



Request for Proposals (RFP)

Board of Education

NETWORK DEVICES PROPOSAL

May 22, 2017

The material and/or equipment and/or services detailed on and in accordance with the appended specifications and general conditions of this "Request for Proposal" are required by the Board of Education, Holy Trinity Catholic School Division #22. If your company is interested in submitting a bid, kindly complete and return **one signed copy of page 3**, along with your bid information by email or, sealed in an envelope, via mail or courier, or it can be dropped off at the address above to the attention of "Ryan Stinn" marked for: "**Network Devices Proposal**" before **2:00 p.m. Central Standard Time, Monday, June 5, 2017**. Any Proposals received after the forgoing date will not be considered. **Faxes will NOT be accepted.**

Proposal Submissions should be sent to: Holy Trinity Catholic School Division
502 6th Ave NE
Moose Jaw, SK
S6H 6B8
Attn: Ryan Stinn
Ph: 306-694-5333
Email: ryan.stinn@htcsd.ca

Technical Authority: Any inquiries regarding technical specifications can be sent to:

Ryan Stinn
Supervisor of Technology
Email: netadmins@htcsd.ca

Proposal Administrator: Any inquiries regarding the Terms and Conditions of this tender can be sent to:

Ryan Stinn
Supervisor of Technology
Email: netadmins@htcsd.ca

CONDITIONS OF QUOTATION GENERAL

1. Proposals not completed as requested may not receive consideration in placing of a purchase order.
2. The lowest or any proposal will not necessarily be accepted. The Holy Trinity Catholic School Division #22 reserves the right to reject any and all proposals at any time without further explanation or to accept any proposal considered advantageous to the Holy Trinity Catholic School Division #22. If the proposals received show that, in the opinion of the Board, no eligible proposals are feasible within the budget considerations of the Holy Trinity Catholic School Division #22, that consideration may result in no contract being awarded.
3. All proposals will be accepted or rejected by the Board within forty-five (45) days of the closing date of the proposal. In the event a purchase order is awarded the successful bidder will be disclosed to ALL Bidders who meet the Terms and Conditions of this RFP. This information will be presented via mail or email.
4. Bidders should submit one signed copy of this RFP along with their bid information before **2:00 p.m. Central Standard Time, Monday, June 5, 2017.** **Faxes will NOT be accepted.** Proposals should be signed by an authorized employee of the bidding firm.
5. The Holy Trinity Catholic School Division #22 reserves the right in its sole discretion to clarify any bid after closing by seeking further information from that bidder without becoming obligated to clarify or seek further information from any or all other bidders.
6. In the event the Holy Trinity Catholic School Division #22 chooses to award a purchase order, the purchase order will be awarded to the Bidder that provides the best value and service. Value and service will be defined at the sole discretion of the Holy Trinity Catholic School Division #22.
7. Bidders who have not previously performed business with the Holy Trinity Catholic School Division #22 must submit a company profile. This profile should include a list of references, number of years in the business, list of warranty processes or details on how service and warranty will be provided. As well information on any previous experience in dealing with school divisions should be presented. The Holy Trinity Catholic School Division #22 reserves the right to reject any Proposal which, in our opinion, does not provide a company profile which is acceptable to the Board.
8. If less than three proposals are received the Board may consider the RFP non-competitive and the RFP may be thrown out.
9. Proposals arriving after the submission deadline will be returned to the bidder.
10. Any and all Terms and Conditions stated in this document, including any conditions set forth in the Computer Systems Specifications section shall be valid and binding

PURCHASE ORDER

11. No order will be recognized unless issued on the Board's purchase order form.

Issuance of this RFP does not commit the Holy Trinity Catholic School Division #22 to award a purchase order, nor does it bind the Holy Trinity Catholic School Division #22 in anyway to accept the bid whatsoever, and shall not be construed as a commitment to award a purchase order. Any commitments that may ensue shall be co-ordinated through the Holy Trinity Accounting Department. The preparation of a response to this RFP is on a voluntary basis. Any and all costs incurred by the vendor in responding to this RFP shall be the vendor's sole responsibility.

It shall be noted that issuance of a purchase order does not confine the Holy Trinity Catholic School Division #22 from ordering and/or purchasing similar supplies from one or more vendors during the duration of any contract.

The Holy Trinity Catholic School Division #22 hereby reserves the right to add to, delete from, interpret or otherwise revise all documents attached hereto and other terms of this RFP.

