

**DOUGLAS COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL # IT-03252016
DISTRICT-WIDE WIRELESS LAN**

Request for Proposal February 25, 2016

**Proposal Due Date
Wednesday, March 25, 2016
4 p.m.**

**FOR
Douglas County School District
1638 Mono Avenue
Minden, NV 89423**

PURPOSE AND SCOPE

The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors for the purchase and installation of a high-density, wireless LAN infrastructure for fourteen (14) sites and facilities in the Douglas County School District (the “District”), including the District Office.

The District is seeking to implement extended, secure coverage to all points within school district buildings. The acquisition will include AP’s/controllers, centralized management, cabling, and any other equipment deemed necessary for the complete installation of a wireless network.

Other requirements include:

1. A system supported by a highly qualified and reliable vendor with experience in complex cabling implementations.
2. Mainstream products with strong manufacturer commitment and vendor support.
3. Industry standards-based – 802.11a/n/ac and 802.11b/g/n backwards compatible
4. Easy to install/upgrade to newer standards as they become widely accepted and available.
5. Easily maintained by network administrators through a centralized management system/software.

It is the sole responsibility of the proposer to monitor the District Purchasing website (<http://www.dcsd.k12.nv.us>) for any addenda to the RFP. For the purpose of this document, the terms proposer, responder, vendor, supplier and contractor are those entities submitting a response to this RFP.

SECTION 1: GENERAL REQUIREMENTS

1.1 Proposal Validity Period. Submission of the proposal will signify the vendor's agreement that their proposal and the content thereof are valid for 120 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.2 Evaluation Process. The evaluators will consider how well the vendor's proposed solution meets the needs of the District as described in the vendor's response. It is important that the responses be clear, concise and complete so that the evaluators can understand all aspects of the proposal. The evaluation process is not designed to simply award the contract solely based on the lowest bid. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, relevant skill-sets, and cost, based on the evaluation factors.

The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration. This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection.

Please include all required and appropriate information with your proposal. No other source of information, written or verbal, will be considered part of your proposal. At the completion of the RFP process, the District will determine the viability of moving forward to complete negotiations with the chosen vendor to provide equipment services and solutions that best meet the needs of the District's criteria for design, cost, vendor requirements and references.

All Responders must meet the following criteria:

1. Responder must be currently licensed to do business in the State of Nevada, which will be validated by Responder providing copies of all licenses and/or certificates as part of Responder's proposal.
2. Responder must have been in existence at least three (3) years as an operating business.
3. Responder must provide a list of at least three (3) clients where Responder has completed a contract of comparable size and scope of services.
4. Responder shall have the ability to fulfill standard contract requirements, including indemnification and insurance of the District.
5. Responder shall meet other presentation and participation requirements listed in this RFP

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1.3 Schedule. Hard copy responses and related material must be delivered by Thursday, February 2, 2016, at 5 p.m. as specified in Sections 1.13. Late responses will not be considered and will be returned unopened.

An approximate schedule is as follows:

Activity	Time	Date
RFP released		February 25, 2016
Site Tour	8:00 a.m.	March 3, 2016
Deadline for Questions	4:00 p.m.	March 8, 2016
Proposal Due Date	5:00 p.m.	March 25, 2016
Interviews (as requested)		TBD
Contract Award		TBD
Project Start Date		July 1, 2016
Project Completion Date		August 14, 2016

1.4 Site Tour. The District will conduct a school site tour of four schools. The four school sites will be - Douglas High School, Pa Wa Lu Middle School, CC Meneley Elementary School, and Scasrelli Elementary School. The school site tour will begin at 8:00AM Thursday, March 3rd, 2016 at Douglas High School. All attendees will be required to provide their own transportation between school sites.

1.5 Deadline for Questions. Questions regarding the RFP should be asked in writing. Responses will be posted on the District website and e-mailed or faxed to all proposing vendors. In order to make information available to all proposing vendors, no questions will be answered if submitted after 4 p.m. on March 8, 2016.

