



Halifax County Schools

Request for Proposal

WAN/LAN Maintenance and VOIP services

Released on June 2023

Halifax County Schools is releasing the request for proposal to allow eligible vendors an opportunity to submit a proposal for our WAN/LAN basic maintenance.

Halifax County Schools will accept one proposal from each eligible vendor. The proposal must include all requested services for all Halifax County Schools locations. Proposals that do not meet the minimum requirements will be rejected without consideration.

Project funding to be established after bid approval. Halifax County Schools reserves the right to reject any or all proposals.

RFP Process: Halifax County Schools expects to undertake the selection process according to the following schedule:

- Release of RFP June 1, 2023
- Questions Due June 12, 2023
- **RFP Due before 2:00PM (ET) on June 16, 2023. Late bids will not be accepted.**
- Award Notification June 19, 2023
- Maintenance to begin on July 1, 2023 and ends June 30, 2024

Questions or Comments: Questions can be emailed to Sonya Parker at parkers@halifax.k12.nc.us. Please include "RFP: WAN/LAN Maintenance" in the subject line. Phone calls will not be accepted.

Submitting Proposal: Completed proposals must be submitted in a sealed envelope to

Halifax County Schools
ATTN: Sonya Parker, Director of Media and Technology Services
9525 Highway 301 South
Halifax, NC 27839

Overall Scope: Halifax County Schools is seeking basic WAN/LAN maintenance for all sites across the district except Halifax County Early College High School (HCEC) which is on the campus of Halifax Community College. However, staff and students at HCEC may require technical assistance with HCS devices. Maintenance includes routine upgrades to servers and equipment.

- Management services - 12 locations
- Routers - up to 100
- Switches - up to 300
- Servers - up to 25
- Wireless connections - up to 500
- Onsite hours per month - 5 days/week

- VOIP services - up to 250 ethernet phones

Service Requirements:

- Access (including logins) to all services managed by the vendor must be shared with HCS
- Beginning contract audit report (audit networks, systems, and equipment)
- Monthly network health report
- End of Year network review and report

Ownership of Equipment: Halifax County Schools will maintain complete ownership of any and all equipment purchased.

Vendor Requirements:

- The vendor must have at least a five year track record providing the services described in this request for proposal.
- The vendor must provide at least three current referenceable accounts similar to the size and needs of our organization.
- Vendor in house support must be available 24/7.

Award Criteria: As provided by statute, award will be based on the lowest and best bid(s) (most advantageous to HCS) as determined by consideration of:

- Prices offered
- Quality of prices offered
- General reputation and performance capabilities of the bidders
- Conformity with terms and conditions of this invitation for bids
- Maintenance schedule offered
- Durability and suitability of items for intended use
- Functional equivalency to specifications stated herein
- Samples, if requested
- Conformity of product specifications
- Product's presentation and finish
- References

HCS reserves the right to waive any minor informality or technicality in bids received. Signed contract is contingent upon approval by the Halifax County Schools' Board of Education.

Attachment A: Current list of school/building sites in the district.

Attachment A
Current list of school/building sites

School/Site Name	Address
Central Office	9525 Highway 301 South Halifax, NC 27839
Maintenance/Transportation	6850 US 301 Halifax, NC 27839
Warehouse	Same as central office
Aurelian Springs Institute of Global Learning	10536 Highway 48 Littleton, NC 27850
Enfield Middle S.T.E.A.M. Academy	13723 Highway 481 Enfield, NC 27823
Everetts Elementary S.T.E.M. Academy	4391 Highway 158 Roanoke Rapids, NC 27870
Halifax County Early College High School	100 College Dr Weldon, NC 27890
Halifax County Schools Empowerment Zone	8492 Highway 48 Littleton, NC 27850
Hollister Elementary Leadership Academy	37432 Highway 561 Hollister, NC 27844
Inborden Elementary S.T.E.A.M. Academy	13587 Highway 481 Enfield, NC 27823
Northwest Halifax Collegiate and Technical Academy	8492 Highway 48 Littleton, NC 27850
Pittman Elementary Leadership Academy	25041 Highway 561 Enfield, NC 27823
Scotland Neck Elementary Leadership Academy	901 Junior High School Rd. Scotland Neck, NC 27874
Southeast Halifax Collegiate Preparatory Academy	16683 Highway 125 E Halifax, NC 27839
William R. Davie Middle S.T.E.M. Academy	4391 Highway 158 Roanoke Rapids, NC 27870

* A new K-8 school will be under construction during this period.