

# REQUEST FOR PROPOSAL

## Wireless Access Points and Controller

Date: September 11, 2019

Bid Due On: October 18, 2019 at 4:00 p.m.

Send Inquiries and bids

Robert Boucher  
Dean of Information Technology &  
Chief Security Officer  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210

### 1.0 GENERAL INFORMATION

1.1 Purpose: Central Maine Community College (CMCC) is seeking bids to purchase wireless network equipment to replace the current Aruba system used in the dorms and housing units. This Request for Proposal (RFP) states the instructions for submitting bids, the procedure and criteria by which a vendor may be selected and the contractual terms by which the College intends to govern the relationship between it and the selected vendor.

1.2 Background information: CMCC currently uses Aruba networks equipment to provide wireless internet access in the dorms and apartments. We have one controller and 24 access points. This equipment is reaching end of life and the college would like to replace it.

1.3 Definition of Parties: Central Maine Community College will hereinafter be referred to as the "College". Respondents to the RFP shall be referred to as "Bidders". The Bidder to whom the contract is awarded shall be referred to as the "Contractor".

1.4 Scope: The selected Bidder will supply the proposed Wireless devices and all necessary components to CMCC as outlined in this Request for Proposal.

1.5 Evaluation: Each proposal will be scored using the matrix starting on page 8.

1.6 Communication with the College: It is the responsibility of the Bidder to inquire about any requirement of the RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than addenda.

1.7 Award: The College reserves the right to conduct any tests it may deem advisable and to make all evaluations. The College reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the College. The

College reserves the right to waive minor irregularities. Scholarships, donations or gifts to the College will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When the bids are either both in-state or both out-of-state, the award will be made to the bid that arrives first in Central Maine Community College Information Technology Office.

1.8 Award Protest: Bidders may appeal the award decision by submitting written protest to Central Maine Community College's Chief Financial Officer within five (5) business days of the award notice, with a copy to the successful bidder. The protest must contain a statement of the basis for the challenge.

1.9 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.

1.10 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the College will be notified of any change in this status.

1.11 Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate and the Bidder accept the terms and conditions herein. Any exceptions should be noted in your response.

1.12 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to Central Maine Community College's Dean of Finance and General Services. Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the College. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protest shall include the reason for the protest and any proposed changes to the specifications. Protest should be delivered to the Dean of Finance and General Service's Office in sealed envelopes, clearly marked as: "Wireless Access Points and Controller".

1.13 Bid Validity: Unless specified otherwise, all bids shall be valid for three (3) years from the due date of the bid with the option of the College to add two (2) one (1) year extensions (no auto renewal terms will be accepted).

1.14 Errors: Bids may be withdrawn or amended by Bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low Bidder, the Bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.

1.15 Submission: A signed original plus one (1) copy of the bid may be sent to the Information Technology Office at Central Maine Community College, 1250 Turner Street, Auburn, Maine, 04210 in a sealed envelope by 4:00 p.m. local time by October 18, 2019. Envelope should be marked "Wireless Access Points

and Controller RFP". **The vendor may provide electronic copies of their proposal in lieu of a physical copy by emailing it to [its@cmcc.edu](mailto:its@cmcc.edu) with Wireless Access Points and Controller RFP in the subject line.** Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the 4:00 p.m. deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The College assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date WILL NOT substitute for receipt of bid. Bids must be dated and time stamped by the College on time to be considered. Bids received after the due date and time will not be considered. Additional time will not be granted to any single bidder; however, additional time may be granted to all vendors when the College determines that circumstances require it. **Faxed bids will not be accepted.**

1.16 Tax Exempt: The College is exempt from the payment of Federal Excise Taxes on articles not for resale and for the Federal Transportation Tax on all shipments. The Contractor and subcontractor shall quote and shall be reimbursed less these taxes. Upon application, exemption certificates will be furnished when required. The College is exempt from the payment of Maine State Sales and Uses taxes.

## 2.0 CONTRACT TERMS AND CONDITIONS

2.1 Contract Documents: If a separate contract is not written, the contract entered into by the parties shall consist of the Request for Bids, the signed bid submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the College and the Contractor, all of which shall be referred to collectively as the Contract Documents.

2.2 Contract Validity: In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

2.3 Contract Administration: Robert Boucher, Chief Information Technology Officer, shall be the CMCC authorized representative in all matters pertaining to the administration of any contract(s) regarding the Wireless Access Points and Controller.

2.4 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine. The Contractor agrees that any litigation, action or proceeding arising out of the Contract shall be instituted in a state court located in the State of Maine.

2.5 Assignment: Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of the College.

2.6 Equal Opportunity: In the execution of the contract, the Contractor and all subcontractors agree, consistent with college policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age disability or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The College encourages the employment of individuals with disabilities.

2.7 Sexual Harassment: The College is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not undermines the quality of the educational and working climate. The College thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as College policy by the Board of Trustees. Failure to comply with this policy could result in termination of this contract without advance notice. Further information regarding this policy is available from Barbara Owen, President's Office, Central Maine Community College, 1250 Turner Street, Auburn, Me 04210, (207) 755-5233.

2.8 Smoking Policy: Central Maine Community College must comply with the "Workplace Smoking Act of 1985" and MRSA title 22, 1541 ET seq, "Smoking Prohibited in Public Places." In compliance with this law, Central Maine Community College has prohibited smoking on campus. This rule must also apply to all contractors and workers that are on campus. The Contractor shall be responsible for the implementation and enforcement of this requirement.

