



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)**

Project Name

Harford County Circuit Court- Network Bridge Design and Implementation

Project #: 237

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) for the Harford County Circuit Court of Maryland who is seeking a contractor to provide Network Bridge Design and Implementation for the existing, obsolete, Wireless Bridge network connecting the JIS network at the Harford County Circuit Court with the MDF located at the Marriage License Bureau.

Scope of Work

The Contractor will install, configure, and test, a secure, Wireless, network Bridge, to replace the existing Bridge, of at least equivalent, but preferably superior bandwidth and throughput, between the two sites. The line-of-sight is such that, at its current height, vehicular traffic produces interference. The Contractor shall permanently mount the bridge hardware at an elevation that eliminates this type of interference. The Contractor shall also provide the cabling connection from the external antennae to the MDF/IDF on both sides of the bridge.

At a minimum, the installation shall comply with the following standards:

- Electronic Industries Alliance (EIA)
- Telecommunications Industry Association (TIA)
- Building Industry Consulting Service International (BICSI)

Special Instructions:

This work will include the following requirements:

1. DESIGN

- 1.1. The Contractor shall design, install, configure, and test, a secure, Wireless, network Bridge of at least equivalent but preferably superior bandwidth and throughput between the two sites.
 - 1.1.1 Install wireless equipment and peripherals to withstand wind gusts of 75 mph
 - 1.1.2 Complete wireless bridging configuration in 5 GHz spectrum
 - 1.1.3 Wireless bridge design will include Cisco Aironet 1562s operating in point-point bridge mode
 - 1.1.4 All cables will be installed and terminated to BICSI specifications
 - 1.1.5 All cabling used will be to Cisco recommended standard specifications
 - 1.1.6 Lightning arrestors shall be installed per NFPA standards
- 1.2. The vendor will ascertain the bandwidth on existing equipment and design to meet or exceed that capacity. Note that there are a maximum of a six (6) users at the Marriage License Bureau at any one time.
- 1.3. Enable additional TKIP encryption levels for this wireless point-to-point link.
- 1.4. All cables will be labeled designating IDF closet location destinations.

2. INSTALLATION

- 2.1. Contractor shall supply and install all materials required to complete installation with a craftsman like appearance. It is anticipated that the unit at the Harford County Circuit location will be mounted on the outside wall or roof facing the Marriage License Bureau. Line of sight will determine unit's location at the Marriage License Bureau.
- 2.2. Any building surface penetration completed will meet the building owner's requirements.
- 2.3. All work shall be done in a craftsman like manner.
- 2.4. All labeling shall be machine type.
- 2.5. Equipment/cabling must be weather-proof as appropriate.
- 2.6. Vendor will document and test the network and path between sites per BICSI standards.
- 2.7. Cable path(s) shall be determined as a part of the Site Survey process.
- 2.8. Vendor will be responsible for obtaining all permits/permissions to install equipment between sites.
- 2.9. Appropriate cabling/terminations to be provided on both ends to connect to JIS equipment. This includes main components, mounting hardware, electrical connections, etc. as required to provide a complete installation.

3. TESTING

- 3.1. All cables installed will have a cable test completed and noted in a final report. (Note: This is not a cable continuity test).
- 3.2. Completed network must be tested as per BICSI standards.
- 3.3. Final report will list the peak dB signal strength
- 3.4. Final complete report will include any concerns regarding installation or Fresnel zone obstructions
- 3.5. Final report will include all parts and testing equipment used during the installation and peaking, including laptop operating system and software.

4. OTHER REQUIREMENTS

- 4.1 Contractor will also provide a brief spectrum analysis output capture for the frequency range used at the time of installation.
- 4.2 Contractor must include and Bill of Materials with the offer particularly identifying make and model of any electronics not specified in this SOW.
- 4.3 Vendor will warranty solution for parts and labor for one year.
- 4.4 Working hours- The work is expected to take place during regular business hours. Aafter business hours (nights and weekends) may be required for cutover purposes.

5. Security Requirements

All contractor personnel working at Judiciary locations must have a Judiciary approved criminal background check prior to beginning work with the Judiciary, and may be subject to rejection as a result of the background check.

6. Location

Harford County Circuit Court,
20 W. Courtland St.
Bel Air, MD 21014

Harford County Marriage License Bureau
7 W. Courtland St.
Bel Air, MD. 21014

7. General

- **Project POC**
JIS Project Manager, David Hill
- A Mandatory Walk-Through Conference will be held on **July 26, 2018 beginning at 10:00 am**, at Harford County Circuit Court, 20 W. Courtland St., Bel Air, MD 21014
- **Contract Type**
The resulting contract shall be for Fixed Price.
- **Contract Term**
The Contract resulting from this RFP shall begin **upon execution** and extend for a base period of **one year**.
- **Procurement Officer**
The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Karen Hoang, Procurement Officer
Administrative Office of the Courts
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

8. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for labor, materials, and services proposed to provide a fully functional system. See Appendix A for price proposal.

9. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 7, no later than **no later than 2:00 PM (local time) on August 6, 2018** in order to be considered.

10. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Technical Solution
- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Worksheet

Offeror shall submit a complete quote for this project. AOC will not pay for any charges not included in the quote.

Item	Description	Price	Unit	Quantity	Extension
1	Wireless Network Bridge		Lump Sum (LS)	1	

Fully loaded fixed price shall include all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	
Telephone	Email address
Federal Tax Identification #	