



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

**Seven Oaks School Division**  
**Request for Proposal for**  
**PRIVATE WIDE AREA NETWORK BUILD**

**RFP ID: RFP001**

**Date of Issue: September 17, 2011**

CLOSE DATE: 12:00 p.m. CST October 21, 2011

CLOSING LOCATION: Seven Oaks School Division Board Office  
830 Powers Street  
Winnipeg, Manitoba R2V 4E7

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# 1. Statement of Work

## 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a proposal to supply Private Wide Area Network (WAN) services to Seven Oaks School Division (hereinafter "SOSD"). The initial requirement is for connectivity providing redundant symmetric bandwidth to twenty-five (25) locations. Submissions are requested for a high speed network solution using fiber optics and/or wireless communication. A single Proposer may quote both fiber optic and wireless technology or a mix of both technologies. The RFP provides service providers with the relevant requirements of the solution. A complete list of locations and their addresses is attached to this document as Appendix A. A diagram of our existing wireless network is attached as Appendix B.

SOSD is seeking a high bandwidth, cost-effective wide area network to improve existing and provide new capabilities. Specifically, SOSD requires the ability to offer centralized services to all buildings.

To meet its goal of providing its end users and service infrastructure with higher bandwidth and reliability, RFP submissions must meet the following requirements:

- Division wide high speed network access scalable to 10 Gb;
- A secure private wide area network;
- Scalability for
  - Voice Over Internet Protocol,
  - Streaming Video,
  - Video Security Cameras, and
  - Video Conferencing;
- A design that positions the Division with a solution for a minimum of twenty years.

## 1.2 Coverage and Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at Seven Oaks School Division. Seven Oaks School Division reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

# 2. General Information

## 2.1 Original RFP Document

Seven Oaks School Division shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

## 2.2 The Enterprise

Seven Oaks School Division is an urban school division with a Division Office building, a Service Centre, an Educational Resource Centre, and twenty-one school buildings located in the city of Winnipeg and one school building located in the Rural Municipality of West St. Paul. Seven Oaks School Division is located in the North West corner of Winnipeg. The Province has just approved a 22 school that will be located in the Amber Trails neighbourhood on Templeton Avenue west of Pipeline Road. SOSD has approximately 10,500 students and 1,500 staff.

## 2.3 Existing LAN/Internet Environment

The following is an overview of our current LAN environment. Currently, BZERC and Victory School are connected to the School Board Office by fiber. The Division has a wireless network that was purchased from Terago in 2005. The Division has a fiber connection to MERLIN for the provision of our internet services.

Building	Address	Band Width	Other
Arthur E Wright Community School	1520 Jefferson Ave	10 Mbps	
École Belmont School	525 Belmont Ave	10 Mbps	
Collicutt School	75 Cottingham St.	10 Mbps	
Constable Edward Finney School	25 Anglia Ave	10 Mbps	
Edmund Partridge Community School	Kingsbury and Main	10 Mbps	
Elwick Community School	30 Maberley Road	10 Mbps	
Forest Park School	130 Forest Park Dr	10 Mbps	
Garden City Collegiate	711 Jefferson	100 Mbps	
Governor Semple School	150 Hartford Avenue	10 Mbps	
H.C. Avery School	10 Marigold Bay	10 Mbps	
James Nisbet Community School	70 Doubleday Drive	10 Mbps	
École Leila North Community School	20 Allan Blye Drive	10 Mbps	
Maples Collegiate	1330 Jefferson Ave	100 Mbps	
Margaret Park School	385 Cork Avenue	10 Mbps	
O.V. Jewitt Community School	66 Neville Street	10 Mbps	
R.F. Morrison School	25 Morrison Street	10 Mbps	
École Riverbend Community School	123 Red River Blvd.	10 Mbps	
École Seven Oaks Middle School	800 Salter Street	10 Mbps	
Victory School	395 Jefferson Ave	1 GB Mbps	Fiber connection
West Kildonan Collegiate	101 Ridgecrest Ave	100 Mbps	
West St. Paul	3740 Main Street	10 Mbps	
Division Office	830 Powers Street	100 Mbps	Fiber to MERLIN
Service Centre	2536 McPhillips St	100 Mbps	
Ben Zaidman Educational Resource Centre (BZERC)	375 Jefferson Ave	1 GB Mbps	Fiber connection
New Amber Trails School	Templeton Avenue		

## 2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

- |                                     |                              |
|-------------------------------------|------------------------------|
| ○ Issuance of RFP                   | September 17, 2011           |
| ○ Technical Questions/Inquiries Due | October 7, 2011 12:00pm CST  |
| ○ RFP Closes                        | October 21, 2011 12:00pm CST |
| ○ Complete Initial Evaluation       | November 18, 2011            |
| ○ Final Award Notification          | December 14, 2011            |

## 3. Proposal Preparation Instructions

### 3.1 Service Provider's Understanding of the RFP

In responding to this RFP, the service provider accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to SOSD as necessary to gain such understanding. SOSD reserves the right to disqualify any service provider who demonstrates less than such understanding. Further, SOSD reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award prior to contract signing, if an award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to SOSD.

### 3.2 Good Faith Statement

All information provided by SOSD in this RFP is offered in good faith. Individual items are subject to change at any time. SOSD makes no certification that any item is without error. SOSD is not responsible or liable for any use of the information or for any claims asserted therefrom.

### 3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by the specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

**3.3.1 Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between SOSD and service providers as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Seven Oaks School Division  
Attention: Wayne Shimizu, Secretary-Treasurer  
830 Powers Street  
Winnipeg MB R2V 4E7  
Telephone: 204-586-8061  
Fax: 204-589-2504  
E-mail: wayne.shimizu@7oaks.org

**3.3.2 Informal communications** shall include, but are not limited to: requests from/to service providers or service providers' representatives in any capacity, to/from any SOSD employee or representative of any kind for information, comments, speculation, etc. Inquiries for clarifications and addenda may be submitted verbally to the above named at any time.

**3.3.3 Formal communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to October 7, 2011, 12:00 pm CST.
- Errors and omissions in this RFP and enhancements. Service providers shall bring to SOSD any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, service providers shall recommend to SOSD any enhancements, which might be in SOSD's best interests. These must be submitted in writing and be received prior to October 7, 2011, 12:00 pm CST.
- Inquiries about technical interpretations must be submitted in writing and be received prior to May 20, 2011 4:30pm CST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.

