



Request for Quotation for a Campus-Wide Wireless Solution #WC2125

Date: May 13, 2021

Mandatory Site Visit: May 27/28, 2021 1:00 p.m.

Bid Due: June 11, 2021

Inquiries and bids can be sent to:

**Desiree Thompson
Dean of Finance
Washington County Community College
1 College Drive
Calais, ME 04619
Phone (207) 454-1021
E-Mail: dthompson@wccc.me.edu**

PROPOSAL

Washington County Community College is seeking bids to upgrade our current wireless system solution. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

This Request for Proposal (RFP) states the instructions for submitting bids, the procedure, and the criteria by which a vendor may be selected and the contractual terms by which the College intends to govern the relationship between it and the selected vendor.

GENERAL INFORMATION/SUBMISSION REQUIREMENTS

- A. Bid Opening/Identification of Bid Envelope:** A signed original of the bid must be received in the Dean of Finance office, Washington County Community College, 1 College Drive, Calais, ME 04619, in a sealed envelope by 4:00 p.m. June 18, 2021. The signed bid should be returned in a sealed envelope or package and clearly identified as follows. **Alternatively, quotes may be emailed to dthompson@wccc.me.edu by 12:00 p.m. June 11,2021**

Enclosed: Quotation #WC2125 **Attention:** Desiree Thompson, Dean of Finance

Additional time will not be granted to any single bidder; however, additional time may be granted to all vendors when the College determines that circumstances require it. Faxed bids will not be accepted.

- B. RFQ Schedule:**

RFQ issued	5/13/2021
Site Visit	5/27/2021 or 5/28/2021
Deadline for Questions	06/04/2021
Response to Questions	06/07/2021
RFP due	06/11/2021 by 12:00 p.m.
Winner selected and notified	06/16/2021

Questions will not be accepted by telephone. Questions should be submitted by email to dthompson@wccc.me.edu. WCCC will make every effort to answer questions submitted by bidders to the best of our ability by the due date. We strongly encourage bidders to submit questions as early in the RFP process as possible

The college reserves the right to change the RFQ schedule allowing the time necessary to make the most appropriate selection for the college.

- C. Site Visit:** A mandatory site visit to is scheduled for Thursday, May 27 and Friday, May 28, at 1:00 p.m. to determine the proper AP location for the desired coverage area. No other time will be provided for this campus walk-through. Due to Covid safety protocols we request that you limit your attendance to one individual. The number of slots available on each day are limited and will

be available on a first-come, first served basis. Please contact Leigh-Ann Voisine to obtain your slot @ lvoisine@wccc.me.edu or 207-454-1008 (available after May 18, 2021).

- D. Covid-19 Protocols:** All visitors must observe Covid-19 safety protocols and pass the WorkSafe screening app before accessing the college. The direction for this app is located at the end of the RFP or at <https://www.wccc.me.edu/covid-19/covid-19-screening-form/> . If you do not have a mobile phone that can access the app, screening can be conducted on site upon arrival.
- E. Bid Proposal Amount:** The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine. Vendor should indicate the length of time RFQ is valid. Note that WCCC is exempt from the payment of Federal Excise Taxes on articles not for resale and for the Federal Transportation Tax on all shipments. The Contractor and all subcontractors shall quote and shall be reimbursed less these taxes. Upon application, exemption certificates will be furnished when required. The College is exempt from the payment of Maine State Sales and Uses taxes.
- F. Evaluation:** Award will be made to the low Bidder(s) whose products or solutions conform best to the RFP and College requirements, provided that all other requirements are satisfactorily met. Significant consideration will also be given to the Bidder's qualifications and capabilities to provide the specified equipment and service as well as the total cost of ownership of a particular solution, which will include all annual licensing, maintenance and service costs and any other expenses anticipated over the expected lifetime of the solution, based on all information sources available. Additional consideration will be given to the Bidder's references, if provided. During the evaluation process, WCCC reserves the right where it may serve the College's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.
- G. Obligations:** Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices in Appendix A.
- H. Insurance:** The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.
- I. Variations/Alternative Specifications:** Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".

PROJECT DESCRIPTION/SCOPE OF WORK

The existing wireless infrastructure will be completely replaced except for wiring backbone. We plan to use the existing wiring. If more APs are needed, then wiring will have to be done with CAT 6. Wireless has historically been viewed as a “convenience” service. With these changes, we plan to position wireless as the only connectivity option for students and guests and we plan to make wireless much easier to use. As part of this effort, we also plan to replace the existing network access / authentication solution.