1.6 RFP Submission. Please submit one (1) hard copy of the proposal and one electronic copy (on USB Drive or CD/DVD), in its entirety, to the contact and address stated in 1.6 by 4 p.m. on Friday, March 25, 2016.

1.7 Vendor Communication. Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the Purchasing Agent listed below. Unauthorized contact with any other District employees or member of the Board of Trustees regarding this RFP is not permitted. Any oral communications will be considered unofficial and non-binding to the District. Vendors should rely only on written, faxed, or e-mailed statements issued by:

John Endter
Director of Information Technology
Douglas County School District
1126 Airport Rd

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Minden, NV 89423
775-782-8190 (W)
775-782-8170 (FAX)
jendter@dcsd.k12.nv.us

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities.

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor shall not be construed as an award of contract but as a commencement of contract negotiations, including but not limited to the proposed contract price.

1.9 RFP Revisions. The District reserves the right to change the schedule or issue addenda to the RFP at any time up until the submission deadline. The District also reserves the right to cancel or reissue the RFP at any time. Addenda or a notice of cancellation will be posted to the District's website. It is the sole responsibility of the proposer to monitor the District's website for the posting of such information.

1.10 Compensation. No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with any subsequent written contract.

1.11 Commitments. All quotes should be submitted on the most complete basis and with the most favorable financial terms available. The selected proposal may, at the District's option, be made part of the final purchase contract, and all representations in the proposal may be considered commitments to supply the system as described.

1.12 Contract Award and Execution. The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The successful vendor is expected to enter into a contract with the District on terms similar to those set out in this RFP. If the selected vendor fails to sign and return the final contract within ten (10) business days of delivery, the District may elect to cancel the contract and award it to the next highest-ranked vendor.

No cost to the District may be incurred before the vendor has returned a fully executed contract.

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1.13 Late Submissions. Proposals received after the due date, and time, will not be accepted. The District is not responsible for late delivery or proposals lost in transport. Please refer to the RFP schedule for the due date.

1.14 Proposal Preparation. All proposals must be received by 4 p.m. on Friday, March 25, 2016. Proposals are limited to 8 -1/2 x 11 paper in appropriately sized three ring binders or portfolios, with index tabs to separate sections. One electronic copy on USB drive or CD/DVD must be included in the sealed envelope. Email or Faxed proposals will not be accepted. The District is not responsible for any costs incurred by the responder in the preparation of the proposal.

Proposals must be organized as follows:

1. Cover letter – must include firm name, address, telephone, fax, and email address.
2. Company information.
3. List of similar projects and references.
4. Answers to Specific Questions posed in this RFP (Section 2).
5. Proposed design solution including a list of the specific equipment, and any site maps and data cabling needed to provide a complete Wireless Infrastructure system meeting the requirements identified in Section 2.
6. Detailed cost proposal, broken down by school Site.
7. Project management plan including a proposed system design and installation schedule. The District's intent is to have all networks installed, tested and functional before the first day of school, August 15, 2016.
8. Identify all warranties and guarantees.

1.15 Number of Proposals. Responders shall provide one (1) hard copy of their proposal and one electronic copy on USB drive or CD/DVD in a sealed envelope. If printed supplementary materials are included which are not 8.5 x 11, one (1) hard copy should be included.

1.16 Screening of Proposals. The District will screen all proposals and may reject any proposal that does not meet the minimum requirements. The District reserves the right to reject any and all proposals. The District shall evaluate the proposal using the following criteria, which are also given relative weighting:

1. Initial Price: 30%
2. Performance and performance reliability: 20%
3. Ease of management, modification and updating: 15%
4. Life Cycle and Yearly Recurring costs: 15%
5. Support logistics: 10%
6. Warranty: 10%

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1.17 RFP Addenda. The District reserves the right to amend this RFP at any time prior to the closing date. It is the responder's responsibility to check the District website at <http://www.dcsd.k12.nv.us> for any addenda prior to submitting their response.

