TERMINATION AT WILL: The Contract resulting from this RFP may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery</p>
<p>INCLUSION OF SUPPORTING DOCUMENTS: All those submitting sealed replies in response to this Request for Proposals understand that the RFP document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.</p>	<p>PROPOSED RULES FOR WITHDRAWAL: A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the bid opening date.</p>
<p>FORCE MAJEURE: Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract resulting from this RFP or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.</p>	<p>SUBSTITUTION OF KEY PERSONNEL: In the event the successful proposer desires to substitute any key personnel submitted with his/her proposal, either permanently or temporarily, the College shall have the right to approve or disapprove the desired personnel change in advance in writing.</p>

Section B

SCOPE OF SERVICES AND REQUIREMENTS

B1. PROJECT SUMMARY

This document sets forth the terms and conditions, and technical requirements for a turn-key network system for Palm Beach State College. By turn-key, the network system vendor shall include provision of equipment, installation, configuration, testing and provision of documentation as specified.

The information within this RFP is intended to provide the vendor sufficient information to submit a bid for a suitable network solution based on the vendor's design of their specific products supported. The vendor is responsible to implement, configure and validate that the network solution will perform as required, without introducing network congestion or choke points where none currently exist. The vendor will be responsible to remedy, without additional costs to PBSC, any network congestion or choke points introduced within their overall solution.

By agreeing to this document you are agreeing to be solely responsible for coordinating your work with all Palm Beach State College representatives to eliminate any delays and to insure implementation of the new network system in accordance with this document by the date given under clause B2 or as amended by Palm Beach State College and agreed to by vendor. The project will include the procurement, installation, configuration, testing and documentation of the system to conform to the specifications within this RFP and all applicable standards.

B2. SCHEDULE:

This request for proposals will be governed by the following schedule:

Request for Proposals (RFP) issued	<i>November 29, 2011</i>
Mandatory Vendor Pre-Bid Meeting and Facilities Tour(s)	<i>January 5, 2012</i>
Vendors questions regarding RFP due	<i>January 17, 2012</i>
Final Addenda Issued	<i>January 24, 2012</i>
Vendor RFP response due	<i>January 31, 2012</i>
Vendor Short List published	<i>February 14, 2012</i>
Short Listed Vendor interviews	<i>February 21, 2012</i>
Vendor Award	<i>February 28, 2012</i>
All proposed systems shipped by manufacturer and received locally by implementation team	<i>April 17, 2012</i>
All proposed systems installed, configured, tested and cutover	<i>TBD, negotiated to mutual benefit of owner/vendor</i>

Any network outages required for implementation and cutover must occur on a Sunday and must be completed within a 24 hr. window. The vendor shall coordinate with the owner dates and times that are acceptable to the owner for all system cutovers. The vendor shall include in their proposal base price all costs associated with any weekend or after normal business hours activities required to meet the project schedule noted above. Any weekend, or after normal business, hours required shall be completed without any additional cost to owner.

B3. CONTRACT TERM:

This contract is based on a deliverable and will conclude upon agreed receipt by both the vendor and Palm Beach State College.