Background: The current network infrastructure at WCCC does not meet current and anticipated needs. The current solution is overly complex and lacks resiliency in the event of a hardware failure. Modern mobile technologies, and ever-increasing security challenges strain the capabilities of our current solution. WCCC is seeking a comprehensive solution that addresses these issues and is prepared for future technology challenges.

The current solution consists of the following equipment: A single Brocade ICX7750-48F switch acts as the core switch and provide layer three gateway services for most VLANs. Distribution and access switching duties are currently performed by Fast Iron and Brocade ICX series layer two switches. Edge devices include a Cisco router. Wireless network services are delivered via Brocade solution consisting of approximately 200 wireless access points distributed across campus and connected to a single virtual controller. There are 5 distinct buildings and 9 total network switching closets on the WCCC campus. Each network closet is connected to the data center and core switch via both older OM1 multi-mode and newer OS1 or OS2 single-mode fiber. All switching closets are to be protected by UPS. The logical network layout is a stretched layer two design with approximately 23 VLANs with a maximum of 64 configured on the network, in a variety of configurations and with a variety of gateways. A custom 802.1X RADIUS and mac authentication / network access control scheme exists on the network served by a combination of Microsoft NPS and FreeRADIUS server. Additionally, the college operates an Avaya IP Office VoIP phone system on the network.

The desired solution **MUST MEET** the following specifications:

1) Core Switch Hardware

- a. Switch Quantity Requirements:
 - i. Quantity 2 of 48 port switches (configured as an HA pair) is required
- b. Switch Hardware / Capability Requirements:
 - i. Minimum of 48 ports capable of 10Gbps SFP+, with all ports active, available, and licensed for full use
 - ii. Minimum of 4 ports capable of 25Gbps per switch, with all ports active, available, and licensed for full use
 - iii. Standard full layer 3 switch routing and traffic management capabilities, including:
 1. IPv4 Routing: static routes, BGP, OSPFv2, RIPv1, RIPv2
 2. IPv6 Routing: static routes, BGP, OSPFv3, RIPv6
 3. IPv4 and IPv6 access control list (ACL) features
 4. Multicast controls - IGMP / MLD snooping
 5. IPv6 management controls - RA guard, DHCPv6 protection, etc.

- iv. Standard layer 2 network management capabilities, including:
 - 1. IPv4 DHCP server and DHCP relay / snooping capabilities, per VLAN
 - 2. 802.1X and MAC address authentication
 - 3. RADIUS VLAN assignment
 - 4. 802.1p priority and QoS support
 - 5. 802.1Q VLANs with GVRP and MVRP support
 - 6. 802.1ad QinQ / stacked VLANs
 - 7. 802.1D, 802.1s and 802.1w spanning tree protocols and PVST+, RPVST+ support with STP root guard, BPDU port protection
 - 8. 802.3ad LACP LAGs
 - 9. 802.1AB LLDP
 - 10. SNMP and sflow management
- c. POE and Power Requirements
 - i. POE power is required on core switch ports
 - ii. 2x (N+1) redundant 208V AC power sources included per switch
- d. Support Requirements:
 - i. Minimum 5-year warranty and maintenance support with advanced replacement and firmware upgrades included
- e. Optics Requirements:
 - i. Ability to use third party optics will not be restricted for 1G, 10G, 25GB optics
 - ii. **Qty 9** of 10-GBase-LR optics, PER SWITCH
 - iii. **Qty 9** of 10-GBase-SR optics, PER SWITCH
 - iv. **Qty 9** of 25-GBase-LR optics, PER SWITCH
- f. Other Requirements:
 - i. **Qty 10** of 10G Twinax / DAC / direct attach SFP+ 3-meter cables included, PER SWITCH.
 - ii. Rack mounting hardware and power cords to be provided with each unit

2) Aggregation and Access Switching Hardware

- a. Switch Quantity Requirements:
 - i. **Quantity 9** of 48 port layer THREE switches PLUS quantity 4 of 48 port layer THREE switches (for a total of 36 switches) are required to place. IDF closet
 - 1. POE is required on all switches
- b. Switch Hardware / Capability Requirements:
 - i. Layer 3 "lite" switches require basic or limited layer 3 routing and traffic management capabilities, including:
 - 1. IPv4 Routing: static routes, OSPFv2 single area, RIPv1, RIPv2
 - 2. IPv6 Routing: static routes, OSPFv3 single area, RIPv6
 - 3. IPv4 and IPv6 access control list (ACL) features
 - 4. Multicast controls - IGMP / MLD snooping, controls, etc.

