

1 **NOTICE OF REQUEST FOR PROPOSAL FOR A VIDEO SURVEILLANCE SYSTEM UPGRADE**

2 **Lincoln County School District #2 – Afton, WY**

3 **DUE DATE FOR PROPOSALS: February 28, 2020 – 3:00 p.m.**

4
5 **GENERAL INFORMATION**

6 Sealed proposals are being solicited to replace LCSD2's various camera systems in each of its 12 locations.
7 Lincoln County School District #2 (LCSD#2) will consider all qualified responses to this RFP and score each
8 response based on the evaluation criteria established in this RFP document. During the RFP process, vendors
9 will conduct an on-site visit in order to get a sense of the District's needs. If the vendor bidding has been on-site
10 within the past 60 days, no on-site visit will be necessary. In order to be considered, proposals must be received
11 by February 28, 2020 at 3:00 p.m. Final award notification will take place by or on March 6, 2020. All bidders must
12 be bonded and insured. A copy of insurance coverage and proof of bond must be included with the bid. Failure to
13 provide documents of insurance and bond will disqualify proposed bid.

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15 **OBJECTIVE**

16 LCSD#2 is seeking to replace a collection of old, standalone, disparate, proprietary security camera systems with
17 a single unified modern system.

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19 **LCSD#2 CONTACT INFORMATION**

20 Please contact Kyle Weber, Technology Director, for any questions, requests for clarification or interpretations.
21 Responses will be handled as an addendum to this RFP and will be communicated to all potential vendors.

22 Contact Name: Kyle Weber

23 Email: kweber@lcsd2.org

24 Telephone: 307.885.7103

25 Address: 222 E 4th Avenue; Afton, WY 83110 (mailing)

26 360 S. Jefferson; Afton, WY 83110 (physical)

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28 **On-site visits, if necessary, will be held by appointment.**

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30 **Submission of Proposals**

31 All proposals are due by February 28, 2020 at 3:00 p.m. Proposals are to be sent in one of the following formats.

32 **Electronically via e-mail is preferred.**

- 33 • Electronically in PDF form to Kyle Weber, Director of Technology; kweber@lcsd2.org; (MUST be received
34 by February 28, 2020 at 3:00 p.m.)
- 35
36 • US Mail- (MUST be received by February 28, 2020 at 3:00 p.m.)
37 Kyle Weber, Director of Technology
38 RE: Video Surveillance System Upgrade
39 222 E 4th Avenue
40 Afton, WY 83110
- 41
42 • FedEx/UPS/Hand-Delivered- (MUST be received February 28, 2020 at 3:00 p.m.)
43 Kyle Weber, Director of Technology
44 RE: Video Surveillance System Upgrade
45 360 S. Jefferson
46 Afton, WY 83110

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48 Any proposal received after the required time and date specified for receipt shall be considered late and non-
49 responsive. Late proposals will not be evaluated for award.

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51 Interested parties are advised that exceptions to any of the terms contained in this RFP must be identified in its
52 response to the RFP. Failure to do so may lead the District to declare any such term non-negotiable. Desire to
53 take exception will not disqualify a party from consideration for award.

Coverage & Participation - The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all buildings within the District and itemized below. LCSD#2 reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of coverage and participation at any time without prior written notification and without any liability or obligation of any kind or amount.

Proposals must provide narrative that details how the proposed product meets the districts needs as specified in the RFP. This will include proposed retention time, video frame rate, storage capacity, bandwidth usage, and other items as outlined as requirements in the RFP.

Good Faith Statement - All information provided by LCSD#2 in this RFP is offered in good faith. Individual items are subject to change at any time. LCSD#2 makes no certification that any item is without error. LCSD#2 is not responsible or liable for any use of the information or for any claims asserted there from.

Background

LCSD#2 consists of 12 sites:

- Lincoln County School District #2 Administration Office
- Transportation Department
- Maintenance Department
- Etna Elementary
- Thayne Elementary
- Star Valley Middle School
- Star Valley High School
- Swift Creek High School
- Cokeville Elementary School
- Cokeville High School
- Afton Elementary School
- Osmond Elementary School

All sites contain PoE-enabled network switches. All sites are connected internally with a speed of 500 MBps to 1 GBps. The district manages all traffic routing and VLAN configuration.

