

**Request for Proposal**  
**for Hudson School District (HSD)**  
**Physical Security Equipment**

Issued February 27, 2026

**Hudson School District Contact:**

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**Questions regarding this RFP should be submitted to:**

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Answers will be posted to [RFP Questions and Answers](#)

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*Note: Suppliers must respond to all sections of this RFP, including sections 1 through 7. When a section does not request specific information and you agree to what it contains, you may use language such as “Sections 1.01 through 1.05, Understood and Agreed” in your response.*

## SECTION 1 - PURPOSE OF RFP

1.01 Purpose of RFP. The purpose of this Request for Proposals (RFP) is to solicit proposals to enter into contracts with qualified suppliers to obtain equipment and services related to the deployment, management and support of IP Security Cameras and Door Access Control Systems in Hudson School District (HSD). The companies submitting proposals in response to this RFP will hereafter be referred to as “**Vendor(s)**”. HSD is examining several alternatives of providing networking equipment and services and may decide, after reviewing proposals submitted, not to enter into any agreement.

1.02 Background. HSD seeks qualified Vendor(s) to provide equipment and related services for the replacement of existing security camera systems within its one high school, one middle school and four elementary schools including a district office that is connected to the middle school as well as door access control systems for these locations.

Contracts awarded through this procurement will be effective April 1, 2026 through June 30, 2027.

### **Travel**

As part of the cost proposal response, Vendors must include all travel necessary to complete installation and services. It is expected that any equipment offered can be drop-shipped or freighted to any campus in the district.

1.03 Contract Use. As stated in the Background, the purpose of this RFP is to solicit proposals for various categories of goods and services for the support of securing the physical environment at HSD. HSD may elect to contract directly with the Vendor(s) for any of the goods, services, or any combination of goods and services described in the categories set forth in the Introduction of this RFP and awarded by HSD pursuant to this RFP. The Vendor(s) shall provide the goods or services in the categories offered by the Vendor and awarded by HSD at the fixed prices (or lower) established pursuant to this RFP. The goods or services provided to HSD by the Vendor(s) shall, at a minimum, comply with the applicable requirements and specifications set forth in this RFP. The Vendor(s) and HSD will contract between themselves for the goods or services in accordance with the following process:

- 1.HSD reserves the right to reduce the scope of the project as needed in the event of reduction of the operating budget assigned to this project.
- 2.HSD will submit a Letter of Intent to Vendor(s) containing at least the following information:
  - a. Description of goods, services, or combination of goods and services required, and the date by which delivery must be complete;
  - b. Name and contact information of appropriate HSD personnel for the project.
- 3.Upon acceptance by the awarded Vendor, HSD may then issue a purchase order and enter into a contract with the Vendor in accordance with the laws, policies, and procedures governing the User’s purchase of goods and services.
- 4.Failure to deliver goods or services by the date specified in the purchase order may result in cancellation of the remaining portion of the purchase order, with no penalty owed by HSD.

The agreement shall incorporate the terms and conditions established pursuant to this RFP. HSD reserves the right to waive any requirements set forth in the RFP in order to obtain the most cost-effective solution(s).

## SECTION 2 – RFP DETAILS

2.01 Issuing office and RFP Reference Number. The Technology Department of HSD (“Technology Department”) is the issuing office for this RFP and all subsequent addenda relating to it.

2.02 Important Dates. The following dates are significant for this RFP:

RFP Dated and Issued	February 27, 2026
Site Reviews	March 12th, 2026 at 1:00 pm
RFP Inquiry and/or Site Review	
Questions Due	4:00 pm (CST) March 20, 2026
<b>Proposals Due</b>	<b>4:00 pm (CST) March 27, 2026</b>
Board of Education Meeting	May 11, 2026

2.03 Site Reviews. All Interested Vendors must attend the scheduled Site Review in order to review the sites included within this project. Failure to attend will result in a Non-Qualified bid response. Information regarding the project, a copy of building camera layouts and intended door locations, along with a discussion of all schools included within the project, will be a part of each review. Questions will not be answered in person during these reviews, all questions must be formally submitted as noted in Section.

All participants will be required to sign an NDA. Site Reviews will be at the Hudson School District Offices, 1350 Carmichael Road, Hudson, WI 54016 on March 12, 2026 at 1:00 pm CST.

2.04 Demonstrations. The review committee for this project may request to see a demonstration of product.

2.05 Inquiries. Questions arising subsequent to the issuance of this RFP, that could have a significant impact on the responses to the RFP, should be submitted to [mccartar@hudsonraiders.org](mailto:mccartar@hudsonraiders.org). All such questions must be received by 4:00 pm (CST) March 20, 2026. Answers to questions will be posted by 4:00 pm (CST) March 22, 2026 in the [RFP "Answers" document](#).