5. IPv6 management controls - RA guard, DHCPv6 protection, etc.
- ii. All switches require basic Layer 2 management capabilities, including:
 1. IPv4 DHCP server and DHCP relay / snooping capabilities, per VLAN
 2. RADIUS VLAN assignment
 3. 802.1X and MAC address authentication
 4. 802.1p priority and QoS support
 5. 802.1Q VLANs with GVRP and MVRP support
 6. 802.1ad QinQ / stacked VLANs
 7. 802.1D, 802.1s and 802.1w spanning tree protocols and PVST+, RPVST+ support with STP root guard, BPDU port protection
 8. 802.3ad LACP LAGs
 9. 802.1AB LLDP
 10. SNMP and sflow management
- c. Support Requirements:
 - i. Minimum 5-year warranty with hardware replacement and firmware upgrades included
- d. POE and Power Requirements:
 - i. 802.3at (class 4) POE+ provided on all access ports
 - ii. Matching power supplies capable of providing full power within this specification to provide maximum power to all 44 ports.
 - iii. 2x (N+1) redundant 110V - 240V AC power sources included per switch
- e. Optics Requirements:
 - i. Ability to use third party optics will not be restricted
 - ii. **Qty 2** of 10-GBase-LR SFP+ optics included, PER SWITCH.
- f. Other Requirements:
 - i. **Qty 2** of 10G Twinax / DAC / direct attach SFP+ 3-meter cables included, PER SWITCH.
 - ii. Rack mounting hardware and power cords to be provided with each unit

3) Wireless Solution

- a. Access Point Hardware
 - a. Required Hardware Capabilities:
 - i. Access point options that include both indoor and outdoor (harsh weather hardened) access points are required. The option for APs that can serve remote workers is optionally desired. If this option exists, two such devices should be included in the bid, identified as optional components.
 - ii. All Access Points
 1. All access points will have dual radios and will be capable of serving both 5 GHz and 2.4 GHz bands, simultaneously

2. All access points will be powered by standard 802.3at POE+ power delivered via CAT5 or CAT6 cabling without reducing wireless client services or frequency bands
 3. Simplification of access point model types is desired, please specify as few distinct models as possible to serve the desired specifications
 4. All indoor access points must be industry certified by the Wi-Fi Alliance
 5. Note that access point quantities may be adjusted slightly, as requirements are refined
- iii. Indoor Access Points:
1. To enable contract-tracing capabilities, it is preferred that all indoor access points include blue-tooth radio capability
 2. Two models of indoor access points are anticipated:
 - a. A model to serve classrooms, academic and residential gathering spaces, offices, labs, etc. with the following minimum specifications:
 - i. Wi-Fi certified 6 / IEEE 802.11ax / Wi-Fi 6 certified
 - ii. 5 GHz 802.11ax 4x4 MIMO - Four spatial stream Multiuser (MU) MIMO x up to 4 devices simultaneously
 - iii. 2.4 GHz 802.11ax 2x2 MIMO - Two spatial stream Single User (SU) MIMO
 - iv. Capable of serving 200 connected devices (100 or less, typical)
 - v. Include fixed / built-in omni-directional antennas optimized for ceiling mount
 - vi. Include both hard ceiling and drop ceiling mounting options
 - vii. Quantity of this model: **to be determined.**
 - b. A model to serve Upper and Lower residence hall rooms, with the following minimum specifications:
 - i. Wi-Fi certified ac / IEEE 802.11ac / Wi-Fi 5 certified. **MINIMUM** (Prefer 802.1ax Wi-Fi 6 option, if available)
 - ii. 5 GHz 802.11ac 2x2 MIMO - Two spatial stream Multiuser (MU) MIMO x up to 2 devices simultaneously

- iii. 2.4GHz 802.11n 2x2 MIMO – Two spatial stream Single User (SU) MIMO
- iv. Capable of serving 50 connected devices
- v. Mounting capabilities for both single-gang and dual-gang boxes is required
- vi. Include fixed / built-in omni-directional antennas
- vii. Securable against theft and damage due to tampering
- viii. Quantity of this model: **minimum up to 100**

iv. Outdoor Access Points:

