

## **Amnesty International UK seeks supplier for network equipment**

### **ABOUT US**

Amnesty International UK is one of the largest sections in our global movement, and we play an important role in providing funding for Amnesty International's work around the world as well as campaigning for change globally and in the UK. We have a vibrant, well-established activist movement with local groups, country coordinators, youth, student and trade union networks, and thematic networks, as well as educators and ambassadors.

### **BACKGROUND & CONTEXT**

Our current London office (the Human Rights Action Centre, 17–25 New Inn Yard, London, EC2A 3EA) is being marketed for sale. We are negotiating the lease acquisition of a new space at 1 Easton Street, London, WC1X 0DW. This project is therefore contingent on the final sale of our current premises and formal approval of the new lease agreement.

We invite expressions of interest (proposals) from suppliers able to provide, install, configure and test network equipment in our future premises. Given the changing circumstances, we aim to maintain flexibility in the final requirements while still gathering robust quotations.

### **PURPOSE**

We plan to acquire network equipment for an office environment accommodating roughly 110 desks, along with two server racks and comprehensive wireless coverage. The solution must be reliable, scalable, and secure, providing a hot-desking setup with broadband connectivity, access to both private-cloud and cloud services, and seamless wireless networking.

### **ABOUT YOU**

We would value a partner that is willing to work with us to refine our objective in order to help us pursue the best route to achieve our overall goal.

It is also important to us that any partner we work with shares AIUK's values and understands the opportunities and challenges inherent in being a movement of people.

The successful partner will:

- Have extensive experience of supporting technology infrastructure projects for complex organisations who work on a range of issues.
- Have the knowledge, skills and experience required to provide insights and identify opportunities, in assisting us to set out our technical requirements.

### **SCOPE OF WORK & REQUIREMENTS**

We encourage vendors to leverage their expertise by proposing solutions based on a modular approach. Where applicable, please itemise costs so we can choose the components that best fit our final requirements.

# SCOPE OF WORK

## Network design requirements

### Router/firewall:

- Two units configured in a High Availability (HA) pair (potentially two HA pairs if both outer and inner perimeters are needed).
- Must connect to two 1 Gb broadband lines, provide firewall functions, support ~120 concurrent users, and include advanced intrusion prevention/detection and VPN services.

### Switching – Desk Connectivity:

- Switches able to support min. 110 desks
- Power over Ethernet (PoE) capability.
- VLAN support for secure network segmentation.
- Management via an intuitive advanced and centralised interface.

### Switching – Two Rack Cabinets

- For each of the two server racks, provide switching solutions with sufficient Ethernet ports to accommodate all potential devices, assuming full rack utilisation (i.e., all U slots occupied).
- PoE capability.
- VLAN support and management and monitoring tools.
- Include clear documentation on how both racks will integrate with the rest of the network.

### Switching – Wireless Access Points (WAPs):

- Switches providing PoE for wireless access points and other devices.
- Scalable design, interoperable with the other network switches.

### WAPs:

- Heat Map Analysis

Vendors are required to conduct a comprehensive heat map analysis to determine the optimal number and placement of WAPs to ensure 100% coverage across the office. This analysis must:

- Evaluate the performance of existing WAPs to determine if they meet the coverage and capacity requirements.
  - Identify whether additional WAPs are needed or if any/all existing WAPs should be replaced.
  - Reference the current heat map data and floor plans provided by us while supplementing it with their own detailed assessment.
- Performance and Standards
    - All WAPs must support high-density environments, accommodating up to 50 concurrent users per access point.

# SCOPE OF WORK



- WAPs must comply with the latest wireless networking standards, including Wi-Fi 6 (or equivalent), to ensure future-proofing and optimal performance.
- Management and Connectivity
  - The solution must include centralised management capabilities for simplified configuration, real-time monitoring, and firmware updates.
  - WAPs must support seamless roaming, enabling users to maintain uninterrupted connectivity when moving between different areas of the office.
- Optional Pricing for New Installations
  - Vendors must include optional pricing for the installation of new WAPs in cases where the heat map analysis indicates that existing equipment cannot be reused or no longer meets performance requirements.
  - Pricing should account for hardware, installation, configuration, testing and any associated costs to provide a complete overview.