B4. RFP SUBMISSION FORMAT

- **VENDOR EXCEPTIONS**
 - The vendor shall clearly indicate any exceptions to the requirements specified
- **TECHNICAL SUBMISSION FORMAT**
 - The vendor response technical submission shall be organized in the following sections. Please submit one hard copy in a three-ring binder with tabs dividing the sections, and one electronic copy.
 - **Section 1 –Cover Letter**
 - **Section 2 – Manufacturer / Vendor Overview**
 - **Manufacturer Overview** including: background information about operations; brief description of the company, size and organization; brief description of key account representatives.
 - **Vendor Overview** including: background information about operations; length of time authorized as Manufacturer reseller; brief description of the company, size and organization; brief description of key account representatives; resumes of all technicians that will be assigned to the project including all sub-contractors. Resume’s to indicate previous experience, certifications currently held, and area of responsibility for this project. Clearly identify technicians that are local to Lake Worth FL.
 - **Section 3 - Addenda**
 - Copies of all issued Addenda
 - **Section 4 – Request for Proposal**
 - Copy of RFP, clearly identifying any exceptions to the requirements specified if applicable.
 - **Section 5 – Attachment “A” Existing Systems**
 - Copy of Attachment “A” Existing Systems.
 - **Section 6 – Attachment “B” Network Upgrade Requirements**
 - Copy of Attachment “B”, clearly identifying any exceptions to the requirements specified if applicable.
 - **Section 7 – Vendor Solution Supporting Information**
 - Vendor’s supporting technical information for proposed systems and components.
 - Vendor’s supporting implementation services information
 - All submission material supplied, including supporting material and information disclosed during the RFP process will become the property of Palm Beach State College and will be retained for internal use and held confidential. Palm Beach State College reserves the right to retain all submissions and to use any concepts or solutions in a submission regardless of whether that submission is selected. Submission from a vendor indicates acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the submission and confirmed in the contract between Palm Beach State College and the vendor selected.
 - Vendor submissions should include the name and resume of the vendor’s Project Manager who will be responsible for all aspects of this project from start to owner acceptance. If the Project Manager is not authorized to price changes to the purchase order then another Key Person with the ability to authorize price changes should be identified. If the vendor delivers the complete project using a design team that is different from the
- **SUBMISSION MATERIAL**
 - All submission material supplied, including supporting material and information disclosed during the RFP process will become the property of Palm Beach State College and will be retained for internal use and held confidential. Palm Beach State College reserves the right to retain all submissions and to use any concepts or solutions in a submission regardless of whether that submission is selected. Submission from a vendor indicates acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the submission and confirmed in the contract between Palm Beach State College and the vendor selected.
 - Vendor submissions should include the name and resume of the vendor’s Project Manager who will be responsible for all aspects of this project from start to owner acceptance. If the Project Manager is not authorized to price changes to the purchase order then another Key Person with the ability to authorize price changes should be identified. If the vendor delivers the complete project using a design team that is different from the

implementation team, the vendor's design and implementation project managers must participate and be engaged throughout the entire project from start to owner acceptance.

- These documents or discussions are for the purpose of providing you with the detailed information necessary to prepare your response. Except for the purpose of your RFP submission, this document shall not be made available, in whole or in part, to any third party without a need to know and the prior written approval of Palm Beach State College.
- Sub-Contractors
 - RFP submissions must identify any sub-contractors that may be utilized to perform the installation, configuration or testing of the proposed system.
 - If more than one vendor, organization, or company is involved in the installation, configuration, testing, training and/or support after installation, there must be a prime vendor. This prime vendor assumes responsibility for all other entities involved. The prime vendor is referred to as the "Vendor" throughout this RFP.

B5. DEFINITIONS

EQUIPMENT-The equipment supplied shall be new (unused), current model year production. The equipment shall be supplied with all accessories as required to install within the existing racks or cabinets according to industry standards, and provide all interfaces, modules and components necessary to meet the functional requirements identified within this RFP. All operating systems and configurations shall utilize current versions or releases at the time of configuration.

Clearly identify the duration of standard and extended warranties included in your RFP response. All warranties must provide on-site support/replacement, not return to factory.

LICENSES- Vendor shall provide all operating systems and software required to meet the requirements specified. Vendor shall include valid licenses and register Palm Beach State College as the licensee for all operating systems and software provided.

Section C

INSTRUCTIONS AND INFORMATION

C1. PROCESS FOR SUBMITTING PROPOSALS

a) Packaging of Proposal

The proposal must be plainly identified as:

Name of Proposing Company

Network Architecture Engagement RFP Number 1112-05

Due: January 31, 2012 @ 3:00 P.M.

Outer mailing boxes, envelopes, containers, etc., must display the RFP number. This includes outer carrier boxes and labels. Palm Beach State College will not be held responsible for proposals that are misdirected or mishandled because of the omission of this number.

Any additional information sent separately from the proposal package or at a later date (i.e. addendums, clarifications, proposal withdrawal requests, etc.) must be received by the proposal due date and the RFP number clearly identified on the outside of the package.

b) Number of Proposal Copies

Submit one hard copy and one electronic copy of the RFP submission.

C2. EVALUATION CRITERIA

The evaluation of proposals received on time will be conducted in the following three phases:

a) Administrative Review Phase

The proposals will be reviewed for the following administrative requirements:

Proposal was submitted by the due date and time

- (i) All documents (originals and copies) requiring a signature have been signed
- (ii) Correct number of proposal copies have been submitted
- (iii) The proposals that pass the administrative review will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily in all Appendices.