- 1. All outdoor access points must be industry certified by the Wi-Fi Alliance
- 2. All outdoor access points must be minimum Wi-Fi CERTIFIED ac, the industry certification program from the Wi-Fi Alliance based on the IEEE 802.11ac standard, also referred to as Wi-Fi 5 certified. Additionally, all outdoor access points will be capable of the following:
 - a. 5 GHz: 4x4 MIMO - Four spatial stream Multiuser (MU) MIMO
 - b. 2.4 GHz: 2x2 MIMO - Two spatial stream Single User (SU) MIMO
 - c. Capable of serving 200 connected devices (100 or less, typical)
- 3. All outdoor access points must be weather hardened and rated to survive all Maine severe weather conditions
- 4. All outdoor access points will be of the same model and will include omni-directional antennas
- 5. All outdoor access points will include wall mounting arms that position the access point away from the building wall by at least 18"
- 6. Quantity of this model: **To be determine by signal strength**

v. Required Hardware Quantities

- a. Please quote on the following quantities. Final adjustment of quantities may be necessary, based on technical specifications and deployment requirements.

1. Indoor Access Points: 240

- a. **Classrooms, offices, and common spaces: 140**
- b. **Upper and lower Residence hall rooms: 100**

vi. Outdoor Access Points: **To be determined by signal strength**

b. Wireless Control-Plane Requirements:

- a. A web-based control-plane solution that centralizes management and control of all access points is required.
- b. Access points must automatically and dynamically identify appropriate noise-free / un-congested RF channels on which to operate without regular manual intervention
- c. Access points should automatically and dynamically select RF channels, adjust channel widths, and power levels to suit access point deployment density
- d. Access points must automatically steer clients toward appropriate RF bands based on client hardware capabilities
- e. The solution must be able to present one or more SSIDs to clients, and handle assignment of multiple VLANs and policies associated with client access within that one SSID, with access granted based on user or device authentication parameters, user group memberships, and other similar definable parameters
- f. All wireless clients must be able to roam seamlessly across layer 2 and layer 3 boundaries between floors, buildings, or across campus without re-authentication or loss of IP connectivity
- g. The wireless solution must provide for and properly manage broadcast-heavy Bonjour, MDNS, DLNA and UPnP traffic for media devices that enable network applications like Apple AirPlay, AirPrint, and Google Cast so that this traffic is contained, and limited visibility is provided only to other devices that are physically nearby to these media devices
- h. The solution must support WPA3 as well as WPA2-Enterprise, WPA2-PSK and WPA2-MPSK
- i. Vendor agnostic secure network access for all mobile and IoT devices is required
- j. Role based or equivalent security implementation with packet filtering / firewall capabilities is desired
- k. All required physical and virtual appliances or controller-type devices must be included in the solution and must operate in a highly available configuration and provide "hitless" live upgrades with primary and secondary image capabilities and automatic failover in the event of a device failure
- l. All required physical appliances or controllers required for the solution will connect to the network via a minimum of two 10G Ethernet connections and will be capable of connecting to 110VAC to 240VAC power.
- m. All required appliances, controllers, or similar solutions must operate as either a Hyper-V virtual appliance or a physical appliance, or both. If the option exists

for both a physical appliance and a Hyper-V virtual solution, one of each is desired. VMWare virtual appliances are NOT acceptable.

- n. Option to manage the wireless LAN in the cloud or on prem with same access point hardware is desired

4) Network Access Control Solution:

- a. Solution must be able to:
 - i. Completely replace existing NPS and FreeRADIUS solution for AAA services for controlling all wired and wireless client device access to WCCC networks
 - ii. Must be easy for end-user devices to connect and use – utilizing certificate, device, and username/password authentication as appropriate
 - iii. Easily identify and profile (via active and passive means without client software installed on endpoints) what devices are being used, where they are connecting, how they are authenticated, and provide specific details about connected and previously connected devices – including manufacturer, type of device, operating system, etc.
 - iv. Enforce network granular network policy controls that provide proper user and device access to a variety of VLANs, based on authentication parameters, device type, location, network traffic, etc.
 - v. Provide web-based visibility across the entire network regarding connected devices
 - vi. Centrally manage all policies from a single web-based management interface
 - vii. Provide for and properly manage broadcast-heavy Bonjour, DLNA and UPnP traffic for media devices that enable network applications like Apple AirPlay, AirPrint, and Google Cast so that this traffic is contained, and limited visibility is provided only to other devices that are physically nearby to these media devices
 - viii. All required physical or virtual appliances or similar devices must be included in the solution and must operate in a highly available configuration and provide “hitless” live upgrades with primary and secondary image capabilities and automatic failover in the event of a device failure
 - ix. All required physical appliances or similar devices required for the solution will connect to the network via a minimum of two 10G Ethernet connections and will be capable of connecting to 110VAC to 240VAC power.
 - x. All required appliances, controllers, or similar devices will operate as either a Hyper-V virtual appliance or a physical appliance, or both. If the option exists for both a physical appliance and a Hyper-V virtual appliance solution, one of each is desired. VMWare virtual appliances are NOT acceptable.

