



NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Tara Johnson-Noem, Executive Director
Matt Elberfeld, Board Chair

22 Spiral Drive
Florence, Kentucky 41042
859.283.1885

Data Services Request for Proposal

PART I: INTRODUCTION

All bids are due at **10:00 AM EST, Friday, February 14, 2025**. The Northern Kentucky Area Development District (NKADD, www.nkadd.org), a Kentucky local government and 501(c)(3) non-profit organization, is soliciting proposals for data services at the following locations:

Headquarters (HQ)

22 Spiral Dr
Florence, KY 41042

Covington Location

1324 Madison Avenue
Covington, KY 41011

GENERAL INFORMATION

NKADD is inviting Vendors to provide Proposals for Data Services, which will be utilized across two locations of NKADD.

Headquarters: NKADD currently runs a 200Mbps Dedicated Fiber Internet Circuit and a 100Mbps Point 2 Point (P2P) connection with managed router from the current service provider. Network hardware at this site includes NKADD owned Cisco Meraki Firewall & managed POE Switches which will stay in place with the new solution.

Covington: Facility has a 100Mbps P2P connection with managed firewall from the current service provider. The primary internet service for this location is sourced from HQ. Network hardware at this site includes NKADD owned Cisco Meraki managed POE Switches which will stay in place with the new solution.

RIGHT OF REJECTION

The NKADD reserves the right to reject bids from any vendor who does not satisfy NKADD as to their reliability and technical capability. The NKADD also reserves the right to reject any bid from any vendor for any reason.

SUBMISSION & TIMELINE

Proposals must be submitted in a sealed envelope plainly marked on the outside "SEALED PROPOSAL FOR NKADD DATA SERVICES RFP - DO NOT OPEN WITH REGULAR MAIL."

SEALED PROPOSALS MUST BE MAILED OR PHYSICALLY DELIVERED TO:

NKADD
c/o Clay Beyer
Data Services RFP
22 Spiral Drive
Florence, KY 41042

RESPONSES MUST BE SUBMITTED BY: 10:00 a.m. EST on February 14, 2025

PROPOSAL SCHEDULE	DATE
Issuance of RFP; Solicitation for Proposals	January 28, 2025
Deadline for Vendor Questions or Clarification	February 7, 2025 @ 4PM EST
Deadline for Submission	February 14, 2025 @ 10AM EST
Public Bid Opening	February 14, 2025 @ 10AM EST
Anticipated Award Date	Contingent upon NKADD Board Approval

BID PRICES TO REMAIN IN EFFECT

Vendors agree that all prices submitted in their response to the RFP from the Bid Proposal will remain in full effect for a period of not less than 90 days following the day of bid proposals opening.

RIGHT TO AMEND

The NKADD reserves the right to amend or supplement the Request for Bid Proposals giving equal information and cooperation to all vendors.

COMPLIANCE WITH REGULATIONS

The selected vendor shall comply with all rules, regulations, ordinances, codes, and laws; shall secure and pay for permits and licenses necessary for initiation and completion of work and shall adhere to any provisions of Social Security, Worker's Compensation or Unemployment Insurance Laws (local, state, or federal). Offerors must disclose any fines, sanctions, debarment, or litigation involving the company or its employees during the last five (5) years; or violations of KRS 136, 139, 141, 337, 338, 341 and 342 if they apply to the company.

PROCUREMENT

Vendors shall be responsible for delivery of all services included within their proposal.

QUESTIONS

The deadline for Vendor questions or any clarifications will be February 7, 2025. Any questions pertaining to the specifications shall be submitted to:

NKADD
22 Spiral Drive
Florence, KY 41042
dataservicesrfp@nkadd.org

ANSWERS

All vendor answers to vendor questions will be posted on the website:
<https://www.nkadd.org/internet-data-services/>

PART II: SCOPE OF WORK

You will see below the minimum specs for data services. To increase your odds of winning this bid, please do not only bid the minimum specs, but also put forth **multiple bids** with specs that exceed the minimum.

General Requirements

Headquarters (HQ)

- Minimum 200 Mbps dedicated fiber service.
- Minimum 20 static IP addresses.
- Primary and Secondary DNS hosting.
- Service must extend to demarcation point inside NKADD server room.

Covington Location

- Minimum 100 Mbps dedicated fiber service.
- Service must extend to demarcation point inside Covington Location server room.

Specific Data Services Requirements include, but are not limited to:

- The proposed solution must include a 24x7 help desk for end user issues included at no cost. NKADD plans to utilize their own help desk for Tier 1 and will rely on vendor's help desk for Tier 2 and Tier 3 tickets.

- Headquarters to be serviced by dedicated fiber internet unless notated otherwise.
- The proposed solution must provide next day replacement of any device that fails at no additional cost to client.
- Entire network must include proactive monitoring and notification for all nodes on the network. Proactive alerts are to be sent via phone call or text for any site being down hard.
- For proposed data services, if service is to be invoiced/serviced by a party other than the bidding party, note the outside party and service. Provide documentation to support the requirement of service from the outside party.
- Proposed solution provider must be able to portray their ability to deploy solutions for clients like NKADD.

PART III: SELECTION CRITERIA

NKADD will evaluate the bid proposals once received. In evaluating the bid proposals, a final decision will be made based on the selection criteria outlined below. The proposal must include documentation that supports these key areas for the proposed solution.

General Criteria & Weight Chart

Reliability of Service & Service Provider (SLA)	40%
Vendor Adherence to Bid Specifications	10%
Total Cost for Solution	50%

QUALIFICATIONS OVERVIEW

The proposal is to include responses to each of the below criteria.

- Solution Provider’s History & Qualifications
- Overview of Proposed Solution
- Overview of Network Design
- Overview of Network Monitoring & Notification
- Provide a Copy of Sample Terms & Conditions
- Local Client References (Minimum of Two)