



REQUEST FOR PROPOSALS

Wired Internal Network Equipment Upgrades

1. INTRODUCTION AND GENERAL INSTRUCTIONS

- A. The North Olympic Library System (NOLS or the "Library"), announces requirements for
- B. All qualified individuals and firms interested in providing these services to the Library are invited to respond to this Request for Proposals.
- C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update the RFP in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.
- D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.
- E. The Library reserves the right to waive any irregularities or informalities in procedure and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.
- F. Vendors participating in the bidding process must have a valid SPIN (Service Provider Identification Number) provided by USAC (The Universal Service Administrative Company). Vendors should include their SPIN in any correspondence with NOLS.
- G. Vendors and consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

2. HOW TO RESPOND TO THIS RFP

- A. Questions about this RFP: All questions should be directed to Tim Gort, Library IT Specialist at: gkitts@nols.org. NOLS reserves the right to share its answers to questions with other proposers if it is determined that the answer would give unfair advantage to one proposer. Questions may be submitted no later than Tuesday, February 09, 2016.
- B. Proposal submission: To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Responses are to be in MS Document (.doc or .docx), Adobe PDF (.pdf) or Rich Text Format (.rtf). Proposals are to be emailed to gkitts@nols.org. In addition, to assure proper receipt of your proposals through our email system:
 - Do not use superfluous dots in the names of any file attachments.
 - Do not attach archives (.rar, .zip, etc.); only documents should be sent.
- C. Proposal must be received on or before 4:30pm Pacific Standard Time on Tuesday, February 23, 2016. Confirmation of receipt of email submissions are the responsibility of the vendor.
- D. If/when physical correspondence is necessary, you can use the following address:
Gabe Kitts, IT Manager
North Olympic Library System
2210 South Peabody Street
Port Angeles. WA 98362

3. TIMELINE

- A. The Library intends to install, configure and begin using the new equipment starting in July of 2016 and requires the contract and/or service start dates to be on or after July 1, 2016. Payments are to be made for products and/or services on or after July 1st, 2016.
- B. Important aspects of the bidding process are to take place on the following dates:
 - 2016-01-12 - RFP and form 470 submitted. RFP questions may be submitted.
 - 2016-02-09 - Deadline for RFP question submission.
 - 2016-02-23 - Deadline for accepting bids.
 - 2016-02-24 - Bids will be solicited from vendors if one or zero bids have been received by the deadlines.
 - 2016-03-01 - We will finalize the scoring of received bids.
 - 2016-03-09 - We will start contacting winning bidders at this time to arrange for purchases and/or contracts.
- C. Proposals should be brief, concise and responsive to the specific requests in this section.
- D. Proposals should fully address all requirements under section 4. *SCOPE OF WORK*.

4. SCOPE OF WORK

- A. Context: The North Olympic Library System is a public library system providing services at four locations in Clallam County: Port Angeles, Sequim, Forks, and Clallam Bay. IT Staff have been making incremental upgrades to computing and networking infrastructure over the last few years as part of its ongoing long-term technology plan. The year of 2016 will see the North Olympic Library System undergoing another incremental networking infrastructure upgrade at most of its branches in order to reconfigure suboptimal installations as well as to add/upgrade hardware.
- B. Existing wired networking environment: The following is a brief description of the wired infrastructure for the library.
 1. Port Angeles
 - a. The current wired networking infrastructure at the Port Angeles branch consists of the following networks which are managed by a variety of switches and routers.
 - i. Public computers are fed into a 24-port 100baseTX switch which is in turn connected through a small router via standard Ethernet cables to an additional 8-port 1000baseTX switch with Power over Ethernet.
 - ii. Staff computers are fed into a 48-port 100baseTX switch. Staff VoIP phones are fed into a 48-port 1000baseTX switch which supplies Power over Ethernet. Both switches are interconnected via an Ethernet cable.
 - iii. Internal systems such as our Library ILS, email server and domain controllers are fed into a 24-port 1000baseTX switch at our MDF and two additional 24-port 1000baseTX switches housed in additional racks some distance from the MDF. The racked switches are connected at gigabit speeds via Ethernet cables.
 - iv. Resources such as our web staging server, Windows updates server, etc. are fed into a 24-port 1000baseTX switch.
 - v. These switches currently feed into a Cisco PIX firewall at standard Ethernet speeds.