2.06 RFP Submission Due Date.

All proposals must be submitted electronically to [mccartar@hudsonraiders.org](mailto:mccartar@hudsonraiders.org)

All proposals must be received no later than **4:00 pm (CST) March 27, 2026**. Proposals received after this deadline will be late and ineligible for consideration.

2.07 Time for Evaluation. All proposals shall remain valid for a minimum of 120 calendar days after the Proposal Due Date to allow adequate time for evaluation.

2.08 Award of the Contract. Upon completion of the evaluation process, HSD will award the contract ("Contract") to the supplier(s) whose proposal(s) are determined to best meet the requirements of the rubric.

The Hudson School Board is the only entity authorized to award a Contract or Contracts for the proposed purchases. HSD reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of HSD.

2.09 Effective Date of Awarded Proposals. The anticipated effective date of the Contract begins upon school board approval.

2.10 Costs and Fees. Cost must remain firm and fixed for the full term of this agreement. Cost responses shall be completed in the Appendices Vendors wish to respond to in this RFP.

2.11 Substantial Completion. Substantial Completion of all projects will be set as August 15, 2026.

### SECTION 3 – SCOPE OF WORK

3.01 Detailed Scope of Work. Contracts will be awarded for, and Vendors will be evaluated in, two specific categories of products and services. These categories are:

1. Security Camera Equipment and Professional Services
2. Door Access Control Equipment and Professional Services

The purpose of the first category, **Security Camera Equipment and Professional Services**, is to provide HSD with options for network accessible security camera equipment for use in schools and other facilities served by HSD. This project involves a replacement of existing March Networks & Oncom IP Security Cameras in HSD's 7 locations. Vendors are expected to provide various professional services, such as planning, installation, training and troubleshooting, to HSD for any product which the Vendor sells. Vendors are expected to have video surveillance planning and design competencies as well as some level of manufacturer certified staff available for professional services if required by HSD.

The second category, **Door Access Control Equipment and Professional Services**, is intended to provide HSD with options for managed locking mechanism equipment for use in schools, primarily to secure external entry points through an RFID badge entry system. Vendors are expected to provide various professional services, such as planning, installation and troubleshooting, to HSD for any product which the Vendor sells. Vendors are expected to have some level of manufacturer certified staff available for professional services if required by HSD.

#### 3.02 Security Camera Equipment and Professional Services

This category seeks Vendors that provide a portfolio of interoperable video surveillance equipment, software and services that enable HSD to deploy cost-effective, robust, secure cameras on their various campuses. The following technical specifications are grouped into two sections: **Mandatory and Desired**. For a response to be considered for evaluation, at least one product meeting each of the mandatory specifications must be provided. For the purposes of the Cost response section of the RFP, Vendors MUST use only products that meet mandatory

specifications. Desired specifications will be considered during the evaluation. Lack of a desired specification does not disqualify a bid response, but desired specifications will be used when ranking all of the various responses against each other in the evaluation.

If appropriate and needed, vendors should include products required for installation or those that enhance the principal products used in the cost evaluation. These additional products might include: 360 degree cameras, mounting hardware, feature enhancement licenses, and/or cloud-based control software.

In addition to products, this category requires Vendors to be capable of supporting offered products through professional services. Respondents are expected to have significant skills related to the planning, design, implementation, configuration and troubleshooting of all products offered in this category. Manufacturers responding to this RFP may delegate certified Vendors for these functions by completing the Subcontracting section of the RFP.

### **Mandatory Product Requirements**

The following specifications must be met for any products used in the cost proposal:

- A. Open Architecture System
- B. Connection over Category 5/6 network cabling to HSD network
- C. Minimum 4 MP resolution for all cameras
- D. Appropriate mounting enclosures for all cameras, including weather sealed enclosures or cameras for external locations.
- E. Centralized access interface for all users across sites, including ability for district level staff to login once with access to all cameras.
- F. Ability to create a custom set of camera views by individual users, accessible from any client they login to.
- G. Granular controls for access based on role and function of staff.
- H. Minimum 30 days recording access, with ability to hold video clips on legal request.
- I. Continued functionality and recording in the event of network outage.
- J. Easy access for local law enforcement agencies upon request, without the need to install a client.
- K. **All equipment must include a minimum five year warranty.** Please describe in detail the process to submit a request for repair, and what exactly is covered under warranty. Also note the out of pocket cost for equipment issues not covered (i.e. foggy or scratched lens cover).
- L. All software licenses and maintenance must be for a duration of at least five years.
- M. Training appropriate for all end users and system administrators.
- N. Single Sign On/Federated Authentication (AD or OAuth/Google Workspace).
- O. Tracking of individuals/items between cameras
- P. Integration with Door Access Control software
- Q. Lock down response automation

