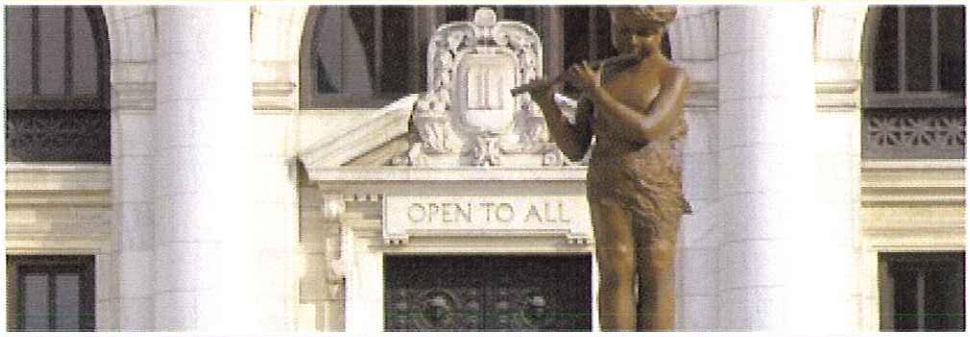
June 25, 2012



REQUEST FOR PROPOSAL

Consultant – Wireless Networking System

RFP # CML 12-014A

For Columbus Metropolitan Library (the Library)

Issued by:
Procurement Division
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

July 13, 2012
No later than 5:00 P.M. EST

COLUMBUS
METROPOLITAN
LIBRARY

PURPOSE:

This is a Request for Proposal (RFP) to solicit sealed proposals for a consultant to prepare a written assessment defining Columbus Metropolitan Library's (the Library) business needs and all required elements for the ideal solution for a replacement 802.11 wireless networking system. This RFP provides details on what is required to submit a Proposal for Work, how the Library will evaluate the proposals and what will be required by the consultant in performing the work. If a suitable offer is made in response to the RFP, the Library may enter into a contract to have the selected vendor perform all or part of the project.

INTRODUCTION:

The Columbus Metropolitan Library (The Library) is a county district library established in accordance with § 3375.20 of the Ohio Revised code. The Library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. The Library is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

The Library consists of a Main Library located in downtown Columbus (where the Library administrative offices are located) and 20 branch libraries throughout Franklin County. Additionally, the Library has an Operations Center located in Gahanna, Ohio that houses our Information Technology, Property Management, Digital Services, Outreach, and Technical Services Departments.

The Library also services the two locations of the Southwest Public Library System, located in Franklin County.

BACKGROUND:

Each site of the Library is connected to the Operations Center (located in Gahanna) by a 50meg fiber circuit, provided by Time Warner Cable. Main Library, where most support staff resides has a 100meg connection. The Library has 500meg connection to the Internet.

The Library utilizes Cisco for all its routing, switching, VPN and firewall technologies. The server and directory infrastructure is based on Microsoft Windows Server 2008 R2. The Library currently does not utilize RADIUS or Kerberos authentication but is considering it with the new system.

The Library implemented a BlueSocket Wireless system in 2006. The network is used by staff and customers to access the Internet, connect to Library resources and connect peripheral devices to the network. The Library's IT department performs wireless surveys each year with AirMagnet WiFi analyzer. Cell coverage for each AP is depicted on each site's floor plan, copied in electronic format and saved.

The current environment consists of:

- 2 BlueSocket 5000 series controller units used to manage all wireless access points (WAPs)
- 170 BlueSocket WAPs across the systems 22 facilities. All WAPs are currently 802.11 a/b/g
- 4 SSIDs used to isolate public and staff network access
- On average there are 21,500 user sessions per month throughout the system

PROJECT OBJECTIVE:

The selected consultant will be expected to assist the Library with the selection of a wireless network vendor and product. The consultant will also assist in writing a RFP for a new system as well as evaluating bids from vendors.

