

STATEMENT OF WORK

Access Control System Integration and Upgrade

1. Background

CDC Kenya has a Building Access Control system in place in the Nairobi office that requires some integration and upgrade. This document provides details of the existing system and the proposed work that needs to be done for the upgrades.

2. Project Objectives

- a. To integrate the Building Access Control System with the existing Fire Alarm System
- b. To replace the existing Access Control Management software with another that meets set requirements outlined in this document
- c. To replace some hardware components that are compatible with the Access Control Management software proposed

3. Scope of work

The scope of work for the Nairobi office is contained in the following table:

Office	Existing System and Equipment	Description of Components	Vendor Response
KEMRI Campus office	Access Control System	VertX V1000 Network Controller (1 Unit)	
		VertX V100 Sub readers (7 Units)	
		Door Reader Interface (14 Units) (ProxPro with Keypad (125 kHz keypad proximity card reader with keypad; NT-100 infrared no touch exit button)	
		Prox125 kHz thin cards	
		AXXONSOFT Intellect Access control hosted on Windows 7 Professional and Dell 9050 Desktop	
		Emergency exit or switch (Break Glass) on each exit door (10 Units)	
	Fire Alarm System	Server Room- Kidde Fenwal FM200 Fire Suppression System (UL Listed, FM Approved) BS121.2N 1.2 AH 12 VDC Sealed Lead Acid Battery	
		Server Room-76-600000-200 Kidde Suppression Key Maintenance Switch	
		Server Room- 06-236881-001 Key Maintenance Switch Back box	
		Server Room-85-100000-100 Control Head Monitor	
		Ground Floor Reception- Quick Start Fire Alarm Control Panel	
		Smoke Detectors (42 Units)	
		Break Glass Fire Alarm (6 Units)	
	Required		
		<ul style="list-style-type: none"> • To integrate the Building Access Control System with the existing Fire Alarm System so as to open all doors whenever the fire alarm goes off • As part of the integration, set the system in such a way that this feature can be turned on or off by CDC ICT staff based on the requirements of the organization. i.e. this must not be a permanent feature to always open all doors in the event of a fire alarm but rather a feature that can be switched off when needed • Important note: the vendor must state clearly if the above 	<ul style="list-style-type: none"> •

STATEMENT OF WORK

Access Control System Integration and Upgrade

Office	Existing System and Equipment	Description of Components	Vendor Response
		condition cannot be met	
		<ul style="list-style-type: none"> • To replace the existing Access Control Management software with another that meets the following requirements: <ul style="list-style-type: none"> ○ Seamlessly integrates with the Access Control System hardware installed ○ Provide an interface for the management of the Access Control Hardware ○ Provide a method for ease of enrolment of HID cards to provide access for users. The preferred method is to be able to enter the card number provided in order to enroll a user onto the system rather than tapping the HID card onto a card reader to obtain the number required for the enrolment of users ○ Automate the process of updating the controller database with the enrolled users without the need to lock or open all doors or compromise security in any way ○ Provide an option for issuance of temporary cards in case a staff forgets their card ○ Provide an option for blocking a lost card ○ Provide a method for backing up and restoration of the database in the Access Control System ○ Provide an option to generate reports ○ Provide an option to send email alerts ○ Provide a client for remote access of the Access Control System to facilitate system administration ○ As a value add, indicate whether the system can be integrated with the existing Dahua CCTV system for a future implementation if required • CDC will provide a Dell Optiplex 9050 Desktop • The vendor will provide Windows Licensed software, preferably Windows 10 Platform for installation on the desktop to host the Access Control Management software 	<ul style="list-style-type: none"> •
		To replace some hardware components that are compatible with the Access Control Management software proposed	
		Note: A site visit will be required to establish and verify the technical requirements	
		Installation, configuration and testing of the hardware and software working with CDC Kenya ICT staff	
		System Administration training of the hardware and software installed for 5 ICT staff (in-house or external)	
		Standard warranty on all hardware installed	
		<ul style="list-style-type: none"> • Maintenance- Plan for installed equipment maintenance as per the recommended manufacturer's standard's for the first year. • Plan to replace any hardware components damaged in the first year due to manufacturer's faults. • Faults that are not as a result of manufacturer's fault will be repaired on a call to fix basis • The period of performance will commence once a completion certificate is signed between a representative from CDC Kenya and the vendor 	<ul style="list-style-type: none"> •

STATEMENT OF WORK

Access Control System Integration and Upgrade

Office	Existing System and Equipment	Description of Components	Vendor Response
		<ul style="list-style-type: none">Subsequent maintenance agreements will be agreed upon with a suitable vendor after the first year.	

4. Project Details and Schedule

Vendors **should provide:**

- A detailed Project Gantt Chart or Project Plan including specific activities and milestones, clearly showing how the completion of the required works will be achieved by their target date. The details should factor in procurement lead times upon receipt of the Purchase Order
- Manufactures authorization and accreditation for the supply and installation of the proposed Access Control System hardware and software
- Details of the qualifications of the technical staff who will be involved in the implementation of this project
- 2 Reference sites where a similar installation has been undertaken within the last two years with a Point of Contact (POC)

5. Points of contact (POC)

Nairobi

- Primary: Steve Ntabo, Tel: 0722769564
- Alternate: Evans Otieno, Tel: 0722772610