2.9 Parking Regulations and Use of Walkways: Unregistered vehicles on the college campus are subject to a parking violation ticket and/or towing off campus. Contractors are advised that parking regulations are strictly enforced by the City of Auburn police. Towing will be at the Contractor's expense.

2.10 Payments: Payment will be upon final acceptance of product and submittal of an invoice to the College, by the Contractor on a net 30 basis unless discount terms are offered.

#### NOTICE TO VENDORS AND BIDDERS:

#### STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with M CCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between M CCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the M CCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize M CCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless M CCS in any and all legal actions that seek to compel M CCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between M CCS and your entity.

### 3.0 PURPOSE AND SCOPE

3.1 The purpose of this RFP is to seek proposals for a Wireless Access Points and Controller and the professional services necessary for the configuration and the migration from the current system to the new system. Currently, CMCC is using one Aruba 3200 controller and 24 Aruba AP-105 access points. (23 installed with 1 spare). These devices support A/B/G/N (2X2 MIMO) standards.

The Dorm Network consists of Dell N3048P 48 ports PoE+ Gigabit Ethernet switching:

Rancourt Hall – 3 Switches

Fortin Hall – 4 switches

Apartments A - 1 switch

Apartments B - 1 switch

### **Summary and Requirements**

The proposed Wireless System will include all parts not listed in the specifications but are necessary for a complete system. These items should be included in the Bidder’s proposal.

Bidder’s proposal should list complete line item pricing for hardware, software and optional installation.

A walkthrough of the dorms and housing is required. Please contact [its@cmcc.edu](mailto:its@cmcc.edu) or call the Helpdesk at 207 755-5419 to schedule the walkthrough by October 4, 2019.

A Statement of Work, written documentation of the implemented Wireless Access Points and Controller and training of the I.T. staff in the features and management of the Wireless solution are also required.

Proposal must include the cost for 3 years and 5 years warranty and support. Please list warranty and support as a separate line item. Warranty must be provided by the manufacturer; third party warranty is not acceptable.

Selection of the Wireless Access Points and Controller shall be based on specific features and capabilities of the proposed solution including: 802.11 wireless access points utilizing an on-premise controller and management.

CMCC reserves the right, in its sole and absolute discretion to accept or reject, in whole or in part, any or all proposals with or without cause. CMCC further reserves the right to waive any irregularity or informality in this RFP process or any proposal, and the right to award the Contract to other than the lowest bidder. CMCC reserves the right to request additional information from any or all Bidders. CMCC reserves the right to negotiate with one or more Bidders concerning their proposals.

Listed below are desired options/features that should be included in the proposed Wireless Access Points and Controller. Specifications for the proposed Wireless Access Points and Controller including details such as but not limited to the type and capabilities of the Wireless Access Points and Controller must be listed in detail in the proposal.

### **Desired Options and Features**

- The solution must have technical support available during normal business hours and should have extended support after business hours if CMCC so desires.
- The solution must be expandable of hardware and software capabilities
- **The solution must provide hardware replacement of defective units**
- The solution must list an optional high availability configuration of the wireless controller

### **Management & Data Collection**

- SSH – CLI based and/or;
- Web – Browser based
- Ability to collect data using well defined standards
- Ability to collect data and identify rogue equipment
- Ability to recover from serious failures
- Ability to view and create reports of all traffic statistics

**Security**

- Support the use of standard Access Control Lists
- Support the use of extended Access Control Lists
- Support the ability to authenticate a user who is performing management tasks from a RADIUS server
- Support the ability to authenticate a user who is requesting access
- Support the ability to secure a port or connection with MAC based authentication

**Wireless Controller/Access Points**

- Must be compatible with Impulse Safe Connect – Network Access Control
- Provide the ability to work directly with wired switches to interoperate with existing layer 2 and/or layer 3 access lists and switches
- Ability to provide seamless roaming across the wireless infrastructure
- Support 802.11n and 802.11ac
- Provide the ability to be powered by Power Over Ethernet

**Equipment Documentation**

The vendor is required to provide all documentation in either a printed or electronic copy. The vendor should also include any performance specification and throughput ratings, both maximum and standard that are available for each product.

**Training for End Users**

Provide training information necessary for the Network Administrator’s to manage all equipment in the vendor’s proposal. Onsite training and assistance will receive extra consideration in the evaluation process.

**4.0 SELECTION CRITERIA**

Preference will be given based on:

<b>Item</b>	<b>Percentage Possible</b>
Number of Certified Engineers within 90 minutes of Auburn Maine for proposed platform	10%
Upward compatibility for future growth	10%
Total cost, which considers both initial acquisition and ongoing operating costs	10%



## 6.0 RFP SCHEDULE

<b>RFP Schedule</b>	<b>Date</b>
RFP issued	09/11/2019
Deadline for Walkthrough	10/04/2019
Deadline for Questions and Responses	10/11/2019
RFP due	10/18/2019 by 4:00 pm
Winner selected and notified	10/21/2019 Tentatively by the End of Business Day

6.1 Questions will not be accepted by telephone. Questions should be submitted by email to [its@cmcc.edu](mailto:its@cmcc.edu). CMCC will make every effort to answer questions submitted by bidders to the best of our ability by the due date. We strongly encourage bidders to submit questions as early in the RFP process as possible.

6.2 Depending on the responses to the RFP, CMCC will make every effort to select and notify the winning bidder by the end of business October 21, 2019. The college reserves the right to change the RFP schedule allowing the time necessary to make the most appropriate selection for the college.

## Signature Page

Date

Signature of Vendor's Representative

Printed name and title

Vendor Firm Name

Vendor Mailing Address

Vendor City/State/Zip

Vendor Telephone