



**BUFFALO PUBLIC SCHOOLS PROCUREMENT OFFERING**  
**RFPQ 21-060 REQUEST FOR PRE-QUALIFICATION FOR NETWORK ARCHITECTURE**  
**AND DESIGN SERVICES**

**Offering Specification**

**SUMMARY:**

The Buffalo Public Schools is seeking to identify qualified vendors to provide network architecture and design services to build a cost effective, reliable, secure, scalable, best in class network for present and future instructional and operational requirements. Qualified vendors will be selected for further evaluation to work with the district to design, plan, engineer, and implement a state-of-the-art architecture into a complete network and system solution that hardens the district's infrastructure and enhances security. The information received through the pre-qualification process will be used by the BPS Information Technology Department to recommend qualified providers to the next phase of the solicitation process.

**DESIGNATED CONTACTS:**

Owner (Primary): Myra Burden, Chief Technology Advisor  
Buyer (Copy To): Richard Fanton, Director of Purchase, [rjfanton@buffaloschools.org](mailto:rjfanton@buffaloschools.org)

**The dates specified on the timeline of this offering are subject to change via addendum**

**TIMELINE:**

Release Date:	04/19/2021	2:00 PM	Advertise Dates:	
Questions Due*:	04/26/2021	4:00 PM	- Website/BONFIRE	04/19/2021
Answers Posted:	04/28/2021	4:00 PM	- Buffalo News	04/18/2021
Offering Closed:	04/30/2021	12:00 PM	- Contract Reporter	04/19/2021
Presentations:	TBD		- Rocket	04/22/2021
Tentative Award:	05/19/2021		- Criterion	04/24/2021

Public Opening Time and Location: No public opening.

\*Questions regarding this offering must be submitted via the online offering portal @ <https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities>



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**OTHER OFFERING PARAMETERS:**

Type of Offering:	RFPQ
Basis of Qualification	Minimum Score of 80.
Award may be split among respondents:	NA
Award may be consolidated:	NA
Subcontractors may be used:	NA
Insurance is required:	NA
NYS DOL Prevailing Reference:	NA
Response Surety Required ("Bid Bond")	NA
Performance Bond Required:	NA
Formal contract required:	NA
Proposals valid for:	NA

**SUBMITTAL OPTIONS:**

Please refer to the "Standard Terms, Conditions, and Disclaimers" document for more detailed instructions. Only one method of submittal should be used; mailed responses will be entered into the electronic portal by the BPS Purchase Department for evaluation/scoring purposes.

Submittals may be mailed OR submitted electronically per the instructions below:

Mailed or delivered responses must include two (2) printed copies and one (1) electronic copy.

**Electronic submittal is ALLOWED (and encouraged) via BPS BONFIRE portal at:**

**<https://buffaloschools.bonfirehub.com/portal/?tab=openOpportunities>**.

Technical assistance with submitting your response electronically is available by contacting the Director of Purchase at the contact information listed on prior page.

**THIS PAGE RESERVED FOR OFFERING  
SUMMARY**



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**1) GENERAL INFORMATION**

- a. **GENERAL DEFINITIONS:** Please refer to “Standard Terms, Conditions, & Disclaimers”.
- b. **OFFERING SPECIFIC DEFINITIONS:**
- c. **VENDOR INFORMATION:**

Qualified vendors are encouraged to submit a response for providing the goods and / or services described. If the vendor plans to subcontract any of the work described in the **Scope of Work** the vendor must complete all response requirements for the subcontractor. If a vendor plans a joint venture with another company and/or utilizes subcontractors, the vendor shall specify accordingly and complete all response requirements for each company involved in the offering response.

d. **RESPONSES:**

Any and all contracts awarded as a result of this offering are subject to the Terms & Conditions stated in the offering. The submission of any other terms or conditions by a respondent may be cause for rejection of the response.

