Gadsden County School District
RFP YR 14
VENDOR MEETING
February 28, 2011
10:05 a.m.

Vendors Attending:

Denny Engling-NCS	Stephen Gauss-Intratech	Mark Johnson-PCI
Tim Oliver-NCS	Bill Mapoles-Applied Com	Holly Snyder-HCS
Frank Holcomb-TDS	Carol Robinson-PCI	Ben Holton-PCI
Jason Maddox-CDW-G	Chris Cronluno-PCI	Steve Curry-HCS

Technology Staff Attending:

Sonja Bridges, Ed.D., Technology Director

Sheantika Wiggins – Technology Training Specialist

Darlean Youmans – Information technology Coordinator

Patricia Beamon – Administrative Assistant

The meeting was opened by Dr. Sonja Bridges.

RFP Packets were given to all Vendors in attendance.

Discussion of items referenced in the RFP:

- Service is needed for 18 sites

- Increased Internet bandwith is being requested to be added to the current 6mb we are currently receiving from the State of Florida – a minimum of 50mb up to 100mb coming into the central office out to the schools.

- The district is requesting Web-Hosting services for all schools within the district.

- Infrastructure upgrades needed at 11 schools throughout the district as listed in the RFP.

- The district is requesting an upgrade to its current VOIP system.

- Infrastructure upgrades need to be compatible with the VOIP system.

- 12 Servers needed as well as an email server for the district

- The district is requesting Video-on-Demand Digital Media Distribution systems for schools within the district. Safari Montage is referenced in the RFP, however, another system may be selected if it has the same or better functionality.

- Basic Maintenance on Internal connections is be requested for Client/Server Services, video-to-the-classroom components and the district's network infrastructure.

- All questions asked in the RFP should be addressed in all Vendor proposals

- There will be a revision to the RFP because the due date for proposals listed is during the Gadsden County School District's Spring Break. Therefore, proposals received after March 18, 2011 will be sent to a different address to ensure that the proposals are received by the due date of March 23, 2011 by 1:00 p.m.

- No phone calls will be accepted for answering questions regarding the RFP YR14 from this point. All questions should be submitted to Dr. Bridges by email or mailed to the Gadsden County School District's address as listed in the RFP.

Question and Answer Period:

1. Is there a last date to ask questions? Up until the proposals are due – March 23, 2011 at 1:00 p.m.
2. Where is the drop off location? All proposals should be sent to the addresses listed in the RFP. Proposals are to be sent to the following address until march 18, 2011: 35 Martin Luther King Jr Blvd Quincy, FL 32351 and after March 18, 2011 until March 23, 2011 at 1:00 p.m., proposals are to be sent to 585 Sparkle Berry Blvd Quincy, FL 32351
3. Is there a standard configuration for each classroom or school? Classrooms – (6 drops) 4 drops in the back and 2 drops in the front; Labs - HS/ES (30); Media Centers – (10 drops) 2 in the media office area and 8 in the mini-lab area for elementary and middle schools; 22 in the media centers in the high schools – 2 in the media center office area and 20 in the lab areas.
4. Do you want old cabling removed? yes
5. What kind of cabling components? No preference.

6. What type of horizontal cabling, Plenum or Non-Plenum, or termination method will be used - 568A or 568B? Category 6 cabling is to be used. The schools that will need to use Plenum are: the office building at Gadsden Technical Institute; Crossroad Academy; George Munroe Elementary School's front office, Building 12 & 15. The termination method to be used is 568A.

7. Should the wiring closet in the classrooms be enclosed? Yes, they are to be in a cabinet.

8. What type of fiber is to be used? 50 micron fiber is to be used

9. Will the vendor need to replace the schools' UPS? The District will replace these.

10. What protocol of wireless is to be used if it is being requested? The district is not requesting wireless at this time.

11. Is the district requesting a centralized Controller? This does not apply since we are not requesting wireless at this time.

12. How many channels does each school need? One (1) channel per school

13. Do we support any other network protocols other than IP? No

14. Will the existing infrastructure need to be kept in place? No – but do not dismantle until everything is working with the new infrastructure.

15. Is it ok to change the phone numbers at the Havana area schools, to include EGHS, and CES? Yes

16. Is the district requesting standard POE installation? Yes

17. Is E-Rate filed district-wide or by school? District wide.

18. Is there a hardware preference for VOIP systems? See RFP.

19. How many drops are to be placed in the offices at the schools? 2 drops in each office

20. Does the gigabit switches to the desktop need to be 10/100/1000? Yes

Vendor Walk-Thru will begin at 9am. Vendors should be here at 8:30a.m. on March 3rd and 4th.

