REQUEST FOR QUALIFICATIONS

RFQ 01-2014-15
TECHNOLOGY CONSULTANT

DUE: Before 10:00 a.m. on Wednesday February 18, 2015

A. INTRODUCTION

The Berryessa Union School District invites vendors to submit proposals in accordance with the terms and conditions of this Request for Qualifications (RFQ). This RFQ details the services being sought, requirements, and evaluative criteria for the selection of a technology consultant to aid the District with the technology portion of our Measure L Bond program.

Berryessa Union School District is a public K-8 school district operating ten elementary and three middle schools. The District is located in the sloping northeastern foothills of the Silicon Valley in San Jose, California. The District serves a community of approximately 45,000 homes and has approximately 7,900 students enrolled in Kindergarten thru Eighth Grade. Challenging educational programs and strong commitments to excellence produce high pupil achievement. As such, we are constantly striving to fill District needs in the most cost-effective manner and to obtain the best combination of product, quality, price, and service.

This Request for Qualifications does not commit the Berryessa Union School District to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The Berryessa Union School District reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Berryessa Union School District. The District will require the firm selected to participate in negotiations, and to permit such price, technical or other revision of their proposals as may result from said negotiations. The selected firm’s proposal will be submitted to the Board of Trustees for consideration of award. The decision of the Board is final.
B. BACKGROUND INFORMATION

On November 4, 2014 Berryessa Union School District passed a $77 million dollar bond for facility improvements which includes upgrades to the District’s infrastructure.

With rapid changes in technology and the proximity to the thriving Silicon Valley technology sector, the Berryessa Union School District focus is on providing students with an excellent technological foundation. Therefore, the 21st Century learning environment was one of the top priorities and was apparent throughout the Bond process.

The District is committed to building a data network environment that will accommodate flexible learning spaces, support multi-devices per user, and anchor the emerging technologies required for 21st century student learning, safety, security, and for effective and cost-efficient operations. The District seeks to transform its current environment to accommodate the learning and teaching styles of our 21st century students and teachers. The District goals: upgrade the Local Area Network and Wireless network infrastructure. Applications and mobile devices will convert traditional classroom environments into dynamic, learning anytime, anywhere environments such as virtual field trips, flexible learning spaces, remote learning, video delivery system, web and video conferencing. Online collaborative communication and wireless access needs to operate seamlessly over a single data infrastructure.

Berryessa Union School District is seeking consulting services to assist with planning, designing, and implementing extended, secure wireless coverage to all points within our schools and district buildings to support the District’s 21st Century Learning initiatives. The existing server and core switches were installed in 2009. The most critical district IT services are Finance, Human Resources, and Student Information Services are not part of the district’s virtual environment. Financial and HR services are hosted and backed up offsite by the County Office of Education. The Student Information Services and servers are dedicated physical servers housed onsite but are managed, supported and backed up offsite by the hosted vendor.

The District is comprised of thirteen (13) K-8 school sites, one (1) district office and one (1) facilities corporation yard. General information about the District can be found at www.berryessa.k12.ca.us. Each school has a 500Mbps connection to the District Office. The District runs email and network file services in the virtual environment. The District has deployed a mixture of mobile devices such as Chromebooks, Macbooks, iPads, and Virtual Desktops.

The network infrastructure is a core piece of the overall system. All data resides travels on this network. From the local LAN to the offsite WAN connections, data and voice are top priorities to ensure the end users can not only work, but learn and collaborate using 21st Century technology tools.

The current system includes the following equipment:
Cisco 6509 core Switches
Cisco 3750 Layer-3 switches
Cisco 3600x Series Multiservice Platform
The current environment is a mixed environment with both physical and virtual machines:

- Dell Blade servers run the VMware ESXi host environment
- Dell Blades are M610 Servers
- VMware ESXi manages the infrastructure
- VMware ESXi is mixed at versions
- VMware View is running on ESXi
- VMware View is version 4.6
- Mixed Windows Servers run 2003 to 2008 R2
- VMware View workstations are Windows XP

Mobility and wireless devices are increasingly becoming key components of the 21st Century classroom. Trends in education such as Bring Your Own Device (BYOD) and 1:1 device initiatives, online state testing, digital curriculum replacing traditional textbooks, mobile carts replacing traditional computer labs, and teachers and administrators using laptops to collaborate outside of classrooms are all placing incredible demands on Wi-Fi networks. The wireless equipment acquisition will include AP's/controllers, centralized management, POE injectors and any other equipment deemed necessary for the complete installation of a wireless network.