All responses should clearly state/include the following:

**STANDARD REQUIREMENTS:**

- 1. Completion of “Offering Questionnaire”, Question Set 1 “Standard Response Requirements”.
- 2. Current W-9.
- 3. Completed “Equal Employment Opportunity Employee Information Report”; form provided.
- 4. Signed “Non-Collusive Bidding Certification”; form provided.
- 5. Respondent must provide a list of at least three (4) client references and their contact information. References will be contacted at the sole discretion of the District.
- 6. Optional items as required by responses to the “Offering Questionnaire”, including but not limited to:
  - a. “Vendor Application”; form provided.
  - b. “Disclosure Narrative”, any format.
  - c. “Debarment Narrative”, any format.
  - d. “Certifications” such as MBE/WBE/SDVOB
  - e. “Policy 5414 Compliance Narrative”, any format.
  - f. “Subcontractor Documentation”, any format.
  - g. “Anti-Lobbying Narrative”, any format.
- 7. Respondents may submit any other information they consider relevant to their response to this offering by using the “Other Vendor Information” document upload.



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**2) SCOPE OF WORK**

The Buffalo Public Schools is seeking to identify qualified vendors to provide network architecture and design services to build a cost effective, reliable, secure, scalable, best in class network for present and future instructional and operational requirements. Qualified vendors will be selected for further evaluation to work with the district to design, plan, engineer, and implement a state of the art architecture into a complete network and system solution that hardens the district's infrastructure and enhances security.

**OFFERING SPECIFIC REQUIREMENTS:**

Provide information on background, experience, and qualifications of the company. Include a list of all firms for whom you have provided services of similar scope and service in the past five (5) years. Offerors must also clearly articulate the following qualifications.

1. Provide an overview of your company and summary of service offerings and capabilities.
2. Describe your experience with supporting Information Technology Disaster Recovery projects
3. Describe your experience with designing and implementing hybrid segmented network.
4. Describe your experience leading the implementation of Microsoft A5/E5 security tools and endpoint management.
5. Provide at least 4 government references with at least 100,000 students/staff for which network and design services has been performed. Include name of the agency, number of students/staff, scope of service provided, reference contact name, email and phone number.
6. Describe how the company views the lifecycle of large infrastructure projects from start to finish.
7. Describe your project management experiences in full spectrum disaster recovery operations.
8. Provide a process that demonstrates how your company will make recommendations for infrastructure efficiencies and cost savings.
9. What other value-added services is the company capable of providing?
10. List industry certifications that your company maintains.
11. Describe your company's methodology for change control.
12. Provide the number of company resources by category: (Ex. Network Architects, Network Engineers, Security Engineers, Project Managers, etc)



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**3) EVALUATION PROCEDURES**

a. **Review of Responses**

Responses will be evaluated by a cross functional team consisting of subject matter experts and a Purchasing representative.

b. **Respondent's Presentations**

Respondents may be required to present once, at the District's discretion, which will include a question and answer session with the evaluation team. Questions and specific requests to be addressed during the presentation will be forwarded to the respondents.

c. **Evaluation Criteria**

Responses will be evaluated on a 100 point scale as defined in the table below. Cost will be calculated proportionally compared to lowest cost response. Respondents with a minimum score of 80 will be considered qualified.

<b>CRITERIA</b>	<b>VALUE</b>
COST (must be largest component)	NA
Experience with IT Disaster Recovery projects	25
Experience with designing and implementing hybrid segmented networks	25
Experience leading the implementation of Microsoft A5/E5 security tools and endpoint management	25
Experience with large scale government entities for which network and design services have been performed	25

d. **Final Selection**

The Board of Education and its representatives will select a firm based upon the recommendations of the evaluation team. It is anticipated that a firm will be selected by the date listed in the offering summary. Following notification of the firm selected, it is expected that a contract will be executed between both parties. The selected firm must be prepared to begin work upon execution of the BPS contract. The contract will not necessarily be awarded to the response with the lowest cost projection.