Currently, all 12 sites have an independent video surveillance system. Ages, models, and capabilities of existing systems vary widely. The current systems have multiple issues, including: inability to audit video reviewed offsite, review of video though web-based is inefficient, difficult user/group control, non-consistent video quality, non-reliable motion triggers, and poor data retention (low quality videos and lack of storage capacity).

SYSTEM REQUIREMENTS

Capacity and Scalability

- The total number of cameras in the current system is 266 (168 indoor, 98 outdoor).
- All current cameras will need to be replaced with cameras that meet the requirements as outlined in the RFP.
- ~~Maintenance building will require all new ethernet wiring to the camera, as this building currently has no cameras installed.~~ **Addendum—wiring is not required for Maintenance building.**
- Two internal cameras at Transportation Building will require new ethernet to the camera.
- The solution shall have the capability to add additional cameras in the future on demand as deemed necessary by LCSD#2.
- All indoor and outdoor cameras shall have the following specifications at a minimum:
 - Full High Definition (1080p) resolution or better
 - IP66 rating to protect against dust and environmental elements
 - Capability to produce video at 24 FPS or more

- 106 ○ Day and Night viewing and recording capability
- 107 ○ Standard RJ45 connectivity including Power Over Ethernet (PoE) capability to receive power
- 108 ● Motion detection either as a camera option or an option on the management interface
- 109 ● The system is required to have 24/7 continuous recording, with markers in user interface denoting motion
- 110 detection
- 111 ○ Minimum of 1080p@24 FPS per camera
- 112 ● Must record minimum 30 days of continuous HD video, minimum of 1080p@24 FPS per camera
- 113 ● Capable of marking video for indefinite retention

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115 **Administration and Management**

- 116 ● Preference will be given to “cloud-based” camera systems that do not require the presence or
- 117 management of any onsite hardware (other than cameras), the installation and maintenance of onsite
- 118 software and/or proprietary software to manage cameras, or the configurations of firewall exceptions to
- 119 allow offsite access
- 120 ● Provide multiple levels of system administration to accommodate different staff who will have varying
- 121 roles viewing or managing cameras
- 122 ○ Capability to audit account usage
- 123 ● Provide a system of “tagging” cameras in multiple categories (for instance, cameras may be tagged by
- 124 School Name, Indoor/Outdoor, etc.) that can be assigned to different camera operators. Some examples
- 125 of how these tags would be employed:
- 126 ○ Authorized school personnel may view any camera tagged for their school
- 127 ○ Certain custodians may view cameras at multiple schools
- 128 ○ Authorized law enforcement may view all cameras tagged “outdoor” at any time, no matter what
- 129 site
- 130 ○ An “emergency” account, audited for usage, given to authorized law enforcement that can view all
- 131 cameras
- 132 ○ Authorized district personnel may view any camera tagged for any site
- 133 ● Provide either email or SMS notification of critical system events (camera failure, tampering, etc.)
- 134 ● Have the capability and capacity to view live video as well as the capability to review at least 30 days of
- 135 historical video
- 136 ○ Ability to identify and search “hot spots” in a camera’s field of view for motion
- 137 ● Have the ability to export industry-standard video formats of selected video footage that can be viewed on
- 138 standard platforms without a proprietary viewer
- 139 ● System to have mobile client or mobile device accessibility to securely access and view footage both on
- 140 and off site at any time
- 141 ● Strong preference will be given to RFPs that use a browser-based client that can be accessed across
- 142 multiple platforms (to include Windows, Chrome OS, macOS, iOS, and Android) without using proprietary
- 143 plugins like Java, Silverlight, or Flash

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145 **Support and Maintenance**

- 146 ● LCSD2 requires an initial minimum five-year licensing and support with onsite support, with the option to
- 147 continue annual support after the five-year period has ended
- 148 ● The vendor shall provide a detailed description of support offered, and the average response time for a
- 149 support request
- 150 ● Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into
- 151 the vendor’s current product lifecycle?
- 152 ● The vendor shall provide firmware upgrades to camera and/or server hardware during the period of
- 153 operation