### **Desired Product Specifications**

While not required, the following specifications, if met, will be viewed favorably in the evaluation and will be used when ranking the relative strengths of all responses:

- A. Personalized alarms/notifications with connected camera footage
- B. Web based client access for simplified deployment without a client install.
- C. Automated recognition of common attributes for search (i.e. Red Shirt, Blue Car, etc).
- D. Ability to blur specific faces in clips to address legal search requests without releasing more data than requested.
- E. Solution that makes the addition of future cameras simple for district technology staff. Provide training related to this function.
- F. Mobile access for building administrators from outside the district network.
- G. Redaction of faces
- H. License plate reader
- I. Notification of failure of camera/storage alert automation
- J. Cloud and/or local storage options
- K. Personalized reporting
- L. Integration with current building mapping software - lay camera layer on building map in order to access camera footage via building map.
- M. Adjustment of frame rate to reduce pixelation of video in large/crowded spaces but maintain required time allocation of footage.

### **Mandatory Professional Services Requirements**

Vendors must have at least one manufacturer-certified employee on staff regularly available to assist HSD. Certification from vendor-agnostic and industry recognized professional organizations will also be acceptable in place of a manufacturer certification.

Winning Vendor is to work with HSD Technology Staff to build an appropriate configuration. Vendor will install and deploy configurations to all equipment purchased, in addition to physically uninstalling old and installing new equipment throughout district property. The winning Vendor must include a list of additional wiring requirements as well as information regarding support contracts long term.

### 3.03 Door Access Control Equipment and Professional Services

This category seeks Vendors that provide a portfolio of interoperable access control systems, software and services that enable HSD to provide secure and authenticated entry into its facilities.

The following technical specifications are grouped into two sections: **Mandatory and Desired**. For a response to be considered for evaluation, at least one product meeting each of the **mandatory** specifications must be provided. For the purposes of the Cost response section of the RFP, Vendors **MUST** use only products that meet mandatory specifications. Desired specifications will be considered during the evaluation. Lack of a **desired** specification does not disqualify a bid response, but desired specifications will be used when ranking all of the responses against each other in the evaluation.

The mandatory feature set, and the products selected to be used in the cost analysis are those most likely to be deployed in schools and libraries. Vendors should include additional portfolio products that enhance the principal products used in the cost evaluation.

In addition to products, this category requires Vendors to be capable of supporting offered products through professional services. Respondents are expected to have significant skills related to the planning, design, implementation, configuration and troubleshooting of all products offered in this category. Manufacturers responding to this RFP may delegate certified vendors for these functions by completing the Subcontracting section of the RFP.

### **Mandatory Product Requirements**

The following specifications must be met for any products used in the cost proposal:

- A. Connection over Category 5/6 network cabling to HSD network
- B. Granular controls for access based on role and function of staff.
- C. Training appropriate for all end users and system administrators.
- D. Access via RFID cards (using existing cards)
- E. Ability to set schedule of entry based on day/time and calendar (i.e. school holidays, summer break) onsite and remotely
- F. Centralized access interface for all users across sites, including ability for district level staff to login once with access to all controls.
- G. Logging of all entry requests, allowed and failed
- H. Continued functionality in the event of a network outage
- I. All software licenses and maintenance must be for a duration of at least five years.
- J. Integrated management of Access Control on same client interface as security cameras
- K. Single Sign On/Federated Authentication (AD or OAuth/Google Workspace).
- L. **All equipment must include a minimum five year warranty.** Please describe in detail the process to submit a request for repair, and what exactly is covered under warranty. Also note the out of pocket cost for equipment issues not covered (i.e. foggy or scratched lens cover).
- M. All software licenses and maintenance must be for a duration of at least five years.
- N. Lock down response automation

### **Desired Product Specifications**

While not required, the following specifications, if met, will be viewed favorably in the evaluation and will be used when ranking the relative strengths of all responses:

- A. Web based client access for simplified deployment without a client install.
- B. Alert notification to building admin for common issues like doors left propped open, repeated failed attempts to gain entry, etc

- C. Integration with visitor management software
- D. Validate entry from multiple locations
- E. Reporting

### **Mandatory Professional Services Requirements**

Vendors must have at least one manufacturer-certified employee on staff regularly available to assist HSD. Certification from vendor-agnostic and industry recognized professional organizations will also be acceptable in place of a manufacturer certification.

