



CSIS 350

Data Communication & Networks

Project

Adventure Lab

Technology Re-Build

Prepared August 12, 2021

Proprietary and Confidential

R E Q U E S T F O R P R O P O S A L

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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

Adventure Lab is a new and thriving app company that is proud to be part of our community. Its headquarters are here in Bozeman, MT.

Adventure Lab has the need to re-build its network infrastructure along with updating a good portion of its IS services. The re-build will allow it to:

- > Remain an innovator in the industry and position itself for future growth and innovation.
- > Allow for a more efficient business process in meeting customer needs.
- > Attract and keep high quality staff.
- > Reach beyond our current customer base to increase sales nationally and globally.

These activities are part of **Adventure Lab's** ongoing mission and are focused on providing innovative and relational app services to our customer base.

Adventure Lab is seeking to identify and select an outside independent organization to perform the activities listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by **Adventure Lab**.

ADMINISTRATIVE**TECHNICAL CONTACT**

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name	Julie Smith
Address	1234 First St. Bozeman, MT 01234
Phone	555.111.0101
FAX	555.111.1010
Email	jsmith@adventurelab.net

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Joe Jones
Address	1234 First St. Bozeman, MT 01234
Phone	555.111.0011
FAX	555.111.1100
Email	jjones@adventurelab.net

DUE DATES

A written confirmation of the Vendor's intent to respond to this RFP is required by 09/07/21. All proposals are due by 11:59 PM on 10/29/21. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award (*or grade*).

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Vendors	08/31/21
2. Written Confirmation of Vendors with Bid Intention	09/07/21
3. Questions from Vendors about scope or approach due	09/17/21
4. Responses to Vendors about scope or approach due	09/24/21
5. Proposal Due Date	10/29/21
6. Presentation (PPT) Due Date	11/05/21
7. Proposal Presentation to Board of Directors	11/09/21 & 11/11/21
8. Decision and selection of Vendor(s)	11/16/21

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to **ADVENTURE LAB** in terms of cost, functionality and other factors as specified elsewhere in this RFP.

ADVENTURE LAB reserves the right to:

- > Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- > Accept other than the lowest priced offer,
- > Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- > Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal, and to provide an adequate basis for **ADVENTURE LAB** evaluation of the Vendor's proposal.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between **ADVENTURE LAB** and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scopes, Approach, and Methodology
3. Project Management Approach
4. Deliverables
5. Detailed and Itemized Pricing
6. Appendix: <i>References</i>
7. Appendix: <i>Project Team Staffing</i>
8. Appendix: <i>Company Overview</i>
9. Appendix: <i>Network Diagrams</i>

The detailed requirements for each of the above-mentioned sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed work.

SCOPE, APPROACH, AND METHODOLOGY

Include detailed testing procedures and technical expertise by phase. This section will act as the Statement of Work (SOW) to be used as a guideline by the consultants during the re-build. All information that you provide will be held in strict confidence. This section should include a description of each major type of work being requested of the vendor. The proposal should reflect each of the sections listed below:

>	Network Architecture Designs & Specifications
>	Intranet/Internet Security Plan
>	Virtual Private Network Usage Plan
>	Social Engineering Vulnerabilities & Plan
>	Physical Security Plan
>	Software Product Maintenance Plan
>	Enterprise-wide Computer Assessment & Replacement (as needed)

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

DELIVERABLES

Include descriptions and configurations of the types of hardware, software, and network services to be implemented and/or delivered along with providing detailed information on security risk, vulnerabilities, and the necessary countermeasures and recommended corrective actions.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project phase and estimates of travel expenses.

APPENDIX: REFERENCES

Three (3) current corporate references, including company name, contact name, title, address, telephone number, and client relationship synopsis.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. List the personnel who would work on this project along with their qualifications and relevant experience. Affirm that no employees working on the engagement have ever been convicted of a felony and all employees working on this project are in this country legally.

APPENDIX: COMPANY OVERVIEW

- > Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and email address.
- > Key contact name, title, address (if different from above address), direct telephone and email addresses.
- > Person authorized to contractually bind the organization for any proposal against this RFP.
- > Brief history, including year established and number of years your company has been offering Information Services.

APPENDIX: NETWORK DIAGRAMS

- > Updated network diagrams of proposed network completed in Visio or <https://www.draw.io>.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills ADVENTURE LAB's stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experience and record of past performance in delivering such services.
5. Availability of sufficient high-quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Vendor's acceptance of ADVENTURE LAB's contractual terms and conditions, if applicable.
7. Overall cost of Vendor's proposal.

ADVENTURE LAB's may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.

STATEMENT OF WORK AND DELIVERABLES

ADVENTURE LAB requires the following deliverables in relation to the technology re-build:

REQUIREMENTS

ADVENTURE LAB will supply the vendor with information that will allow the vendor to scope the level of effort required to complete the work. The information provided will depend upon the scope of the work.

At the conclusion of the assessment, **ADVENTURE LAB** requires written documentation of the approach, findings and recommendations associated with this project. A formal presentation of the findings and recommendations to the decision makers will be required. The documentation should consist of the following:

DETAILED TECHNICAL REPORT

A document developed for the use of **ADVENTURE LAB's** technical and management staff that discusses: new infrastructure recommendations, comprehensive technology deployment plan, user and corporate security policies, and maintenance plans.

EXECUTIVE SUMMARY REPORT

A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for senior management.