REQUEST FOR PROPOSAL
Cabling and Networking Services

Douglass Campus:  2600 Douglass Road, SE
Shaw Campus:  421 P Street, NW
Benning Campus:  4810 Benning Rd, SE

Posting Date:    June 20, 2014
Responses Due:    June 27, 2014
Submit Proposals To:   Chelsea Rock, Director of Technology Operations
                      Chelsea.Rock@kippdc.org and
                      Procurement Team
                      Procurement@kippdc.org
I. INTRODUCTION

KIPP DC is a network of high-performing, college-preparatory charter schools in Washington D.C. which serve the city's under-resourced communities. At KIPP DC, there are no shortcuts: outstanding educators, more time in school, a rigorous college-preparatory curriculum, and a strong culture of achievement and support help our students make significant academic gains and continue to excel in high school and college. KIPP DC is a tax-exempt organization under IRS Section 501(c)(3).

II. PROJECT DESCRIPTION

KIPP DC is soliciting proposals from qualified vendors for cabling and networking services to install a network drop and Aruba wireless access point in all classrooms currently without. Wireless coverage for buildings in-scope should be sufficient to allow up to 30 students to access the network simultaneously in all classrooms. KIPP DC is particularly seeking companies with demonstrated ability and experience in cabling and networking services to boost the network bandwidth of our classrooms.

III. SCOPE OF SERVICES AND SPECIFICATIONS

The vendor will install and terminate network cabling for classrooms, office, wireless access points and other locations as requested at the following sites:

<table>
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<tr>
<th>Campus and Location</th>
<th>Approximate number of classrooms</th>
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<tr>
<td>Benning</td>
<td>30</td>
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<td>4810 Benning Rd SE</td>
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<tr>
<td>Washington, DC 20019</td>
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<td>Douglass</td>
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<td>2600 Douglass Rd SE,</td>
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<td>Washington, DC 20020</td>
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<td>Shaw</td>
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<td>421 P St NW</td>
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<td>Washington, DC 20001</td>
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The work will include:
1. Cat 5e/6 network cabling and wiring for the selected classrooms
2. Fiber cabling between wiring closets and MDF as needed
3. Installation of 1 data drop for each classroom and required cabling and networking equipment. The vendor will be responsible for installing the wireless access point but will NOT be responsible for configuration.
4. The vendor will terminate all runs with Cat 5e/6 jacks that match the cabling type at the end-user location and will similarly terminate at the MDF patch panel.
5. The vendor will label jacks according to the existing building scheme or as otherwise requested at time of installation by KIPP DC.
6. The vendor will test all runs for continuity and provide verification of testing.
7. The vendor will use shielded cable for runs which may experience interference from other
equipment along the run’s path.
8. The vendor will provide appropriate wire management components as requested by KIPP DC.
9. The vendor shall be responsible for all obtaining permits and appropriate inspections/approvals as required by law.
10. The vendor shall utilize wiring that is appropriate fire-rated and in compliance with all fire and electrical codes.
11. The vendor shall ensure that the cabling are covered under warranty against defect for a minimum of one (1) year from the date of installation. Such warranty shall fully cover all repair/replacement costs, as well as time/labor/material costs associated with executing the warranty process.

All work must be completed by August 15, 2014; vendors will be provided building access in a manner that allows for completion of the work but balances summer construction, cleaning, and preparation needs. Vendors may need to work on weekends and evenings.

IV. SCHEDULE AND DEADLINES

KIPP DC anticipates that the proposal submission, review, and evaluation process for this procurement will take place according to the following schedule:

- RFP Released: June 20, 2014
- Walk-through: June 24, 2014
- Responses Due: June 27, 2014
- Service Start Date: July 1, 2014
- Service Complete date: August 12, 2014*

*Access will be limited to 2pm-10pm during Summer School (July 7-July 25, 2014). Please include contingencies for after hours and weekend work as necessary.

Proposals must be received by KIPP DC before 5:00 pm on June 27, 2014. Proposals received later than the date and time specified may not be considered. Proposals will be received by e-mail only. Please send completed proposals Chelsea.Rock@kippdc.org and procurement@kippdc.org as PDF attachments. Please clearly mark your submissions with “[Company Name] - Networking and Cabling RFP Response – [06.xx.2014]” in the e-mail subject line. Faxed or postal mailed proposals will not be accepted.

KIPP DC will not be liable for any cost incurred by respondents in the preparation and production of responses to this RFP or in the negotiations associated with award of a contract.

Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis.

KIPP DC reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause.

KIPP DC further reserves the right to waive any irregularity or informality in the RFP process or any proposal.
KIPP DC further reserves the right to make corrections or amendments due to errors identified in proposals by KIPP DC or the bidder.

KIPP DC further reserves the right to modify and/or amend the final contract in negotiation with the contractor.

KIPP DC further reserves the right to select one or more bidders to perform the services.

**Evaluation of Proposals:**
An evaluation committee will review submitted, complete proposals and make a recommendation for contract awards to KIPP DC’s Board of Trustees. KIPP DC will evaluate proposals from qualified vendors using the following criteria:

- Price
- Technical capabilities and background/personnel qualifications
- Vendor track record implementing under tight deadlines and in similar environments.

**V. ADDITIONAL TERMS AND CONDITIONS**

**Board of Trustee and Public Charter School Board Approval:**
Upon approval of the contract by KIPP DC’s Board of Trustees, KIPP DC then is required to submit the contract to its charter authorizer, the DC Public Charter School Board (PCSB), for approval. A contract between KIPP DC and the selected vendor shall not exist until an approval by the Board of Trustees and the PCSB.

**Contract Award:**
KIPP DC reserves the right to cancel or modify a contract award for any reason without penalty or fee.

The successful vendor’s proposal and a copy of this RFP shall be made part of the contract by reference and attachment. It is understood and accepted by both parties that in the event of a conflict of language between this RFP and the contract, the RFP language shall be considered superior.

**Incurred Costs:**
KIPP DC is not liable for any costs incurred by a vendor in the preparation and production of a bid or for any work performed prior to the issuance of a contract.