

Request for Proposals (RFP):
Electronic Data Processing and
Telecommunications Equipment Purchase for
County Network Improvements



Benton County, Washington

7122 W Okanogan Place
Kennewick, Washington 99336

Project Contacts:

Robert Heard

Information Technology Assistant Manager

Robert.Heard@co.benton.wa.us

Office: (509) 727-3529

Submittals are due **September 4, 2019 before 4:30 PM (PST)** preferably
by email, as PDF to central.services@co.benton.wa.us.

Scope of Work - Overview:

Benton County Information Technology (IT) is requesting proposals from qualified firms to provide quotes for electronic data processing and telecommunications equipment needed to improve how the internet, data and voice networks are configured within the County's network. Internet usage continues to rise as County business uses more and more cloud-based solutions to serve the public. In order to increase internet bandwidth and to future proof the County's network, IT needs specific electronic data processing and telecommunications equipment to improve network visibility, security and reliability. IT's first of three phases addresses network equipment needed to increase the County's internet bandwidth.

Final selection will be based on evaluation of the written proposal. The evaluation process is further outlined in the proposal specifications. All firms submitting proposals will be notified as to their status upon completion of the process.

Proposals will be received at Benton County IT, 620 Market Street, Prosser, WA 99350. Proposals may be submitted in person, by mail, by email, or by fax but MUST be received prior to 4:30 p.m. on Wednesday, September 4, 2019.

Copies of the Request for Proposals (RFP) packet may be obtained from Benton County IT by request at the above stated address or may be obtained and then printed from the internet website of: ([http://www.co.benton.wa.us/Purchasing_\(RFP_RFQ\)](http://www.co.benton.wa.us/Purchasing_(RFP_RFQ))) Proposals must be submitted on the form provided (additional pages may be added if additional space is needed to respond to all items – please reference question number). It is the vendor's responsibility to check the website for or inquire about possible amendments to the RFP as a complete vendor distribution list will not be kept. For the purpose of this document, vendor and contractor are those entities representing the submission of a response to this RFP.

Benton County reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate Benton County to pay any costs incurred by respondents in the preparation and submission of a proposal. In addition, this RFP does not obligate Benton County to accept or contract for any expressed or implied services.

If you have questions about preparing or submitting a proposal, please contact Robert Heard in the Benton County IT department at (509) 727-3529 or by email: robert.heard@co.benton.wa.us.

Objective of this RFP:

BENTON COUNTY IT invites you to submit quotes for electronic data processing and telecommunications equipment needed to improve how the internet, data and voice networks are configured within the County's network. Proposals submitted in response to the specifications contained herein shall comply with the instructions and procedures outlined within the RFP. Proposals will include four (4) Cisco Integrated Services Routers (ISR) model number 4431 (4GE, 3NIM, 8G Flash, 4G DRAM, IPB) with dual power supplies together with NEMA 5-15P AC power cords. Licensing will consist of two (2) Cisco ISR 4400 series with IP Base, Security Based and Performance on Demand licenses. The other two (2) Cisco ISR 4400 series routers will need voice capable licensing which includes two (2) IP Base, Performance on Demand, CUBE – 1 Standard Trunk Session, SWSS UPGRADES CUBE Standard Truck Single Session – 1 S, and Unified Communication licenses. All reoccurring SmartNet subscription licensing will be co-termed to expire on December 31, 2020. Also, this proposal

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will include two (2) Meraki MX250 Router/Security Appliances with five (5) year Enterprise licenses and support. Also, the County will need responses for three (3) Meraki MS425-16 L3 Cloud Managed 16x 10G SFP+ switches, thirty-seven (37) Meraki MS350-48FP L3 Stack Cloud Managed 48x GigE 740W PoE switches with dual power supplies, eleven (11) Meraki MS350-24P L3 Stack Cloud Managed 24x GigE 370W PoE switches with dual power supplies - NEMA 5-15P power cords, and four (4) Meraki MS120-8FP 1G L2 Cloud Managed 8x GigE 124W PoE switches. All Meraki switches are to include five (5) year Enterprise Licenses.