Failure to adhere to the above administrative requirements may result in the rejection of the submitted proposal.

b) Quality Review Phase

The proposals that pass the requirements review will be reviewed for quality and completeness and can receive a maximum of 500 points. The following listing provides you with the maximum points available for each factor in the evaluation:

a) Cost of equipment procurement	60
b) Cost of implementation services	60
c) Local vendor support	40
d) Manufacturer support	40
e) Scalability/Functionality	40
f) Network Management capabilities	30
g) Upgrade path / Complexity to add capacity	30
h) Product Lifecycle	30
i) Demonstrated understanding of Palm Beach State College requirements	50
j) Qualifications and References	40
k) Number of vendors required to complete procurement and implementation	40
l) Number of equipment manufacturers included in overall solution	40
m) TOTAL CRITERIA POINTS	500

c) Review Process

Palm Beach State College will review all vendor RFP submittals to identify the solution that provides a cost effective hardware solution with quality components and the required functionality along with implementation services providing strong customer support.

Local vendor support is an important aspect of the preferred solution with respect to the initial implementation and any ongoing support required. Strong manufacturer support for both the vendor and Palm Beach State College as the customer will be evaluated.

The network solution will be evaluated with respect to scalability, functionality and ease of management with suite of tools provided along with the hardware solution. The upgrade path and capacity expansion will be evaluated with respect to the complexity of implementing future additional capacity or functionality. The vendor’s historical product life-cycles will be considered when evaluating the overall investment and operational costs.

Qualifications of all proposed technicians, including all sub-contractors, will be evaluated with respect to their level of experience and certification with the proposed manufacturer solutions. Palm Beach State College recognizes that the prime vendor may require sub-contractors to provide some of the implementation services required. Vendor submissions that require several sub-contractors to complete the scope of work may result in a reduced score.

Palm Beach State College recognizes that multiple manufacturers will likely be required within each vendor’s proposed solution. Solutions that incorporate best of breed components for specific functions such as firewall, IPS, traffic shaping, wireless, etc., will not result in a reduced score due to multiple manufacturers proposed. Proposed solutions that incorporate multiple manufactures without functional benefits to Palm Beach State College may result in a reduced score. The ability for the vendor to ship the products within a timely manner and complete the implementation services within the desired timeframe will be included in the evaluation process. The vendor’s ability to demonstrate previously completed projects with similar scope will also be included in the evaluation process.

C3. PRICING

a) Equipment Procurement Pricing

Pricing information shall be itemized for the procurement of all equipment, extended warranties, maintenance contracts and software.

Provide detailed retail pricing and customer discounts for all systems and components included in your RFP pricing response.

Pricing detail shall include maintenance contracts according to the following schedule:

Type 1: Annual 24x7x365 (with 4 hour response time) technical support costs provided for a period of 5 years from date of system acceptance.

Type 2: Annual 8x5xNBD technical support for a period of 5 years from date of systems acceptance.

Type 3: No maintenance contract required, vendor to include spare component for Palm Beach State College to keep in storage.

b) Implementation Services Pricing

Pricing information shall be itemized for all implementation services, broken out by the skill sets of the various technicians required to complete the scope of work.

Vendor shall include all costs associated with implementation services required outside of normal business hours, including system cut-overs.

c) Expenses:

Vendor shall include within their itemized equipment pricing all travel time and out-of-pocket expenses associated with the equipment procurement

Vendor shall include within their itemized implementation services pricing all travel time and out-of-pocket expenses associated with the implementation services.

Palm Beach State College is not responsible for any additional costs associated with travel time or out-of-pocket expenses required.

C4. VENDOR INVOICING

Purchase orders will be issued by Palm Beach State College project manager.

Invoices for procurement of equipment will be made accordingly:

Vendor to submit invoice in the amount of 40% of equipment procurement upon receipt of Palm Beach State College.

Vendor to submit invoice in the amount of 40% of equipment procurement upon acceptance of delivery.

Vendor to submit invoice in the amount of 20% of equipment procurement upon system acceptance.

Payments will be made to vendor within 30 days upon receipt of invoice.

Invoices for implementation services will be made accordingly:

Vendor to submit monthly invoices based on a percentage of work completed.

