



Request for Proposal

## Technology Services

Hope Community Public Charter School is seeking competitive proposals to provide Technology Services for SY 2022-2023.

**Proposals are due no later than Friday, August 12, 2022.**

### School Overview

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provide personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at [www.Phalenacademies.org](http://www.Phalenacademies.org).

### Contact Information

All communication regarding this RFP shall be delivered via email to [operations@hopetolson.org](mailto:operations@hopetolson.org). Please include your point of contact's email to get answers to questions, updates, etc.

### Response Submission Guidelines

Responses to the RFP must be no more than thirty (20) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or an email address other than [operations@hopetolson.org](mailto:operations@hopetolson.org).

### Project Summary

Hope Community Public Charter School desires to develop a strong partnership with a technology company service provider to assist in achieving the following key objectives:

- Network Infrastructure Upgrade

- System Infrastructure Upgrade
- End User Devices
- Physical Security Systems

## Scope of Work

Hope Community PCS (HCPCS) is requesting proposals for the following services:

Service	Description & Requirements
Network Infrastructure Upgrade	<ul style="list-style-type: none"> <li>● Replacement of switches as current as current switches have reached 2 year EOL with no support</li> <li>● Replacement of existing Sophos Firewall (EOL) with NextGen Firewall</li> <li>● Replacement of AeroHive Access Points with NextGen Wireless Access points and upgrade wireless controller</li> </ul>
System Infrastructure Upgrade	<ul style="list-style-type: none"> <li>● Decommission on-prem server (Windows 2012) no longer used</li> </ul>
End User Devices	<ul style="list-style-type: none"> <li>● Inspect, replace or decommission as needed, to include, laptops, desktops, Ipads, interactive boards, document cameras, and projectors.</li> </ul>
Physical Security Systems	<ul style="list-style-type: none"> <li>● Assess and replace surveillance system cameras</li> <li>● Assess and recommend solutions that best support the needs of the building</li> </ul>

## Response Requirements

Responses will be accepted until **Friday, August 12, 2022** and should include the

following information:

1. Proposals are to be submitted in **PDF format** via email to: **[operations@hopetolson.org](mailto:operations@hopetolson.org)** Attn: Traci Milton-Porter

2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

### **Respondent Qualifications**

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

### **Response Evaluation Criteria**

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for the provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

The contract will be awarded to the firm that best supports the needs of Hope Community PCS

and represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the right to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.