## Technical specifications

All devices must:

- Support centralised and advanced management for easy configuration, monitoring, and updates.
- Be compatible with standard ethernet cabling (cat6 or higher).
- Meet relevant industry standards for network security and performance.
- Include a minimum three-year hardware warranty and technical support.

## Optional Components & Services

We invite itemised pricing for the following modular components:

- **Rack Cabinet Provision**
  - Fully provisioned and cabled rack cabinet(s).
- **Installation & Configuration Services**
  - On-site setup, initial configuration, and integration with our existing infrastructure.
- **Testing & Validation**
  - Comprehensive testing of throughput, security, and coverage.
  - Documented test results.
- **Training**
  - Basic training for our IT staff on management and troubleshooting of the new devices.

## Additional Services

- Any further consultancy, ongoing maintenance, or managed services can be proposed as separate line items.

# SCOPE OF WORK



## INFORMATION SHARING

Individual online Q&A sessions will be held on **7 and 10 February 2025**, to allow providers to clarify requirements, ask questions, and better understand AIUK's needs to refine their written proposals.

If you are interested in putting forward a written proposal and would like to attend one of these Q&A sessions, please email [mac.norko@amnesty.org.uk](mailto:mac.norko@amnesty.org.uk) by **Wednesday 5 February 2025**. Submission of questions in advance of the sessions is encouraged.

Responses to questions raised will be circulated in writing following the online Q&A sessions. AIUK reserves the right to issue responses to all potential partners.

## SUBMISSION REQUIREMENTS

Interested suppliers should submit a **written proposal** (in Word or PDF format) by **23:59 on 24 February 2025** to [mac.norko@amnesty.org.uk](mailto:mac.norko@amnesty.org.uk).

Please include:

- **Technical Approach & Deliverables**
  - Proposed equipment lists, designs, and any relevant **diagrams** or references.
  - Detailed methodology for any heat map/WAP coverage analysis.
  - Itemised optional components.
- **Costs & Timelines**
  - **Break down** costs clearly (base solution, optional add-ons, licensing, support).
  - Provide **estimated delivery and implementation schedule**.
- **Vendor Experience & References**
  - Provide a team profile, outlining your team's relevant experience and past performance on similar projects.
  - Provide references or case studies if available.
- **Values & Ethics**
  - Brief statement on how your organisation's practices align with **AIUK's values and ethics**.
  - Completed **Supplier Questionnaire**

## EVALUATION CRITERIA

Proposals will be evaluated on:

- **Technical Compliance & Flexibility**
  - Adherence to the specifications and responsiveness to optional elements.
- **Cost-Effectiveness**

# SCOPE OF WORK



- Overall affordability, licensing and support costs, and clarity in itemised pricing.
- **Delivery & Implementation Services**
  - Feasibility of the proposed timelines and approach.
- **Vendor Experience & Reputation**
  - Demonstrated expertise and successful track record in similar projects.
- **Alignment with AIUK's Values**
  - As part of our commitment to ethical procurement, we will also require prospective partners to complete our ethical screening process.

AIUK reserves the right to apply additional evaluation criteria if necessary to ensure the selection of the most suitable partner.

## TIMELINE

<b>Milestone</b>	<b>Date (Subject to Change)</b>
RFQ Issued	29 January 2025
Requests to attend Q&A sessions submitted	By 5 February 2025
Q&A sessions	7 and 10 February 2025
Submission Deadline	24 February 2025, 23:59
Evaluation of Submissions Completed	28 February 2025
Selection & Contract Award	March 2025
Project Completion & Handover	Pre-July 2025 (Final Date to be Confirmed)
Office occupation	July 2025 (expected)

Please note: The timeline above may be adjusted based on the final sale of our current premises and the confirmation of the new lease agreement.

## FURTHER INFORMATION

AIUK reserves the right to engage more than one partner to deliver the programme of work outlined.

AIUK reserves the right to reject any or all submissions and to negotiate with the successful partner(s).

The scope provided is indicative only and will be agreed with the selected partner(s).