Winning Vendor is to work with HSD Technology Staff to build an appropriate configuration. Vendor will install and deploy configurations to all equipment purchased, in addition to physically installing all equipment throughout district property. The winning Vendor must include a list of additional wiring requirements as well as information regarding support contracts long term.

## SECTION 4 –PROPOSAL REQUIREMENTS

**Vendors are expected to meet most if not all technical specifications provided in each of the various categories. It is possible that some products may not meet all specifications, but Vendors are expected to offer a product portfolio that provides multiple options to HSD that, in aggregate, do meet all technical specifications. Duration of standard warranty is also a consideration.**

### 4.01 Demonstrated Ability to meet Scope of Work, Product and Services Requirements

All bids SHALL include specifications and technical literature sufficient to allow HSD to determine that the equipment and services offered meet HSD requirements. This technical literature will be a primary source for bid evaluation. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid, with exact reference to the specific location in the literature. Bid responses without sufficient technical documentation may be rejected.

### 4.02 Demonstrated Technical Capability

Vendors wishing to be considered for each of the various categories SHALL provide all of the response requirements for each of the categories in which an award is being sought.

### **Equipment and Professional Services Mandatory Vendor Response Requirements**

In order to fairly evaluate all Vendors against each other, each Vendor shall provide the following items, clearly marked in attachments to the RFP response.

1. Provide the manufacturer model number, part number and/or SKU for all products that are offered which meet the **mandatory** product requirements listed above. **Your proposal must state how the products meet the mandatory requirements listed in Section 3.02.** Also attach product brief or technical specification sheet for each product offered which meets the mandatory specifications.
2. Provide the manufacturer model number, part number and/or SKU for all products that are offered which meet the **desired** product requirements listed above. Do not duplicate products that meet the mandatory specifications in this answer, rather list only additional products that augment the products listed in question 1. Also attach product brief or technical specification sheet for each product offered which meets the desired specifications.
3. Provide copies of all warranties for the equipment offered by Vendor
4. Provide a letter of authorization from the manufacturer of products offered, indicating that you are certified to sell products. If you are the manufacturer of the products, simply state this.
5. Provide a description as to the compatibility with any existing products that may already be installed by HSD. Provide details about specifically, but not limited to, the interoperability between offered products and solutions currently in use.

6. Describe in detail the items and services to be covered under maintenance, support and firmware upgrades.
7. Provide a description of your firm's experience with the offered products. Specifically, provide the approximate number of employees that have been certified by the manufacturer of the offered products. Also provide the number of employees that will be available to service HSD who have received vendor-neutral certifications.
8. Provide descriptions of the professional services related to the design, planning, installation, configuration and troubleshooting of products offered in each category.

#### 4.03 Demonstrated Prior Experience

Vendors SHALL provide a brief (no more than 2 pages) narrative explaining experience selling, supporting and troubleshooting the products and services offered in this RFP response. If responding to more than one category, Vendor should ideally explain the value gained by HSD if it were to choose to select one Vendor to provide products and services from a single Vendor.

#### 4.04 Qualifications and Expertise of Staff

Vendors SHALL provide a brief narrative explaining the credentials, certification and experience of staff who will likely be assigned to service HSD. Vendors are encouraged to provide details of experience in Wisconsin schools and libraries.

#### 4.05 References

Provide at least four reference customers which have used products and/or services similar to those required by schools and libraries, provided by your company and subcontractors if applicable. Include business name, address, phone number and contact person for each reference. Also, include the year in which the reference was a customer for products similar to those found in this project.

HSD reserves the right to contact any of the Vendor's current and/or past customers to evaluate the level of performance and customer satisfaction.

#### 4.06 Subcontractors

Any Vendors, resellers, distributors and manufacturers may choose to respond to this RFP, as a prime Vendor (the "Prime"), then designate various subcontractors or partners (the "Subcontractors") for the implementation of certain aspects of the work. This is acceptable and encouraged if it provides better support and response times to

a large geographic footprint of the district. Up to six subcontractors may be specified by a respondent to this RFP. For each of those subcontractors, a completed copy of Appendix D, Subcontractor Response Template, must be provided. Additionally, a letter from the Subcontractor acknowledging their desire and ability to honor all terms of the contract will be required.