Meeting adjourned at 10:45a.m.

Additional Questions/Answers submitted after the Vendor Meeting

1. We need to know how many VoIP telephones will be needed at each location and what are the extension numbers working at each location?

Count of phone in district.
location - phones in use (licenses available)

CES - 36 (38)
CPA - 57 (61)
EGHS - 114 (116)
ESOL - 18 (18)
GEMS - 20 (21)
GES - 47 (48)
GMES - 73 (74)
Gretna - 39 (40)
GTI - 30 (30)
HES - 56 (63)
HMS - 51 (51)
JASMS - 68 (71)
District - 82 (83)
SJES - 36 (39)
SSES - 85 (85) Includes maintenance and transportation WGHS - 61 (61)

All - 873 (899)

2. How many of these VoIP Telephones will need Voice Mail?

   All phones need voice mail.

3. In regards to VoIP telephones how many will need Direct In Dial (DID) numbers assigned to them? This gives the user the capability of receiving a call directly to their telephone without the call going through the Receptionist or Auto Attendant.

   Chattahoochoo Elem - 3
   District Office - 12
   Maintenance - 2
   Transportation - 2
   Greensboro Elem - 4
   Gretna - 4
   West Gadsden - 6
   George Munroe - 5
   CPA - 4
   GCA - 2
   HOPE - 2
   GTI - 5
   SSES - 4
   East Gadsden - 5
   Havana Elem - 4
   Havana Middle - 3
   Gadsden Elementary Magnet - 3

James A Shanks - 5
St. John - 3

4. How many locations have external paging systems in use? All locations

5. How many analog lines will need to be left at each location for misc. purposes like, faxes, alarm system, modems line, etc. etc.?

   Chattahoochee Elem – 2 (fax and alarm)
   District Office – 13 (9-fax and 4-alarm)
   Maintenance – 4 (fax, 2-modem and alarm)
   Transportation – 4 (1-fax, 2- modem and alarm)
   Greensboro Elem – 2 (fax and alarm)
   Gretna – 2 (fax and alarm)
   West Gadsden – 9 (5-fax, 2-fire, 1-AC and alarm)
   George Munroe – 2 (1-fax and 1-alarm)
   CPA – 2 (1-fax and 1-alarm)
   GCA – 2 (1-fax and 1-alarm)
   HOPE – 2 (1-fax and 1-alarm)
   GTI – 5 (1-fax, 1-credit card and 1-alarm)
   SSES – 2 (fax and alarm)
   East Gadsden – 7 (2-fax, 1-fire, 1-AC modem, 1-radio broadcast and 2-alarm)
   Havana Elem – 2 (fax and alarm)
   Havana Middle – 3 (fax, AC and alarm)
   Gadsden Elementary Magnet – 3 (fax and alarm)
   James A Shanks – 3 (fax, AC and alarm)
   St. John – 2 (fax and alarm)

6. Do you want each school priced separately for the Internal Connections and cabling? Schools are to be priced separately.

Questions and Answers added 3/10/2011

1. Will the winning bidder be able to work during normal business hours (8:00am-5:00pm) while students are on site?

   Work will need to be performed outside normal school hours.

2. If work must be done at night; or during school district breaks; will a school district employee be available to gain entry to classrooms etc, and arm-disarm security systems?

   The Director of Technology will make arrangements for Vendor access to designated sites/classrooms. Alarms will be disabled and enabled as needed.

3. Will there be a secure location at each campus to store equipment, parts, cable, and tools?

   The school board will not be liable for any equipment, parts, cable, tools, etc. that are left on site.

4. In regards to the video services mentioned in the RFP, how is the video services distributed throughout the school? Is the Video service working over its own Network, or is it sharing the LAN. If so what's providing the QoS (Quality of Service) function?

   The current system is running over its own network. The RFP calls for a media distribution system to function over the existing data network. QOS is to be provided by the network equipment (switches and routers) and media distribution system.

5. Or is it (the media distribution system) using Radio Frequency distribution normally using coax cabling?

   The current system is using Radio Frequency distribution over coax cabling. The RFP calls for distribution over the data network.

6. In addition to Structured Cabling will we need to provide the network equipment switches etc?

   All switches are to be replaced with CISCO products and have POE as indicated in the RFP.