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Installation and Configuration

- LCSD#2 is looking for a “turnkey” solution. The vendor will be responsible for all camera hardware, licensing, mounting, and configuration of equipment
- The vendor will be responsible for coordinating with the LCSD#2 Technology Director in configuring the networking equipment to work with the District’s existing networks
 - Cameras and/or server(s) will be placed in an appropriate VLAN at each site and will use DHCP for addressing
 - In some cases, additional wiring may need to be run to accommodate camera solutions
 - All new wiring is to be Cat6 or better quality
 - All new wiring is to be punched down and terminated following standard industry practices. Each site has wiring racks with switches to be used for termination of needed cabling.
- Vendor shall supply camera and/or server specifications including: manufacturer, model, description, any special maintenance requirements and warranty
- Vendor to configure the motion detection sensitivity (where appropriate)
- Vendor to configure each camera’s identification and description (using a naming scheme that incorporates building and location, scheme to be approved by District staff before setup begins)
- Vendor shall be an authorized seller or partner of their proposed solution
- Vendor is responsible for all mounting hardware, brackets, conduit, and accessories as required by manufacturer and/or site conditions to successfully place the cameras per proposal
- The field of view on all cameras is to be coordinated and confirmed with District staff
- All exterior cameras will be provided with appropriate wall-mounted gooseneck and weather-proof mountings

GENERAL TERMS

Consideration of Proposals: The District reserves the right to reject any and all proposals; to accept portions of bids and alternates in any order or combination; is not obligated to accept the lowest or any RFP; and may waive any informality or irregularity in submittal procedures.

Proposal Binding Period: Prices quoted in the Vendor’s response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of the Vendor’s response. Labor rates should remain in effect for the length of the project.

Price Stability: Contract prices and discounts shall be fixed at a not to exceed price at the time the contract is signed. In no case shall the price exceed the proposal price.

Proposal Ownership: All proposals shall remain the property of LCSD#2.

This RFP is not an offer to contract. Acceptance of a proposal neither commits LCSD#2 to award a contract to any supplier, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a supplier for reasons other than lowest price. We will thoroughly examine each proposal for best price, product quality, performance measures, flexibility and customer support.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFP.

The supplier will absorb all costs incurred in the preparation and presentation of the proposal. All suppliers who submit proposals will be notified of the results of the selection process.

LCSD#2 reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, LCSD#2 may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of LCSD#2, bidder presentations may be requested before award of the contract. LCSD#2 may also request the opportunity to view a demonstration of the proposed technology.

Debarred Bidders or Subcontractors: A vendor who is currently subject to a state or federal debarment order or determination shall not be considered for evaluation by the procurement team.

Conflict of Interest: A vendor may be disqualified on the basis of a real or apparent conflict of interest that is disclosed by the proposal or other data available to the District.

Hold Harmless/Indemnification: The Vendor shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the Vendor, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. The Vendor shall hold harmless and indemnify LCSD#2 and its agents, volunteers, servants, employees, and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with any and all such damage or injury, real or alleged resulting from any act or omission of the Vendor. The Vendor shall, upon written demand by LCSD#2, assume and defend at the Vendor's sole expense any and all such suits or defense of claims.

Information provided to Bidders: The Vendor is deemed to have examined the bid Documents and satisfied itself as to the sufficiency of the information provided and that its pricing summary covers the cost of complying with all of the requirements of the bid documents and of all matters and things necessary for the due and proper performance and completion of professional services

Pricing: All pricing should be submitted free of any sales tax. LCSD#2 is sales tax exempt.

References: Provide a list of at least three (3) current references where similar maintenance packages are successfully being performed, preferably K-12 clients. The reference list is to include: contact individuals, school district or corporation name, current email address, physical address, and current telephone numbers. LCSD#2 reserves the right to contact any individuals that are listed for references regarding the technology, vendor, service, or any other factor.

Oral Contracts: Any alleged oral contracts or arrangements made by a respondent with any employee of LCSD#2 will be superseded by the written contract.

Amending or Canceling Requests: LCSD#2 reserves the right to amend or cancel this RFP, at any time, if it is in the best interest of LCSD#2.