**Ultimately, the Prime responding to this RFP is responsible for satisfaction of the contract.**

For the purposes of evaluation, the Subcontractors will be included in the Prime's evaluation where warranted. For example, geographic coverage may be enhanced significantly with the proper mix of Subcontractors. This would be viewed positively in the evaluation.

HSD has the ultimate selection in Subcontractor to be utilized. The Prime and HSD must agree on the selection of the Subcontractor before a purchase order is placed. The Subcontractor must agree to abide by all terms of the contract and any local policies that may be in place for the security and protection of students.

HSD may, at its discretion, consider adding or replacing Subcontractors if the Prime requests this and HSD determines that HSD will receive improved service. This process is subject to considerable scrutiny and evaluation.

## **SECTION 5 – PROPOSAL RESPONSE FORMAT**

5.01 **Administrative Guidance.** The information provided herein is intended to assist suppliers in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested suppliers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Suppliers are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFP.

5.02 **Technical Proposal Response Format.** Proposals should be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals should be organized and tabbed to comply with the following sections:

**Tab A LETTER OF TRANSMITTAL (COVER LETTER).** The letter of transmittal should include an introduction of the supplier's company, as well as contact information for those persons who are authorized to represent the company in dealing with this RFP. **Proposal Contact:** List the name, title, office address, telephone number, fax number and e-mail address of the person(s) authorized

to represent the supplier regarding the proposal(s) submitted in response to this RFP. Also include any addendum acknowledgement by addenda number that may be issued to this RFP. **Contract Contact:** Give the name, title, office address, telephone number, fax number and e-mail address of the person authorized to *sign a Contract, and receive and sign all formal notices and/or addendum* regarding such Contract. Note that all amendments to any Contract must be in writing and signed by both parties.

Any other information not appropriately contained in the proposal itself should also be included in the letter.

*Tab B EXECUTIVE SUMMARY.* An executive summary will briefly describe the supplier's approach and clearly indicate any options or alternatives being proposed. If options or alternatives are proposed as exceptions to the RFP, the offeror should include an explanation for each option or alternative. It should also indicate any major requirements that cannot be met by the supplier.

*Tab C DETAILED DISCUSSION.* This section should constitute the major portion of the proposal and must contain **a specific response in outline form to each section in this RFP. Outline numbers should correspond, in order, to the section numbers contained in this RFP.** Specific emphasis should be placed on responding to the information requested in Sections 3 and 4 but all sections and items should be fully addressed. Narrative regarding options or alternatives with complete details including how those meet or exceed the RFP requirements should be included in the relevant section. Failure to provide written response to items indicated in this RFP will be interpreted by HSD as an *inability* by the supplier to provide the requested product, service or function and may be deemed as “Non-responsive”.

*Tab D* Miscellaneous additional information and attachments, if any, may be submitted by the supplier.

5.03 Cost Proposal Response Format. **No pricing information may be included in the technical portion of your proposal. The supplier must submit a separate cost proposal allowing costs to be evaluated independently of other criteria in the proposal.**

**Inclusion of any cost or pricing data within the technical proposal may result in your proposal being deemed as non-responsive.**

Vendors SHALL provide responses in **each** of the tabs for which they offer products and seek award.

The Cost Proposal consists of Cost Response Matrix and Cost Response Instructions (Appendix C.1 and C.2)

The scenarios are provided in the attached Appendix C.2, one tab for each category. The goal of these scenarios is to enable evaluators to make fair cost comparisons across all the various responses without having to be experts with every Vendor's product. The products used in the scenarios must comply with all the mandatory specifications in the RFP. If prices provided in the scenario cost proposal spreadsheet are lower than those specified elsewhere in the RFP response, then the price used in the cost proposal spreadsheet becomes the contract maximum price. This is required so that a fair and accurate cost comparison across all Vendors can be completed.

**It is imperative the Vendors carefully read and follow the detailed instructions provided in Appendix C, Cost Response Instructions, to understand the requirements and response format expected.**

### **Geographic Coverage and Travel Costs**

HSD seeks to provide options for multiple locations within the district. HSD expects all travel as part of the project outlined in this RFP to be included in the Vendors cost response. Response time is an important metric, and while there are no set requirements for response time; however, HSD asks that Vendors provide an estimated response time, and may use these responses during the bid evaluation process.

### **After School Hours Work**

It is anticipated that the bulk of this project will occur over the summer (non-student attendance times) and can be completed during the normal workday. In the case that additional time is required, installation outside of student hours may be required. If you are not willing to perform after school hours work at no additional charge, clearly state this in your response.