Payments will be made to vendor within 30 days upon receipt of invoice

C5. EXECUTION

a) PERFORMANCE OF SERVICES

Vendor will provide implementation services at Palm Beach State College locations identified within the RFP. Palm Beach State College will allow the vendor to setup remote access for various implementation tasks such as configuration and testing by off-site technicians. The off-site remote access by the vendor's technical implementation team shall be supported by local on-site technicians as required to avoid Palm Beach State College IT team from having to provide any assistance.

For work required to be performed outside of normal business hours, vendor shall submit a request to Palm Beach State College for approval indicating date, duration, work to be performed, and technicians required.

Vendor shall be responsible to daily backup systems and configurations during the configuration and testing phases of the implementation.

b) NETWORK INFRASTRUCTURE

All new network components will be installed within the existing racks and cabinets.

All network cabling interfaces will utilize the existing copper and fiber optic communications backbone and horizontal workstation cabling unless specified elsewhere within the RFP documents.

All fiber connections currently terminated in fiber patch panels will be tested to validate the ability to run 10G connectivity. Test results will be delivered to the College for examination as part of the acceptance process.

Vendor to include the supply and installation of new patch cords within the proposed solution as specified.

The existing fiber optic cabling infrastructure consists of SC and ST type terminations. Vendor shall provide new hybrid fiber optic patch cords to connect the new hardware interfaces to the existing fiber optic patch panels (SC or ST).

Vendor shall include all custom cabling or patch cords required for non RJ45 copper or fiber optic LC type interfaces.

C6. SYSTEM ACCEPTANCE

System acceptance occurs when:

All of the work has been completed in accordance with the contract and the RFP specifications, including configuration, testing and integration with other systems.

All legacy equipment is removed and data wiped, and College receives certificates of data wipe and, where appropriate, proper disposal has been completed.

All systems operate in conformance with manufacturer's published specifications and the functional requirements stipulated within this RFP.

All documentation has been submitted as specified within this RFP and is complete in content.

Palm Beach State College, or its designated agent, has inspected and tested the installation, reviewed documentation submitted, and provided written approval.

All training, as specified in the RFP is complete.

Palm Beach State College and vendor agree RFP conditions have been satisfied.

C7. STANDARD TERMS AND CONDITIONS

<p><u>Amendments:</u> Palm Beach State College reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Palm Beach State College Purchasing Web site: www.palmbeachstate.edu/purchasing.xml Proposers should check this Web page daily for new information.</p>	<p><u>Contract Discussions:</u> Prior to award, the apparent successful firm may be required to enter into discussions with the College to negotiate the contract agreement for services. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions initiated with the next highest scoring firm.</p>
<p><u>Confidentiality Requirements:</u> Proposals are subject to the Florida public records laws. The College cannot protect proprietary data submitted in proposals.</p>	<p><u>Financial Information</u> The proposer will submit an audited financial statement for the most recent 12-month period. As a minimum, the audited financial statement shall consist of the firm's balance sheet and statement of operations and the firm's bonding capacity. This financial requirement may be satisfied by the firm's surety submitting a certification regarding the firm's bonding capacity, which must equal or exceed \$1 million dollars. In this regard, the firm's surety must be a licensed surety qualified to conduct business in the State of Florida and rated "(A-)" or better in the most recent A.M. Best Guide and qualified to do business within the State.</p>

Appendix A

Purchasing Department
 Palm Beach State College
 4200 Congress Avenue MS#27
 Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

RFP	1112-05	Network Architecture Engagement
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Vendor Name	
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Bidding As (check one)	Corporation		Individual		Other (explain)	
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Address	
----------------	--

City		State		Zip Code	
-------------	--	--------------	--	-----------------	--

Telephone		Fax	
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E-Mail	
---------------	--

Representative Title	
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Signature	
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Appendix B

PROJECT SPECIFIC BACKGROUND

Serving more than 52,000 students annually, Palm Beach State College is the largest institution of higher education in Palm Beach County, providing the bachelor's degree, associate degrees, professional certificates, career training and lifelong learning. Established in 1933 as Florida's first public community college, it offers more than 100 programs of study at locations in Lake Worth, Boca Raton, Palm Beach Gardens and Belle Glade.