- xi. All required physical and virtual appliances, controllers, or similar devices must be included in the solution and must operate in a highly available configuration and provide “hitless” live upgrades and automatic failover
 - xii. Serve remote campus locations connected via VPN
- b. Provide AAA services with the following capabilities:
- i. Ability to authenticate both wired and wireless clients using a combination of 802.1X, RADIUS, and mac authentication standards
 - ii. Authenticate Windows and Mac devices via managed PKI certificate authentication
 - iii. Ability to work with all switches presented as part of the bidder’s package, and WCCC’s existing mix of third-party switching infrastructure from Brocade and other vendors
 - iv. Ability to work with WCCC’s Avaya IP Office phone system’s AAA capabilities.
 - v. Ability to provide certificate authority services where and as needed to connected client devices
 - vi. Ability to connect with single sign-on solutions via SAML, OpenID Connect or similar mechanisms
 - vii. Supports connections with and use of multiple Active Directory domains as well as other LDAP directories and ODBC/SQL databases for user and device authentication
 - viii. Kerberos support and support for Microsoft Azure Active Directory
 - ix. Ability to work with a wide variety of EAP protocols and standards, including:
 - 1. PEAP (EAP-TLS, EAP-MSCHAPv2, etc.)
 - 2. EAP-TLS
 - 3. TTLS (EAP-MSCHAPv2, EAP-TLS, EAP-MD5, etc)
 - 4. PAP, CHAP, MSCHAPv1, MSCHAPv2, EAP-MD5, etc.
- c. Provide rich guest / visitor access services, including the following capabilities:
- i. Ability to re-direct traffic to customized landing pages for self-registration, authentication, etc.
 - ii. Ability to customize our own captive portals and landing pages
 - iii. Ability to have multiple guest authorization and approval strategies, including self-registration, sponsor approval, bulk credential creation, etc.
 - iv. Ability to provide guest credentials via SMS and email

5) Professional Services Requirements:

- a. All implementation work shall be completed as soon as possible – and prior to August 20, 2021. Bidder will identify whether this target date is possible

- b. Project management, network technical design and engineering expertise provided by the successful bidder will be critical to the success of this project. Successful bids will provide for extensive in-person technical expertise of sufficient depth throughout the project
 - i. Bidders must note the project members and technical members that will be assigned to this project and provide information regarding their technical qualifications to lead this project, as well as other technical expertise that the bidder plans to leverage to execute the project successfully.
 - ii. Bidder shall provide pre-identified project resources (experts) and project management resources for migration and all involved shall have extensive experience with network solution implementations on a similar scale
 - iii. Bidder must have network architects and engineers certified at the highest level for the products and solutions proposed
 - iv. WCCC will make senior technical staff available for the duration of the project.
 - v. Bidder and WCCC IT staff shall hold regular meetings weekly and daily as necessary to complete the project on time
 - vi. A detailed daily summary of progress made, and changes performed will be provided at the conclusion of each workday
- c. Basic Technical Goals:
 - i. Migrate WCCC's campus wired LAN from a stretched layer 2 network design to a routed layer 3 design that includes new IP subnet plan, new VLAN plan, and new network access control solution
 - ii. Introduce new layer 3 switches at our network core and across each building of the WCCC campus, with appropriate standardized / best practice configurations for each
 - iii. Introduce new layer 2 switches at specific locations, with appropriate standardized / best practice configurations on each
 - iv. Configure remaining layer 2 Brocade switches, with new standardized / best practice configurations on each
 - v. Consolidate and re-direct network routing decisions, moving from a variety of edge gateway devices to a common and more manageable configuration. Re-home inter-VLAN / inter-subnet routing, secure via policy / firewall and work with WCCC staff to configure our firewall solution to perform inspection of most traffic transiting between subnets as well as traffic entering and leaving the network from the edge
 - vi. Replace the existing wireless infrastructure with new equipment and new design standards to include new network authentication solution
 - vii. Move wireless from a "convenience" service to a "core" service. Make wireless networks much easier for students and authorized guests to use, while

