



STATEMENT OF WORK

for

Avanti |

Park (Frome) Network Refresh





OVERVIEW

Due to continuing success and growth of the business, Avanti Schools Trust (Avanti) is looking to refresh the existing Park (Frome) School network.

Avanti has determined that Meraki devices are best suited to provide connectivity, offer the expected level of security and ease of configuration. The focus is on providing wireless connectivity for user devices and resilient internet connectivity, with simplified management and insight into network use and activity. No public-facing services will be hosted on the site, and just a few internal services are offered to the clients as Avanti is predominantly a 'cloud first' organisation.

DESIGN SPECIFICATION

The Avanti team has selected a Meraki network for their business needs, with the following equipment to form the network:

Perimeter Firewall

- 1x MX95, with 10 Years Advanced Security licence

Core Layer Switch

- 1x Meraki MS425-32, with 10 Years Enterprise licence

Access Layer Switches

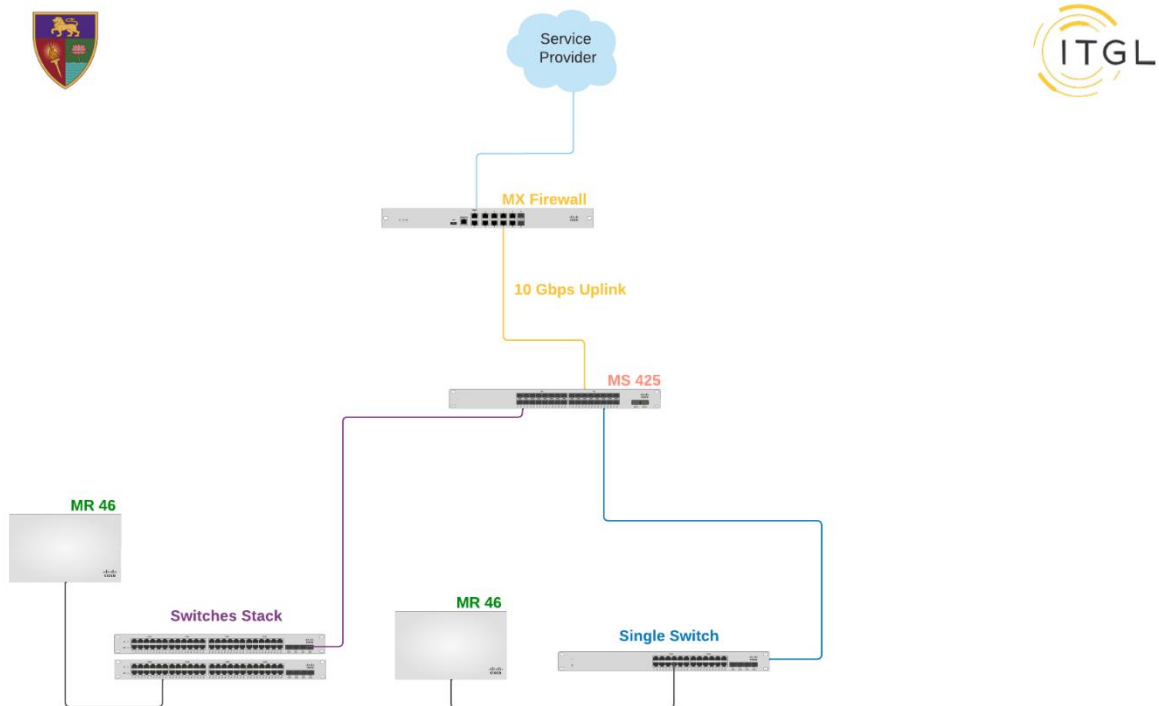
- 11x Meraki MS355-48X, with 10 Years Enterprise licenses

Wireless Access Points

- 77x MR46, with 10 Years Enterprise licenses



The proposed equipment will be deployed as shown in the diagram below.



A single MS425 core switch will handle fibre and copper uplinks from the edge switches, up to 10 Gbps each.

Wherever the MS355 access switches are stacked, these will be deployed in the same cabinet, with a physical backbone connection of up to 100 Gbps.

77x MR46 access points will be installed and connected to the edge switches, taking advantage of the PoE capabilities of the MS355.

22x Third party 10G SFP transceivers will to be utilised for uplinks between devices.

DESIGN CONSTRAINTS

- The proposed Meraki MX95 firewall and the Core switch will be deployed as standalone devices, offering no redundancy.
- No additional RADIUS service for wireless user/device authentication will be provided with the proposed solution.