1.18 Ownership of Materials. All materials submitted in response to this RFP become the property of the District. Proposals and supporting materials will not be returned to Responders.

1.19 Confidential or Proprietary Information. The District is not obligated to maintain the confidentiality of any information that was known prior to receipt of a proposal, or becomes publicly known through no fault of the District, or is received without obligation of confidentiality from a third party. It is the responsibility of the Responder to document any trade secret or confidential business information as defined by NRS 332.025 and other applicable NRS. District documents are subject to the Federal and State of Nevada public records laws with limitations as defined in NRS 322.061 and other applicable NRS.

1.20 Complete Solutions. The District will accept only complete solutions from a prime supplier. Responders may not bid on only one item or selected items from the RFP.

1.21 Supplier Presentations. After an initial District screening and reduction of proposals, remaining Responders may be required to give an oral presentation of their proposal to the Selection Committee to further define the primary features and benefits of their proposal, to allow clarification of their proposal and to permit questions from the committee. These presentations will be scheduled on Monday, March 21, 2016.

1.22 Award Notification. The District will make selection after proposal review, possible interviews, and references checks. After a final selection is made, the selected supplier will be invited to negotiate a contract with the District. Remaining Responders will be notified in writing of their selection status on or after TBD.

1.23 No Press Releases or Public Disclosure. The selected vendor may not release any information about this RFP. The selected supplier may not issue a press release until after Board of Trustees approval and under contract with the District.

1.24 Contract Award. The contract will consist of this RFP, the proposal, District standard terms and conditions, and all addenda, along with all other written correspondence concerning this RFP.

1.25 Primary Supplier. The District expects to negotiate and contract with only one prime supplier. The District will not accept any proposals that reflect an equal teaming arrangement or from Responders who are co-bidding on this RFP. The District will not accept any invoices from subcontractors or become part of any negotiations between a prime supplier and a subcontractor.

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Software upgrades, fixes, or any other enhancements to the solution shall be made available to the District under the same conditions as the original proposal, up to and including the implementation date.

1.26 Offer Expiration Date. Proposals in response to this RFP will be valid for 120 days from the proposal due date. The District reserves the right to ask for an extension of time if needed.

1.27 Designation of Requirements. The District fully expects Responders to provide a comprehensive solution on a level that meets or exceeds all requirements as stated in the RFP. To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words shall or must are used to designate a "high priority requirement". Responders must respond to all high priority requirement presented in this RFP. Failure to respond to all high priority requirements may be cause to disqualify a proposal.

1.28 Product Use Requirements. The District requires that hardware included in proposals be currently in use in a production environment by at least three (3) other public school districts in Nevada and/or other states in the US and have been in use for at least six months. Unreleased or beta test hardware, systems software, or application software will not be accepted. It is understood that applications and software required to be developed is excluded from this provision.

1.29 Proposal Errors. The District will not be liable for any errors or omissions in proposals.

1.30 Alternate Proposal and Options. Responders may propose enhancements or equipment that provides increased performance as an option to the baseline RFP. Any option proposed must be clearly itemized as an option with the appropriate cost increase (or decrease) and contain a brief description of the enhancement.

1.31 Pricing. Responders shall provide the District with firm, fixed prices for the equipment at all sites specified in this RFP.

1.32 E-Rate. All pricing as proposed in Bidder's/Responder's solution must conform to E-Rate rules and regulations, as well as FCC mandates, as it applies to Lowest Corresponding Price, and must be proposed as a separate contract price, independent of the District's ability to use any 'master contract' or 'piggy- back contract' pricing element.

The District reserves the right to reject any or all proposals in the event that the District is denied Priority 2 E-Rate funding.

