



REPORT TO

REGULAR BOARD

## AWARD OF REQUEST FOR PROPOSAL FOR WIFI EQUIPMENT AND TENDER FOR NETWORK CABLING AND INSTALLATION SERVICES

“LORD our God, all this abundance that we have provided for building you a temple for your Holy Name comes from your hand, and all of it belongs to you.”  
1 Chronicles 29:15-17.

Created, Draft	First Tabling	Review
March 20, 2015	June 11, 2015	
J. Di Fonzo, Senior Coordinator, Technical Services K. Chung, Senior Manager, Network / IT Security Infrastructure L. DiMarco, Superintendent of 21 <sup>st</sup> Century Learning and AICT M. Farrell, Coordinator, Materials Management P. De Cock, Comptroller of Business Services		
<b>RECOMMENDATION REPORT</b>		

### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

### Mission:

*The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*



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## A. EXECUTIVE SUMMARY

The requirements for the WiFi Infrastructure Solution for Elementary Schools were issued as a public Request for Proposal (RFP) for the WiFi equipment, services, maintenance and support and also a Tender for the cabling and installation of the WiFi access points. The evaluation of the submitted proposals and bids was recently completed.

This report recommends that the contract for the supply of WiFi networking infrastructure products, services and on-going maintenance and support be awarded for a five (5) year term to the lowest cost and highest scoring proponent best meeting the Board requirements being Access2Networks.

And, that the Tender for the cabling and installation of the WiFi access points be awarded for a three (3) year term with two additional 1-year renewal options to the lowest cost bid meeting the Board requirements being Bell.

The estimated cost of the equipment and services including on-going maintenance and support for the build-out of the WiFi networking infrastructure to all Elementary School classrooms is \$1,907,645.00 including net taxes. The bid price for the required network cabling and installation of the WiFi access points for the WiFi infrastructure for the Elementary Schools is \$1,409,617.00 including net taxes. A contingency of \$300,000 will be carried in the project budget for any solution customizations required to accommodate site specific conditions. The total estimated project cost is as follows:

<b>Item</b>	<b>Estimated Cost</b>
WiFi equipment, services, maintenance and support	\$1,907,645.00
Cabling and installation of WiFi access points	\$1,409,617.00
Contingency	\$300,000.00
<b>TOTAL Estimated Project Cost</b>	<b>\$3,617,262.00</b>

This will be funded from the ICT budget over three (3) consecutive budget years beginning in 2014-2015 provided the level of budget allocation to the ICT budget remains the same over this period.

## **B. PURPOSE**

1. The remaining efforts to complete the WiFi networking in all TCDSB classrooms is the work and project currently underway to provide WiFi networking in the Elementary School buildings and the portable classrooms.
2. The WiFi networking for Elementary Schools project was launched in January 2014. The on-site implementations are expected to start in May 2015 with completion expected by December 2016.
3. One of the first tasks was issuing a Request for Proposal for the required equipment and services for the WiFi infrastructure solution and Tender for the required network cabling and installation services.
4. This project represents a significant strategic initiative.

## **C. BACKGROUND**

1. In January 2014, an information report presented to the Board of Trustees provided an update on the completed and on-going projects to complete the system-wide WiFi networking infrastructure for the TCDSB.
2. The project to provide full WiFi coverage to all classrooms in the main buildings of all Secondary Schools was completed in December 2012.
3. Through a number of technology initiatives, the Technology Enabled Learning (TEL) project for Grade 7/8 classes and the Special Education Assistance (SEA) program, partial WiFi coverage is available in all Elementary Schools covering a few classrooms but not full WiFi coverage of all classrooms.
4. Providing full WiFi coverage in all classrooms in all school buildings including portable classrooms was identified as the highest priority technology initiative for the Elementary Schools and Secondary Schools.
5. The project to provide WiFi networking to all portable classrooms was started in 2011-2012. This project is expected to be completed by December 2015 and is being coordinated with the Facilities Department portable classroom replacement strategy.