IN SCOPE

As discussed, and agreed with Avanti, ITGL will design, install, test and hand over the Meraki network for the Park School on a fixed price basis, the scope of which is detailed below.

INITIATION

During initiation a number of key tasks are set in motion:

- Allocation of project resource
- Project governance set up including control log (RAID)
- Project initiation meeting to:
 - Introduce the team
 - Review this statement of work
 - Agree stakeholders and interface expectations
 - Agree project governance including communication requirements and frequency
- Collaborative planning activities

DISCOVERY AND DESIGN

- Design workshop to gather sufficient information to produce a low-level design to be signed off before implementation
- RAMS will be provided ahead of any implementation work

IMPLEMENTATION

- Initial remote configuration via the Meraki Dashboard
- Physical installation of the following kit:
 - 1x Meraki MX95 firewall
 - 1x Meraki MS425-32 switch
 - 11x Meraki MS355-48X switches
 - 77x Meraki MR46 access points
 - 2 x MA-CBL-100G-50cm
- Logical configuration of the equipment above
- Supply and install approximately 50 x Cat6 cables & outlets to connect the Access points and terminate at each cabinet and test and label – Inclusive of patch cords
- Relocate circa 27 x Cat 5e/6 cables & outlets for the APs. (WAPs 11, 14, 15, 17, 18, 24, 27, 30, 31, 33, 35, 36, 37, 38, 39, 42, 43, 45, 49, 57, 68 & 75, plus % missed from visual survey) inclusive of longer Cat6 patch leads if required.
- Install 77 Wireless APs
- Testing of the Meraki network, including:
 - Wireless connectivity



- Wired connectivity
- Internet connectivity

GO-LIVE SUPPORT

- Four hours of remote go-live support on the next business day after installation
- Knowledge transfer to the Avanti team throughout the engagement

PROJECT CLOSURE

- Post Live WLAN assessment and follow on “WLAN report”.
- Submission of any final documentation
- Project closure report and sign off request

OUT OF SCOPE

Out of scope items include any tasks not mentioned as being in the scope above, including:

- Structural cabling outside the new wireless cables as per the above list
- Provision and configuration of RADIUS services
- Configuration of internet routers
- Configuration of any VPN tunnel
- Installation and configuration of any equipment beyond the proposed Meraki equipment listed above
- Work outside of normal business hours

SUCCESS CRITERIA

- Solution Acceptance test criteria are met (post-migration testing is successful, switch management access is proven, and resilience testing is successfully completed).
 - Testing of the Meraki network, including:
 - Wireless connectivity
 - Wired connectivity
 - Internet connectivity



ESTIMATED PROJECT DURATION

The project, from initiation to closure, is expected to be completed within 4 weeks, subject to dependencies.

CLIENT RESPONSIBILITIES AND PREREQUISITES

- A single point of contact and escalation to be assigned to work with the ITGL Project Manager and Technical Lead
- Avanti will work with the project team during initiation to agree on communication and reporting requirements and agree on roles and responsibilities and the escalation process.
- Provision of sufficient rack space, and power.
- Provision of cable management and patch leads not listed in the 'in scope section'.
- Management of internal ITIL change requests, representation on change boards and CAB meetings, and communication of any downtime periods.
- Timely provision of information requested.
- Collaboration towards successful design and implementation.
- Development and implementation, in conjunction with ITGL, of a pre and post-service test plan to demonstrate that services are available immediately before and after migration. This is key to demonstrating success and avoiding unnecessary roll-back.
- Provision of internal resources to support any design, implementation, and guide clarification during the appropriate stage.
- Provide a secure location for the storage of equipment until the installation.
- Provide access to comms rooms.
- Creation of a specific test plan

CAVEATS AND ASSUMPTIONS

- We assume there is enough space in the rack to install the new equipment.
- We assume there are enough power sockets available in the rack to connect at least one power supply per switch during the installation and configuration process.
- All changes to time, cost, or quality will be managed via the ITGL change control process.
- Standard working hours are 8.30am to 5.30pm. Any agreed out of hours tasks will be mentioned in the In-Scope section. If unexpected issues or last-minute changes require work in addition to the 8-hour day, additional time will be charged at £120.00 per hour.
- ITGL can deliver the required hardware at least one week before the work commencement date.

