



REQUEST FOR INFORMATION RFI 25026 CAMPUS LOCKS AND CAMERA SYSTEM

RFI Number:

The above Request for Information Number has been assigned to the Request and **MUST** be shown in all correspondence or other documents associated with this Request and **MUST** be referred to in all verbal and written communications. *All inquiries, written or verbal, unless otherwise specified herein, shall be directed to purchasing@washburn.edu only.*

Section I. Introduction

1.1 Purpose of Request

Washburn University (WU) is issuing a Request for Information (RFI) from certified integrators experienced in installing, provisioning, and managing access control systems. This will replace the current Persona Access Control system that is currently installed across all campuses and facilities buildings.

Cameras - Washburn also seeks information for a Video Management System (VMS) for security cameras that integrate or compliment the recommended Access Control System

1.2 RFI Details

Important Dates

RFI Issued	March 19, 2025
RFI Inquiry Questions Due	April 3, 2025
Proposal Due Date	April 18, 2025

*Proposals must be received by 2:00 p.m **April 18, 2025** (CST) local time. Proposals must be in electronic format or delivered in sealed envelope to the Purchasing Office, Morgan 214A and must be received by the date, time, and place stated herein in order to be considered.*

Inquiries

All inquiries about the RFI must be submitted either electronically (PREFERRED) or by United States Postal Service in a sealed envelope. Please be mindful that if USPS is selected as your method of delivery, that the bid **MUST** be received by the University in the Purchasing Office by **April 18, 2025 at 2 PM CST**:

Donna Landry
Buyer
1700 SW College Ave
Morgan 214A
Topeka, KS 66621
purchasing@washburn.edu

Questions arising subsequent to the issuance of the RFI that could have an impact on the responses should be submitted by **April 3, 2025**, to purchasing@washburn.edu. All official answer to questions submitted will be in the form of an addendum and be in written form ONLY. No other answers given in any other format will be deemed not valid for this RFI.

Submission

Email your RFI proposal to Washburn Purchasing (purchasing@washburn.edu) by 2:00 pm, Central Time on **April 18, 2025**. Adobe PDF document type is preferred, but Microsoft Word and Excel document types are accepted.

Washburn University reserves the right to reject any or all RFI proposals, to waive or refuse to waive errors or omissions in any RFI proposal, to extend the time for submission of RFI proposals, or to withdraw this request at any time. In no event shall a vendor submit its own standard contract terms and conditions as a response to this RFI. The vendor should address specific language or exact contract deviations that its firm wishes to negotiate in a section entitled exceptions.

Costs of RFI Proposal Preparation

The cost of developing and submitting the RFI proposal is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparation of the RFI proposal, submitting the RFI proposal, negotiating for the contract and other costs associated with this RFI.

Competition

The purpose of this RFI is to seek competition. The vendor shall advise the Washburn University Purchasing Office if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Washburn University Purchasing Director no later than five (5) business days prior to the bid closing date. The Washburn University Purchasing Director reserves the right to waive minor deviations in the specifications which do not hinder the intent of this RFI.

SECTION 2 INSTRUCTIONS FOR SUBMITTING A RFI PROPOSAL

- 2.1 **Submittals:** RFI Proposals shall consist of electronic copy attached to submission email including supporting documents to Washburn University at purchasing@washburn.edu or by hard copy delivered to Matt Hammar, Director of Purchasing, to Morgan 214A. Bidder's RFI proposal shall be received by the closing date and time listed on the cover sheet.
- 2.2 **Signature of RFI Proposals:** Each RFI proposal shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line.
- 2.3 **Acknowledgment of Addenda:** All vendors shall acknowledge receipt of any addenda to this RFI by returning a signed hard copy with the bid. Failure to acknowledge receipt of any addenda may render the RFI proposal to be non-responsive. Only Washburn University shall issue changes to this RFI, which will be in writing.