6. The project to provide WiFi networking to all Elementary School classrooms is currently underway. Over the current and the next budget years, 2014-2015, 2015-2016 and 2016-2017, technology funding is earmarked to build-out the WiFi networking infrastructure to all Elementary School classrooms. Once this project, along with the portable classroom project are completed, all TCDSB schools will have a WiFi networking infrastructure that provides full WiFi coverage to all classrooms and portable classrooms. This project is expected to be completed by December 2016.
7. The implementation of the WiFi networking infrastructure to all Elementary Schools requires procurement of the required equipment for the WiFi infrastructure solution and the network cabling and installation services.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. On July 23, 2014, the Toronto Catholic District School Board (TCDSB) issued an RFP (P-141-14) for an Enterprise WiFi Network Infrastructure Solution.
2. The RFP closed on October 9, 2014 with a total of sixteen (16) vendors submitting a proposal which are listed below (in alphabetical order) along with the corresponding WiFi Network Infrastructure Solution:

<b><u>Vendor</u></b>	<b><u>Network Infrastructure Solution</u></b>
1091847 Ontario Ltd.	Alcatel-Lucent
Access2Networks	Aruba
Aruba Networks	Aruba
Bell	Cisco
CDW Canada	Cisco Meraki
Cloud Managed	Cisco Meraki
CompuCom	Cisco
Dell Canada	Dell, Aruba
DNR Group	Hewlett-Packard
IBM	Cisco
Long View	Cisco
OCR	Aerohive
Secure Links	Extreme
Spyders	Aruba
Telus	Aruba
Transformation Networks	Aruba

3. An evaluation committee composed of staff from the Technical Services Department and the Materials Management Department met to evaluate the proposals. The RFP evaluation process consisted of three stages.
4. The first stage of the evaluation involved a review of the proposals for compliance with the mandatory technical requirements. Two (2) vendor proposals were determined to be non-compliant and the remaining fourteen (14) vendor proposals met the requirements of the first stage and the process continued to the next stage.
5. The second stage of the process was a thorough review and evaluation of the written proposals. The proposals were scored based on the rated requirements which included WiFi network infrastructure solution objectives and requirements, ease of deployment, integration, management, performance, high-availability, scalability, reporting, technical support, company profile, references and differentiators. Scoring was also conducted on the price of the proposed bill of materials for the hardware, software licenses, on-going maintenance and technical support for the complete WiFi network infrastructure solution for the Elementary Schools.
6. At the conclusion of the second stage, the five (5) highest scoring proposals had proposed either an Aruba or Cisco WiFi solution. The two highest scoring proposals, one from each of the two (2) WiFi solutions were short-listed to proceed to the third and final stage of the evaluation process. The two shortlisted vendors, Access2Networks (Aruba WiFi solution) and CompuCom (Cisco WiFi solution), were interviewed in order to understand more fully the various aspects of their proposal and to establish the basis for a proof of concept demonstration of the proposed solution.
7. In this final stage, each vendor was required to setup a proof of concept implementation on-site in order to allow the TCDSB technical staff and evaluation committee to thoroughly test the proposed solution. A test plan was executed to confirm compliance with the RFP specifications and that the solution would meet the requirements for the school classroom environment.

8. At the conclusion of stage three, the RFP evaluation committee reviewed the results of the proof of concept and determined that Access2Networks and the proposed Aruba WiFi solution had provided the best technical solution for the project and received the overall highest score. The evaluation recommends award to the lowest cost and highest scoring proponent best meeting the Board requirements being Access2Networks.
9. The estimated cost of the equipment and services including on-going maintenance and support for the build-out of the WiFi networking infrastructure to all Elementary School classrooms is \$1,907,645.00 including net taxes.
10. With the proposed equipment for the WiFi Infrastructure selected, on February 19, 2015 a Tender (P-024-15) was issued with the requirements for the cabling and installation of the WiFi access points for the Elementary Schools and unit pricing for on-going requirements of cabling and installation services.
11. The Tender closed on March 17, 2015 and one bid was received.
12. A bid review committee composed of staff from the Technical Services, Materials Management and Facilities Departments reviewed the bid submitted from Bell. The bid satisfactorily meets all mandatory requirements and technical specifications and the price is in line with cost estimates for this size of project and included scope of work.
13. The bid review committee recommends that the Tender for the cabling and installation of the WiFi access points be awarded to the lowest cost bid meeting the Board requirements being Bell.

## **E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. An internal Project Manager will be assigned to oversee the project implementation and establish the project schedule.

2. A communications plan will be developed to ensure schools are provided relevant updates about this project and are advised and informed in advance about on-site work that would affect the local school end-user community.
3. The recommended vendors, Access2Networks and Bell will be engaged in the design and implementation of the WiFi infrastructure solution and start the pilot implementations at two Elementary Schools.

## **F. STAFF RECOMMENDATION**

1. This report recommends that the contract for the supply of WiFi networking infrastructure products, services and on-going maintenance and support be awarded for a five-year term to the lowest cost and highest scoring proponent best meeting the Board requirements being Access2Networks.
2. And, that the Tender for the cabling and installation of the WiFi access points be awarded for a three (3) year term with two additional 1-year renewal options to the lowest cost bid meeting the Board requirements being Bell.