Purpose

This document sets forth the terms and conditions, and technical requirements for a turn-key network system for Palm Beach State College. By turn-key, the network system vendor shall include provision of equipment, installation, configuration, testing and provision of documentation as specified.

Appendix C

FORM FOR SUBMITTING WRITTEN QUESTIONS

Written Questions for RFP No.	1112-05
RFP Title	Network Architecture Engagement

Company Name	
Date	
Deadline for Questions	January 17, 2012

Type your questions in the section below. Leave the answer section blank. You are not limited to 10 questions. All questions should be sent via email to: purchasing@palmbeachstate.edu before the deadline.

	Questions	Answers [leave blank]
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix D

STATEMENT OF NO BID

RFP No.	1112-05
RFP Title	Network Architecture Engagement

Palm Beach State College
Purchasing Department
4200 Congress Avenue MS#27
Lake Worth, FL 33461

Attn: Purchasing Manager

We, the undersigned, have declined to bid on your bid number **1112-05** for a(n) **Network Architecture Engagement** for the following reason(s):

- _____ We do not offer this product / service.

- _____ Our current workload would not afford us the time to devote to your project.

- _____ Unable to meet specifications.

- _____ Unable to meet insurance / bond requirements.

We understand that if the "No Bid" is not executed and returned that our name may be removed from the list of qualified bidders for Palm Beach State College.

Company Name _____

Signature _____

Company Address _____

Telephone Number _____

Appendix E

Detailed Hardware Purchase Pricing Summary

RFP No.	1112-05
RFP Title	Network Architecture Engagement

The following purchase pricing summary is provided for Palm Beach State College to review the vendors proposed hardware components. Palm Beach State College is not purchasing the network solution based on the bill of materials, but an end-to-end solution as specified within the RFP. The vendor will be responsible to provide all components and services necessary to provide a complete end-to-end solution even if the required components are not specifically listed in the bill of materials.

Qty:	Part Number	Description	Unit List Price	Discount %	Unit Customer Price	Extended Customer Price
<u>SAMPLE</u>						
<i>Manufacturer</i>	<i>Model</i>	<i>Campus Core Switch – Lake Worth</i>				
1	xxxx-yyyyy	x-slot chassis	\$x,xxx.xx	xx%	\$x,xxx.xx	\$x,xxx.xx
3	xxxx-yyyyy	12 port 10GB module	\$x,xxx.xx	xx%	\$x,xxx.xx	\$x,xxx.xx
2	xxxx-yyyyy	xxxxW Power Supply	\$x,xxx.xx	xx%	\$x,xxx.xx	\$x,xxx.xx
1	xxxx-yyyyy	24x7x4 maintenance and support	\$xxx.xx	xx%	\$xxx.xx	\$xxx.xx

Total Hardware Costs	\$ xxx,xxx.xx
Shipping Costs	\$ x,xxx.xx
Other (specify)	\$ x,xxx.xx
Total Hardware Procurement Cost	\$ xxx,xxx.xx

Non End-Of-Life Equipment Compensation Schedule

Qty:	Part Number	Description	Unit Compensation Amount	Total Item Compensation
<u>SAMPLE</u>				
<i>Manufacturer</i>	<i>Model</i>	<i>Campus Core Switch – Lake Worth</i>		
1	xxxx-yyyyy	x-slot chassis	\$x,xxx.xx	\$x,xxx.xx
3	xxxx-yyyyy	24 port 1GB module	\$x,xxx.xx	\$x,xxx.xx
2	xxxx-yyyyy	xxxxW Power Supply	\$x,xxx.xx	\$x,xxx.xx

Total Non-End-Of-Life Equipment Compensation Credit \$ xx,xxx.xx

Appendix F

Detailed Implementation Services Pricing Summary

RFP No.	1112-05
RFP Title	Network Architecture Engagement

Decommissioning, removal and data wiping of legacy systems to be removed	\$	x,xxx.xx
Installation of hardware within racks/cabinets	\$	x,xxx.xx
Installation of all patch cords and new cable management	\$	x,xxx.xx
Installation of new UPS systems	\$	x,xxx.xx
Fiber cable testing	\$	x,xxx.xx
Configuration of all network components (indicate remote or on-site)	\$	x,xxx.xx
Testing and verification of all network components and systems	\$	x,xxx.xx
Complete Implementation Services Costs	\$	xx,xxx.xx