



REQUEST FOR PROPOSALS

RFP# 2023-11-04 Multi-Protocol Label Switching solution for City of Huntington Facilities

The City of Huntington (“City”) is seeking proposals from qualified offerors to implement and manage a Multi-Protocol Label Switching solution with 10 Gbps of broadband for data connectivity between multiple City buildings. The MPLS service provider shall fully implement and manage this MPLS solution (total end-to-end connectivity and service).

Proposals must be submitted through BidExpress.com no later than 10AM local time (EST) on December 12th, 2023. At that time proposals shall be publicly opened in the City Clerk’s office, 800 5th Avenue Room 135, Huntington WV. The City of Huntington reserves the right to reject any and/or all proposals and to waive any informality. All documents submitted become public record. Please notify the city of any part of your proposal would be considered a Trade Secret based on West Virginia Code chapter 29B-1-4.

Questions in regards to this RFP must be submitted to Charles Dennie by email at charlie@bbswv.com no later than 2 PM (EST) on December 5th, 2023.

The service locations in Huntington for this RFP are:

Huntington City Hall - 800 5th Avenue
AD Lewis Center - 1452 AD Lewis Avenue
Safety Town - 1450 Memorial Blvd.
HFD Station #10 - 3131 Washington Blvd.
HPD - 675 10th Street
HFD Station #4 - 1440 Jefferson Avenue
Centennial Station – 839 7th Avenue
Civic Arena - #1 Civic Center Plaza
Municipal Garage (Old Armory Bldg.) – 800 Virginia Avenue

REQUIREMENTS

The following information, as a minimum, shall be included in the proposal package to be considered responsive to the RFP:

1. The person that signs the RFP shall have the authority to negotiate the full scope of the offered services and provisions on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.



2. A statement of understanding of the Scope of Work – address your firm’s ability to comply with all basic requirements listed in the MPLS Network section of the RFP, any unique reliability factors your solution may offer, and the firm’s corresponding adaptability, and ability to meet the City’s needs.
3. Formatted (i.e. diagrams, charts, spreadsheets, etc) responses to each requirement of the MPLS Service Selection Criteria table, in the order listed.
4. MPLS network configuration (your proposed solution) clearly labeled. This should include a concise description of the network architecture, with details of equipment to clarify and define pertinent abilities/characteristics of your MPLS solution.
5. A project plan (including milestones and deliverables, as applicable).
6. Price. Provide a detailed schedule of all fees associated with your firm to complete the scope of work. Provide monthly contract pricing for a standard three year term
7. A Service Level Agreement (SLA). A sample three year service agreement include any optional services available to the City of Huntington.
8. References (Use the reference form provided within BidExpress). List at least three customer references currently using your MPLS service. Indicate the relative size of each (measured by the number of MPLS locations served).

SCOPE OF WORK

MPLS Network: The service provider will carve out an MPLS network for the City of Huntington. This network cloud will be accessible from all previously listed facilities.

Functionality and management requirements for this network are as follows.

Managed Routers

Bandwidth - 10 Gbps of broadband for data connectivity between listed City facilities

MPLS

The following basic requirements are firm and there are NO EXCEPTIONS:

1. MPLS shall comply with RFC 3031, 3032 and 2702.
2. All routers shall be able to be monitored for node up and node down.
3. The Service Provider is responsible for complete installation at each site.
4. The Service provider shall perform Acceptance Testing for each site installation with a City of Huntington representative. The acceptance testing results shall be submitted in writing to the City of Huntington project manager.



5. All circuits shall be monitored and managed by the Service Provider. A three year service contract/Service Level Agreement shall specify the minimal allowable downtime.
6. No wireless connection in the infrastructure
7. The MPLS solution shall provide for future bandwidth expansion.

Evaluation Criteria

- Experience with conducting this type of work (30 points)
- Overall quality and customization of the proposal document (30 points)
- Reference check (10 points)
- Bid price (30 points)

A committee comprised of City employees and broadband consultants will evaluate the proposals and rank each firm using the above point allocation.

Contact with Evaluation Team: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process.

Dan Underwood
City of Huntington, Director of Purchasing