C. DISTRICT GOALS

1. Ensure a safe learning environment
2. Enhance proficiency in the 4 C’s: Communication, Collaboration, Critical Thinking, and Creativity
3. Enhance Technology
4. Provide professional development for all staff
5. Increase parent and community involvement and education

D. SERVICES REQUIRED

The vendor shall advise/consult the District on the following project pillars:

- Network WAN/LAN/Wireless Infrastructure
- Core Infrastructure/Wiring and Cabling
- End User Devices and Equipment

As part of the Technology Upgrade Project the vendor will be responsible for performing tasks throughout various stages of the project. The following is a tentative list of those tasks:

Kickoff:
- Vendor will assist with project planning to include developing a schedule, implementation plan, and transition plan
- Vendor will assist the District in developing IT standards, and replacement cycles
Design Phase:
- Work with BUSD to gather requirements and establish metrics
- Assist with designs based on industry standards and best practices
- Assist with the development of bid documents: plans and specifications and drawing proposals for BUSD review and approval
- Assist in the bid evaluation process

Implementation Phase:
- Vendor will assist District in purchasing network and end-user devices
- Vendor will assist District in implementation plans and timeline

Project Handoff/Closure:
- Vendor will assist the District in project closeout per the District’s Implementation Plan

E. SUBMITTAL REQUIREMENTS

The Request for Qualifications shall respond to each item noted below, within the specific format described. Please limit response information to relative information only. Supplemental brochure information will not be accepted and may result in the disqualification of a submitting firm.

1. The proposing firm shall submit one (1) original, and three (3) copies, of their RFQ response on plain white paper with a bound edge (hole punched loose leaf preferred). No emailed or fax copies of a proposal will be accepted.
2. The proposing firm shall also submit one (1) electronic copy of their proposal (USB drive preferred).
3. Proposals submitted in response to this Request for Qualifications shall become the property of District and be considered public documents under applicable California state law. Documents marked as “Confidential”, such as financial records, can be returned to the vendor upon request at the completion of the process.
4. Any firm failing to submit information in accordance with the procedures set forth herein will be considered non-responsive and disqualified.

The following table describes the required format and content for the vendor proposal.

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1. COVER LETTER (LETTER OF INTEREST)

Maximum of two (2) pages. Must include name of firm, address, telephone and fax number, and name of Principal to contact. Letter must be signed by a representative of the firm with authorization to bind the firm by contract.

2. FIRM BACKGROUND, ORGANIZATION, AND CREDENTIALS

A. Provide a brief history of firm
B. Location of office which will perform the work
C. List of Basic Services provided
D. List of Additional Services provided by firm under Basic Agreement (if applicable)

3. RELEVANT EXPERIENCE

A. List of relevant experience including
   1. Project name and location
   2. Year completed/current status
   3. Client name
   4. Construction cost
B. Photographic representation of projects listed

4. PROJECT TEAM

A. Identify the following key Team members and provide their qualifications
B. Identify any proposed consultants for this project. Include resumes and the related experience of each member of these firms.
C. Provide an organizational chart showing the relationship of the District to your firm and consultants.

5. FIRM RESOURCES

A. Design capabilities
   1. What is your design philosophy and process?
   2. How do you integrate flexibility and future technology into your designs?
B. Technical Capabilities
   1. CAD capabilities
   2. Cost estimate history (show examples of recent cost estimate vs. actual bid amount)
   3. Experience in meeting schedules and timelines
   4. Quality control and assurance procedures
   5. Experience with State and Local agencies
   6. Construction administration, observation services and procedures
   7. Experience with laws and regulations for public bidding
6. CLIENT SATISFACTION AND REFERENCES

A. Has your firm ever been fired and replaced by another firm during the design or implementation of any educational and/or related project? If yes, please explain in detail.

B. Provide a statement of your firm's financial stability

C. List at least four (4) client references from the last three (3) years for which your firm has performed similar design and implementation services. References must include:
   1. School district or company name, address
   2. Contact name(s) and phone/fax numbers
   3. Identify project(s) for referral

7. FEE SCHEDULE

F. SELECTION PROCESS

All Request for Qualifications received by the specified deadline will be reviewed by the Berryessa Union School District for content, completeness, experience and qualifications. After those firms deemed the most qualified are selected, further evaluation and interviews may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process and may select a firm based on the information supplied in the Request for Qualifications.