SECTION 2: TECHNICAL REQUIREMENTS

Introductory Note: The District is encouraging the broadest possible response to its need for a robust, comprehensive and adaptable Wireless System. If the products and systems you propose render one or more of the following questions or specifications inapplicable, please so indicate in your response.

2.1 Architecture Overview and System Technology. The following section requests information concerning general characteristics about proposed equipment for an 802.11a/n/ac and 802.11b/g/n network. The equipment selected must be able to support an initial 802.11a/n/ac and 802.11b/g/n deployment and also have the flexibility for a future upgrade to support new standards. Please provide the requested information in the following table. All answers must relate to equipment/features the vendor is currently proposing. Do not indicate features from future products.

The District's existing switching infrastructure is sufficient to support the robust Wireless LAN envisioned in this RFP. The District uses the following for its internal wired network:

Network Switches - Enterasys B5 series with 1Gbs and PoE+ on all ports
1Gbs fiber uplinks from IDF to MDF
Leased Fiber from Site MDFs to centralized NOC
Leased Fiber from central NOC to the Internet

The District expects the following guidelines to be incorporated in each vendor's proposal:

- The wireless network is designed to maximize wireless connection density.
- The maximum aggregate WAN bandwidth at each site is 1Gbs
- It is required that 125% of students and staff at each location will be able to connect one device each wirelessly to the network inside all classrooms, libraries, multi-purpose rooms/Gymnasiums, and student and staff work places.
- Maximum students per classroom is 32
- An average wireless density of 2500 square feet per access point is suggested but not required if the Responder can illustrate and explain why more or less access points are proposed using the 125% rule above.
- Wireless Standards are 802.11a/n/ac and 802.11b/g/n with a requirement to be 802.11ac ready.

In order to maintain consistency among vendors please, use the following definition for Access Point (AP): Access Points (APs) are self-contained independent nodes of a wireless local area network (WLAN) that contain one or more radios and directly bridge 802.11 packets to 802.3 packets.

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Here is a breakdown of each District school site:

School/Site	Square Footage	Student/Staff Population
ASPIRE Academy High School	25,000	77/17
C.C. Meneley Elementary School	56,414	504/84
Carson Valley Middle School	84,649	743/81
Douglas High School	247,419	1681/182
Gardnerville Elementary School	63,708	465/74
George Whittell High School	78,812	205/40
Jacks Valley Elementary School	51,740	428/76
Minden Elementary School	47,971	377/50
Pinion Hills Elementary School	59,303	377/60
Pau Wa Lu Middle School	107,410	585/74
Scarselli Elementary School	55,640	452/67
Zephyr Cove Elementary School	40,206	179/38

Questions to be addressed in your response:

1. List the make and model number of the proposed Access Points or controllers (if required)
 Proposed AP Make(s) and Model(s): _____
 Proposed Central Management Software Application Model _____
2. What is the Manufacturers product release date for the AP _____
3. What is the suspected End of Life (EOL) for the proposed AP _____
4. Are all components of the proposed system Wi-Fi Certified?
 For which protocols?
5. Does the proposed AP have an embedded/integrated controller or is an external controller/wireless switch required for operation? If external controller is required, what is the maximum encryption (WPA2) supported and how will this impact the number of APs controlled?
6. How many 802.11a/n/ac radios are supported in the Access Point?
7. How many 802.11b/g/n radios are supported in the Access Point?
8. Can 802.11a/n/ac and 802.11b/g/n be supported simultaneously from the same Access Point Model specified above?
9. Can the Access Point support 802.11g-only mode?
10. Can the Access Point support 802.11n-only mode?
 For 2.4 GHz or 5 GHz?
11. Can the Access Point support 802.11ac-only mode?
12. Can an individual radio function on both the 2.4Ghz and 5Ghz bands?
13. Can the radios and antennas inside the Access Point be upgraded to support 802.11ac Phase 2 without replacing the Access Point?
14. What options are available to configure Access Points? (Serial connection, SSH, HTTPS, Web, wireless, etc.)

