

# Wattsburg Area School District

## REQUEST FOR PROPOSAL (RFP) Wattsburg Area School District Wireless Controller License

### WATTSBURG AREA SCHOOL DISTRICT WIRELESS CONTROLLER LICENSE

Wattsburg Area School District  
10782 Wattsburg Road  
Erie, Pennsylvania 16509  
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**RFP ID: WASD Wireless Controller License**  
**Prepared by: Matthew Harman**  
**Date: January 30<sup>th</sup>, 2023**

REQUEST FOR PROPOSAL  
Wattsburg Area School District WSD Wireless Controller License  
Wattsburg Area School District - Pennsylvania

**RFP ID:** WSD Wireless Controller License

**SUBMISSION DEADLINE:** February 27<sup>th</sup>, 2023, 5:00 PM

**QUESTION SUBMISSION DEADLINE:** February 13<sup>th</sup>, 2023

Questions may be submitted in written form no later than February 13<sup>th</sup>, 2023 to:

**RFP Contact Name:** Matthew Harman  
**Contact Address:** 10774 Wattsburg Road  
Erie, Pennsylvania 16509  
**Telephone Number:** (814)824-4128  
**Email Address:** Matthew.Harman@wattsburg.org

**INTRODUCTION**

Wattsburg Area School District invites and welcomes proposals for the replacement of Extreme network district wide wireless controller license in Wattsburg Area School District. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for WSD Wireless Controller License which is or shall be located at 10774 Wattsburg Road, Erie, Pennsylvania 16509.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding this RFP, contact:

**Name:** Matthew Harman  
**Title:** Systems and Services Administrator  
**Phone:** (814)824-4128  
**Fax:** (814)825-8180

**Email:** Matthew.Harman@wattsburg.org

**PROJECT OBJECTIVE**

The objective and goal for this project is this project will be determining which service provider can provide the most cost-effective wireless controller as listed under criteria.

**PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

All services providers must submit a bid to a certified district representative no later than February 27<sup>th</sup>, 2023.

Specifications:

| <b>Wattsburg Area School District - FY2023 Category 2 Needs</b> |   |                     |
|---|---|---------------------|
| <b>Product</b>  | <b>Model</b>                                  | <b>Minimum Qty.</b> |
| Aerohive (Extreme) Controller License or equivalent             | Extreme XIQ Wireless Management or equivalent | 138                 |

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

**MILESTONE**

**DATE**

**Competitive Bidding Application:**

February 27<sup>th</sup>, 2023

**License Installation/Configuration:**

After July 1<sup>st</sup> 2023

**PROPOSAL BIDDING REQUIREMENTS**

**PROJECT PROPOSAL EXPECTATIONS**

Wattsburg Area School District shall award the contract to the proposal that best accommodates the various project requirements. Wattsburg Area School District reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Wattsburg Area School District or to any Bidder offering or submitting a proposal.

## **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than February 13<sup>th</sup> 2023, informing Wattsburg Area School District of their intent to either submit or decline to submit a proposal.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Wattsburg Area School District no later than 5:00 PM on February 27<sup>th</sup> 2023, for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Wattsburg Area School District.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Wattsburg Area School District shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Pennsylvania (e.g. business license number).

- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Wattsburg Area School District

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Wattsburg Area School District, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

### **References**

- Provide 3 references

Bidder agrees that Wattsburg Area School District may contact all submitted references to obtain all information regarding Bidder's performance.