

# *Village of Homewood*

## REQUEST FOR PROPOSALS

For Network Infrastructure Upgrades



**RFP Submittals Are  
Due Monday, October 28, 2024 by 5:00 p.m.**

Submit One Original or One Electronic Copy to:

Village of Homewood  
ATTN: Richard Wachowski  
2020 Chestnut Road  
Homewood, Illinois 60430

*Electronic copies to: [rwachowski@homewoodil.gov](mailto:rwachowski@homewoodil.gov)*

For Questions Contact: Richard Wachowski, I.T. Manager  
[rwachowski@homewoodil.gov](mailto:rwachowski@homewoodil.gov) or (708) 206-3379

**This RFP is posted on the Village of Homewood website at:  
[www.homesweethomewood.com](http://www.homesweethomewood.com)**

October 1, 2024

Re: Request for Proposals for Network Infrastructure

Dear Technology Vendor:

The Village of Homewood is seeking Technology Vendor to provide proposals to perform a complete network infrastructure upgrades for the Village of Homewood. The scope of services, contract length, and other information is outlined in the enclosed document.

Proposal instructions are contained in the Request for Proposals (RFP) document. Please provide the requested information in the prescribed written format. Failure to comply with the prescribed format may result in disqualification.

**Inquiries:** All inquiries or questions regarding this RFP must be received no later than 5:00 PM, Friday, October 4, 2024 via email. Questions received after this deadline will not be accepted.

**Responses:** Responses to the inquiries will be sent to all participating consulting firms and will be displayed publicly at Village Hall and at [www.homesweethomewood.com](http://www.homesweethomewood.com)

**Printed & Email Proposals Due:** copies of the original proposal must be received no later than 5:00 PM, October 21, 2024: Feel free to also submit digital copies of the proposal in addition to the printed proposals. Please include an email contact when submitting either.

Village of Homewood  
Attn: Rick Richard Wachowski  
rwachowski@homewoodil.gov  
2020 Chestnut  
Homewood, IL 60430

**Staff Committee Review:** The following Village staff is expected to review the proposals and make a final recommendation to the Village Board: Village Manager, Assistant Village Manager, Information Technology Manager, and Finance Director.

Thank you for your interest and participation. We look forward to reviewing your proposal.

Sincerely,



Terence Acquah, MPA  
Assistant Village Manager

# **REQUEST FOR PROPOSALS**

## **For Network Infrastructure Upgrades**

### **I. Summary**

The Village of Homewood, Illinois invites qualified providers to submit a proposal and statement of qualifications for responsive and professional information technology services. This request for proposals (RFP) is specifically targeted to solicit proven and established information technology and business information system groups. The purpose for this Request for Proposal (RFP) is to solicit proposals from qualified Vendors to perform a complete Network Infrastructure upgrade for the Village of Homewood. The Village is seeking proposals that includes all elements of the design, build, install, provisioning and some aspects of the technical support for the wide area information network that connects all Village offices.

The Village has five critical facilities that should be assessed Village Hall, Police Station, Fire Station, Municipal Service Center (Public Works Facility) and the Brian Carey Training Center (Emergency Operations Center–EOC). The objective of this project is to assess the facilities' current network capacity and recommend a new firewall and network design changes to meet future expansions.

### **Technology Description**

The Village of Homewood is located in southern Cook County and has a population of 19,868. The Village understands that an effective technology infrastructure is key to our continued progression. A network assessment was completed in 2015 which resulted in the creation of a 5 year strategic plan document and a network diagram that will be made available to the chosen firm.

