Request for Proposal

Comprehensive Technology Assessment

**DESCRIPTION**
The St. Joseph School District (SJSD), seeks proposals for comprehensive analysis of its current communication & information technology as well as security access & video monitoring for all school and facility locations. This request includes, but is not limited to Server Infrastructure, Network Services Summary, Device Summary and Infrastructure, Integration-Compatibility Summary, Cabling and Terminus Point Equipment Summary with the purpose of identifying reasonable upgrades, existing deficiencies of capacity and compatibility and areas of concern as well as propose potential solutions to address any and all findings both in product and any applicable service provider/installer requirements.

**BACKGROUND**
St. Joseph is a suburban city located 30 miles north of Kansas City, Missouri with a population of approximately 77,000. St. Joseph Public Schools is a school district with 2015-2016 enrollments of 11,000 students. The District maintains twenty-four (24) schools: sixteen (16) elementary (K-6), four (4) middle schools (7 & 8), and three (3) high schools (9-12) as well as a Vo-Tech campus and seven other operations and administration buildings. The District employs approximately 1,800 full and part time employees.

**SCOPE OF SERVICES**
The analysis will be in two-parts: (1). Overall assessment of the District’s existing communication, information technology and security systems status along with applicable subsystems and, (2). Recommendations and Prioritization for gaps and/or deficiencies identified that include a logical and cost-effective action plan of remediation. Proposals must include and account for the submitters’ ability and capacity (or that of any subcontracted partner) to successfully execute performance evaluations and assessments specific to the following (13) functional areas:

1. Network Cabling Infrastructure
2. Security features (entry door access controls)
3. Security DVR’s, NVR’s and cameras
4. Security Alarms (building intrusion detection systems & hardware)
5. Telephone systems
6. Fire Alarm systems
7. Audio/Video and components within the classroom to deliver instruction
8. Intercom systems and hardware
9. Servers
10. E-mail & internal messaging (Exchange vs Google mail)
11. Switches
12. Wireless Access Points & Controllers
13. Network Security

The assessment to be performed must critically contrast and compare the effectiveness of the existing SJSD Infrastructure/Technology, communication, security and safety systems with current industry standards or optimal emerging technology. Upon selection, the consultant(s) will be expected to conduct initial departmental on-site meetings and analysis, together with the SJSD Director of Technology, as well as their own meetings (as necessary), with each of the School Districts’ Departments in order to review and prepare a thorough user assessment of the current I/T system’s functionality and effectiveness.

It is expected that the steps taken by the consultant(s) gathering information will not interfere with the availability of any network services currently in place.

PROPOSAL CONTENTS
1. Statement of Qualifications
   All respondents must submit a written Statement of Qualifications to include information about the respondent directly related to each of the Selection Criteria below and resources either internal or external that address their capabilities to evaluate and respond to the Scope of Service items and areas listed above.

2. Detail
   Respondents must provide examples of deliverables and cost structure (fixed & variable) for performing analysis as well as a nominal estimated lead time to complete the assessment and deliver a formal report of findings and recommendations. Pricing must be valid for a minimum of 90 days after submission deadline.

3. Disposition
   St. Joseph School District reserves the right to reject any or all proposals and provides no assurance that a single service provider award will be made. All submissions become the property of St. Joseph School District.

SELECTION CRITERIA
The respondents will be evaluated on the following criteria:

1. Understanding of the project and ability to handle the scope of work.
2. Proposed approach and estimated timeline for completing the scope of work.
3. Any potential problems or obstacles perceived with the project as proposed.
4. Professional qualifications and experience of the individuals or business entities the respondent partners with to provide a comprehensive assessment.
5. References (Names and contact information of clients for whom the respondent has performed projects of a similar type, size and scope).
6. Any exceptions (cumulative) that the respondent takes or will have to outsource.
7. Cost structure and level of detail provided for any variable costs as well as fixed costs of performing the assessment.
PERFORMANCE EXPECTATIONS FOLLOWING SELECTION

1. A detailed analysis regarding their assessment of items one through twelve as referenced above in the scope of services.
2. A listing of the issues identified, the risk they pose, and recommendations for improvement.
3. Identify action items for improvement and provide practical and cost effective recommendations for each change as it pertains to elements listed in the scope of services.
4. A detailed summary of findings, recommendations and rationale.
5. Budgetary cost estimates for implementation including equipment costs, anticipated time to complete and industry rates for cost variables as applicable.
6. Supplier/Manufacturer neutrality where applicable and practical that is in the best interests of SJSD for any recommended equipment, service provider and installer purchases.

SUBMITTAL
Respondents must submit a minimum of three hard copies identified as “RFP – Comprehensive Technology Assessment” (via courier, USPS or commercial package service) to the address below and received no later than 2:00 p.m. CST, April 5th, 2016.

Address:

Troester Media Center
St. Joseph School District
3401 Renick
St. Joseph, MO  64507

END OF RFP