- 2.4 **Modification of RFI Proposals:** A vendor may modify an RFI proposal by email at any time prior to the closing date and time for receipt of RFI proposals.
- 2.5 **Withdrawal of RFI Proposals:** A RFI proposal may be withdrawn by email from the vendor to Matt Hammar in the Purchasing Office at Washburn University prior to the closing date. Unless otherwise provided in any supplement to these Instructions, no Bidder shall modify, withdraw, or cancel a bid or any part thereof for ninety (90) days after the opening time of bids.
- 2.6 **RFI Proposal Disclosures:** At the time of closing, only the names of those submitting RFI proposals shall be made public information. No pricing or other proposed information will be released. Interested vendors or their representatives may be present at the announcement.
- 2.7 **RFI Proposal Format:** It is the vendor's responsibility to submit complete responses in accordance with the format and instructions requested. It is the vendor's responsibility to submit information related to the evaluation categories and the University is under no obligation to solicit any information not included in the submitted RFI proposal. Failure to submit information may cause an adverse impact on the evaluation of the vendor's RFI proposal.

Vendors are requested to provide a point-by-point response to all requirements listed in the Request for Information.

- 2.8 Washburn University Purchasing Consortium/Cooperative Memberships Washburn University is a member of E&I, Sourcewell, Omnia Partners, Choice Partners, Greenbush, BuyBoard, PACE and GSAdvantage. The University is also eligible to receive pricing available on State of Kansas contracts that indicate 'Yes – All Political Subdivisions'. Vendors/Manufacturers who participate in more than one of these should quote the lowest available contract cost for materials/services. Contact Matt Hammar at Matt.Hammar@washburn.edu for assistance in determining whether you or your supplier is a participating contract/consortium vendor.
- 2.9 **New Vendor:** Please submit a W-9 with your RFI proposal if you are a new vendor. You can find this form at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

Section 3 Scope of Services Requested

Washburn University (WU) is issuing a Request for Information (RFI) from certified integrators experienced in installing, provisioning, and managing access control systems. This will replace the current Persona Access Control system that is currently installed across all campuses and facilities buildings.

Cameras - Washburn also seeks information for a Video Management System (VMS) for security cameras that integrate or compliment the recommended Access Control System

FUNCTIONAL REQUIREMENTS OF VENDOR:

Submit responses to Attachment A provided.

ATTACHMENTS:

Attachment A – Worksheet A

3.1 Background

Current system environment: all campus buildings are connected through fiber optic cabling, and wireless bridges. We are utilizing a Virtual Machine on-premises running Windows Server 2016 Standard and 2019 SQL database, while the client computers are Windows 10.

System and Network Environment:

- All locations are on a single logical TCP/IP network and are connected either by 10 Gbps fiber-optic links or high-speed wireless bridges. Gigabit Ethernet and 802.11ac wireless service (or better) is available at all locations.
- Washburn has a central on-campus data center with a VMware ESXi cluster and a dedicated storage area network (SAN). We have facilities to support standard rack-mount servers and network equipment.
- Preferred current server operating systems:
 - Red Hat Enterprise Linux 8
 - Debian GNU/Linux 12 or newer
 - Windows Server 2019 and newer
- Preferred current database platforms:
 - Microsoft SQL Server 2019/2022
 - MariaDB (mainstream MySQL successor) 10.5 or newer
- Client workstation environment:
 - Windows 10/11
 - macOS 15

Lock System Hardware (counts are approximate):

Controllers	HID	VertX V1000	50
Controllers	HID	VertX V100	100
Card readers	HID	Signo	100
Locks (TCP/IP)		Sargent (PoE and Wi-Fi)	200

Camera System:

Washburn's current video management system (VMS) uses Pelco's Video Expert Enterprise with 430 active cameras, of which 80% are Pelco cameras and 20% are Avigilon cameras. The security cameras are deployed across multiple campus sites and together generate about 1 Gbps of constant throughput to our storage server of 150 TB.

3.2 Objective

Washburn University is looking for a vendor supplied solution that utilizes modern best modern practices of access control and safety surveillance. Washburn is seeking RFI proposals from certified integrators experienced in planning, installing, and converting over access control systems to replace the current Persona Campus system that is in use.