#### *Description of Network and Hardware*

##### **1. General Technology**

- *Single domain LAN/WAN Infrastructure spanning 5 municipal buildings*
- *Mix of 17 Physical and VMware Virtual Servers running Windows Server 2012-2019*
- *HP POE managed switches (Layer 3)*
- *Approximately 80 user workstations running Windows 7 Professional*
- *25 in-car laptop installs running Windows 10 Professional*
- *Cisco ASA Firewalls (4)*
- *Aruba Instant A/P wireless in all municipal buildings*
- *Mitel 3300 IP phone system*
- *Multiple networked copy machines and printers*

##### **2. Specialized Software**

- *Environmental Systems Research Institute (ESRI) GIS*
- *Laser Fiche Document Scanning*
- *Supervisory control and data acquisition (SCADA) – upgraded September 2017 to private cloud*
- *Dude Solutions – Public Works - Work Order Management Software*
- *Microsoft Office Suite – 2016*
- *Civic Systems Financial Solution - upgraded 2018*

##### **3. Server Software**

- *Crowd Strike EDR solution*

- *Outlook Web Access*
- *Remote Desktop Services*
- *Quest Rapid Recovery Backup Software SQL Server 2008*

## **II. Project Description**

In addition to life-cycling equipment components at end-of-life (EOL), the project is expected to upgrade the Village's network topology from separate flat networks to a software defined wide Network (SD-WAN) topology. Proposals and the associated installation sequence/timeline shall be structured to provide the Village with the most favorable pricing and least amount of disruption to Village services while maintaining adequate security.

A successful vendor proposal will include:

- *All ordering, delivery, and warehousing of equipment. Village of Homewood will provide storage space but the vendor should be present for the delivery and acceptance of the equipment.*
- *Furnishing, installation, testing, and configuration of selected network components. Then vendor should describe the test data it will supply to the Village prior to acceptance of the equipment and configuration. This description should include adherence to the security, VLAN, QoS, diagram, and logistics standards set forth in this section.*
- *Strict inter-VLAN access rules to improve network and data security (identification, isolation and control of illegitimate traffic or system anomalies).*
- *Segregated and hardened network segments for CJIS and State of Illinois access complying with state and federal standards.*
- *QoS controls to guarantee bandwidth allocation and prioritization for mission critical application traffic, de-prioritization of less critical network traffic, and VoIP capability.*
- *Detailed bill of materials (BOM) of equipment and services to upgrade the entire system of all buildings at all locations.*
- *Spare parts inventory that supports an appropriate balance of downtime risk, investment cost, and procurement latency of warranty replacement components. Village of Homewood desires to have at least one complete spare switch (include cables and modules) for any switch model that has more than four switches in the network design.*
- *Village of Homewood also desires vendor to carry replacement inventory of any switches in the network design within a four-hour drive of Homewood.*
- *A specification and quote for the emergency maintenance, repair or replacement of the*

*network equipment. This can be included in the warranty maintenance section of the equipment proposal.*

- *Diagrams, in printed and electronic formats, of physical network interconnections.*
- *Diagrams, in printed and electronic formats, of logical network interconnections.*

### ***Preferred Equipment Manufacturers***

- Palo Alto
- Fortinet
- Cisco
- Checkpoint

### ***Required Features***

- High Availability
- FIPS 140-2 Compliant
- Intrusion Detection and Prevention
- Botnet Prevention
- Command & Control Prevention
- Deep Packet Inspection
- Content Filtering (quota time features optional but preferred)
- Application awareness and quality of service controls
- Multi-factor authentication for client-based, clientless, and/or site-to-site VPN connections
- Multiple VLAN support

## **III. Locations**

This project consists of assessing the current conditions and state of performance of existing network firewalls and connecting infrastructure at each of the following five facilities:

- Village Hall (2020 Chestnut Rd )
- Police Station (17950 Dixie Hwy)
- Fire Station (17590 Dixie Hwy)
- Municipal Service Center (*Public Works Facility*) (17755 Ashland Ave)
- Brian Carey Training Facility (*Emergency Operations Facility*) (1023 191 St)
- Lawn & Maintenance (*Public Works Facility*) (18355 Pierce Ave)

#### IV. Budget & Schedule

All Vendors must provide an estimated cost summary in the fee proposal that includes all items shown below:

Phase Description	Hours	Rate	Subtotal	Expenses	Total
Discovery and Direction					
Network Design					
Equipment Cost Purchase Price					
Implementation					
Project Total Cost					

#### **Schedule**

All Vendors must provide a project schedule

#### **Invoicing**

The winning Vendor will be paid monthly for services completed during the previous month. The monthly invoice will include a progress report and a billing report showing hours billed by individual hourly rates, labor subtotal, and other expenses. These expenses will be summarized per task and must support the budget summary in the progress report.