The following items will be needed:

Descriptions		Number of Items
ISR4431/K9	Cisco ISR 4431 (4GE,3NIM,8G FLASH,4G DRAM,IPB)	4
CON-SNT-ISR4431K	SNTC-8X5XNBD Cisco ISR 4431 Co-Termed to Dec 31 2020	4
PWR-4430-AC	AC Power Supply for Cisco ISR 4430	4
CAB-AC	AC Power Cord (North America), C13, NEMA 5- 15P, 2.1m	4
MEM-FLSH-8G	8G eUSB Flash Memory for Cisco ISR 4430	4
MEM-4400-DP-2G	2G DRAM (1 DIMM) for Cisco ISR 4400 Data Plane	4
NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	4
MEM-44-4G	4G DRAM (1 x 4G) for Cisco ISR 4400	4
SISR4400UK9-169	Cisco ISR 4400 Series IOS XE Universal	4
PWR-4430-AC/2	AC Power Supply (Secondary PS) for Cisco ISR 4430	4

SL-44-IPB-K9	IP Base License for Cisco ISR 4400 Series	4
SL-44-SEC-K9	Security License for Cisco ISR 4400 Series	2
FL-44-PERF-K9	Performance on Demand License for 4400 Series	4
CUBE-T-STD	CUBE - 1 Standard Trunk Session License	2
CON-ECMU-CUBETSTD	SWSS UPGRADES CUBE Standard Trunk SingleSession - 1 S	2
SL-44-UC-K9	Unified Communication License for Cisco ISR 4400 Series	2
MX250-HW	Meraki MX250 Router/Security Appliance	4
LIC-MX250-ENT-5YR	Meraki MX250 Enterprise License and Support, 5YR	4

Evaluation Process:

The Evaluation team will consider how well the vendor's proposed solution meets the needs of the County as described in the vendor's response to each requirement. It is important that the responses be clear, concise and complete so the evaluators can adequately understand all aspects of the proposal in a concise manner. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, the evaluation process shall be a competitive negotiation process as outlined in RCW 39.04.270. The County also reserves the right to reject all proposals and to solicit a wider field of vendors if the first RFP's received are both inadequate and too costly.

This RFP provides general and technical information as well as the required format for responses. Your submitted response will be the primary source of information used for system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, either written or verbal, will be considered part of your proposal.

Upon selection, that vendor will submit a copy of their IRS Form W-9 and become a member of Municipal Research and Services Center (MRSC) Roster (<https://mrscrosters.org/>). Benton County reserves the right to reject any or all submittals, and to waive any irregularities or information in the evaluation process. The final decision is at the sole discretion of Benton County

Instruction to Vendors:

This section contains the information required to submit a responsive proposal. Please read this section carefully.

Submitting Proposals

Please have your proposal delivered to us prior to 4:30 p.m. on Wednesday, September 4, 2019. Proposals may be delivered in person, by mail, email, or fax. All questions regarding this Request for Qualifications & Quotations should be directed to:

Benton County Information Technology

620 Market Street

Prosser, WA 99350

Central.Services@co.benton.wa.us

Office: (509) 786-5603

Fax: (509) 736-2737

1. Each vendor, by submitting a proposal, represents that:

- a. This RFP has been read and is fully understood.
- b. The proposal submitted is based upon understanding of the specifications requirements as described in this RFP.
- c. In the event of any litigation which arises from this RFP, venue shall be in Benton County, Washington.
- d. Vendors shall promptly notify the County of an ambiguity, inconsistency or error which they may discover upon examination of this RFP.
- e. Vendors requiring clarification or interpretation of any section(s) contained in this RFP shall make a written request via mail, email or fax to the County to be received by the deadline described in the Schedule of Events. Written inquiries regarding clarification should be addressed attention "Network Equipment"; address noted above.