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15. Will Access Points continue to provide full functionality if local or remote management systems become unavailable?
16. How many Gigabit Ethernet ports does the Access Point have?
17. Describe the automatic RF tuning capabilities of each access point.
18. Are each radio's RF settings manually configurable?
19. Does each Access Point require a separate IP Address?
20. Does each Access Point have upgradeable system memory?
Upgradeable packet memory?
Upgradeable Flash memory?
21. Does each Access Point have an upgradeable onboard AES encryption engine?
22. Does the Access Point have LEDs that indicate status, traffic activity, etc.?
23. Does each Access Point have a software upgradeable QoS and packet processing engine for queuing and traffic control?
24. Will the Access Point function with PoE (802.3af) power available?
25. Does the system provide integrated troubleshooting tools?
26. List other Standards/Protocols that are supported.

2.2 Wireless Networking. The following section requests information concerning the general characteristics of the proposed specified equipment. The need to support 802.11ac is required and must be considered for all equipment selection. Please provide the following information. All answers must relate to equipment features the vendor is currently proposing. Do not indicate features of future products.

Questions to be addressed in your response:

1. Does the system support multiple SSIDs? If so, how many?
2. Is the system capable of mixing broadcast and non-broadcast SSIDs on the same AP?
3. Does the system allow wireless QoS settings per SSID, Per User, and per application?
4. Does the system support creation of User Groups to associate collective access rights to a set of users?
5. Can the system perform VLAN tagging on a per SSID basis at the Access Point?
6. Does the Access Point support seamless roaming between radios?
7. Does enabling of roaming require configuration changes on any equipment not supplied by the vendor including network switches, routers, computers, etc.?
8. Is additional software required to take advantage of certain features on our or visitors' computers? Explain the additional functionality of the software.
9. Can traffic be limited on a per station basis?
10. Can traffic be limited on a per SSID basis?
11. Does the Access Point support automatic RF configuration?
12. Is the AP/system capable of fully automatic compensation for an AP that is not available due to loss of power or failure?
13. What Broadcast/Multicast control functionality is offered to prevent broadcast storms from taking down the WLAN?
14. How does the system ensure stations are connected to an optimal AP?

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2.3 Cabling. The successful vendor will need to run two (2) new Category-6 cable drops from existing IDF racks to each Access Point location. Cables and connecting hardware shall at a minimum comply with mechanical and electrical requirements of EIA/TIA-568-B.2.

Questions to be addressed in your response:

1. List the manufacturer of the cables, patch panels, and connectors that you are proposing.
2. Describe your test plan to ensure that all drops meet TIA/EIA standards. What will be delivered to the District as evidence that these tests were complete and successful?
3. Describe the labeling standard you will use to identify drops at both the panel and the faceplate.
4. Describe the warranty on the cabling as well as who is making it: the installer or the manufacturer?

2.4 Security. The following section requests information concerning the capabilities of the proposed system for the purposes of securing a wireless network.

Questions to be addressed in your response:

1. Do you support industry standard authentication methods?
2. Do you support industry standard encryption methods?
3. Does the system allow for different security settings on a per SSID basis?
4. Does the system allow for different WEP pre shared keys per SSID?
5. Does the system support RADIUS authentication?
6. Is the system capable of blocking Station-to-Station traffic?
7. Can management traffic be blocked on all interfaces?
8. Does the proposed system include an Intrusion Detection System (IDS/IPS)?
9. Can the system block access by time of day and day of week?
10. Is the system capable of intrusion detection, intrusion prevention, rogue AP neutralization, location tracking and real time packet capture and RF monitoring standard on the AP?
11. Accurate and automatic method of classifying real Rogue (on network) versus interfering neighbor networks.
12. Detection of wireless bridges.
13. Protection for denial of service attacks.
14. Protection for MAC address spoofing.
15. Detection of active network scanning tools.

