

**Request for Proposal
Telecommunications Network Audit & Evaluation
HACC- Central Pennsylvania's Community College**

September 30, 2008

HACC Solicitation: 09-19

I – General Information

Harrisburg Area Community College (HACC or the college) is a public, not-for-profit educational institution. The college has an enrollment of approximately 19,000 students in both credit and non-credit programs and has five campuses located throughout Central Pennsylvania; Harrisburg [Wildwood, Midtown, and Penn Center Campuses], Gettysburg, Lebanon, Lancaster, and York.

As part of the continuing growth of the college and in conjunction with the implementing of the 10 year master plan, HACC is in need of a thorough evaluation and audit of their existing voice and data infrastructure as well as an objective and vendor-independent analysis of potential replacement systems for its telecommunications.

The general requirements of this assignment are listed below and more fully described in the Scope of Work, Section V.

- A. Perform an audit and inventory on the existing telecommunications systems; voice and data.
- B. Make recommendations for the repair, replacement or upgrades to the existing voice and data network to accommodate future needs.
- C. Develop a College-wide strategic plan for a comprehensive integrated telecommunications system including schematic plans and budget estimates for the implementation of the proposed plan.

II – Response Date

Responses to this Request for Proposal are due no later than **3:00pm, November 4, 2008** and are to be addressed and delivered to:

Mr. Tomas Fogarty, Chief Procurement Officer
HACC, Central Pennsylvania's Community College
One HACC Drive
Room 130, Whitaker Hall
Harrisburg, PA 17110

Please provide five (5) copies of your response and your submission.

III – Questions

All questions regarding this Request for Proposal are to be directed to the Owner's Representative:

Mr. William P. Morgan
Eastern pcm, LLC
Phone: (717) 233-3816
Fax: (717) 233-1666
bmorgan@easternpcm.com

IV – Proposal Requirements

The follow information is to be included in your response to this Request for Proposal.

- i. Company Profile
- ii. Experience in the delivery of similar services as requested in this RFP.
- iii. Provide an example of a system evaluation and report as required under the Scope of Work- Section V, that your firm has previously prepared.
- iv. Identify the person or persons that will be responsible for delivering these services. Include resume and qualifications.
- v. Provide three references or three similar projects that your firm has provided these services for/on.

V – Scope of Work

A. Existing Infrastructure Audit and Evaluation

- i. Inventory all existing voice and data systems at the five (5) HACC campuses; Harrisburg [Wildwood, Midtown, and Penn Center Campuses], Gettysburg, Lebanon, Lancaster, and York.
- ii. Evaluated the condition of the existing systems (hardware and software).
- iii. Interview faculty and staff to review features of the existing systems and log recommendations regarding features and deficiencies.
- iv. Examine current bandwidth and historical usage.

- v. Provide a final report indentifying:
 - a) System components/inventory
 - b) List of features and deficiencies
 - c) Recommended improvements to the existing infrastructure
- B. Define new/improved College-wide voice and data network
 - i. Project the expansion of the system/network based upon forecasted growth.
 - ii. Identify changes to the existing infrastructure that would be required to accommodate projected growth.
 - iii. Identify additional features that would be recommended to resolve deficiencies or improve efficiency or effectiveness.
 - iv. Analyze and research several proposed solutions and prepare detailed reports containing advantages, disadvantages and cost estimates for each solution researched.
 - v. Provide a detailed listing of all components of the proposed solutions.
 - vi. Final report will be comprehensive and sufficient to develop documents to construct the proposed system. Plans and specifications are to be included.
- C. Cost to implement and maintain
 - i. Provide budget to construct the system as proposed.
 - ii. Provide estimated cost to own and maintain the system as proposed.
 - iii. Provide detailed list of the system components.

VI – Fee & Schedule

- A. State your proposed fee for the services as outlined in the Scope of Work-Section V.
- B. State the time required to perform the services.

VII – Acceptance of Proposal

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Proposer's response to this RFP.

VIII – Evaluation & Award

Proposals will be evaluated by HACC's Purchasing and Information Technology Department. Award will be made based upon experience, qualifications, and fee.

It is expected that formal award will be made by HACC's Board of Trustees at the December 2, 2008 meeting.