

Lawrence County Career and Technical Center (LCCTC)

REQUEST FOR PROPOSAL INTERNAL CONNECTIONS EQUIPMENT AND/OR SERVICES and RELATED MAINTENANCE

Response Deadline: March 3, 2016 by noon

Please Note: There is a mandatory vendor site visit scheduled for February 18, 2016 at 10am EST. Vendors are to appear at Lawrence County Career and Technical Center, 750 Phelps Way, New Castle, PA 16101 by 10am. Failure to attend this walk through will result in the disqualification of any subsequent proposals.

1.0 INTRODUCTION

- 1.1 LCCTC issues this Request for Proposals ("RFP") for Switching & Wireless Access Point Installation. The **Career and Technical Center (CTC)** intends to apply for discounts on the equipment/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 **Issuing Officer and Technical Contact for Questions and Information**

PJ Shaffer
Technology Director
Lawrence County Career and Technical Center
tech@lcvt.tec.pa.us
724-658-3583 EXT. 7162

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the CTC encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Network Equipment RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

- 1.3 One complete hard copy must be delivered to the Lawrence County Career and Technical Center at 750 Phelps Way, New Castle, PA 16101 on or before noon E.S.T. on March 3, 2016. In addition, an electronic copy must be e-mailed to the Issuing Officer on or before noon E.S.T. on March 3, 2016. Both copies must be identical and be labeled, "E-rate Network Equipment Proposal." All required Vendor information, certifications and attachments must be included with the proposal.
- 1.4 The CTC will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply.

The CTC reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

- 1.5 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award via email. Any notification of the selection of the

successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

- 1.6 All personnel that will be working on this project in the CTC must observe all security and safety procedures of the school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, and Act 114 Child Abuse History Clearance.

On-site work at the CTC cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the Career Center's locations.

- 1.7 The CTC is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the CTC is not exempt or that is imposed or assessed by Vendor, as required in Appendix A and B.

1.8 **Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

- 1.8.1 Vendor's proposal is submitted after deadline of 12:00 pm eastern time on March 3, 2016.
- 1.8.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- 1.8.3 Vendor is not authorized to do business in Pennsylvania.
- 1.8.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 1.8.5 Vendor does not have an E-rate SPIN number.
- 1.8.6 Vendor cannot provide all equipment and services listed in Appendix A and B unless otherwise noted in this RFP that separate contracts may be awarded for subsets of equipment and/or services.
- 1.8.7 Vendor did not attend the mandatory walk through on Thursday, February 18, 2016.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Equipment Purchase and Equipment Warranties

- 2.1 Included in this proposal is Appendix A and B which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A and B, completed in the exact format as Appendix A and B with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 2.2 An equipment manufacturer and product number may be listed in Appendix A and B, but the CTC will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A and B list and is compatible, as well as interoperable, with the CTC's

existing network equipment that is listed in Appendix A and B. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A and B to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the CTC's existing equipment.

- 2.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A and B in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.4 Appendix A and B also may request pricing on separate basic maintenance services which should have a separate cost.
- 2.5 Proposals are required to be turn-key, comprehensive solution that addresses all requirements set forth in Appendix A and B.
- 2.6 The vendor must complete all work with its company employees. Sub-contracting of work on this project is not permitted.
- 2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.
- 2.8 Equipment must be dropped shipped from manufacturer distribution warehouse to Lawrence County Career and Technical Center, 750 Phelps Way, New Castle, PA 16101.
- 2.9 Equipment must be new and unopened. No Grey Market, 3rd Party or Used equipment.
- 2.10 Equipment must not be determined End-of-Life by manufacturer.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 Discounted Bills: Should the CTC so choose, Vendor must agree to provide discounted bills to the CTC which reflect the net charges due to the CTC after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that CTC will NOT be liable to Vendor and Vendor shall have no recourse against the CTC for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that the CTC shall not be liable to Vendor and Vendor shall have no recourse against the CTC for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the CTC's actions or failure to act are responsible for the non-payment of the Vendor's invoice

with USAC, the CTC shall not be liable to Vendor and Vendor shall have no recourse against the CTC for the amount at issue until both the CTC and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

- 3.3 Reimbursement Option: Should the CTC choose to pay for any equipment or services in full, Vendor must agree to promptly process the CTC's E-rate reimbursement forms that the CTC will submit to the SLD in order to receive the E-rate funds. Vendor also must agree that upon its receipt of the CTC's E-rate reimbursement, Vendor will, in turn, remit full E-rate reimbursement to the CTC. This procedure is required because the SLD does not permit the E-rate reimbursement check to be mailed directly to the CTC for FY 2016.
- 3.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the CTC's ability to continue to receive the benefit of E-rate funding, Vendor must notify the CTC within 30 calendar days of learning of such investigation. The CTC reserves the right to cancel the agreement without penalty if the investigation impedes the CTC's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 3.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the CTC. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the CTC.
- 3.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
 - Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Invoicing to USAC that is consistent with the contract and the CTC's Form 471
 - Ensuring that services or products are not provided to the CTC without CTC's express written permission or official purchase authorization
 - Ensuring that CTC-approved substitute services or products are prominently noted on invoices submitted to USAC and the CTC
 - When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
 - Documenting that E-rate funded services were provided within the allowable contract period and program year
 - Charging proper FRN(s)
 - Ensuring that invoices and USAC forms are submitted to the CTC in a timely manner
 - Ensuring that USAC forms are filled out completely, accurately and on time
 - Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner

- Maintaining fixed asset list of E-rate-supported equipment provided to the CTC with detailed information for each item (model number, serial number, product description) and made available to the CTC in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 The CTC reserves the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual CTC needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- LCTC intends to award a single contract for all equipment/services in Appendix A and B; however the CTC reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;

4.2 Timeline for Purchase of Equipment

The purchase of equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the CTC after E-rate approval has been received.