2.5 Management. The following section requests information concerning the capabilities of the proposed system for the purposes of managing a wireless network.

Note--do not mix and match features from different products.

Questions to be addressed in your response:

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1. Describe your management system, centralized or other.
2. Is the management an external application?
3. Can the wireless network be managed by SNMP?
4. Can each Access Point be individually managed by SNMP?
5. Can each Access Point be locally and individually managed by a secure web interface (https) that provides access to all system features?
6. Can the management system display live heat maps?
7. Does the management system support historical reporting?
8. Does the management system provide alerts and alarms?
9. Does the management system provide a dashboard for a summary view of the health of the wireless network?
10. Does the management system allow the creation of groups and policies?
11. Can the management system push firmware updates to Access Points?
 - a. Can the management system push firmware updates to Access Points without an administrative intervention?
12. If a firmware update is required for an Access Point, does the configuration need to be recreated?
13. Are all configuration parameters for Access Points represented in the management system?
14. Does the management system have administrative rights petitioning?
15. Does the management system provide an audit trail of administrative actions?
16. Can the management system provide the end user client visibility by device type operating system, and hardware?
17. Can the management system provide disaggregated traffic information?
18. Can the management system provide application prioritization and throttling?
19. Does the management system provide visibility and control of applications in use by devices?
 - a. Can it block applications?
 - b. Can it throttle applications?
20. What sorts of historical information and reporting can be generated?

2.6 Authentication & Encryption Specification. Please describe the following in your solution:

1. Support for the following:
 - a. MAC based authentication.
 - b. 802.1x based authentication and 802.1x supplicants.
 - c. WPA2/AES link layer encryption.
 - d. WEP link layer encryption.
 - e. WPA/TKIP link layer encryption.
2. Username/password authentication or token-based access.
3. Web-based authentication.
4. Integration with Microsoft Active Directory and iBoss Web filtering systems.
5. Provide multiple levels of access for guest, staff and students with network segregation based on Active Directory policies.

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6. System must support roaming across APs with no special client-side software.

2.7 Planning and Design. The following section requests information concerning the capabilities of the proposed system for the purpose of a predictive network design in order to facilitate the installation of an 802.11a/n/ac and 802.11b/g/n network.

Please complete the following additional questions:

1. Will you perform a live survey of each District location?
2. For predictive site surveys, please specify the vendor name and part number of the planning tool used (Do not mix and match features from different tools).
3. Will you design the coverage in each District location, assist in designing a security plan, and build out a reasonable VLAN structure on the new switches?
4. Our experience shows that predictive designs that do not take into account the physical elements of a building will result in designs that are under-provisioned and will force additional access points to be added later. Can attenuation be assigned and adjusted to all walls, the student body, and other objects to increase the accuracy of the predictive RF design?
5. Can bandwidth requirements be taken into account for the predictive design?
6. Does the planning tool predict RSSI, SIR, SNR and data rates?
7. Is the system model designed for 2.4GHz and 5GHz deployments?
8. Describe the proposed wireless network design; the explanation should include the number and location of Access Points.
9. Describe any issues you foresee mitigating the existence of the schools' heterogeneous wired networks.
10. List the number of cable runs required for all proposed Access Points, data and power.
11. List all proposed components for the wireless network.
12. List the physical mounting methods of the controllers/APs and security of the mounting.
13. Attach data sheets for all proposed equipment.

2.8 Redundancy. If the proposed system requires one or more dependent controllers to operate the wireless system, the bidder shall supply a second redundant controller in case the primary one fails. This second unit will be placed in service as a "slave" to the primary unit. If the primary unit fails the "slave" unit will automatically take over. The primary and redundant controllers will have the capacity to add at least 15% additional WAP units (based on the total number of WAP units required to cover the entire district) without the need for additional licensing of those units.