- maintaining the highest levels of security and isolation for college-owned and managed administrative computing hardware
- viii. Additional documentation regarding plans for new IP subnetting and VLAN structures is available to bidders upon request
- d. Bidder shall seek to minimize impact to WCCC normal business operations. If network downtime is inevitable to deliver the proposed solution, a mutually agreeable time will be determined with at least 3 business days prior notice required by WCCC
- e. It is the Bidder's responsibility to install, configure and integrate the complete solution as per WCCC's business schedule.
- f. All costs related to the installation of the equipment (including all necessary materials, labor, etc.) will be the responsibility of the Bidder
- g. Bidder shall provide on-site installation and configuration support as well as remote support, as needed
- h. Bidder shall work closely with WCCC IT staff regarding the configuration to ensure WCCC business needs are met and will make changes at times determined by WCCC IT staff
- i. Bidder shall provide WCCC IT staff with the following support and training information:
- i. Registration with OEM for support using WCCC IT provided contact information
 - ii. Detailed contact information for OEM support resources, including telephone numbers, web sites, support login information, etc.
 - iii. Training for WCCC IT staff in the proper use, operation, maintenance, and administration of the solution, including firmware / software upgrade procedures
- j. At minimum, the bidder's scope of work must include an accurate estimate of time and cost to complete the following major service elements:
- i. Pre-deployment Discovery and Planning
 1. Review current network layout, configurations, etc.
 - a. Identify any remediation work that required to be performed and the impact of that work on project timeline
 2. Review new / planned network design, desired state and transition planning performed to date
 3. Review business and performance goals against all known factors to ensure business and performance goals will be met.
 - a. If necessary, propose alternative solutions, as required to meet goals. Alternative solutions should not require additional hardware or services. The hardware and services in your bid submission should be provided in such a way as to be flexible for multiple possible outcomes.

4. Prepare transition plan / cut-over plan that minimizes impact to the business operations of the College
 5. Build staging configurations on new hardware for deployment
 6. Identify new servers and solutions (DNS, DHCP, certificates, etc.) needed to support the new environment for WCCC IT staff to prepare ahead of deployment
- ii. Hardware and software configuration and staged deployment
 1. Final on-site, in-person configuration and review with WCCC IT staff
 2. Use limited scope testing to resolve major issues and refine configuration prior to a wider deployment
 3. Plan a staged cut-over of all network services to new configuration
 - iii. Cut-over support
 1. Staged cutovers to new configurations which minimize impact to the business operations of the College, stabilize, and repeat until finished
 2. Troubleshoot and resolve issues as they arise
 - iv. Support
 1. Plan for and provide day 1 and day 2 cut-over support on-site or remote, as needed to support each major milestone
 2. Plan for and schedule regular check-ins and minor refinements over a 6 to 12-month timeframe
 3. Troubleshoot and resolve technical issues
 4. Provide training and documentation resources for WCCC IT admins
 5. Provide support information for contacting OEM support and training resources

BID SUBMISSION SHEET

Date:
Vendor's Representative name and title:
Representative e-mail address:
Vendor Firm Name:
Vendor Mailing Address:
Vendor City/State/Zip:
Vendor Telephone
Vendor Web Site Address:

Equipment and Setup Costs (all inclusive)	
Hourly labor rate for additional work	
Additional Equipment/Equipment Modification Costs	
Cost of annual maintenance/subscription cost	

Additional sheets may be added for a more comprehensive presentation.

Thank you for your assistance.

**APPENDIX A
NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS.

MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity..



Daily complete a Simple Health Survey
 Answer all survey questions every day before you come to work to make sure you are well enough to return safely.

Ask Questions or Share Concerns
 Communicate securely and discreetly with the appropriate department about any questions or concerns you may have related to coronavirus.

SafeWalk
 Allow friends and family to virtually escort you to your intended destination and notify them when you arrive.



Get WorkSafe

Download "LiveSafe" using this QR Code:



Please remember to type **Maine Community College System** and then, you will select **Washington County Community College** when registering with the application.

Access COVID-19 Resources
 One-touch access to CDC resources about COVID-19 policies and procedures.

Global 911
 Communicate with local emergency services – no matter where you are in the world.

Please remember to download the application using the QR Code above.

This link will ensure you are able to join the WCCC community.

Information only – not to be included in printed poster: QR Code Link:

https://cdl.livesafe.io/s/key_live_omgEOL6tzoy36qPxSDCF800grun28x?5deepink_path=chooseorg&orgid=6811&sourceid=3&edc=1597092600000&hash=4791277822461