2. Written requests for clarification must be received by the County prior to August 30, 2019.

3. Any interpretation which results in a correction or change of this RFP will be made by written addendum from the County.
4. All addenda will be issued by the County via email or delivery to all vendors who receive the original RFP. Addenda will be immediately posted on Benton County's website www.co.benton.wa.us.
5. A point-by-point response to all numbered sections, bulleted sections, subsections, paragraphs, subparagraphs, and appendices shall be submitted by each vendor in order to be considered for selection. Vendors are encouraged to organize proposals into sections following the format of this RFP, with tabs separating each section. If no exception, explanation or clarification is required in the vendor's response to a specific subsection, vendor shall indicate so in the point-by-point response with the following: "Vendor' s Name understands and will comply."

6. Proposals should be complete to the degree that: 1) all the information sought by this RFP is supplied in the order requested, and 2) all responses which constitute "claims" relative to product performance are substantiated by appropriate documentation.
7. Each proposal must be submitted in one (1) original copy to Benton County IT. Proposals must be received by 4:30 p.m. on Wednesday, September 4, 2019. Proposals received after this time will not be accepted for consideration.
8. All proposals will be reviewed by an evaluation team using the following criteria when evaluating your response to this RFP. This is not to be considered an inclusive list.
 - a. Cost.
9. The above will be evaluated for ability to meet County needs and cost. NOTE: NON-COMPLIANCE WITH SPECIFIED PROPOSAL FORMAT REQUESTS MAY AFFECT EVALUATION OF YOUR SUBMISSION. The County may choose not to evaluate a proposal which fails to comply with proposal requirements stated in the "Project Overview".
10. Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the County are entirely the responsibility of the vendor. The County is not liable for any expense incurred by vendors in the preparation and presentation of their proposals.
11. All materials submitted in response to this RFP become the property of the County upon delivery to the Evaluation Committee and are to be appended to any formal documentation which would further define or expand any contractual relationship between the County and vendor resulting from this RFP process.
12. The County encourages free and open competition among vendors. Whenever possible, specifications, proposal requests and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the County's needs and the accomplishment of technically sound, cost-effective services.
13. The vendor's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion of other eligible vendors and without effort to preclude the County from obtaining the lowest possible competitive price.
14. The County will execute a contract with the successful vendor. The RFP, vendor's response, the best and final offer, and formal addenda to the RFP will be included in the contract documents.

Appeals

Vendors who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the Benton County Information Technology Department. The appeal must be received within five (5) business days of the Notice of Award or disqualification. Appeals should be sent to the following address:

**Benton County IT Appeal
Electronic Data Processing and Telecommunications Equipment for
County Network Improve**

620 Market Street
Prosser, WA 99350
Central.Services@co.benton.wa.us
Office: (509) 786-5603
Fax: (509) 736-2737

The appeal must describe the specific citation of law, rule, regulation, or practice upon which the protest is based. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The County will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the County from executing a contract with any other vendor.

Schedule of Events

All times set forth herein are Pacific Time. Hard copy responses and related materials must be delivered prior to 4:30 p.m. on Wednesday, September 4, 2019 as specified in the RFP. Late responses will be rejected at the sole discretion of the County. An approximate schedule which is subject to change for selection is as follows:

Milestone	Date
Issue Request for Proposal:	August 20, 2019
Deadline for Questions:	August 29, 2019
County Responses Released to Vendors via internet website:	August 30, 2019
RFP Proposals Due Prior to:	4:30 p.m. on Wednesday, September 4, 2019
Vendor Selection:	September 17, 2019

Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing and directed to the same individual and address. Proposals cannot be changed or withdrawn after the time designated for receipt.

Security of Information

All information and data furnished to the vendor by the County, and all other documents to which the vendor's employees have access during the term of the contract, in any way connected to this RFP and/or project, shall be treated as confidential to the County. Any oral or written disclosure to unauthorized individuals is prohibited.