ALL INFORMATION, SPECIFICATIONS, DOCUMENTS AND DATA CONTAINED IN THIS INVITATION REQUEST FOR PROPOSAL PACKAGE ARE PROPRIETARY AND/OR CONFIDENTIAL AND ARE NOT TO BE USED BY THE BIDDER FOR PURPOSES OTHER THAN IN THE PREPARATION OF A RESPONSE TO THIS REQUEST FOR PROPOSAL AND ARE NOT TO BE DISCLOSED TO OTHERS BY THE BIDDER WITHOUT THE WRITTEN CONSENT OF THE HOLY TRINITY CATHOLIC SCHOOL DIVISION #22.

**Holy Trinity Catholic School
Division #22**

**Ryan Stinn
(Supervisor of Technology)**

I/We have carefully examined these documents and have obtained a clear and comprehensive knowledge of the work, services and/or materials required.

I/We the undersigned hereby submit my/our proposal and agree to supply all necessary labour and/or materials and/or equipment and/or services as quoted herein for the execution and completion of this contract and in accordance with the terms, conditions and specifications of this proposal. No other conditions shall apply.

Dated _____

Name of Vendor

Authorized Signature

Title

Network System Specifications

Introduction

The Holy Trinity Catholic School Division #22 requires Networking Devices. RFPs should meet or exceed the specifications listed on page 6.

Due to considerations such as Total Cost of Ownership, Training and Certification of our IT staff, and a rating by the Gartner Group, the following vendors shall be eligible to submit a bid:

For Network Equipment:

Juniper, HP/Aruba, Cisco, Brocade

Bidders should provide, with their bid documents, a letter from their partner/manufacture which states they are an authorized reseller within Canada of the equipment they are bidding on.

Vendors must be a certified reseller with the ability to provide warranty and service based out of Canada.

Award

Holy Trinity Catholic School Division #22 reserves the right to award the Requirement #1 and Requirement #2 to one vendor or split the award between vendors if it so chooses.

Currency

The bid prices shall be in Canadian funds

Product Delivery

Vendors should indicate in their submission an estimated delivery date of the systems, in the event they are awarded the purchase order.

Vendors should indicate in their proposal any and all costs for the delivery of the systems. If no shipping cost is presented in the bid documents then it will be assumed that there will be no additional cost to ship the computers to the address below and as such, the successful bidder shall not charge Holy Trinity Catholic School Division for any freight charges in regards to this tender. All of the systems will be delivered to:

**Holy Trinity Catholic School Division #22
502 6th Ave NE
Moose Jaw, SK
S6H 6B8**

Amendments

Bids already submitted may be amended prior to the Submission Deadline a) by submitting an amendment identifying the plus or minus variance to the original Bid, or b) by sending in a completely new Bid, clearly indicating it replaces the previously submitted Bid. Any such revision must clearly identify the proposal number and the Submission Deadline for the Bid being submitted.

The Bidder shall not change its Bid after the Submission Deadline and no changes, words or comments will be added to the Bid unless requested by the Holy Trinity Catholic School Division #22.

Any amendment or notice of withdrawal of a Bid must be submitted in the same manner as prescribed for the submission of proposals. Any amendment or notice of withdrawal submitted by any other method will not be effective or accepted unless otherwise requested by the Holy Trinity Catholic School Division #22.

EQUIPMENT TENDER

The Holy Trinity Catholic School Division #22 will be purchasing the following computer equipment:

REQUIREMENT # 1: Top of Rack Switching

Quantity 2:

- Must be minimum 10GBE x 24 SFP+ ports
- Stacking or virtual stacking capable
- Redundant Power Supplies
- Must support all relevant Layer 2 network technologies(LACP, 802.1q, STP, etc)
- Ideally they should be capable of 240V Power
- Rack mountable in 4 post rack
- Port side exhaust
- Please provide quotation options for 1/3/5year support contract with NBD

REQUIREMENT # 2: Core Switching

Quantity 2:

- Must be minimum 1GBE x 24 copper ports, minimum 2x 10GBE SFP+ ports
- Stacking or virtual stacking capable
- Redundant Power Supplies as option
- Must be Layer 3 capable with full routing support of common routing protocols, not WAN routing protocols ie: OSPF, RIP, EIGRP
- Rack mountable in 4 post rack
- Please provide quotation options for 1/3/5year support contract with NBD
- Non-POE

Note: Core Switching is replacing 2x Cisco 3560e