



REQUEST FOR PROPOSALS

Modernization Network Switch Solution

Wichita, Kansas

Date Available: May 16, 2025
Closing Date: June 13, 2025, 12:00 PM Central Time
Procurement Officer: Mr. Chad Pettera
Telephone: 316-771-6600
E-Mail Address: chad@workforce-ks.com
Web Address: <http://www.workforce-ks.com>
Item: **Computer Network Switches**
Agency: Workforce Alliance of South Central Kansas, Inc. (WA)
Location: Wichita, Kansas 67202

Scope: The Workforce Alliance of South Central Kansas (WA) is requesting proposals from vendors (“proposer”) to provide an Modernization Switch Solution. This Request for Proposals (RFP) is a formal invitation to vendors to submit proposals in accordance with the specifications and proposal format instructions described herein.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a proposal.

REQUEST FOR PROPOSALS

WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS – MODERNIZATION SWITCH SOLUTION

ORGANIZATION DESCRIPTION

Workforce Alliance of South Central Kansas (Workforce Alliance or WA) (a 501(c)3 Not For Profit Organization) is searching for a vendor with the goal of modernizing the switching environment in multiple locations, by upgrading the current Cisco Catalyst Switches. The proposal will need to be broken down into three separate costs, based upon location: R.H. Garvey building (2) - two switches, Wichita Workforce Center Server Room (4) - four switches, and Wichita Workforce Center Closets (10) - ten switches. The agreement services will consist of, but not limited to, all hardware, software, switch configuration, licenses (3 or 5 year) and port configuration. WA will own and full access to all hardware software as part of this project.

Inquiries: All inquiries, written or verbal, shall be directed to the Workforce Alliance.

Mr. Chad Pettera
Workforce Alliance of South Central Kansas
300 W. Douglas, Suite 850
Wichita, Kansas 67202
Telephone: 316-771-6602
Facsimile: 316-771-6690
E-mail Address: chad@workforce-ks.com

Negotiated Procurement: Final evaluation and award is made by the Workforce Alliance.

Appearance Before Committee: Any, all, or no proposers may be required to appear before the Workforce Alliance to explain their understanding and approach to the project and/or respond to questions from the Workforce Alliance concerning the proposal; or, the Workforce Alliance may award to the low proposer without conducting negotiations. The Workforce Alliance reserves the right to request information from proposers as needed. If information is requested, the Workforce Alliance is not required to request the information of all proposers.

Proposers selected to participate in negotiations maybe given an opportunity to submit a best and final offer to the Workforce Alliance. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their technical and cost proposals. Meetings before the Workforce Alliance Board are subject to the Open Meetings Act. All information received prior to the cut-off time will be considered part of the best and final offer.

No additional revisions shall be made after the specified cut-off time unless requested by the Workforce Alliance.

Cost of Preparing Proposal: The cost of developing and submitting the proposal is entirely the responsibility of the proposer. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this Request. All responses will become the property of the Workforce Alliance of South Central Kansas and will be a matter of public record subsequent to signing of the contract or rejection of all proposals.

Criteria for Evaluating Proposals: The Workforce Alliance shall make an award in the best interest of the Workforce Alliance.

General: The proposer should develop a proposal through a process that considers the mission and involvement of the prospective workforce development agency a 501(c)3 Not For Profit Organization. All proposals submitted in response to the RFP will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance):

Technical Response. The extent to which the proposer effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposal, and the extent to which the proposer may suggest recommendations for improvements.

Response Format and Completeness. Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear and understandable. Pages are to be consecutively numbered.

Experience and Qualifications. The proposer's general experience and qualifications, and the Workforce Alliance's assessment of proposer's ability to perform the work in a timely and professional manner. The experience and professionalism of security services is also a consideration.

Acceptance or Rejection: The Workforce Alliance reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

Agreement: The successful proposer will be required to enter into a formal lease/contract that is acceptable to the Workforce Alliance of South Central Kansas. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful proposer and the Workforce Alliance. This RFP will become part of the legal contract and all vendors must be able to accept these terms and conditions set forth in

this document. The proposer's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.