### **Taxes**

HSD is tax exempt in Wisconsin, therefore Vendors SHALL NOT charge sales tax for products and services billed to these entities. Sales tax should not appear on quotes or purchase orders for these entities.

## **SECTION 6 - PROPOSAL EVALUATION**

6.01 Proposal Evaluation Criteria. The criteria to be used to evaluate proposals are as follows:

A. Responsive / Non-responsive- Suppliers who are deemed as “Responsive” to this request shall advance to further scoring as listed below. Suppliers who are deemed as “Non-Responsive” shall not advance further in this request.

B. Each of the categories will be awarded separately based on the evaluation criteria outlined below. Vendors are encouraged to respond to both categories as HSD could receive better service by contracting with fewer Vendors. However, some Vendors may have specific solutions that provide value and a Vendor may be awarded in just a single category.

Criteria	Description
Cost of Components/Services	The cost of products and services will be a factor considered during the bid evaluation process. Vendors must provide SKUs and prices that meet the technical specifications provided. The costs set out in the scenario will be the highest price HSD will pay via the awarded contracts.
Clarity and Depth of Proposal, and Ability to Interact With Existing Systems	Vendors with a very clear design and understanding of the existing state of HSD technology, and the ability to meet HSD expectations for planning.
Conformance to Technical Specifications	Vendors are expected to meet most if not all mandatory specifications. It is possible that some products may not meet all specifications, but Vendors are expected to offer a product portfolio that provides multiple options to HSD that, in aggregate, do meet all technical specifications. Duration of standard warranty is also a consideration.
References and Experience with Educational Customers	Vendors having demonstrable experience with the school environment will be advantaged in the evaluation. Customer references, particularly Wisconsin schools and libraries, will be viewed positively.
Experience with Manufacturers, Equipment, Software to be sold to HSD	Vendors are expected to have a significant level of competency with products which they offer. Letters of authorization and/or certification from manufacturers will be viewed positively.
Geographic Coverage	Vendors that can provide reasonable service times to the district’s geographic area of HSD are given preference. Also, Vendors that are unique in their ability to provide short service times will also be given preference.

6.02 Evaluation Process. All proposals in response to this RFP will be evaluated as follows:

1. All proposals will be reviewed to determine their responsiveness to the requirements of the RFP before they are advanced to receive further consideration. Nonresponsive proposals (those not conforming to minimum RFP requirements) may be eliminated from future consideration. Each supplier bears sole responsibility for the items included or not included in the response submitted by that supplier. HSD reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.
  
2. After the review for responsiveness, remaining responsive proposals will be reviewed and evaluated by the evaluation committee based upon the quality of information received and the information that supports the respondents' ability to meet or exceed the technical requirements stated in the RFP. At the conclusion of the process, the district will evaluate the proposals based on the enclosed rubric.
  
3. Product demonstrations may be required for proposals or HSD may choose to make an award directly from the responses received. HSD will be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

## **SECTION 7 - GENERAL PROVISIONS**

7.01 Protected Information. Any confidential information provided to HSD which Supplier believes should be protected from inspection or disclosure must be accompanied by a written claim of confidentiality and a concise statement of reasons supporting such claim. Non-specific statements of confidentiality (e.g., marking a document confidential or proprietary in a cover letter, header, footer or watermark) are insufficient to claim confidentiality. All material contained in and/or submitted with the proposal becomes the property of HSD and may be returned only at HSD's option.

7.02 Incurring Costs. HSD will not be liable for any cost which suppliers may incur in connection with the preparation or presentation of their proposal(s). Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, these instructions are not intended to limit a proposal's content or exclude any relevant or essential data therefrom.

7.03 Addendum to RFP. In the event it becomes necessary to revise this RFP in whole or in part an addendum will be provided to all suppliers on record as having received this RFP.

7.04 Other Communications. During the bid evaluation process (from the date of issue through the date of contract award or other final decision) the Technology Department is the sole source of official information regarding this RFP. Significant changes to the RFP will always be issued as a formal, written addendum.

7.05 Alternative Proposals. A supplier may submit more than one proposal, each of which must follow the Proposal Response Format (section 5 herein) and satisfy the requirements of this RFP. The supplier's primary proposal must be complete and comply with all instructions. The alternative proposals may be in abbreviated form following the Proposal Response Outline but providing complete information only for sections which differ in any way from those contained in the prime proposal. If alternative proposals are submitted, the supplier must explain the reasons for the alternative(s) and its comparative benefits. Each proposal submitted will be evaluated on its own merits.

