

REQUEST FOR PROPOSALS (RFP)

Computer Network Infrastructure

Issued by: Wyoming County Cultural Center, Inc. (Dietrich Theater)
60 E. Tioga Street; Tunkhannock, PA 18657

Issue Date: July 6, 2026

Proposal Due Date: August 14, 2026

1. Introduction

The Wyoming County Cultural Center (Dietrich Theater) invites qualified vendors to submit proposals to design, procure, install, and configure, test and support a modern, secure, and reliable computer network. The selected solution must improve organizational efficiency, strengthen cybersecurity, and provide a scalable foundation for future growth. The selected vendor will provide all required hardware, software, installation, documentation, training, and post-installation support.

2. Organizational Background

The Dietrich Theater is a nonprofit four-screen movie theater and cultural center serving Wyoming County and northeastern Pennsylvania. The organization's network supports administrative operations, point-of-sale systems, film downloads and transfers, digital media, public Wi-Fi, security systems and staff operations. This project will replace and modernize the existing infrastructure.

3. Scope of Work

The selected vendor shall assess the current environment; design a secure network architecture; provide and install firewalls, manage switches, wireless access points, servers (if required), cabling, and management tools; configure network segmentation for staff, public Wi-Fi, POS, and projection systems; implement cybersecurity best practices including VPN, intrusion prevention, logging, monitoring, provide complete documentation, training, and a one-year support option.

4. Proposal Requirements

Include: company overview; technical approach; implementation timeline; hardware/software specifications; security strategy; references (minimum three); certifications; itemized pricing; procurement schedule; installation/testing plan; and confirmation that the network will be operational by November 30, 2026, with one year of maintenance.

5. Evaluation Criteria (100 points total)

Technical Quality (25), Vendor Experience (20); Cost Effectiveness (20); Equipment Quality/Warranty (15), Security & Scalability (10), Project Timeline (10).

6. Site Visit & Network Requirements

Vendors are encouraged to schedule a site visit by emailing rogler@dietrichtheater.com or calling 570-836-1022 x2.

Current requirements:

- Basement: Hardwired phone network.

- Main Floor: Two ticket booth POS and three concession POS (hardwired); Wi-Fi in concession, ticketing, lobbies, Children's Room, Art Studio, Performance Studio, and all four theaters.
- Second Floor Office: One POS and copier (hardwired); Wi-Fi supporting up to 10 laptops, Wi-Fi in apartment.
- Projection: Fire Alarm and security systems on the main network. Separate projection network for four projectors, one Éclair Box, and one Library Management System with wired connectivity and Wi-Fi.

7. Submission

Submit proposals electronically in PDF format to Erica Rogler, Executive Director, at rogler@dietheater.com by August 14, 2026

8. Project Timeline

RFP Issued: July 6, 2026

Vendor Questions/Site Visit: July 31, 2026

Proposal Deadline: August 14, 2026

Vendor Selection: August 31, 2026

Contract Finalization: September 8, 2026

Project Completion: November 30, 2026 (extensions must be justified in writing).

9. Terms & Conditions

The Wyoming County Cultural Center reserves the right to accept or reject any or all proposals, request additional information or clarification from vendors, negotiate scope and pricing, waive informalities, and award the contract in the best interest of the organization. Proposal preparation costs are the responsibility of the vendor. The final award is subject to Board approval and budget.

10. Budget & Funding

Partial funding for this project is provided through an ARC Area Development Grant. Proposals must align with the approved project budget. The Wyoming County Cultural Center, Inc. (Dietrich Theater) will conduct this procurement in accordance with applicable federal regulations, including 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), ARC policies, as well as all applicable state requirements. The selected vendor will be required to comply with all applicable federal laws and regulations and will be subject to contract provisions required under federal awards.