Contract Formation: No contract shall be considered to have been entered into by the Workforce Alliance until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful proposer.

Open Records Act (K.S.A. 45-205 et seq.): All proposals become the property of the Workforce Alliance of South Central Kansas. All information contained in proposals will become open for public review once a contract is signed or all proposals are rejected, as defined by the Kansas Open Records Act. Information deemed appropriately, must be cleared labeled as such.

Federal, State and Local Taxes-Governmental Entity: Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request. The Workforce Alliance is not Kansas Sales Tax exempt.

Debarment of Contractors: Any proposer who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The Executive Director, after consultation with the attorney of record for the Workforce Alliance Board, may debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The Executive Director, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person. Debarment activities will be shared with the State of Kansas and US Department of Labor for possible additional actions.

Insurance: The Workforce Alliance shall not be required to purchase any insurance against loss or damage to any personal property nor shall the Workforce Alliance establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the proposer shall bear the risk of any loss or damage to any personal property.

Ownership: The WA will be given full access and ownership of any hardware/software upon completed installation of hardware. Vendor shall not restrict WA's ability to manage/upgrade/maintain hardware and software. WA will not hold any vendor liable for any configurations/changes made by the WA that are not made according to industry standards.

Preparation of Proposals: The Workforce Alliance has the right to rely on any price quotes provided by proposers. The proposer shall be responsible for any mathematical error in price quotes. The Workforce Alliance reserves the right to reject proposals which contain errors. A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other proposer, competitor, or Workforce Alliance employee.

Proposals shall contain a concise description of proposer's capabilities to satisfy the requirements of this Request for Proposal with emphasis on completeness and clarity of content. Repetition of terms and conditions of the Request for Proposal without additional clarification shall not be considered responsive.

WA understands these items are imported and maybe subject to tariffs. Vendors should include in their proposals any impacts on pricing due to tariffs and if any future adjustments might be necessary.

The Workforce Alliance is eligible to utilize suppliers that are approved vendors by the State of Kansas and has a current bidder contract list with the Kansas Department of Administration. If this option provides additional cost savings for this procurement please include this stipulation in your proposal.

The Proposer should include a reasonable timeline if they were award this contract with steps and approximate timeline from award to completion.

Proposals shall be submitted electronically via email to chad@workforce-ks.com and admin@workforce-ks.com with Modernization Switch Solution in the subject line by closing deadline. Attachments should be in PDF format and not exceed 25 MB. If a proposal will be greater than 25 MB the proposer should reach out to the Workforce Alliance to set up an alternative delivery method. The Workforce Alliance is relieved of any responsibility if the proposer fails to comply with this requirement.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other proposer, competitor, or WA employee.

Proposals shall contain a concise description of proposer's capabilities to satisfy the requirements of this Request for Proposal with emphasis on completeness and clarity of content. Repetition of terms and conditions of the Request for Proposal without additional clarification shall not be considered responsive.

Signature of Proposals: Each proposal shall give the complete mailing address of the proposer and be signed by an authorized representative by original signature with his or her name and

legal title typed below the signature line. Each proposal shall include the proposer's social security number or Federal Employer's Identification Number and SAM Unique Identifier (if applicable).

Acknowledgment of Addenda: The WA reserves the right to change the acquisition schedule and amend the RFP prior to the due date of responses. If it becomes necessary to revise any part of the RFP, an Addendum will be posted at www.workforce-ks.com.

Modification of Proposals: A proposer may modify a proposal by notification at any time prior to the closing date and time for receipt of proposals.

Withdrawal of Proposals: A proposal may be withdrawn on written request from the proposer to the Workforce Alliance contact person prior to the closing date.

Proposal Disclosures: At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released. Interested proposers or their representatives may request a list of proposers by sending a request to:

Workforce Alliance of South Central Kansas
C/O Chad Pettera
300 W. Douglas, Suite 850
Wichita KS 67202

Or

Admin@Workforce-ks.com

Proposal results will not be given to individuals over the telephone. Results will be emailed to all authorized contacts listed in the proposals once evaluation has been completed.