7.06 Authorized Supplier Representatives. HSD reserves the right to require a change in the individual assigned to represent the supplier if the assigned representative is not serving the needs of HSD in an acceptable manner. This right shall carry forward through the response period and, with the successful supplier, during the term of the Contract.

7.07 Award of Subcontracts. For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor's name and address, and the purpose of each subcontract. Any supplier proposing subcontracts as a part of a proposal must explicitly state so in the proposal. Any Subcontractor shall be required to provide evidence to HSD of the same insurance provisions and coverages as described in section 7.27 of this RFP.

7.08 Assignment. Supplier shall not assign or subcontract any portion of its obligations under the Contract without the prior written consent of HSD Technology Department. Assignment or subcontracting shall in no way relieve the supplier of any of its obligations under this Contract.

7.09 Remedies. The laws of the State of Wisconsin shall apply in all disputes arising out of this RFP, without application of any principles of choice of laws.

7.10 Compliance. The supplier hereby agrees to abide with all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required. All contractors working within the Hudson School District will be subject to appropriate background checks. HSD reserves the right to refuse entry into the facility upon failure of background screening.

7.11 Cancellation. Inadequate delivery, unsatisfactory service or failure to adhere to the Contract covenants may result in cancellation of the Contract. The supplier shall be responsible for reimbursing HSD for expenses incurred as a result of unacceptable service. In the event either party determines that a material breach has occurred that would be cause for cancellation of the Contract, the party wishing to cancel shall notify the other party of the alleged breach in writing, and allow the other party thirty (30) days in which to cure the alleged breach. If the alleged breach is not cured or substantial steps to cure the

alleged breach are not taken within this period, the non-defaulting party may cancel the Contract at the end of said thirty (30) day period.

7.12 Acceptance of Services Rendered. HSD, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the Contract satisfy the requirements as identified in the Contract.

7.13 Anti-Collusion. The submission of a proposal constitutes agreement that the supplier has not divulged its proposal to, or colluded with, any other offeror or party to a proposal whatsoever.

7.14 Indemnification. The supplier shall hold harmless, defend and indemnify HSD and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including, but not limited to attorney's fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this contract by Supplier, or (b) Supplier's use of HSD premises, or (c) any act, error, or omission on the part of the Supplier, or its agents, employees, invitees, participants, or subcontractors except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of HSD, its officers, employees or agents.

7.15 Restrictions. All proposals must clearly set forth any restrictions or provisions deemed necessary by the supplier to effectively service the proposed Contract.

7.16 Right to Reject. HSD reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of HSD.

7.17 Record Keeping and Audit Rights. Any supplier providing goods or services under any Contract shall maintain accurate accounting records for all goods and services provided thereunder, and shall retain all such records for a period of at least ten (10) years following termination of the Contract or after the last day of the applicable E-rate funding year if E-rate funding is used for purchases from agreements entered into from this RFP. Upon reasonable notice and during normal business hours HSD, or any of its duly authorized representatives, shall have access to and the right to audit any records or other documents pertaining to the Contract. HSD's audit rights shall extend throughout the term of the Contract and for a period of at least seven (7) years thereafter.

7.18 Management Reports. Upon request the supplier must be able to summarize and concisely report pertinent information to HSD in a timely manner, throughout the duration of any Contract resulting from this RFP.

7.19 Further Agreements. In addition to a proposal, HSD may from time to time require a supplier to execute certain additional documents or agreements, including without limitation a Contract, for the purpose of clarifying the intention of the parties with respect to providing the goods or services hereunder.

7.20 Relationship of the Parties. In assuming and performing the obligations of any Contract, HSD and any supplier shall each be acting as independent parties and neither shall be considered or represent itself as a joint venturer, partner or employee of the other. Supplier affirms that the supplier or any employee in their organization does not have a conflict of interest or potential conflict of interest with HSD.

7.21 Equal Opportunity. No supplier of goods and/or services under this RFP or any Contract shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, sex, sexual orientation, age, disability, or national origin.

7.22 Taxes – Supplier’s Responsibility. Suppliers shall be responsible for and pay all taxes which may be levied or incurred against the supplier in connection with the performance of any services under a Contract, including taxes levied or incurred against supplier’s income, inventory, property, sales, or other taxes.

7.23 Taxes – HSD is Exempt. HSD is exempt from State of Wisconsin sales and excise taxes. Exemption certification information appears on all purchase orders issued by HSD and such taxes will not apply to HSD unless otherwise noted. In addition, HSD Tax Exempt Certificate will be made available upon award of contract.

