Your Logo Goes Here

Request for Proposal

Project Title

Solicitation No.: ######

Due Date

# 1. OBJECTIVE

The objective of this Request for Proposal (RFP) is to [project overview]. The project includes [equipment, design, delivery, installation, and configuration] of wireless related hardware and software.

# 2. BACKGROUND

Provide a brief background about your organization, its environment, and the current wireless network system including any recent work (surveys, installations, etc.)

[Organization Name] is currently seeking [project overview]. Upon award, the Contractor shall fulfill the requirements and otherwise perform in accordance with all terms, conditions, and specifications as set out in this Request for Proposal (RFP).

# 3. PROJECT LOCATION(S)

This section can be left in or filled out in a Building Inventory sheet (see sample excel sheet).

Mandatory location(s):

Address X

Overview of existing infrastructure. Example: 30,000 sq. ft., three floor building with 30 access points.

Continue for all other mandatory locations.

Optional location(s):

Address X

Overview of existing infrastructure. Example: 30,000 sq. ft., three floor building with 30 access points.

If there are no optional locations, this section can be deleted.

# 4. STATEMENT OF WORK AND DELIVERABLES

*[Choose one of the following sections based on the scope of your project. Expand to include all project requirements.]*

The contractor is expected to procure, provide, and own all Wi-Fi hardware and software required to design, survey, install, operate, manage, and provide help desk support to [Organization Name]

## Design

The contractor is expected to determine access point install locations, antenna types, and configuration settings of equipment based on the survey results.

## Site Survey

The contractor is expected to conduct site surveys for optimal Wi-Fi equipment placement in public accessible areas.

## Installation

The contractor is expected to install all necessary Wi-Fi equipment - including but not limited to cabling, access points, and integration of Internet service and WiFi network.

## Management

The contractor is expected to operate, manage, and provide help desk support from 8:00 AM to 8:00 PM to on-site users. This support should include network management services which cover firewalls, intrusion detection, and monitoring.

**Post-Installation Validation**

The contractor is expected to provide a thorough site survey to develop detailed information addressing the current RF coverage and to determine whether there is sufficient WiFi signal available throughout the facility

# 5. EVALUATION

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Criteria to be considered in the evaluation shall include the items set forth below:

**Technical Proposal**

*1. Competency*

Proposals will be evaluated based on the description provided by the vendor about their understanding of the requirements and their ability to meet those requirements so that the stated goals and objectives can be accomplished successfully.

*2. Experience*

[Organization Name] will be evaluating the vendor’s experience in [WiFi design, surveying, installation, and validation surveying]. The selected vendor is expected to have a track record of conducting such work in other similar buildings with a mix of complex structures involving concrete, metal, glass, and other materials/environments that are generally not conducive to wireless signals.

*3. Quality and Details of Deliverables*

One of the criteria for selecting vendors will be based on the quality and details of the reports generated by the work. [Organization Name] recommends that the vendor proposal contain sample reports.

*4. Recommendations*

Proposals will be evaluated based on the vendor's description of recommendations that will result from their work. [Organization Name] expects the selected vendor to receive specific, actionable, and detailed recommendations focused towards optimizing WiFi signals throughout the facility.

**Pricing Proposal**

Cost and/or price evaluations will be used by the Contracting Officer to determine cost reasonableness and realism, as well as meeting the project’s requirements.

The pricing proposal shall provide a detailed breakdown for the project, including labor rates for personnel, estimated number of trips to location(s), and the number of meetings expected. Quotations submitted shall have validity of 90 calendar days from the date of submission.

# 6. RESPONSES

Responses to this RFP must include Technical and Pricing volumes/sections. All responses to this RFP shall be emailed on or before: proposal due date and time to POC name and email address.

All inquiries for information regarding this procurement, including procedures or proposal submission, shall be directed to POC name and email. The last date for questions shall be date and time.

You can also add guidelines for font, page count, and proposal layout in this section.