#### V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Compliance to Specifications**
  - Submission deadline compliance
  - Proposal format
  - Completeness of information supplied
- **Knowledge and Experience**
  - Success with similar projects. Vendor should include reference contact information
  - Experience with similar tools and applications
  - Pertinent experience, qualifications, certifications, and past performance of proposed personnel that will be directly involved in providing services, including Subcontractors.
  - Experience in similar government environments
  - Ability to provide timely on-site services, problem resolution, and telephone support.
  - Overall capacity of Vendor to successfully provide the required services.
  - Credentials of installation team members
- **Proposal Price and Value –**
  - Alignment of response to needs.
  - The flexibility to stage implementation to minimize disruption.

- The ability of equipment to interoperate with existing systems or those of a different manufacturer should one vendor offer products that fill the requirements better and provide more features.
- Management system features
- Comprehensiveness of reporting.
- Cost
- Reference checks

## VI. Project Timeline

Approximate Dates	Action
Thursday, October 3, 2024	Advertisement of RFP
Friday, October 11, 2024	Deadline for walkthroughs
Monday, October 28, 2024	RFP Proposals Due /Closing of Advertisement
<b>NO LATER THAN</b> Tuesday, November 5, 2024	Identify Successful Vendor – Develop Contract and Project Summary to be Submitted to Village Board
Tuesday, November 12, 2024	Proposal Reviewed for Approval at Hearing of Village Board

Requests for evaluation updates may be forwarded to the Village Manager’s Office of the Village of Homewood at any time. Questions and requests for updates should be made via phone at (708) 206-3380 or sent via email at [rwachowski@homewoodil.gov](mailto:rwachowski@homewoodil.gov).

## VII. Recommended Response Materials

Successful proposals should generally include the following materials:

- **Cover Letter:** identifying the consultant, their place of business, name, and telephone number of the person to contact regarding the subject RFP. The Cover Letter shall be authored and signed by an individual, partner, or designated representative of the contractor that is sanctioned to enter into contracts The Cover Letter should be formal and intelligible yet clearly demonstrate the vendor’s candidacy for this request.
- **Knowledge and Experience:** This should be a more detailed narrative from the contractor of proposal that includes a summary of experience.
- **Key Personnel:** Should provide an organizational chart for the primary personnel proposed to serve as the points of contact with the Village of Homewood. Provides resumes, a listing of abilities, qualifications, licenses, and experience for the key personnel.
- **Project Methodology:** This should identify the type of that will be used equipment and how the network infrastructure upgrades will occur.
- **Budget:** a breakdown of the cost of the project, and cost to maintain the network.
- **Schedule:** This will detail when the project will start and be completed. It should include a project milestone dates.
- **References:** A list of not less than five relevant references must be included. References may be contacted after selection to determine if the contractor is responsive and responsible.

## VIII. Terms and Conditions

### General Provisions & Disclaimers

This Request for Proposal (RFP) is not a commitment or contract of any kind. The Village reserves the right to pursue any and/or all ideas generated by this request. The Village further reserves the rights to reject, modify, or cancel, in part or in its entirety, this RFP. The Village assumes no obligation, and none is implied, to award a contract for any phase or services, specified in this RFP. Costs for developing submissions are entirely the responsibility of the respondents and shall not be reimbursed in any case. The Village reserves the right to reject any and all submissions.

The Village reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the Village. Submittals are public records subject to disclosure under the Freedom of Information Act (FOIA). The Village cannot guarantee that any information submitted in response to the RFP will remain confidential.

### Prevailing Wage

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

### Confidential and Proprietary Information

Village of Homewood is subject to the Freedom of Information Act and the Illinois Open Meeting Act. Vendors must understand that information and other materials submitted in response to this RFP or in connection with any contract because of this RFP may be subject to disclosure as a public record. Therefore, submission of trade secrets or proprietary information or materials is discouraged. Confidential information in the RFP should be clearly marked.

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Village of Homewood  
ATTN: Richard Wachowski  
2020 Chestnut Road  
Homewood, Illinois 60430

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