

REQUEST FOR QUOTATIONS (RFQ) FOR
SITE REDUNANCY FOR
YES PREP PUBLIC SCHOOLS

YES Prep is seeking to having implemented in phases to move out of their current network topology which is currently hub and spoke, where one physical site acts as a hub to multiple physical sites. Using SASE, YES Prep would like to add fault tolerance, high availability, redundancy, separate vlans, and zero trust network access.

Quotations based on the project and timeline must be received no later than 2:00PM Thursday September 29, 2021 at 5515 South Loop E FWY STE B, Houston, TX, 77033.

Do Not Fax Proposals. Proposals, one (1) original and one (1) digital copies (USB or external hard drive), will be received by the District at the address shown below 2:00PM Thursday September 29, 2021 at 5515 South Loop E FWY STE B, Houston, TX, 77033.

Title: YES RFQ 2021-03 - SITE REDUNANCY

Attn: Rivera, Ricardo, Director of Business Intelligence
YES Prep Public Schools
5515 South Loop E FWY STE B,
Houston, TX, 77033

Respondents are not permitted to contact (by means of any communication) YES Prep staff or other persons affiliated with) YES Prep for any reason before, during, or after the selection process. Any or all contacts shall be only for the express purpose of clarifying the specifics of the RFQ and shall be directed to the name and address mentioned above.

A. TENTATIVE RFQ SCHEDULE

YES Prep anticipates following the following time table for this RFQ:

- | | |
|---|--------------------------------------|
| - Inquiry Deadline for Proposal Questions: | September 17, 2021 10am CST |
| - Respond to Questions: | September 19, 2021 |
| - Deadline for submission of proposals & Opening: | September 29, 2021 2pm CST |
| - Proposal evaluation: | September 29, 2021 – October 6, 2021 |
| - Contract Award: | TBA |

Any proposal submitted that is incomplete will be disqualified. Offers submitted on other than authorized forms or with different terms or provisions may be considered to be nonresponsive. All questions regarding the meaning or interpretation of this RFQ must be submitted in writing to Rivera, Ricardo, Director of Business

Intelligence, at ricardoa.rivera@yesprep.org. Oral explanations or instructions will not be binding. Any information given to a prospective offeror will be furnished to all prospective offerors as an amendment to the RFQ if such information is necessary to offerors in submitting proposals or if the lack of such information would be prejudicial to uninformed offerors. All questions are due by 10am CST September 17, 2021. Any amendments will be issued as necessary. Until the final award by YES Prep Public Schools, YES reserves the right to reject any and/or all proposals, to waive technicalities, to re-advertise, to proceed otherwise when the best interests of YES will be realized hereby. Bids will be plainly marked with the Title, date and time of opening.

B. EVALUATION PROCESS

YES Prep reserves the right to reject any or all quotations submittals without the necessity of stating any reason therefore. In evaluating the proposals submitted, YES Prep will apply the “Best Value” process in selecting the Vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. The selection process will include, but not be limited to, the following considerations:

Evaluation Factors

Weighted Value

1. Charges/Cost to YES PREP:

40 Points.

Evaluate the Overall Value of proposed discount for the selected categories, materials, and services to be provided. Purchase price including long-term cost to the District to acquire the goods or services.

2. The extent to which the goods or services meet the District's needs 30 Points.

A selection committee will be established by YES Prep to review, evaluate the qualifications submitted and rank the qualifications based upon the submittals based upon the following criteria:

Success Factor	Question
1. Functionality	Are the requirements clear, and how well does the solution satisfy them?
2. User Experience	Does the solution provide the user a positive experience that minimizes or eliminates the need for training?
3. Solution Infrastructure	How well does the solution operate within the infrastructure?
4. On-Network Experience	How well does the solution perform on the network?
5. Complexity	Does the solution help simplify IT overall?

6. Software & Data Integration	How well does the solution integrate with other software and systems?
7. Security	How secure is the solution and the data it handles?
8. Operability	How easy is it to monitor, manage, and troubleshoot the solution?
9. Maintainability	What level of effort is required to maintain, modify, expand, and upgrade the solution?
10. Capacity Management	How well does the solution accommodate load while maintaining performance?
11. Fault Tolerance	How well does the solution deal with faults, interruptions, and failure modes?
12. IT Portfolio	How well does the solution incorporate standards and technology reuse?

