

WiFi Deployment RFP Template

Ten sections that make wireless bids comparable — free, ungated, and yours to edit.

Built by SRS Networks — nationwide enterprise infrastructure deployment since 1996. 500+ deployments · 5,000+ sites · 48 contiguous states · partners@srsnetworks.com · (866) 224-3636

How to use this template

1. Work top to bottom and answer every section. A section you skip becomes an assumption the bidder makes in their favor.
2. Attach a real site inventory (section 2). It is worth more than the rest of the document combined.
3. Send the identical document to every bidder, including the evaluation criteria on the last page — disclosed criteria produce more honest bids.
4. Where you genuinely have no preference, write “vendor to propose, with rationale” rather than leaving it blank.

This template works without SRS Networks. Send it to whoever you like — that is the point of publishing it ungated.

The ten sections

1. Project overview

Why this section: Bidders price risk when scope is vague. Two sentences of real context removes more contingency than any negotiation.

- ☐ Issuing organization and industry
- ☐ Number of sites in scope, and whether this is a pilot, a wave, or the full portfolio
- ☐ Business driver and the date that drives it (store opening, lease start, refresh cycle, compliance deadline)
- ☐ Who owns the decision, and who will manage the vendor day to day

YOUR ANSWER

2. Site inventory

Why this section: The single highest-value attachment. Without it, every bid is a guess and every guess carries padding.

- ☐ Address, square footage, and floors per site
- ☐ Building type per site (office, retail, warehouse, clinic, mixed)
- ☐ Ceiling type and height per area — open deck, hard lid, suspended grid
- ☐ Occupied or vacant during install, and available work hours
- ☐ Existing closet (IDF/MDF) locations and whether they have power and cooling

YOUR ANSWER

3. Coverage and capacity requirements

Why this section: Coverage and capacity are different designs. Saying only 'full coverage' gets you a coverage design in a room that needs capacity.

- ☐ Areas requiring coverage, including exterior, yard, stairwells, and cold or wet zones
- ☐ Peak concurrent client devices per area, not total device count
- ☐ Device types and their real radio capability (handheld scanners, forklift terminals, VoIP handsets, laptops, robots, guest phones)
- ☐ Applications that must not drop — voice, video, scanning, payment, telemetry
- ☐ Minimum signal and data-rate targets, and who validates them
- ☐ Guest, corporate, and IoT network separation requirements

YOUR ANSWER

4. Existing environment

Why this section: A refresh is not a greenfield build. What is already there decides half the labor.

- ☐ Existing access point count, models, mounting method, and age
- ☐ Existing switching, available PoE ports, and PoE budget headroom
- ☐ Existing cabling category and whether it is reusable for the new APs
- ☐ Wireless controller or cloud platform in use, if any
- ☐ Known dead zones and recurring complaints — be specific, this is free diagnostic data

YOUR ANSWER

5. Hardware and standards

Why this section: State the standard or accept whatever the bidder has in stock. Both are valid; just be explicit.

- ☐ Manufacturer specified, or 'vendor to propose' if genuinely open
- ☐ WiFi generation required (Wi-Fi 6, 6E, or 7) and any band requirements
- ☐ Who furnishes hardware — buyer-furnished or vendor-supplied
- ☐ Mounting and enclosure requirements for warehouse, exterior, washdown, or cold areas
- ☐ Cabling category required for new AP drops (Cat6 or Cat6A)

YOUR ANSWER

6. Site survey requirements

Why this section: The most commonly omitted section, and the one that most reliably prevents a second mobilization.

- ☐ Predictive survey required before quote — yes or no
- ☐ On-site validation survey required — yes or no, and at whose cost
- ☐ For warehouses: survey performed at full racking and inventory load, not in an empty building
- ☐ Post-install validation survey with a written report — required
- ☐ Whether survey findings may change the AP count, and how that is priced

YOUR ANSWER

7. Installation and schedule

Why this section: Work hours and access rules are where schedules actually break. Put them in the RFP, not the kickoff call.

- ☐ Required start and substantial completion dates
- ☐ Standard hours, after-hours, or weekend work windows per site
- ☐ Operational blackout dates (peak season, fiscal close, production runs)
- ☐ Landlord, GC, or badge access requirements and lead time
- ☐ Background check or clearance requirements for on-site technicians
- ☐ Site contact with authority to unlock doors and approve field changes

YOUR ANSWER

8. Validation and deliverables

Why this section: Name the artifact or you will receive an invoice and a verbal assurance.

- ☐ Post-install heat map and validation report per site
- ☐ Cable certification reports for every new drop (test standard named)
- ☐ As-built drawings showing final AP placement and labeling
- ☐ AP naming and labeling scheme
- ☐ Photo documentation per AP or per zone
- ☐ Configuration backup and controller documentation at handover

YOUR ANSWER

9. Vendor qualifications

Why this section: Ask for evidence, not adjectives. Every item here is verifiable before award.

- ☐ Years performing multi-site wireless deployments
- ☐ Geographic coverage — the actual state list, self-performed or subcontracted
- ☐ Labor model: W-2 employees, subcontractors under agreement, or marketplace labor
- ☐ Certificate of Insurance with limits, submitted with the bid
- ☐ Manufacturer and industry certifications held by installers and designers
- ☐ Three references at similar site count and scope within the last 24 months

YOUR ANSWER

10. Pricing structure

Why this section: Unit pricing in the bid is your only protection on change orders after award.

- ☐ Price per site and per access point installed, broken out
- ☐ Site survey priced separately (remote and on-site)
- ☐ Cabling priced per drop, by category
- ☐ Project management stated as a line item or percentage
- ☐ After-hours premium stated as a percentage
- ☐ Unit rates for adds and change orders, valid through the project term
- ☐ Payment terms and milestone billing structure

YOUR ANSWER

Evaluation criteria (publish this to your bidders)

Score each leveled bid 1–5 per row, multiply by the weight, and sum. Capping price at 20% is deliberate: the other 80% is what determines whether the network works on opening day.

Criterion	Weight	What a strong response looks like
Scope completeness	20%	All sections answered; exclusions stated explicitly rather than left silent
Leveled price	20%	Compared only after each bid's exclusions are priced back in at its own rates
Survey and validation method	15%	Named survey approach and a written post-install validation deliverable
Schedule realism	15%	Crew-days per site in line with the bid pack; work windows and access accounted for
Labor model	10%	W-2 leads or agreement-bound subs; named supervision
Insurance and compliance	10%	COI submitted with the bid at limits meeting site requirements
Change-order unit pricing	10%	Adds priced per unit in the bid, not negotiated after award

A note on the low bid. The cheapest wireless bid is usually the one that omitted the survey, the validation report, and the project-management line. Those costs do not disappear — they reappear as change orders, priced after award without competitive pressure. Before comparing totals, price every bid's exclusions back in at that bidder's own unit rates.

About SRS Networks. SRS Networks is a nationwide enterprise infrastructure deployment firm headquartered in South San Francisco, California, deploying structured cabling, wireless, network, security, and low-voltage systems for multi-site enterprises and channel partners across all 48 contiguous states since 1996. 500+ deployments · 5,000+ sites · in-house W-2 leads plus a vetted W-9 subcontractor bench · West and East Coast staging · COI audited before every dispatch in the Project Command Center.

If you want SRS in the bid pack, send the completed template to partners@srsnetworks.com. If your project is a single site in one metro, hire a local installer — our coordination model does not pay back under roughly 25 sites, and we will say so on the call.

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This template is a procurement aid, not legal or procurement advice. Adapt the sections and weights to your own requirements and contracting rules.