Note:

Following the completion of all evaluations, an evaluation committee will recommend the highest-scoring proposer for a contract award. The Wyoming County Cultural Center, Inc. (Dietrich Theater) reserves the right to negotiate with the selected proposer to refine the scope of work, deliverables, and contract terms. The Wyoming County Cultural Center, Inc. (Dietrich Theater) reserves the right to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interest of the conduct of the study. Only chosen contractors will be notified. All proposals received will be retained by The Wyoming County Cultural Center, Inc. (Dietrich Theater). The award decision will be based on the best overall value, considering qualifications, proposed service delivery approach, and cost-effectiveness. Those not selected will be given an opportunity to file an appeal of their rejection, in writing, to the Executive Director. All disputes will be reviewed by the Executive Director with a written response in (14) days. If appealed, The Wyoming County Cultural Center, Inc. (Dietrich Theater) Board will be the final decision maker. All procurement appeals will be handled in accordance with applicable federal procurement standards and the Wyoming County Cultural Center, Inc. (Dietrich Theater)'s written procurement procedures.

Conflict of Interest Certification

Project: Computer Network Design, Procurement and Installation

Funding Source: ARC Area Development Grant

Issuing Organization: Wyoming County Cultural Center, Inc. (Dietrich Theater)

Purpose

This Conflict-of-Interest Certification is required as part of the proposal submission and selection process for the Computer Network Design, Procurement and Installation Project. The certification is intended to ensure compliance with applicable federal, state, and local procurement standards, including Appalachian Regional Commission (ARC) requirements, and to promote transparency and integrity in the procurement process.

Proposer Information

Organization / Firm Name: _____

Primary Contact Name & Title: _____

Email: _____ Phone: _____

Conflict of Interest Disclosure

The undersigned certifies, to the best of their knowledge and belief, that:

☐ Neither the proposer nor any individual associated with the proposer has a real, apparent, or potential conflict of interest related to this RFP.

☐ A potential or actual conflict of interest exists and is fully disclosed below.

If a conflict exists, provide a detailed explanation, including the nature of the conflict and any steps taken or proposed to mitigate it:

Certification and Attestation

By signing below, I certify that:

- The information provided in this certification is true, complete, and accurate.
- The proposer has disclosed any known conflicts of interest, including financial, personal, or organizational relationships that could influence or appear to influence the procurement process.
- The proposer agrees to immediately notify ORGANIZATION if a conflict of interest arises at any time during the procurement or contract period.
- The proposer understands that failure to disclose a conflict of interest may result in disqualification, termination of contract, or other remedies permitted by law.

Authorized Representative (Print Name): _____

Signature: _____ Date: _____

Title: _____

This certification will be retained by ORGANIZATION in accordance with federal and state recordkeeping and audit requirements.

Debarment and Suspension Certification

The undersigned certifies, to the best of his or her knowledge and belief, that neither the organization nor its principals:

Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local department or agency;

Have within the past three (3) years been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property

Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses described above; and

Have within the past three (3) years had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the undersigned is unable to certify to any of the statements above, an explanation shall be attached.

Organization Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

Insurance Certification

The undersigned certifies that the organization named below maintains insurance coverage with insurers licensed to do business in the applicable jurisdiction and with limits no less than those required by contract, grant, or applicable law, including the following (as applicable):

1. **Commercial General Liability:** Including bodily injury, personal injury, and property damage
2. **Workers' Compensation:** As required by state law
3. **Employer's Liability:** As required by law
4. **Automobile Liability:** Covering owned, hired, and non-owned vehicles (if applicable)
5. **Professional Liability / Errors and Omissions:** (If applicable to services provided)

Such insurance shall:

1. Name the funding agency and/or contracting entity as additional insured where required;
2. Provide that coverage shall not be canceled, materially changed, or non-renewed without prior written notice as required by contract;
3. Be primary and non-contributory where required.

Certificates of insurance evidencing the required coverage will be provided upon request.

Organization Name: _____

Insurance Carrier(s): _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____