The conversion would be a staged project with a formal plan for the conversion, communications plans, and regular status meetings. At the end of the project Washburn will have a complete access control system that meets the requirements outlined, has room for future expansion, and is easy to learn and administer for current staff.

3.3 Door System Requirements

Washburn is requesting a new door system that will fit the current and future needs of the campus. We have identified the current vertex panels have a weak relay that is causing downtime across campus for troubleshooting and board replacement. Also, the vertex line has been discontinued. Please keep the following points in mind when responding, and if any point is not accurate, please note the exception.

- Utilize existing door hardware whenever possible.
- Readers must be compatible with HID SEOS credentials.
- Controllers must be open source supporting multiple software options.
- Readers must accept cards and pin authentication.
- Open Supervised Device Protocol (OSDP) and Secure Communication Protocol (SCP) for bi-directional, secure communications.
- Physical Security Interoperability Alliance (PSIA) for standards-based integrations.
- BACnet for streamlined building automation and control.
- Common Internet and network standards.
- AMT Database for wireless lock sets.
- Existing controllers are not reliable.
- Open-Source Hardware
- Software must support open standards.
- Visual integration between access control and monitoring (camera) systems

Washburn University is expecting supplier to install and program new system to match the configuration of the current system (ex. Door groups, access levels, door schedules etc...) for a seamless transition. During installation it may be necessary for supplier to rewire existing panels/power supplies, install new panels, and any other work needed to transition and maintain the new system.

3.4 TECHNICAL REQUIREMENTS OF VENDOR:

WU is requesting the key information below AND the attached Excel 25026 Worksheet

A. Responders are encouraged to include additional information as necessary to provide as complete and valuable a response as possible. Information regarding additional features and capabilities is welcome. The goal is to have a system that can be deployed to improve functions and capabilities at the main campus as well as connecting locations.

We request vendors indicate if or how they meet the following features.

RFI 25026 Campus Locks and Camera System
Washburn University, 1700 SW College Ave. Topeka, KS 66621

3.4.1 System Architecture:

- 3.4.1.1 Describe the overall application architecture, including applicable diagrams. Include a full description of the data communications architecture for all components of the system.
- 3.4.1.2 Describe the recommended network security architecture for implementation of the system components. Include diagrams that expose any requirements for external security devices such as firewalls.
- 3.4.1.3 Describe encryption technology employed for transmitting sensitive information over a TCP/IP network from user workstations to the server, and to customers.
- 3.4.1.4 Describe all web-enabled features and functionality of the system.
- 3.4.1.5 Describe all communication protocols used by the system.
- 3.4.1.6 Describe the software features around key management specifications, process, and procedures. Who has access to encryption keys?
- 3.4.1.7 Describe how software integrates with or incorporates CCTV cameras and surveillance systems, including Pelco, Avigilon, and Axis cameras
- 3.4.1.8 Describe how proposed system would scale, identifying any limitations. They would be inclusive of end devices and storage.
- 3.4.1.9 Explain the process of maintaining the University's current Personal system while deploying Supplier's proposed system. i.e. how do you propose that Washburn choreographs an installation and cutover?

3.4.2 Credit Card Processing:

- 3.4.2.1 Include documentation describing the systems' ability to comply with Payment Card Industry Data Security Standards (PCI-DSS), and any features or capabilities of the system that must be added, enabled, disabled, or changed in order for the system to operate in compliance with the PCI-DSS standards.
- 3.4.2.2 Has the software been validated as a PCI compliant payment application ("PAPB" certified)?
- 3.4.2.3 Describe the architecture employed by the system to verify and authorize credit card transactions. What payment processors/gateways does the system support?
- 3.4.2.4 Please provide evidence of the most recent PCI-DSS compliance certification.