- Items delivered in advance will be placed in a secure location and a site contact will be aware and keep details of the location and can escort or provide details to the engineers and consultants upon arrival.
- Management of any third parties or contractors is the responsibility of Avanti unless specifically forming part of the ITGL scope of work.
- Wiring closets and network locations must be accessible with adequate lighting and power.
- It is assumed that all racks are easily accessible from ground level. This proposal does not include any requirement for working at height.
- Labelling of patch cables is out of scope and is the responsibility of Avanti.
- Application migration is not included.

HEALTH AND SAFETY

- It is assumed that ITGL engineers will have complete unobstructed access to all facilities and sites for the duration of the site visit.
- ITGL must be made aware of any health and safety requirements prior to the start of the project.
- Avanti must ensure the working environment of all buildings meets the relevant health and safety standards. If an engineer feels the environment is not safe to start work, they maintain the right to postpone the job until the environment is of a satisfactory standard.
- It is assumed that no site inductions or security briefings are required. If extra time is required to undertake site inductions and assessments, additional professional service time will be required.
- A site representative must be nominated for risk assessment.

DEPENDENCIES AND CONSTRAINTS

- Delivery of Meraki equipment in time to meet project timelines
- Timely access to all areas of the site to meet project timelines and to ensure efficiency of cabling and AP roll-out

