



Charter Oak Health Center

REQUEST FOR PROPOSAL (RFP)

Proposals Will Be Evaluated Based On The Following Criteria:

- Technical Expertise And Experience In LAN Infrastructure Upgrades.
- Suitability Of Proposed Equipment And Materials For The Project Requirements.
- Project Timeline And Approach To Minimizing Disruption To Ongoing Operations.
 - Cost-effectiveness Of The Proposed Solution.
 - Warranty And Support Offerings

COHC LAN INFRASTRUCTURE UPGRADE

Charter Oak Health Center
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RFP ID: COHCITLAN-NET01
Prepared By: Martin Botticelli Interim CIO
Date: January 15, 2024

REQUEST FOR PROPOSAL
COHC LAN INFRASTRUCTURE UPGRADE
Hartford - Connecticut

RFP ID: COHCITLAN-NET01

PROPOSAL SUBMISSION DEADLINE: February 15, 2024, 5:00 PM

QUESTION SUBMISSION DEADLINE: January 30, 2024

Questions may be submitted in written form to:

Contact Name: Martin Botticelli
Contact Address: 21 Grand Street
Hartford, Connecticut 06106
Telephone Number: (860) 550 7500 Ext. 6253
Email Address: Martin.botticelli@thecharteroak.org

INTRODUCTION

Charter Oak Health Center invites and welcomes proposals for their COHC Lan Infrastructure Upgrade project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 21 Grand St, Hartford, Connecticut 06106.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Jose Morales, contact:

Name: Misael Cartagena
Title: IT Technician
Phone: (860) 550 7500
Fax: (860) 724-1387
Email: Misael.Cartagena@thecharteroak.org

For questions or information regarding Martin Botticelli, contact:

Name: Jose Morales
Title: Network Engineer Consultant
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PROJECT OBJECTIVE

The objective and ultimate goal for this project is request for proposal: lan infrastructure upgrade project
project overview: charter oak health center, located at 21 grand street, hartford, ct, is seeking proposals for the upgrade of its ethernet switching infrastructure at its main office. additionally, the fiber backbone providing network closet interconnectivity between the intermediate distribution frame (idf) and main distribution frame (mdf) will need to be replaced and upgraded with om4 multi-mode fiber due to inadequate bandwidth provided by the existing om2 multi-mode fiber. the lan infrastructure

consists of 5 network closets, including 1 mdf and 4 idf closets. the 1st floor idf is fitted with a single 48-port switch, whereas the mdf room on the fourth floor is supplied with three 48-port switches and two 24-port switches. all the other network closets are furnished with three 48-port switches each. these switches are approaching the conclusion of their life cycle, and the current interconnectivity speed between closets stands at 2 gbps.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Scope of Work: The scope of work for this project includes, but is not limited to:

- Upgrading the Ethernet switching infrastructure at the main office located at 21 Grand Street, Hartford, CT.
- Replacing and upgrading the existing multi-mode OM2 fiber backbone with OM4 multi-mode fiber to meet the bandwidth requirements.
- Providing a detailed plan for the replacement of switches in all 5 network closets, ensuring minimal disruption to ongoing operations.
- Ensuring compatibility and integration with existing network equipment and systems.
- Conducting thorough testing and validation of the upgraded infrastructure to ensure optimal performance and reliability.

Requirements: Interested vendors are requested to submit proposals that include the following:

- Company profile, including experience with similar LAN infrastructure upgrade projects.
- Detailed technical specifications of proposed equipment and materials.
- Project timeline, including key milestones and deliverables.
- Proposed budget, including itemized costs for equipment, labor, and any additional services.
- Warranty and support offerings for the installed equipment.
- References from previous clients for similar projects.

Recommended enhancements and specifications to be included in the (RFP) f LAN infrastructure upgrade project at Charter Oak Health Center:

1. Redundant Switching Infrastructure: The proposed solution should include redundant switching infrastructure with failover capabilities to eliminate single points of failure.
2. Power Over Ethernet (PoE) Support: The new switches should have sufficient PoE budget to power all PoE devices, with support for advanced PoE management features.
3. Rapid Convergence Protocols: Implement rapid convergence protocols such as Rapid Spanning Tree Protocol (RSTP) or Multiple Spanning Tree Protocol (MSTP) to achieve sub-second convergence in case of network topology changes or failures.
4. High Availability Features: The switches should have high availability features such as hot-swappable components, redundant fans, and advanced hardware monitoring to maximize uptime and reliability.
5. Scalability and Future Growth: Select switches that offer scalability with high-speed interswitch uplinks at 40 Gbps (using QSFP) or 100 Gbps (using standard interfaces) to accommodate future growth.
6. Modular and Flexible Design: The switches should have a modular and flexible design that allows for easy expansion and addition of new modules or interfaces as the business grows.
7. Network Security Features: The switches should include robust security features such as access control lists (ACLs), port security, and advanced threat detection capabilities to protect against unauthorized access and cyber threats.
8. Centralized Management and Monitoring: The proposed solution should support centralized management and monitoring tools for efficient configuration, monitoring, and troubleshooting of the LAN infrastructure.

These enhancements and specifications will ensure that the LAN infrastructure upgrade provides high availability, scalability, and future-proofing to meet the evolving needs of Charter Oak Health Center.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Begin Phase (1) Fiber Backbone:

February 28, 2024

Complete Fiber runs MDF) to each IDF Closet:

March 31, 2024

Begin Phase (1) New Cross Connect Patching:

April 1, 2024

Complete Phase (1) Cross Connects:

April 30, 2024

Begin Phase (2) Network Switching Gear:

May 1, 2024

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Charter Oak Health Center shall award the contract to the proposal that best accommodates the various project requirements. Charter Oak Health Center reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Charter Oak Health Center no later than 5:00 PM on February 15, 2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Charter Oak Health Center reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Connecticut (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Charter Oak Health Center

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.

- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Charter Oak Health Center, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 2 references

By submitted a proposal, Bidder agrees that Charter Oak Health Center may contact all submitted references to obtain any and all information regarding Bidder's performance.



Martin Botticelli Interim CIO