

REQUEST FOR PROPOSAL

DATE

Issued by:

**Palmetto Achievement Center for Excellence (“PACE”)
Academy**

PROPOSAL TO BE RECEIVED BY:

DATE: December 21, 2020

TIME: 12:00 PM

**CONTACT: Melissa Rabon /
Stephen Wilson**

EMAIL: rfp@choosepace.org

OR 801 Leslie Branham Road Lugoff, SC 29078

Proposer Information

Vendor Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Federal ID or Social Security Number: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Fax Number: _____

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature: _____

Name (type or print): _____ Title: _____

PACE Academy, a nonprofit corporation and a public charter school located in Columbia, South Carolina is accepting proposals for Data Infrastructure & Security. The deadline for submission of proposals is 12 p.m. local time, December 21, 2020. Proposals will be accepted via e-mail at rfp@choosepace.org or by mail at 801 Leslie Branham Road Lugoff, SC 29078 attention Melissa Rabon / Stephen Wilson. Please indicate on the envelope of the sealed bid that a “Proposal for Data Infrastructure & Security” enclosed. Any proposals received later than the specified time will not be considered.

Evaluation of each proposal will be made as soon as possible, with the award contingent upon approval of the PACE Board of Directors.

PACE reserves the right to reject any or all proposals or to cancel this request in its entirety. Any questions relating to this proposal must be submitted in writing and emailed to rfp@choosepace.org by December 18, 2020 at 12 noon.

SUBMISSION GUIDELINES AND REQUIREMENTS

The following submission guidelines and requirements apply to this Request for Proposal [additional guidelines/requirements may apply]:

- Only qualified individuals or firms with experience should submit proposals in response to this Request for Proposal.
- A proposal should provide an overview of the proposed scope of work as well as resumes of all key personnel performing the work. Award of bid is subject to criminal record history checks with the South Carolina Law Enforcement Division and background checks with the National Sex Offender Registry.
- Proposals must be signed by a representative that is authorized to commit Bidder’s company.
- Provide key person’s contact information (email and direct phone number) to answer questions regarding the submitted proposal.
- If Bidder has a standard set of terms and conditions, they should be submitted with the proposal.
- If applicable, vendors should visibly mark as confidential each part of their proposal which they consider to be proprietary information.
- If applicable, the price proposal should indicate the overall fixed price for the service as well as hourly rates and an estimated total number of hours, should PACE decide to award a contract on an hourly rate basis.
- Proposals should be accompanied by a complete W-9 form.
- Companies responding to this RFP must comply with all federal, state, and local laws regarding confidentiality of students, staff, and any volunteers of PACE, including FERPA and HIPPA.
- [Insurance requirements/including perhaps of an A.M. Bets rating of “A” or higher.]

PROPOSAL REQUIREMENTS

Please structure your proposal with the following information

1. Expertise, Background & Qualifications
 - a. Please describe your specific skills and experience. Provide a brief narrative that describes that individual or team's familiarity and demonstrated expertise in each of the activities listed below:
 - i. Must have at least 10 years' experience Data Cabling in a School environment.
 - ii. Must have experience configuring network devices such as routers, switches, wireless access points and access control modules.
 - iii. Must have experience working with school-based Information Technology professionals, including providing recommendations for solutions on proposed or upcoming projects.
2. Team Member Qualifications
 - a. If there are multiple consultants or sub-consultants that will be part of this project, include each team member's name, affiliation, and qualifications.
 - b. Summarize the team's track record of working together, if applicable.
3. Past Work and Contacts
 - a. Submit highlights of previous projects or commissions relevant to the activities/tasks listed in this proposal.
 - b. Provide at least three examples of organizations, individuals, and relevant projects. Provide contact information for each example.
4. Approach, Workplan and Timeline
 - a. Propose a process, including outcome metrics, such as number of facilitated meetings, meeting topics and sequencing. Our goal is to end by May 2021.
5. Budget
 - a. Budget should not exceed \$225,000. Please propose a budget and include breakdown of costs as well as allocations for sub-consultants if applicable, as well as any other anticipated costs.

PROJECT OVERVIEW AND SCOPE

PROJECT OVERVIEW

This project is designed to create a secure, future-proof data infrastructure that can be utilized by PACE Academy in its 41,000 square foot facility. The network infrastructure should support faculty and students using wireless devices, having desktop phones and multiple security appliance online. The overall objective is to provide the school the ability to utilize these services with little effort and provide the greatest amount of instructional time to teachers and students.

SCOPE

1. Network Infrastructure
 - a. Provide cabling for up to 250 data drops including wireless access points, multiple media, telephone, and data.
 - b. Provide best method of cable management in open ceiling concept.

- c. Provide hardware to support up to 300 wireless devices and up to 250 physical data drops.
 - d. Outfit 2 data closets to support the above specifications.
 - e. Provide single hardware solution, including matching routers, switches and access points. Preferred brand is Ubiquiti.
2. Wireless Access
- a. Install wireless access points in up to 18 classrooms, plus additional throughout school to create overlapping coverage.
 - b. Provide hardware specifications to meet current and future needs. Preferred brand is Ubiquiti
3. Access Control & Security
- a. Install and configure Access Control for up to 12 doors, internal and external to the facility.
 - b. Install and configure security monitoring services including up to 2 access keypads and multiple motion detectors.
4. Camera System
- a. Provide coverage for school, interior and exterior points of entry.
 - b. Provide viewing stations for both Executive Director and Receptionist to view all cameras in the system.
 - c. Provide vendor specific cameras made by Verkada, including licenses for up to 5 years.
 - d. Provide specific cameras for interior and exterior viewpoints.
 - e. Provide installation and configuration for all cameras.
 - f. Cameras must have cloud-based storage, with 30 days retention per camera onsite.

RFP TIMELINES

All proposals in response to this RFP are due no later than 12 pm EST, December 21, 2020. Evaluation of proposals will be conducted from December 22, 2020 to December 30, 2020. If additional information or discussions are needed with any Bidder during this period, the Bidder(s) will be notified.

The selection decision for the winning Bidder will be made no later than January 1, 2021.

PROPOSAL EVALUATION CRITERIA

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and presented in a clear organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this service.
- Value and Cost: Bidders will be evaluated on the cost of their solutions(s) based on the work to be performed in accordance with the scope of this service.

PACE reserves the right to award to the bidder that presents the best value to PACE as determined solely by PACE in its absolute discretion.