4.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the CTC to provide the information necessary to obtain SLD's approval of a service substitution request.

4.4 Lowest Corresponding Price

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5 The CTC reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

- 4.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the CTC for E-rate eligible equipment and/or services:
- Date of invoice
 - Date(s) of service
 - Funding Request Number (“FRN”)
 - Vendor SPIN
 - Detailed description of services performed and materials supplied that matches the CTC’s contract specifications and Form 471 descriptions of same
 - Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the CTC (non-discounted amount of eligible charges)
 - Invoice on Vendor’s letterhead or on a Vendor-generated form
 - Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm’s business endeavors, including history of company.
- 5.2 Provide a description of your firm’s previous and ongoing relationship, if any, with the CTC.
- 5.3 Provide proof that the Vendor is authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the CTC that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm’s experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the CTC if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor’s principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- 5.8 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in February 2016 – April 2016 in order to assist with the completion of the CTC’s E-rate applications, as requested.
- 5.10 Provide copy of terms and conditions for proposed contract.

5.11 Pennsylvania Right-to-Know Law

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. The CTC intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the CTC is required to select the proposal of the “lowest responsible bidder” in the event that the CTC decides to award a contract.

In order for a bidder to be eligible to be considered a “responsible” bidder, the bidder must comply with the following:

- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF EQUIPMENT AND SERVICES

All applicable taxes, fees, shipping and surcharges from which the CTC is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the CTC.

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the CTC's existing equipment and protocols which are as follows:

Existing Equipment: Proposed wireless hardware must seamlessly integrate with existing Cisco wireless hardware currently deployed at the CTC. Proposed switching hardware must be compatible with the existing Cisco infrastructure currently deployed at the CTC.

Protocols: Switching hardware must support CDP protocol with existing Cisco infrastructure.

DATA PROVIDED BY DISTRICT				DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part #	Estimated Quantity	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
Switch	Cisco	#N3K-C3524P-10GX	2				
Cable	Cisco	#SFP-H10GB-CU1M	2				
Switch	Cisco	#WS-C2960X-24TD-L	2				
Cable	Cisco	#CAB-CONSOLE-USB	2				
Module	Cisco	#C2960X-STACK	14				
Switch	Cisco	#WS-C2960X-48FPD-L	12				
Cable	Cisco	#CAB-STK-E-1M	2				
Module	Cisco	#GLC-T	16				
Module	Cisco	#SFP-10G-SR	26				
Wireless Controller	Cisco	#AIR-CT5508-12-K9	1				
Wireless Controller Power Supply	Cisco	#AIR-PWR-5500-AC	1				
Wireless Controller	Cisco	#L-LIC-CT5508-5A	1				

additional AP License							
Access Point with Internal Antenna	Cisco	#AIR-CAP2702I-A-K9	15				
Firewall	Cisco	#ASA5515-FPWR-K9	1				
Firewall Rail Kit	Cisco	#ASA-RAILS	1				
Firewall License	Cisco	#AC-PLS-5YR-50	1				
3ft Patch Cables (Blue)			2				
5ft Crossover Cables			4				
3ft Patch Cables (Green)			8				
5ft Patch Cables (Green)			15				
14ft Patch Cables (Green)			15				
Wire Management			11				

APPENDIX B

LIST OF EQUIPMENT AND SERVICES FOR FIBER RUNS

All applicable taxes, fees, shipping and surcharges from which the CTC is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the CTC.

DATA PROVIDED BY DISTRICT				DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part #	Estimated Quantity	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
1. Fiber Optic Cabling: 12-Fiber Aqua OFNR(Riser) TLC Distribution cable, 50um OM3 Fiber, LC/UPC to LC/UPC FIS Connectors			81 Meters				
2. Fiber Optic Cabling: 12-Fiber Aqua OFNR(Riser) TLC Distribution cable, 50um OM3 Fiber, LC/UPC to LC/UPC FIS Connectors			120 Meters				
3. Fiber Optic Cabling: 12-Fiber Aqua OFNR(Riser) TLC Distribution cable, 50um OM3 Fiber, LC/UPC to LC/UPC FIS Connectors			106 Meters				

4. Fiber optic Cabling: 12-Fiber Aqua OFNR(Riser) TLC Distribution cable, 50um OM3 Fiber, LC/UPC to LC/UPC FIS Connectors			91 Meters				
FIS LC Duplex 6 Pack Plate Black Loaded with MM 50um OM3 Adapter		F1LC6DBKAQUL	8				
1RU Swing Out Patch Panel-2LGX Panels=Black		F1RMSO1RU2X	4				
2RU Rack Mount Fiber Optic Patch Panel Enclosure up to 6 LGX Plates or Cassettes, with Solid Front Door; Color Black; 19" Brackets included		F1RM2RU6X	1				
FIS Duplex 1.6mm LC/PC-LC/PC MM 50um OM3 Aqua 3 Meter Cord		X8LLM3FISC	24				

Fiber Runs:

1. Fiber Run: IDF to MDF
2. Fiber Run: IDF2 to MDF
3. Fiber Run: IDF3 to MDF
4. Fiber Run: CA to MDF