3. Proposer's size and structure: 10 Points.
4. Proposer's past relationship with YES Prep or other public schools: 15 Points.
5. Proposers' Diversity Credentials 5 Points
(SBA, Women &/or Minority Owned Businesses and others)

Total: 100 Points

C. SCOPE OF SERVICES

Overview

YES Prep is seeking to having implemented in phases to move out of their current network topology which is currently hub and spoke, where one physical site acts as a hub to multiple physical sites. Using SASE, YES Prep would like to add fault tolerance, high availability, redundancy, separate vlans, and zero trust network access.

Current Architecture

- Each site (21) has IDF and MDF closets with Rack and Cabinet for Switches and Dell Servers. Sites currently running off Layer3 Cisco switches.
- Sites each with 1x10G Fiber point-to-point connection to our Data Center's Cisco 4500X.
- Data Center with ASA 4120 for IPSEC connection to Azure South and client VPN.
- Data Center has 1 x 10G Fiber Direct Internet Access circuit.

SASE

YES Prep will need to ensure that the people designing and implementing the network and security have the skill, proficiency, and experience required to implement the criteria. Considerations for addressing security, management, cost considerations, and next generation management of SD WAN must be addressed.



Phase 1

Criteria	Milestone	Who performs work	Order Deadline
Required	Site Redundancy (e.g. Add Broadband DIA & Cellular) to each site -21x	Partner Provided (potentially multiple)	Sept. 2021
Preferred	Comparative Secure Access Service Edge (SASE) features at site level	Partner Provided/Hosted	Oct. 2021
Required	Site traffic separate vlans	Internal with Partner Consulting	Sept. 2021
Required	Implement Zero Trust Network Access	Partner Provided/Hosted	Oct. 2021
Preferred	Software Defined Wide Area Networking (SDWAN)	Partner Provided/Hosted	Sept. 2021

Phase 1 Architecture Changes

- Each site (21) has secondary connection with Direct Internet Access added.
- Traffic is separated with Zero Trust security measures local to the site prior to routing out.

Phase 2

Criteria	Milestone	Who performs work	Order Deadline
Required	eRate (P2P to DIA) Approval	Internal w/eRate	Dec. 2021

Required	Order DIAs to Sites	Internal w/Partner	Feb. 2022
Required	Infrastructure services Data Center to Azure	Internal with Partner	March 2022
Optional	VDI Azure for Administration (Replace VPN needs)	Partner built	March 2022
Optional	IoT infrastructure move DC to Azure	Internal w/Partner	March 2022
Preferred	Device/Endpoint {Package deployment, Security}	Partner Provided/Hosted	March 2022

Phase 2 Architecture Changes

- Each site (21) replaces primary path of point-to-point connection with DIA circuits.
- Services moved/replaced from Data Center to Azure

Phase 3

Criteria	Milestone	Deadline
Required	Decommission P2P circuits	Fall 2022
Required	Decommission VPN, Servers, Storage	June 2022
Required	Decommission Data Center	July 2022

Phase 3 Architecture Changes

- Remove Point-to-Point circuits
- Shutdown Data Center

Appendix A: Additional Considerations

- Monitoring with web interface dashboard access
- Reporting exported into common formats, API, and/or other integrations
- Alerting with notifications of events
- Logging - SIEM , PowerBi, other
- Security Features

Appendix B: Duties

Duties of Service Provider

The services provided by Service Provider will be consistent with YES Prep available facilities, Service Provider's professional judgment, applicable federal and state laws, and policies, procedures and standards established by Agency.

- A. Provider shall maintain adequate and current records for each individual student provided services under this Agreement, in the manner required by YES Prep and in accordance with applicable federal and state law.

- B. Additionally, Agency, the United States Department of Education, the Comptroller General of the United States, or any of their duly authorized representatives must have access to any books, documents, papers, and records of Provider that are directly pertinent to a federal program for the purpose of making audits, examinations, excerpts, and transcriptions.
- C. Service Provider or its employees or agents shall remain licensed and/or certified by and in good standing with the State of Texas in the performance of the Services provided herein during the term of this Agreement. Service Provider shall provide YES Prep with copies of said license(s) and/or certificates prior to beginning performance of this Agreement. Service Provider shall immediately notify YES Prep of any changes to same.
- D. Provider agrees that before it is permitted in the YES Prep school facilities while students are present, it must ensure its employees, contractors or agents are fingerprinted and/or have their respective backgrounds checked performed in accordance with Texas law. If any of Service Provider's employees, contractors or agents are determined to be ineligible to work at a Texas public school, Service Provider will not assign them to the agency, and they will not provide services under this Agreement. Service Provider shall bear the actual cost of any initial fingerprinting or background check, and Service Provider shall annually thereafter provide YES Prep with a copy of a national criminal background check, when required by law. YES Prep has the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by YES Prep pursuant to Texas law.
- E. All services provided shall be rendered in accordance with YES Prep policies and procedures and applicable state and federal law. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule by signing "Debarment or Suspension Certificate" in the Attachment Package.
- F. Service Provider shall be solely responsible for the costs and expenses pertaining to any and all continuing education courses, license or certification requirements, professional seminars or conferences, and other professional development activities, as required for the industry or required to perform the services under this Agreement.