The specific items included within the scope of services are listed as follows:

- Provide an overview of the current wireless market and technology advances. Vendor should have knowledge on integrating wireless authentication Microsoft Active Directory.
- Document pros and cons of options available to the Library
- Recommend future direction for the Library
- Work with the Library to establish selection criteria for proposed vendors
- Assist the Library in obtaining optimal pricing from the selected system vendor.
- Review vendor proposals and assist in selection of a new system

DELIVERABLES:

Task	CML IT	Consultant
1. Perform inventory and wireless coverage survey	X	
2. Outline expectations of new wireless network	X	
3. Provide overview of wireless market & technologies		X
4. Prepare RFP for submission to wireless manufacturers	X	
5. Review RFP and make final adjustments	X	X
6. Announce RFP to wireless manufacturers	X	
7. Evaluate manufacturer responses	X	X
8. Identify pros and cons of each manufacturer's proposal/product	X	X
9. Select manufacturers for in-person interviews	X	X
10. Attend manufacturer presentations	X	X
11. Host manufacturer wireless demonstration & testing	X	
12. Identify manufacturer & product for final selection	X	X
13. Notify resellers of results	X	

PROJECT MILESTONES:

The Library anticipates the following milestone dates:

June 25, 2012 – Publication of RFP for consulting services

July 03, 2012 – Deadline to submit questions

July 06, 2012 – Library response to all questions (www.columbuslibrary.org)

July 13, 2012 – Deadline for submission of consultant proposals

July 18 - 20, 2012 – Interview with proposal finalists (estimated dates)

July 25, 2012 – Notification of award (estimated date)

TBD, 2012 – Commencement of work

TBD, 2012 – Publication of RFP for wireless system

November – December 2012 – Review and vendor selection for wireless system

December – January 2013 – Vendor approval for wireless system

** Note - All dates are subject to change and the Library reserves the right to terminate all or part of the project, without cause, with a 30 day written notice to the vendor.*

QUALIFIED APPLICANTS:

The Library desires to enter into a contract with a consultant that will agree to acceptable levels of service and performance, which includes:

1) Trust, reliability and experience in the wireless system industry
2) Objectivity and independent of vendor influence
3) Provide analysis and recommended solutions to identified needs
4) Quality of the proposal, specifically responsiveness to requirements and adequacy of information provided
5) Past experience and references, including recent engagements roughly equal to the Library's size and needs
6) Strong knowledge of the Federal Erate guidelines and processes

Additional criteria may be identified at a later time by the Library.

To avoid a conflict of interest, the business entity that is awarded this consulting contract will NOT be eligible to receive the contract for the new wireless system.

PROPOSAL SUBMITTAL:

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Each page of the proposal should state the name of the vendor, the RFP number, and the page number.

To facilitate comparison of proposals, vendors must submit proposals in a format that corresponds to the following:

RFP Cover Sheet – signed by an officer of your company

Section 1: Introduction and general information about the Vendor
Section 2: Qualifications, relevant experience
Section 3: References – list 3 references including a contact name. The Library prefers these references be major urban libraries.
Section 4: Recommendations to meet the Library's expectations for this RFP.

Each Vendor must submit a proposal clearly marked **Consultant – Wireless Network Services RFP # CML 12-014A.** One (1) original, completed and signed in blue ink, and three (3) copies are required. Proposals are due no later than July 13, 2012, at 5:00pm EST. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

Columbus Metropolitan Library
Purchasing Division
RFP #CML 12-014A
96 South Grant Avenue
Columbus, OH 43215

CML may refuse any proposals that are received after the July 13, 2012 deadline.

CONTRACT AWARD:

The Library's evaluation team, consisting of select members of various work units, will evaluate responses to the RFP based on the following criteria:

- The Vendor's understanding of the work, how well the proposed scope of work addresses the project requirements
- Experience both in terms of past efforts in this type of work and the level of completeness to the project
- The cost or pricing structure of the proposal

The final decision will be based on the overall RFP response that is deemed most advantageous to the Library. An award will be made only to a responsible vendor that possesses the ability to perform successfully under the agreed terms and requirements.

Every effort has been made to include enough information within this RFP to enable vendors to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in a timely manner.

Submit all RFP questions and inquires via email to:

Wanda Dixon, Purchasing Administrator
Deb Czycalla, Finance Coordinator
Email address: **Purchasing@columbuslibrary.org**

To avoid future conflicts of interest or unfair competitive advantage over competing consultants/consultants on future projects, the Library will share the detailed results of any and all research along with conclusions and recommendations made by the selected consultant with anyone interested in working with the Library on future projects and as public records laws require.