Evaluation of Proposals: Proposals will be ranked based on the following criteria.

Equipment Specifications are sufficient	Possible 10 Points
Proposal Clear and Easy to Understand	Possible 10 Points
Support Capacity	Possible 10 Points
Cost Aligns with Specs and Support	Possible 20 Points

Notice of Award: An award is made on execution of the written contract by all parties. Only the Workforce Alliance is authorized to issue news releases relating to this Request, its evaluation, award and/or performance of the contract.

Additional Proposals: Proposers may submit only one proposal; however, the proposal may have multiple different options. Proposers should submit complete specifications, descriptive materials and indicate any deviation from the specifications of this proposal.

A clear, well-organized and complete proposal will facilitate the review process.

Proposal Format: No paperwork or form is provided by the Workforce Alliance for the proposal. Instead, proposers are asked to prepare their proposals in a format that they believe best conveys the details of their property and offering.

As a general guideline in preparing the narrative, proposer should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all proposers shall provide the following identifying information in the narrative portion of their proposals:

Proposers Identification - Name, address, phone number, and authorized signature of proposer.

Corporate identification - If applicable, proposer's corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), DUN, federal tax identification number, and government SAM Unique Identifier if applicable.

Current Environment: Workforce Alliance will be replacing switches in two separate facilities: the R.H. Garvey building located at 300 W. Douglas, Suite 850, Wichita, KS 67202, and the Wichita Workforce Center located at 2121 N Amidon Wichita, KS 67203. These two buildings are connected with a Luman Direct Connection and there is a Mitel phone system on premise at the Wichita Workforce Center location with Mitel Phones deployed to multiple locations.

The R.H. Garvey building location currently has a Cisco Catalyst 3560 – 48 port switch and an old emergency BayStack 450 – 24 port switch. The 3560 is running DHCP Mode for the location and connecting directly to the Fortinet 60F Firewall.

The Wichita Workforce Center located at 2121 N Amidon Wichita, KS 67203, has a server room with 2 Cisco Catalyst 3560G Core switches connecting directly to the Fortinet 100F Firewall and 2 Distribution/Access switches, a Cisco Catalyst 3560 – 48 port switch and Cisco Catalyst 3560 – 24 port switch. The Core switches are configured for IP address management, 10 Switched Virtual Interfaces (SVI), DHCP Server Scopes for each SVI (7), DHCP exclusions, Routing, uplinks, VLAN's and Ports. The Distribution/Access switches are stacked, with a connection to 2 – home runs from each closet (5), have DHCP Mode, and IP and ports configured.

The Wichita Workforce Center located at 2121 N Amidon Wichita, KS 67203, has 5 Data Closets running Cisco Catalyst 3560 switches plus several other unmanaged switches. All switches are stacked, 3 have DHCP Mode for VLAN locations, and IP and ports configured.

All switches can communicate with each other over the entire network allowing phones and Print Services to be connected.

The Workforce Alliance I.T. Manager will assist in installing hardware and removing old equipment.

Equipment and Support Requested: The successful proposer will provide a proposal that addresses the Equipment Specifications.

Equipment Specifications: Switches do not need to be a specific brand, but do need to meet the following specifications for Type, DHCP (or alternative) and Ports:

Location	Address	QTY	Location	Switch	Type	DHCP Mode	Ports	VLAN
Garvey	300 W Douglas, Suite 850, Wichita	1	IT Closet	Cisco Catalyst 3560	Dist/Access	Yes	48	40
Garvey	300 W Douglas, Suite 850, Wichita	1	IT Closet	BayStack 450	Access		24	40
Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Server Room	Cisco Catalyst 3560G	Core	Yes	24	10
Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Server Room	Cisco Catalyst 3560G	Core		24	10
Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Server Room	Cisco Catalyst 3560	Dist/Access	Yes	48	20
Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Server Room	Cisco Catalyst 3560	Dist/Access		24	20
Wichita Workforce Center	2021 N Amidon Suite 1100, Wichita	1	Closet 2	Cisco Catalyst 3560	Access	Yes	48	22
Wichita Workforce Center	2022 N Amidon Suite 1100, Wichita	1	Closet 2	Cisco Catalyst 2960	Access		48	22
Wichita Workforce Center	2023 N Amidon Suite 1100, Wichita	1	Closet 2	Cisco Smart Business	Access		24	22
Wichita Workforce Center	2024 N Amidon Suite 1100, Wichita	1	Closet 3	Cisco Catalyst 3560	Access	Yes	48	23
Wichita Workforce Center	2025 N Amidon Suite 1100, Wichita	1	Closet 3	Cisco Catalyst 3560	Access		48	23
Wichita Workforce Center	2026 N Amidon Suite 1100, Wichita	1	Closet 4	Cisco Catalyst 3560	Access	Yes	48	24
Wichita Workforce Center	2027 N Amidon Suite 1100, Wichita	1	Closet 4	Cisco Catalyst 3560	Access		48	24
Wichita Workforce Center	2028 N Amidon Suite 1100, Wichita	1	Closet 5	Cisco Catalyst 3560G	Access		48	24
Wichita Workforce Center	2029 N Amidon Suite 1100, Wichita	1	Closet 5	BayStack 450	Access		24	24
Wichita Workforce Center	2030 N Amidon Suite 1100, Wichita	1	Closet 5	BayStack 450	Access		24	24
Wichita Workforce Center	2031 N Amidon Suite 1100, Wichita	1	Closet 6	Cisco Catalyst 3560G	Access		48	23
Wichita Workforce Center	2032 N Amidon Suite 1100, Wichita	1	Closet 6	Cisco Catalyst 3560	Access		48	23

The Server Room Core and Dist/Access Switches must have fiber connection to each other and to our current UCS chassis. All Wichita Workforce Center closets have copper homeruns to the Server Room Dist/Access Switches, which will remain at this time, but request switches have upgrade to fiber capability to shift to fiber at a later date.

Service: The successful proposer will provide the following services as part of the proposal, if the services are required to ensure the functionality requirements.

Installation and configuration with limited downtime for users. WA must approve any installation plan.

Train WA IT Manager on routine maintenance and upgrades.

Provide WA with full access/ownership of hardware/software.

Maintenance: Twelve Months of Service/Support: This may include, but is not limited to on-site and/or telephone/virtual support & service, repair service, maintenance service, etc. If the switches fail and cause network down time within the initial 12-month period the vendor should have the ability to emergency dispatch service within 4 hours or provide support to ensure downtime is limited. WA may purchase additional support or have the ability to purchase support hours on a needed basis after the initial 12-month period.

The successful proposer will provide regular maintenance/upgrades on any and all hardware proposed during the initial 12-month period and train WA IT Manager how to conduct regular maintenance/upgrades.

Supplies: The successful proposer will provide all supplies necessary for installation of the Computer Network Switches.

Timeline: The Proposer should include a reasonable timeline if they were award this contract with steps and approximate timeline from award to completion.

COST: Workforce Alliance of South Central Kansas will only be held responsible for costs indicated in this section and other costs not indicated in this section will be paid by the proposer and not passed on to WA.

Hardware: The successful proposer will identify all costs associated with fulfilling this proposal. The Workforce Alliance wishes to purchase 2 to 18 switches, or any combination therein, consisting of but not limited to, all hardware, software, switch configuration, licenses (3 or 5 year), installation, support/maintenance (Initial 12-Month) and port configuration.

Request Closing Date: Proposals shall be submitted electronically by June 13, 2025 at 12 PM Central Time to admin@workforce-ks.com and chad@workforce-ks.com. Proposal documents should be attached to the email not to exceed 25 MB and shall be in PDF. If a proposal is more than 25 MB the proposer may submit through alternative electronic internet delivery method, but arrangements should be made prior to due date with the WA. Any proposals received after the deadline will not be reviewed.

Questions about this Request: Questions regarding this request should be sent to admin@workforce-ks.com and chad@workforce-ks.com. All questions will be made public and posted at workforce-ks.com/rfps. Questions received after June 10, 2025 will not be responded to.