Duties of YES PREP

- A. YES Prep will furnish Service Provider with access to students, student records, and workspace necessary to provide Services.
- B. YES Prep will provide additional support services as needed at the discretion of YES PREP.
- C. YES Prep will notify Provider of any issues or concerns with respect to Service Provider's provision of Services.
- D. YES Prep will provide training (online, webinar, and/or face-to-face) to Provider

RFQ ATTACHMENT PACKAGE

REFERENCE FORM

Please list a minimum of two references of agencies (governments, charter schools or ISDs) that have used your services. We would prefer some of the references to be new customers in the last year, and Texas agencies are preferred:

1- Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____

2- Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____

3- Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____

4- Company Name: _____

Contact Person: _____ Title: _____

Address: _____ City: _____

State/Zip Code: _____ E-mail _____

Telephone Number: _____

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed._____
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7_____
Signature of vendor doing business with the governmental entity_____
Date

WORKERS' COMPENSATION CERTIFICATE

YES requires Vendor to provide workers' compensation as per state law requirements. The Vendor shall sign and submit the following certificate with the written proposal:

- Minimum Workers' Compensation and Employer's Liability Limits
 - o Each Accident \$1,000,000
 - o Disease - Each Employee \$1,000,000
 - o Disease - Policy Limit \$1,000,000

Vendor Name

Signature of Authorized Agent

Date Signed

Note: Vendor may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said aforementioned coverage if the current coverage does not meet the stated minimum requirements.

INSURANCE COVERAGE REQUIREMENTS

General and Excess Liability Minimum Coverages

- General Liability: \$1,000,000
- Deductibles, of any type, are the responsibility of the vendor/contractor.

Vendor Name

Signature of Authorized Agent

Date Signed

YES will be named as Additional Insured on the Certificate of Insurance if the Vendor is awarded a contract.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony". Subsection (b) states a "public school" may terminate a contract with a person or business entity if the "public school" determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The "public school" must compensate the person or business entity for services performed before the termination of the contract". I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME:

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL:

AUTHORIZED COMPANY OFFICIAL'S NAME (PLEASE PRINT):

- ☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ My firm is not owned or operated by anyone who has been convicted of a felony.
- ☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

AFFIDAVIT OF NON-DISCRIMINATORY EMPLOYMENT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, or national origin, and agrees to take affirmative action as required by Federal Statutes and rules and regulations issued pursuant thereto in order to maintain and insure non-discriminatory employment practices.

Signature of Authorized Representative:

Printed Name & Title:

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____

(Type or Print)

Signature: _____ Date: _____

Company/Firm Name: _____

(Type or Print)

Address: _____

Telephone Number: _____

NON-COLLUSION CERTIFICATION

The undersigned affirms that he or she is duly authorized to execute this questionnaire, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other person, firm or entity making or considering making a proposal to YES Prep for any of the future District projects, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

The foregoing is true and correct. YES Prep, or any authorized representative of YES Prep, is authorized by the undersigned to contact any firm, institution or person listed above obtain information which YES Prep might determine as being desirable.

Firm: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email/Website: _____

Signature: _____

Typed/Printed Name: _____

Date: _____

SUSPENSION OR DEBARMENT CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-federal entities from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. YES Prep does not do business with parties that have been suspended or debarred. Firms receiving individual awards and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

By signing below:

- I certify that the contracted/organizations and its principals listed below are not suspended or debarred.
- I further certify that I will inform YES Prep of any change in status within three (3) business days.

Vendor Business Name: _____

Vendor Address: _____

Vendor Telephone: _____

Vendor Email/Website: _____

Authorized Vendor/Company Officials Name: _____
Printed

Signature of Company Official

Date