2.9 Support.

Questions to be addressed in your response:

1. Describe the process for reporting a hardware failure in one of the components of the proposed system.

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2. What methods are available for contacting tech support (phone, email, website, etc.)? What are the times for response and problem resolution?
3. How quickly can replacement components be delivered on-site?
4. What is the standard warranty and maintenance for each of the components proposed?
5. What is the upgrade path for management software and is there an annual support fee for the software?
6. If the District elects to discontinue annual maintenance payments, what is the impact on the functioning of the Wireless LAN?
 - a. Will it continue to operate?
 - b. Can it still be managed?
7. Describe the product training offered and included.
8. Please provide a breakdown of the annual cost for email and phone support, software and firmware upgrades for WAPs, controllers if necessary, and the software that controls the WAPs or controllers or both.

2.10 Training Plan. The District requires that the supplier provide comprehensive training addressing the needs of user, administrative, technical, and operational personnel. The supplier is encouraged to propose innovative approaches to training such as programmed self-study guides, online tutorials, DVDs, CD-ROMs and computer based training. All training will include step-by-step detail that will enable employees unfamiliar with the system to perform the described activities.

2.11 Training Documentation. Comprehensive high quality user documentation is essential for the success of this project. Documentation shall be provided that covers all system hardware and software. All documentation provided shall be in written form. Documentation should also be provided in electronic form and network accessible.

2.12 Sites included in this RFP.

- 1 CC Meneley Elementary School, 1446 Muir Dr. Gardnerville, NV 89460
- 2 Gardnerville Elementary School, 1290 Toler Ave. Gardnerville, NV 89410
- 3 Jacks Valley Elementary School, 701 Jacks Valley Rd. Carson City, NV 89705
- 4 Minden Elementary School, 1170 Baler St. Minden, NV 89423
- 5 Pinion Hills Elementary School 1479 Stephanie Way, Minden, NV 89423
- 6 Scarselli Elementary School 699 Long Valley Rd. Gardnerville, NV 89460
- 7 Zephyr Cove Elementary School, 226 Warrior Way, Zephyr Cove, NV 89448
- 8 Carson Valley Middle School, 1477 Highway 395, Gardnerville, NV 89410
- 9 Pau Wa Lu Middle School, 701 Long Valley Rd. Gardnerville, NV 89460
- 10 ASPIRE Academy High School, 1680 Bently Parkway So. Minden, NV 89423
- 11 Douglas High School 1670 Highway 88, Minden, NV 89423
- 12 George Whitell High School, 240 Warrior Way, Zephyr Cove, NV 89448

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2.13 **Written Guarantee.** The winning bidder will supply a written guarantee that the hardware will be warranted from defects for a minimum of 3 years from installation. The bidder will also warrant software defects for a period of one (1) year. Cabling will be covered through manufacturer's Warranty for a minimum of fifteen (15) years.

SECTION 3: OTHER RFP REQUIREMENTS

3.1 **Errors and Omissions.** If a responder discovers an ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the District of such error writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for bidding purposes, without divulging the source of the request for same. The District will give such notice to the public through publication on its website.

If a responder fails to notify the District, prior to the date fixed for submission of bids of an error in the RFP known to them, or an error that reasonably should have been known to them, they shall bid at their own risk; and if they are awarded the contract, they shall not be entitled to additional compensation or time by reason of the error of its later correction.

The bidder should carefully examine the entire RFP and early addenda thereto, and all related materials and data referenced in the RFP or otherwise available to them, and should become fully aware of the nature and location of the work, and the conditions to be encountered in performing the work.

3.2 **Bidder Agreement.** In compliance with this request for proposal, the responder will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

3.3 **Proposal Agreement.** If the responder is an individual or an individual doing business under a firm name, the proposal must, in addition to the firm name, be signed by the individual; if the responder is a partnership, the proposal should be signed with the partnership name by one of the partners; if a corporation, with the name of the corporation by an officer authorized to execute a proposal on behalf of the corporation.