

Request for Proposal

For

A WiFi System and Support for the
New Orleans City Council Chamber

Release Date:

December 8, 2009

Date Due:

January 8, 2009

Contact Information Concerning RFP:

Clerk of Council
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RFP

A WiFi System and support in the New Orleans City Council Chamber

General Information

The City Council of New Orleans seeks a consultant to install a WiFi system in the Council Chamber which allows a number of simultaneous users in the audience to access the internet.

System Description

The City Council of New Orleans is interested in creating access to the internet for people attending meetings in the Council Chamber. This system must use a separate backbone to the internet (it may not ride on the City's network). When reviewing the backbone price quotes, vendor must provide the City with the estimated number of simultaneous users. There should be a firewall on the front end of the system. The recommended wireless band would be in 802.11n. Vendor is responsible for the wiring and power to the access point, router and switch. The contractor must offer an annual contract to support the system, with 24 hour turn around service and 72 hour restoration of service under the contractor's control. The contractor must find the best rate for carriage of the traffic, and recommend that carrier to the Clerk of Council, with the Clerk making a direct contract for carriage. A pre-RFP conference will be held on Dec. 18 at 10 am at City Hall in New Orleans, in the Clerk of Council's conference room.

Scope of Work

This section nor any part of this RFP is intended to be all inclusive. Therefore, vendors should include in their responses any items they deem relevant and important to the project or The City of New Orleans.

The City Council wants to make WiFi in the Council Chamber available to constituents. Constituents will be able to get on the internet, but will not be able to plug lap tops into electrical boxes, so their computers will need adequate battery power to be able to access the internet. The IT department will oversee the proposals and the system once it is installed. The City of New Orleans, under direction of the Clerk of Council, will purchase the equipment and transport along with IT services from a company which will maintain the system. It is anticipated that the system will include the following (or a reasonable substitute):

1- Cisco Aeronet access point

1-Sonic Wall router

Appropriate switch(s)

Wiring and power to the access point, router, and switch(s)

Installation, maintenance contract

Transport contract recommendation with terms

Please provide pricing for either/and twelve months; thirty-six months for maintenance and for the transport, the number of simultaneous users served.

Documentation

The City Council of New Orleans expects the chosen vendor will provide for each software component, a complete set of software documentation for users and administrators.

Maintenance/Support

The vendor should be available on-call (within 24 hours) should the IT department at City Hall report trouble with the system. The system should be repaired within 72 hours of a trouble call. Any software upgrades required to maintain service are the responsibility of the vendor.

Warranty

The City of New Orleans expects all software and hardware to be covered by a warranty period of no less than 1 year. All software and hardware warranties should provide for the operability of the system.

Implementation

This section provides a brief description of the expectations, timeline, and training considerations The City Council of New Orleans anticipates during project implementation. As before, this section is not intended to be exhaustive and The Council is relying on vendors who submit proposals to incorporate the highest levels of service and expertise during the implementation phase(s) of this project.

Timeline

The City Council of New Orleans hopes to complete the build out of this system including installation and operation of transport by March 10, 2010.

Training

Any training required should be spelled out in response to this RFP. A document to describe how to access the WiFi system must be prepared by the vendor, so the Clerk of Council can make copies and have them available to constituents attempting to use the system in the Council Chamber.

Qualifications/Experience

Your firm may propose the entire solution. If the proposal by your firm requires the use of sub-contractors, partners, and/or third-party products or services, you must clearly state this in your proposal. The City Council of New Orleans requires that the firms submitting proposals shall have primary project and service liability for all products and services which shall collectively meet the RFP requirements.

Your firm shall remain solely responsible for the performance of all work, including work that you sub-contract.

Contents of Proposal

Transmittal Letter. Please provide a formal letter of transmittal with your proposal that commits your firm to its proposal and states that the proposed solution meets the requirements of each subsection of this RFP. The transmittal letter must be signed by an officer of your firm authorized to do so. Also include contact information for: (1) the person responsible for answering questions regarding the proposal, (2) the person responsible for contract negotiation, and (3) the signer.

Proposal Overview. Please give an overview of the proposed solution, and three WiFi systems you have installed, the proposed cost of the installation, the maintenance contract terms and cost, and the transport contract and terms. Please detail the timeline for installation and equipment you propose to use and terms of the warranties on said equipment. Also, describe the level of staff involvement required during implementation.

Company Information. Please include the following: Company address, phone number, and email address.

Evaluation Criteria

In addition to the transmittal letter described above, please make certain you fill out the form below which will be used to evaluate the proposals. Use any additional attachments as needed to respond to this RFP.

Evaluation Criteria

<u>Company Information</u>	
Company Name	
Company Address	
Email Address	
Phone Number	
Tax ID Number	
New Orleans vendor number	
Contact person to answer questions	
Contact information for contact person	
<u>Proposal Information</u>	
Proposed solution including equipment and warranties	
Timeline for completion	
Staff involvement during installation	
Three installed WiFi systems with contact information	
Installation costs	
Maintenance costs, 12 months	
Maintenance costs, 36 months	
Transport provider	
Transport contract terms	
Transport costs, 12 months	
Transport costs, 36 months	

Proposal Process

There is a pre-RFP conference on December 18 at the Clerk of Council Office. Any additional questions you may have may be directed to the Clerk of Council, for written response. **No other written or oral communications from potential applicants regarding this proposal shall be made to any Councilmember or Council staff person during this Request for Proposal process.**

Please submit the above form listed for evaluation criteria. It is anticipated that the selection process will be completed within one month.

Additional information

The City Council of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the proposal, interview or other precontract activity are the responsibility of the proposer.

All proposals submitted become the property of the City and as such are public information.

The City Council of New Orleans reserves the right to reject any or all bids or proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The City of New Orleans shall have no obligation to award a contract as a result of this RFP.