Deadline for Questions

In order to make information available to all proposing vendors, no questions will be entertained past August 29, 2019. All questions and answers will be posted on the internet website for review by all vendors by August 30, 2019.

RFP Submission

Please submit one (1) original copy of your proposal, in its entirety, to the contact address below prior to 4:30 p.m. on Wednesday, September 4, 2019.

Benton County Information Technology

620 Market Street

Prosser, WA 99350

Central.Services@co.benton.wa.us

Office: (509) 786-5603

Fax: (509) 736-2737

Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the County and the successful vendor.

Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Any unauthorized or oral communications will be considered unofficial and non-binding on behalf of the County. Vendors should rely only on written statements issued by the RFP Coordinator:

Robert Heard

Information Technology Assistant Manager

Robert.Heard@co.benton.wa.us

Office: (509) 727-3529

FAX: (509) 736-2737

Right of Selection/Rejection – Waiver of Informalities or Irregularities

The County reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the County. Selection of a vendor solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

RFP Revisions

The County reserves the right to change the schedule or issue amendments to the RFP at any time. The County also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be emailed to all vendors who have submitted a letter of intent to bid.

Statement of Confidentiality

Under Washington State Law, the documents, including but not limited to written, printed, graphic, electronic, photographic or voicemail materials and/or transcriptions, recordings or reproductions thereof, submitted in response to this Request for Proposals (herein known as the "documents") become public record upon submission to the County. The documents will also be subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the County's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the services as described.

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, and will be considered independent of all other proposals.

Contract Award and Execution

The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood the proposal will become a part of the official file on this matter without obligation to the County.

The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the County and the vendor, will become part of the contract documents. Additionally, the County will verify vendor representations appearing in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.

BID SHEET

Item Number	Descriptions		Number of Items	Cost per Item	Total Costs
1	ISR4431/K9	Cisco ISR 4431 (4GE,3NIM,8G FLASH,4G DRAM,IPB)	4		
2	CON-SNT-ISR4431K	SNTC-8X5XNBD Cisco ISR 4431 Co-Termed to Dec 31 2020	4		
3	PWR-4430-AC	AC Power Supply for Cisco ISR 4430	4		
4	CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	4		
5	MEM-FLSH-8G	8G eUSB Flash Memory for Cisco ISR 4430	4		
6	MEM-4400-DP-2G	2G DRAM (1 DIMM) for Cisco ISR 4400 Data Plane	4		
7	NIM-BLANK	Blank faceplate for NIM slot on Cisco ISR 4400	4		
8	MEM-44-4G	4G DRAM (1 x 4G) for Cisco ISR 4400	4		
9	SISR4400UK9-169	Cisco ISR 4400 Series IOS XE Universal	4		
10	PWR-4430-AC/2	AC Power Supply (Secondary PS) for Cisco ISR 4430	4		
11	SL-44-IPB-K9	IP Base License for Cisco ISR 4400 Series	4		
12	SL-44-SEC-K9	Security License for Cisco ISR 4400 Series	2		

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13	FL-44-PERF-K9	Performance on Demand License for 4400 Series	4		
14	CUBE-T-STD	CUBE - 1 Standard Trunk Session License	2		
15	CON-ECMU-CUBETSTD	SWSS UPGRADES CUBE Standard Trunk SingleSession - 1 S	2		
16	SL-44-UC-K9	Unified Communication License for Cisco ISR 4400 Series	2		
17	MX250-HW	Meraki MX250 Router/Security Appliance	2		
18	LIC-MX250-ENT-5YR	Meraki MX250 Enterprise License and Support, 5YR	2		
				Grand Total	

Vendor Signature Form

DATE AVAILABLE: _____

BID SUBMITTED BY: _____

(Company Name)

SIGNATURE: _____

NAME PRINTED: _____

TITLE: _____

ADDRESS OF BIDDER: _____

PHONE: _____

EMAIL: _____

DATE OF BID: _____