7.24 Tax Liens. By submitting a proposal, the supplier certifies that neither it nor its principals are presently subject to an outstanding tax lien in the State of Wisconsin. If the supplier cannot certify this statement, the supplier will submit to HSD a written explanation for the review of HSD. If the supplier is subject to any outstanding tax lien in the State of Wisconsin, HSD may reject the supplier’s quote, bid, offer, or proposal in response to the request.

7.25 Debarment Clause. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Supplier cannot certify this statement, attach a written explanation for review by HSD. Supplier must notify the Assistant Director of Teaching and Learning for Technology within 30 days if debarred by any governmental entity during the Contract period.

## **ATTACHMENTS AND APPENDICES**

### **Appendix C-1. Cost Response Instructions**

### **Appendix C-2. Cost Response Matrix**

### **Appendix D. Subcontractor Response Template**

# Appendix C-1. Cost Response Instructions

## 1. Security Camera Equipment and Professional Services

Vendors responding to this Category SHALL complete the provided cost proposal spreadsheet, Appendix C, tab 1. This spreadsheet includes specific schools which are to be considered part of this project. Vendors are required to use products that meet or exceed all Mandatory Product Requirements as listed in the technical specifications section of this RFP. Vendors submitting cost proposals with any product that does not meet mandatory requirements will be disqualified for this category. Disqualification in one category does not necessarily disqualify the Vendor from the remaining Categories.

The total costs for each building are to be documented on this page. The accompanying spreadsheet allows Vendors to provide background data that shows how this total cost was arrived at. HSD will carefully review all documentation and expects to see detailed information within that spreadsheet.

<b>Vendor Name:</b>		
<b>EP Rock Elementary</b>	Security Cameras and all associated costs	\$ _____
<b>Hudson Prairie Elementary</b>	Security Cameras and all associated costs	\$ _____
<b>North Hudson Elementary</b>	Security Cameras and all associated costs	\$ _____
<b>River Crest Elementary</b>	Security Cameras and all associated costs	\$ _____
<b>Hudson Middle School</b>	Security Cameras and all associated costs	\$ _____
<b>Hudson High School</b>	Security Cameras and all associated costs	\$ _____
<b>Hudson School District Office</b>	Security Cameras and all associated costs	\$ _____
<b>Other</b>	All associated costs not part of a specific building or location listed above	\$ _____
<b>Total</b>	Total Project Cost	\$ _____

## 2. Door Access Control Equipment and Professional Services

Vendors responding to this Category SHALL complete the provided cost proposal spreadsheet, Appendix C, tab 2. This spreadsheet includes specific schools which are to be considered part of this project. Vendors are required to use products that meet or exceed all Mandatory Product Requirements as listed in the technical specifications section of this RFP. Vendors submitting cost proposals with any product that does not meet mandatory requirements will be disqualified for this category. Disqualification in one category does not necessarily disqualify the Vendor from the remaining Categories.

<b>Vendor Name:</b>		
<b>EP Rock Elementary</b>	Door Access Control and all associated costs	\$ _____
<b>Hudson Prairie Elementary</b>	Door Access Control and all associated costs	\$ _____
<b>North Hudson Elementary</b>	Door Access Control and all associated costs	\$ _____
<b>River Crest Elementary</b>	Door Access Control and all associated costs	\$ _____
<b>Hudson Middle School</b>	Door Access Control and all associated costs	\$ _____
<b>Hudson High School</b>	Door Access Control and all associated costs	\$ _____
<b>Hudson School District Office</b>	Door Access Control and all associated costs	\$ _____
<b>Other</b>	All associated costs not part of a specific building or location listed above	\$ _____
<b>Total</b>	Total Project Cost	\$ _____

## Appendix C-2. Cost Response Matrix

<https://docs.google.com/spreadsheets/d/1rLMRKWmITxn4tX4p0leSjwiAEQr8mdaSvKKoL1ziE08/edit?usp=sharing>

Or

<https://bit.ly/HSDRFP>

Or



Appendix C-2

## Appendix D. Subcontractor Response Template

A copy of this table must be provided for **each** of the Subcontractors to be considered in the evaluation.

<b>Subcontractor Company Name</b>	
<b>Mailing Address</b>	
<b>Contact Person (name, email, phone)</b>	
<b>Description of items for which this Subcontractor may be utilized</b>	
<b>List of manufacturers for which Subcontractor has factory certified staff</b>	
<b>Number of factory certified staff that might reasonably be expected to service HSD customers</b>	
<b>Key attributes that make this Subcontractor better equipped to service HSD over the Prime Vendor</b>	
<b>Three reference customers for this Subcontractor, preferably in Wisconsin, with contact details</b>	