Rejection for Default or Misrepresentation: LCSD#2 reserves the right to reject the proposal of any vendor that is in default of any prior contract or for misrepresentation.

Clerical Errors in Awards: LCSD#2 reserves the right to reject inaccurate awards resulting from clerical errors.

Rejection of Qualified Proposals: Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP. Please note that sealed bids received after the above stated deadline may be rejected and considered disqualified, and no faxed bids will be accepted.

Dispute Resolution: Vendor disputes arising out of, or relating to, the contract must be submitted in writing to JC Inskeep, Business Manager. The Business Manager will issue a decision within 10 business days. Vendors that wish to appeal the decision must do so by contacting the Superintendent within 5 business days of notification of the Business Manager. The Superintendent will issue a decision within 10 business days of receiving a written appeal of the Business Managers decision. The decision of the Superintendent is final.

Presentation of Supporting Evidence: If requested, respondent(s) shall present evidence of experience, ability and financial standing necessary to satisfactorily meet the requirements set forth in the RFP or those implied in the proposals.

Changes to Proposals: No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of LCSD#2 may be required at the sole expense of the respondent.

Budgeting & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for LCSD#2's IP Camera Security solution project as described in this RFP. **LCSD#2 requires that the Total Cost Summary be broken down by cost per building.** The vendor must agree to keep these prices valid for 90 days after submission.

Total Cost Summary

For all available deployment models, provide five (5) year cost summary as displayed below for each building.

Current Camera Setup				
LCSD#2				
Location	#Indoor	#Outdoor		Total
Administration Building	2	2		4
Transportation	2	5		5
Maintenance	3	4		7
SVHS (Including FB Field)	42	27		69
Etna Elementary	13	6		19
Thayne Elementary	15	6		21
Star Valley Middle School	24	6		30
Afton Elementary	15	9		24
Swift Creek High School	10	5		15
Osmond Elementary	15	9		24
Cokeville High School	18	15		33
Cokeville Elementary School	9	4		13
Totals:	166	98		264

Five-Year Total Cost Summary				
Administration Building				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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287 **Hardware:** List, describe and record the cost of each piece of hardware that is required.

288 **Software Licensing:** List, describe and record the licensing, implementation, maintenance, support,
289 and training fees associated with your proposed solution.

290 **Installation:** Describe any labor, equipment supplies, or other costs associated with installing your
291 proposed solution.

292 **Maintenance:** Describe and cost out any other ongoing costs associated with the operation and
293 maintenance of your proposed solution.

294 **Documentation & Training:** If there are any fees associated with your user or technical
295 documentation, list them here.

296 **Project Management:** If there are project management fees associated with your proposed solution,
297 list and describe them here.

298 **Miscellaneous:** List and describe any other costs associated with your proposed solution.

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Five-Year Total Cost Summary				
Transportation				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Maintenance				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Star Valley High School (Including FB Field)				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Etna Elementary				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

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Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

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Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

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Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

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Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

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Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

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Miscellaneous: List and describe any other costs associated with your proposed solution.

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Five-Year Total Cost Summary				
Thayne Elementary				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

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Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Star Valley Middle School				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Afton Elementary				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Swift Creek High School				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

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Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

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Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

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Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

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Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

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Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

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Miscellaneous: List and describe any other costs associated with your proposed solution.

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Five-Year Total Cost Summary				
Osmond Elementary				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Hardware: List, describe and record the cost of each piece of hardware that is required.

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Software Licensing: List, describe and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

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Installation: Describe any labor, equipment supplies, or other costs associated with installing your proposed solution.

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Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

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Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

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Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

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Miscellaneous: List and describe any other costs associated with your proposed solution.

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Five-Year Total Cost Summary				
Cokeville High School				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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Documentation & Training: If there are any fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

Five-Year Total Cost Summary				
Cokeville Elementary School				
Category	Year 1	Year 2	Year 3-5	Total
Hardware				
Software Licensing				
Installation				
Maintenance				
Documentation & Training				
Project Management				
Miscellaneous				
Other (specify)				
Totals:				

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463 and training fees associated with your proposed solution.

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465 proposed solution.

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467 maintenance of your proposed solution.

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472 **Miscellaneous:** List and describe any other costs associated with your proposed solution.

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