3.4.3 Database Security:

- 3.4.3.1 Does the database support encryption of specified data elements in storage? What type of encryption is supported? List the data elements, tables, or databases that may be (are) encrypted.
- 3.4.3.2 What methods of data exchange do you support? Can your system support transferring data via batch processes? If so, can it be automated via secure FTP, or another secure IP connection, to eliminate any intervention by users?
- 3.4.3.3 Does the system allow for archive/removal of database records at an interval? Describe the format available for archived records, and encryption option.

3.4.4 System Security:

- 3.4.4.1 Describe the user authentication process?
- 3.4.4.2 Describe your software's ability to integrate with our existing Microsoft Active Directory from an authentication and authorization perspective.

- 3.4.4.3 Describe all authentication methods the system supports, with specific attention given to DUO authentication.
- 3.4.4.4 Does the system provide data input validation and error messages?
- 3.4.4.5 Can user access be customized to allow read-only access, update access, or no-access to specific types of records, record attributes, components, or functions? Are security roles fully customizable?
- 3.4.4.6 How is user security administration performed?
- 3.4.4.7 Does the system have the capability to require users to change their system passwords at regular intervals?
- 3.4.4.8 Does the system provide user system lockout after a defined number of unsuccessful login attempts?
- 3.4.4.9 Describe the system capability to log security/authorization changes as well as user and administrator security events (e.g, login failures, access denied, changes accepted), and all requirements necessary to implement logging, monitoring, and reporting of security events for the system.
- 3.4.4.10 Does the system natively support full auditing of unauthorized system or functional access attempts? Full user and system activity logging?
- 3.4.4.11 Describe the facilities available in the system to provide separation of duties between security administration and system administration functions.
- 3.4.5 Disaster Recovery:
 - 3.4.5.1 Describe the features and functionality of the system which prevents data loss, and how data recovery is performed when needed.
 - 3.4.5.2 Describe the recommended method, cycle and architecture for generating backups of system and transaction data.
 - 3.4.5.3 Describe any software escrow arrangements that are available.
- 3.4.6 References
 - 3.4.6.1 Please provide 3 references from large Universities or similar institutions that have been in production for at least 6 months.

SIGNATURE SHEET

The below stated Vendor submits a RFI proposal for Services in accordance with the terms, conditions, and requirements stated herein. The Vendor hereby certifies it does not have any substantial conflict of interest sufficient to influence the bidding process on this proposal. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

The Vendor submitting this bid and any person associated with this Vendor in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or any position involving the administration of federal, state or local funds:

1. Are not currently suspended, debarred, voluntarily excluded or disqualified from bidding by any federal, state or local agency;
2. Have not been suspended, debarred, voluntarily excluded or disqualified from bidding by any federal, state or local agency within the past three years;
3. Do not have a proposed debarment pending;
4. Within the past three years, have not been convicted or had a criminal or civil judgment rendered against them by a court of competent jurisdiction in any matter involving fraud, anti-trust violations, theft, official misconduct, or other offenses indicating a lack of business integrity or business honesty; and
5. Are not currently indicted or otherwise criminally or civilly charged by a federal, state, or local government with fraud, anti-trust violations, theft, official misconduct, or other offenses indicating a lack of business integrity or business honesty; and
6. Have not had one or more federal, state, or local government contracts terminated for cause or default within the past three years.

A detailed response for any item in which the vendor has a positive answer must be included in 'Exceptions to the RFI, if any' and may be marked confidential.

Addenda: The undersigned acknowledges receipt of the following addenda:

#1 (___) #2 (___) #3 (___) None (___)

Legal Name of Person, Firm or Corporation: _____

Telephone: _____

Fax: _____

E-Mail: _____

Mailing Address: _____

City & State: _____

Zip Code: _____

FEIN Number: _____

Signature: _____

Date: _____

Typed Name of Signature: _____

Title: _____

PROFESSIONAL REFERENCES

Firm Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Firm Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Firm Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Bids must be received by email prior to 2:00 PM local time on the closing date to be considered. Bids must be emailed to purchasing@washburn.edu with the Bid Number in the subject line.

NOTE: In order to properly and completely respond to this Request for Information, bidders must carefully review all sections and respond as required.