- vi. These resources are all connected to the remote branches via fiber optic VLAN connections.
 - vii. Additional small switches are used to concentrate connections in public areas where the number or location of adequate cable terminations are not available.
- 2. Satellite Branches (Sequim, Forks, Clallam Bay)
 - a. Satellite branches use simpler networking schemes and a smaller array of networking devices given their smaller size and capacity.
 - i. Sequim and Forks have multiple switches to separate public and staff network traffic as well as to provide Power over Ethernet for VoIP phones and wireless devices.
 - ii. Clallam Bay is the smallest branch and relies on a minimal installation of switches to serve existing needs.
- C. Vendor's tasks: Vendors that can demonstrate the ability to deliver the proposed equipment and can provide references and examples of similar installed products are asked to submit a proposal with a detailed price quotation for a complete solution that includes the following:
 - 1. Provide hardware solutions that meet the functional and technical requirements defined in this document. When an item requires compatibility with a specification or hardware system, the vendor is giving a guarantee that proposed products/solutions are compatible. The vendor can inquire as to any particular details of what is required to meet compatibility.
 - 2. Provide information on items cited in Section 5. *EQUIPMENT LIST AND FEATURES*.
 - 3. No training or installation services will be required.
- D. Technical requirements: The requested equipment must meet the following technical requirements as specified in Section 5. *EQUIPMENT LIST AND FEATURES*.

5. EQUIPMENT LIST AND FEATURES

- A. Address each item listed below indicating relevant details, and whether a feature is unavailable or is an add-on option. All proposals are to contain only new items; No "open box", display models, or refurbished items are acceptable regardless of apparent condition or warranties.
- B. Switches
 - 1. 48-port Managed Gigabit Ethernet Switch (HP Compatible)
 - a. Quantity Required: 1
 - b. Must be enterprise class/series with Layer 2 and 3 functionality.
 - c. Must be manageable via Web interface over the network.
 - d. All 48 Ethernet ports must be Gigabit speed and provide Power over Ethernet.
 - e. Must be capable of providing total PoE power of at least 360w.
 - f. Must be two-post rack mountable. If the item does not come with 2-port mounting hardware, the vendor shall add suitable mounting hardware to the proposal.
 - g. Stacking capability: Must be capable of stacking with a preexisting HP Procurve 2910al-48G-PoE+ (J9148A). Alternately, the vendor may propose two stackable switches meeting the required specifications/features if adding the one new compatible switch is either not possible or would prove cost prohibitive.
 - h. Must have at least 2 SFP+ ports capable of delivering a minimum of 10Gb/s data transfer speed.

2. 48-port Managed Gigabit Ethernet Switch (HP Compatible)
 - a. Quantity Required: 1
 - b. Must be manageable via Web interface over the network.
 - c. Must be enterprise class/series with Layer 2 and 3 functionality.
 - d. All 48 Ethernet ports must be Gigabit speed.
 - e. Must be PoE (802.3af) compliant.
 - f. All 48 Ethernet ports must be capable of delivering PoE.
 - g. Must be capable of providing total PoE power of at least 360w.
 - h. Must have at least 2 SFP+ ports capable of delivering a minimum of 10Gb/s data transfer speed.
 - i. Must be 2-post rack mountable. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.
3. 24-port Managed Gigabit Ethernet Switch (HP Compatible)
 - a. Quantity Required: 4
 - b. Must be enterprise class/series with Layer 2 and 3 functionality.
 - c. Must be manageable via Web interface over the network.
 - d. All 24 Ethernet ports must be Gigabit speed.
 - e. Must be PoE (802.3af) compliant.
 - f. All 24 Ethernet ports must be capable of delivering PoE.
 - g. Must be capable of providing total PoE power of at least 180w.
 - h. Must have at least 2 SFP+ ports capable of delivering a minimum of 10Gb/s data transfer speed.
 - i. Must be 2-post rack mountable. If the item does not come with 2-post mounting hardware, the vendor shall add suitable mounting hardware to the proposal.
4. 8-port Gigabit Ethernet Switch
 - a. Quantity Required: 8
 - b. Must be manageable via Web interface over the network.
 - c. All 8 Ethernet ports must be Gigabit speed.
 - d. Must be wall mountable.

7. SELECTION PROCESS

- A. Proposals will be evaluated by the Manager of the IT Department and the Library System Director. Proposals will be evaluated on the basis of vendor qualifications and capacity to deliver the proposed system; how well the proposed system fulfills the Library's communications needs; flexibility and usability for staff; vendor's ability to deliver a products/solutions that operate successfully, on schedule; and any other factors deemed relevant and in the best interests of the Library. In addition, as per USACs (the Universal Service Administrative Company) mandate, cost will be the most heavily weighted of all metrics used in the selection process.
- B. Final selection will be based on the evaluation of proposals, and vendors may be requested to provide additional information after submitting proposals and prior to final selection. A negotiation phase of this process may commence prior to final selection. The vendor selected by the IT Manager and Library System Director will be awarded a contract.