



Township of Union Public Schools

Office of Information and Technology
Donna Restivo, IT Manager, Sys Admin

June 27, 2013

Please include a Board resolution for awarding the RFP to Provide Technical Services for the 2013-2014 School Year to Promedia Technical Services, Inc. All required documentation for award is provided.

Award:

Rate: \$140.00 per hour for regular technical servicing and \$200 per hour for emergency, overtime and Holiday, not to exceed 200 hours.

If you have any questions or concerns, please contact me.

Thank you.

Donna Restivo

TOWNSHIP OF UNION BOARD OF EDUCATION
2369 Morris Avenue
Union, New Jersey 07083

REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL
TECHNICAL SERVICES FOR THE 2013-2014 SCHOOL YEAR

The Union Board of Education is seeking Professional Technical Services from a vendor that will provide one or more network technicians on an "as needed" basis. The support provided will be to supplement UBOEs existing resources in the management of their network resources and or the installation/configuration of new devices or software products.

All work performed will be under the supervision and direction of the I.T. Department.

The tasks technicians may perform include but are not limited to;

- Network scanning for vulnerability and patch management assessments.
- Network audits and assessments.
- Installation and configuration of wireless AP's and appliances.
- MS Exchange administration and migration.
- Wireless network surveys and assessments.
- WAN and router configuration and troubleshooting.
- Network design and consulting (LAN & WAN).
- Server OS migration with proficiency in VMWare
- Voice over IP, QOS, call manager administration, configuration and support
- Installation of application software to the fileserver.
- Installation and configuration of fileserver software
- Firewall Installation, Configuration and Troubleshooting.
- Network performance issues.
- Network management training.

Proposals must be in writing and must contain hourly rates for services provided, not to exceed 180 hours. Rates provided **MUST** indicate a single regular hourly time, overtime and holiday time. This is a unit price bid. Please complete the proposal sheet in its entirety, **NO EXCEPTIONS**. All fee proposals shall be fixed for one (1) year from the date of the award and may not change or be withdrawn except by the permission of the Board. There will be no billing for a minimum number of hours. The contracted services will be effective July 1, 2013 – June 30, 2014 between the hours of 8am-4pm, Monday-Friday. The successful vendor will provide staff with the appropriate workplace and tools necessary to complete the tasks identified by the Union Board of Education. Hourly rates shall be all inclusive. Proposal must include response times to emergency and regular service calls. **No other charges are permitted; i.e. travel time, etc.**

Proposals shall contain a Certificate of Employee Information Report (AA) and a Business Registration Certificate, a W-9 and a Curriculum Vitae or firm resume for all who may be assigned to handle these matters. Provider is required to provide proof of general liability and worker's compensation coverage. The Company shall sign a statement that it shall indemnify, defend and hold the district harmless from any and all liabilities for any claims which may arise as a result of the engagement or services of the Company.

Proposals shall be compared for award purposes based upon a total of extended prices. The Board of Education reserves the right to award amounts and quantities in its best interest up to the maximum quantity stated above. Invoicing and billing will be debited against an open Purchase Order as it is utilized. The Board shall have the option of terminating engagement upon thirty (30) days notice to the Provider.

The following are all the locations that work may performed:

Union High School
2400 North Third Street
(primary location)

Hannah Caldwell School
1120 Commerce Avenue

Burnet Middle School
1000 Caldwell Avenue

Livingston School
900 Midland Boulevard

Kawameeh Middle School
500 David Terrace

Washington School
310 Washington Avenue

Battle Hill School
2600 Killian Place

Central Five/Hamilton School
500 Hilton Avenue

Connecticut Farms School
875 Stuyvesant Avenue

Administration Building
2369 Morris Avenue

Franklin School
1500 Lindy Terrace

Hamilton School
1231 Burnet Avenue

Requirements: MCSE 2003, CCNA, CCVP or CCIE (written), Network + Certification, 5+ years experience with Cisco routers and switches, 5+ years experience with Network monitoring, 5+ years experience with Firewalls/Proxy services, 5+ years MS Network design and implementation, strong knowledge of IP addressing, subnetting, etc. IPSec VPN, QoS, ASA/PIX, MS Exchange 2003 & 2007, proficiency on ESX server & virtualization using VMWare & windows 2003/2008 servers. Proof of certifications required upon request. Partnerships required: Cisco Premier Certified, Microsoft Gold Certified & Sophos

Proposals will be opened and read aloud in the Board of Education Conference Room at the Administration Building, 2369 Morris Avenue, Union, New Jersey on **Wednesday, June 10, 2013 at 11 a.m. Your proposal must be received prior to that date and time.** Two original proposals shall be submitted by regular or overnight mail – no e-mailed or faxed proposals will be accepted.

Any questions or requests for clarification regarding bid process and procedure may be submitted to James J. Damato, Board Secretary/General Counsel, Township of Union Board of Education, 2369 Morris Avenue, Union, New Jersey 07083; 908-851-6411. Any technical questions or assignment-related questions may be submitted to Donna Restivo, I.T. Department at 908-851-6424.

June 7, 2013

Mr. James Damato
Township of Union Board of Education
2369 Morris Avenue
Union, NJ 07083

Ref: Technology RFP to provide Professional Technical Services for the 2013-2014 School Year

Dear Mr. Damato,

Promedia is pleased to provide you with this pricing proposal for the upcoming 2013-2014 for Professional Services as per the requirements outlined in your Request for Proposal.

Standard Coverage: Monday through Friday 8:00am to 4:00pm

- Hourly Rate: 140.00 per hour

Overtime, Emergency, and Holiday Rate:

- Hourly Rate: \$200.00 per hour

Response Times:

- Within 4 hours for remote support
- Within 24 hours for onsite response

Attached to this response, you will find the required documentation requested within the RFP. I hope you find this proposal satisfactory and I thank you for the opportunity to respond to your request for services.

Best regards,



Brian Byrd
Sr. Account Executive