The Berryessa Union School District reserves the right to select the technology consultant, who, in its sole judgment, best meets the needs of the District.

G. SELECTION CRITERIA

A. Responsiveness to RFQ - breadth and depth of response
B. Professional reputation of firm
C. Satisfaction of current and prior clients (references)
D. School district experience
E. Accuracy of cost estimates
F. Proven experience related to project administration responsibilities
H. TIMELINE

<table>
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<th>Date and Time</th>
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<tr>
<td>Release of RFQ / First Advertisement Date</td>
<td>Friday January 30, 2015</td>
</tr>
<tr>
<td>Second Advertisement Date</td>
<td>Friday February 6, 2015</td>
</tr>
<tr>
<td>Last Day to Submit Written Questions</td>
<td>Wednesday February 11, 2015</td>
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<tr>
<td>District Response to Written Questions Released</td>
<td>Friday February 13, 2015</td>
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<tr>
<td>RFQ Response Due</td>
<td>Wednesday February 18, 2015</td>
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<td>Begin Paper Screen</td>
<td>Thursday February 19, 2015</td>
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<tr>
<td>Interviews (If needed)</td>
<td>Wednesday February 25, 2015 (Save the Date)</td>
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<tr>
<td>Board Approval</td>
<td>Tuesday March 10, 2015</td>
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I. INTERVIEWS

The District will be conducting interviews on the following date:
Date: Wednesday February 25, 2015
Time: TBD

J. WRITTEN QUESTIONS

All questions about this RFQ must be submitted via email to:
Bonny S Gregorius, Purchasing Manager
Email: bgregorius@busd.net

Last day to submit a question is Wednesday February 11, 2015 at 4:00pm.

A written response to all questions will be posted on the website on Friday February 15, 2015 at 4:00pm.

K. AMENDMENTS

It is the sole responsibility of the “proposer” to monitor the District website for any amendments to the RFQ

www.berryessa.k12.ca.us
L. PROPOSAL DELIVERY

DUE: Before 10:00 a.m. on Wednesday February 18, 2015

One (1) original, three (3) copies, and one (1) electronic copy (USB drive preferred) of the proposal shall be submitted for consideration to the Berryessa Union School District before 10:00 am on Wednesday February 18, 2015. The District recommends that all proposals be hand carried to assure acceptance within the timeline. District further recommends that proposals sent via US Mail or other parcel carriers be delivered 48 hours before the deadline to assure acceptance.

Send proposals to: Bonny S Gregorius, Purchasing Manager
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132-2498

All questions should be submitted via email only to bgregorius@busd.net.

Last day to submit a question is Wednesday February 11, 2015 at 4:00pm.

DUE: Before 10:00 a.m. on Wednesday February 18, 2015
REQUEST FOR QUALIFICATIONS

RFQ-01 2014-15
TECHNOLOGY CONSULTANT
DUE DATE: WEDNESDAY FEBRUARY 18, 2015 BEFORE 10:00AM

The Berryessa Union School District is requesting Request for Qualifications for technology consultant services for Measure L Bond Projects at all school sites.

If your firm is interested in being considered for this project by the District's Selection Committee, please submit one (1) original, three (3) copies and one (1) electronic copy of your completed Request for Qualifications to:

Bonny S Gregorius
Purchasing Manager
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132

Completed Request for Qualifications must be received in the Purchasing Department before 10:00am on Wednesday February 18, 2015. Submittals received after this date and time will not be accepted. Emailed or faxed submissions will not be accepted. The District reserves the right to reject any and all Requests for Qualifications at their discretion.

The Berryessa Union School District invites vendors to submit proposals in accordance with the terms and conditions of this Request for Qualifications (RFQ). The RFQ details the services being sought, requirements, and evaluative criteria used for the selection of a technology consultant to aid the District with the Technology portion of our Measure L Bond program. You can obtain a copy of the RFQ by visiting our website at http://www.berryessa.k12.ca.us/.

Please direct questions to:
Bonny S Gregorius, Purchasing Manager
Ofc: 408-923-1871
Email: bgregorius@busd.net

Any attempt to contact members of the Governing Board or members of the Selection Committee will result in immediate disqualification from the process.

For the Board of Trustees
Bonny S Gregorius
Purchasing Manager