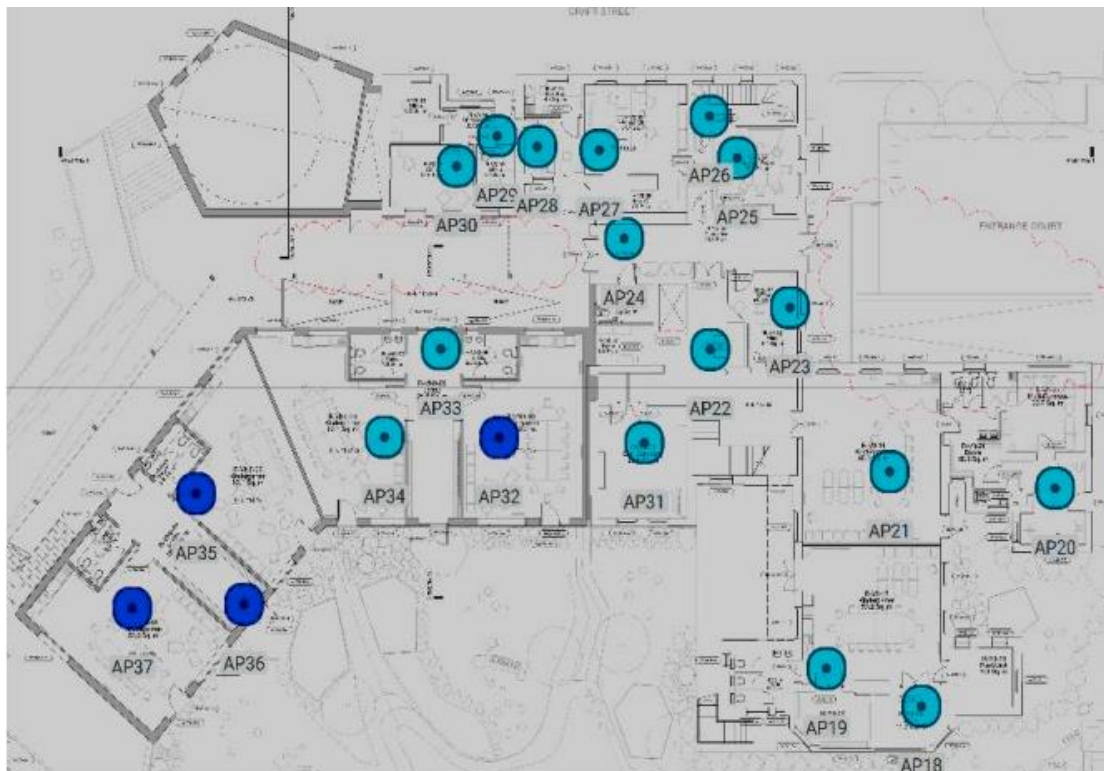


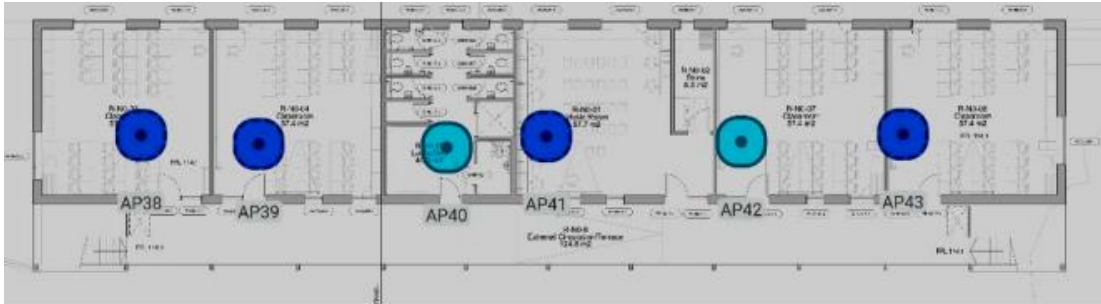
APPENDIX 1 – AP MAP

Lower Ground

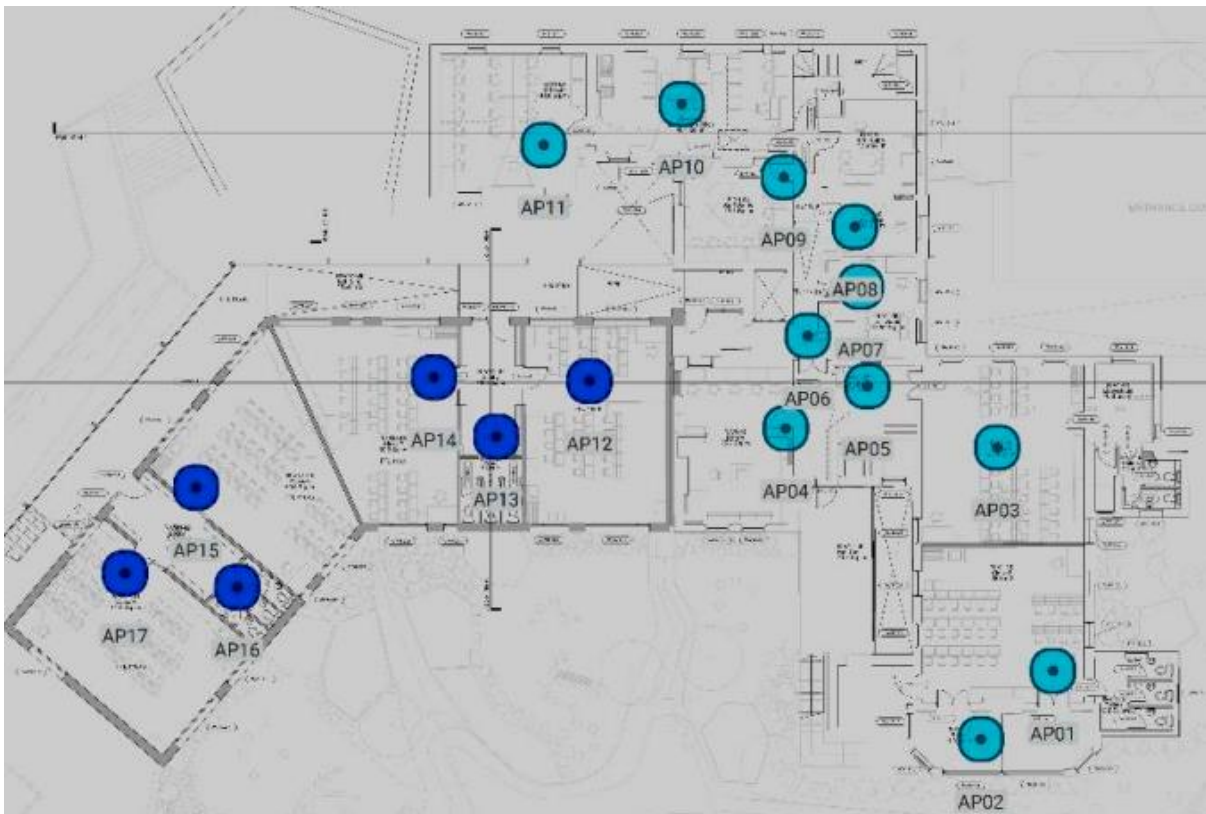


Upper Ground Floor



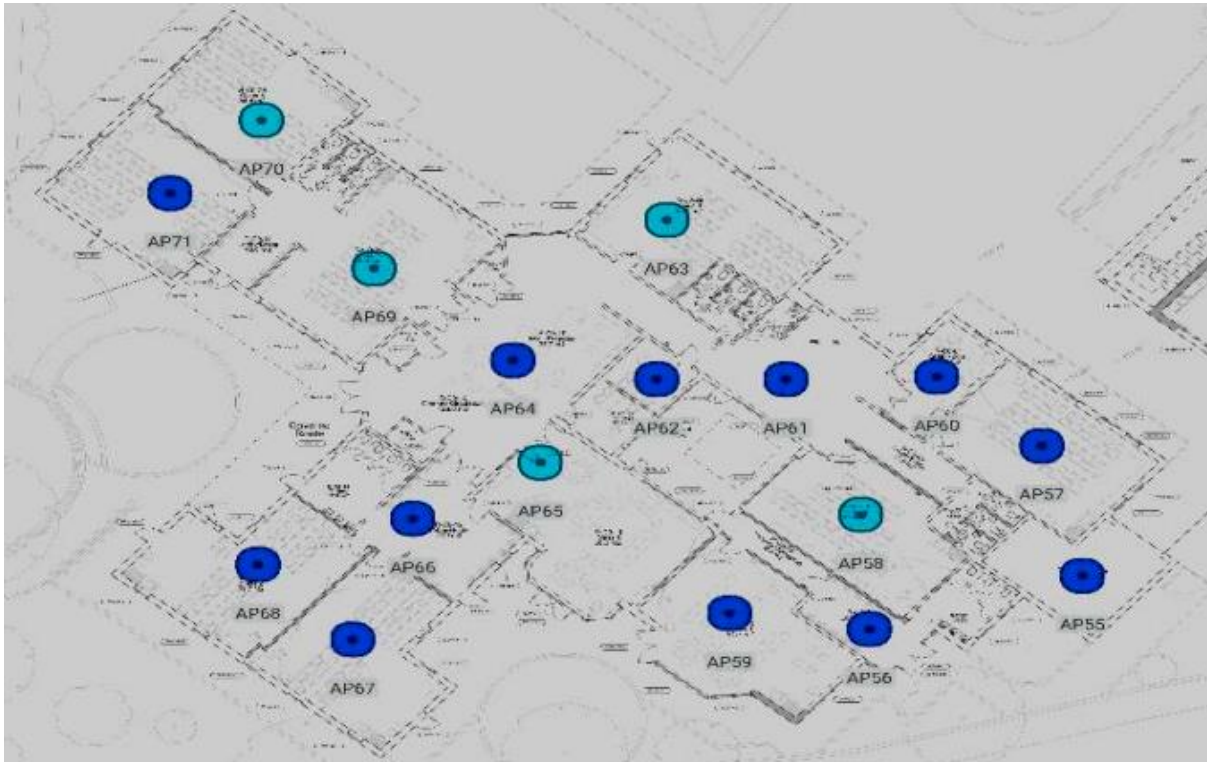


1st Floor





Chantry ground floor





APPENDIX 2

CONFIDENTIALITY STATEMENT

The information set out in this proposal that is marked 'In Confidence' may include, but not be limited to, information such as itemised prices, design documents, plans and any information relating to ITGL's clients. This information is communicated in confidence and disclosure of it to any person otherwise than with ITGL's consent will be treated as a breach of confidentiality.

Furthermore, the disclosure of information that is commercially confidential to ITGL may, or may be likely to, prejudice ITGL's commercial interests. Such commercially confidential information will be exempt from the duty to confirm or deny, and from disclosure, under the Freedom of Information Act 2000.

DISCLAIMER

This document is provided for information purposes only. ITGL accepts no responsibility for any errors or omissions that it may contain.

This document is provided without warranty of any kind, express or implied, including but not limited to the warranties of merchantability, fitness for a particular purpose and non-infringement. In no event shall ITGL be liable for any claim, damages or other liability (either direct or indirect or consequential), whether in an action of contract, tort or otherwise, arising from, out of or in connection with this document or the contents thereof. All goods and services are supplied subject to the full ITGL terms and conditions.

FREEDOM OF INFORMATION

For the purposes of the Freedom of Information Act 2000, itemised price information contained in this document (but not the total price) is communicated in confidence. Without prejudice to the foregoing, ITGL acknowledges that third parties may be required to release into the public domain ITGL's name or the total price submitted (or both). ITGL does not normally object to the release of this information.

COPYRIGHT

© ITGL Ltd 2019

Registered office: Trafalgar House, 223 Southampton Road, Portsmouth, Hampshire, UK, PO6 4PY



ITGL Limited
Trafalgar House
223 Southampton Road
Portsmouth
PO6 4PY

Company Registration No: 07902312
VAT Registration No: 173521420

