

Instructional Media & Technology Department  
Gadsden County School District  
35 Martin Luther King Jr. Blvd  
Quincy, FL 32351

*Request for Proposals (RFP)*  
*for*  
*E-Rate Year 16*  
*July 1, 2013 – June 30, 2014*

*for*  
*Telecommunications Services, Internet Access, Internal*  
*Connections, and Basic Maintenance of Internal Connections*  
*Eligible for E-Rate Funds under the Universal Service Program*



*“Building A Brighter Future  
As We Prepare Students For Life”*

Inquiries may be made to:  
Darlean Youmans  
Director of Technology, Interim  
via email – [youmansd@gcpsmail.com](mailto:youmansd@gcpsmail.com)  
All inquiries and answers will be posted on the  
District’s Website - <http://www.gcps.k12.fl.us>  
to ensure that all vendors have the same information.

**A Vendor’s Information Meeting will be held on  
February 5, 2012 at 9:00 a.m. (EST) at the  
Gadsden County School Board Office  
in the Media and Technology Department.**

## Introduction

Under the Universal Service program, the Gadsden County School District is eligible for discounts on eligible services. To be eligible, schools must follow procedures established by FCC and the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which oversees the Universal Service provisions of the Telecommunications Act of 1996.

The Federal Communications Commission (FCC) adopted rules on May 7, 1997 as required by the Telecommunications Act of 1996 that provide discounts for telecommunication products and services for K-12 schools and libraries. The rules were incorporated into the FCC's Universal Service Order (CC Docket No. 96-45). The Order acts to ensure that eligible schools and libraries have affordable access to modern telecommunication services, internal connections and the Internet. This Universal Service discount program is also called the *E-Rate Program*. If you need additional information, you may visit their website at <http://www.universalservice.org/sl/>.

The Gadsden County School District is seeking proposals for E-rate Year 16 – 2013 Funding Year, which begins July 1, 2013.

The selected vendor shall guarantee that the costs quotes are all inclusive. The vendor shall agree that if reduced rates for selected services become available during the life of the contract, new rates may be negotiated under the contract in force.

The district reserves the right to reject any and all proposals and to make any and all purchases to the best interest and advantage of the district; however, price will be the greatest determining factor in vendor selection.

From the time of receipt of this Request for Proposal (RFP) until the announcement of contract award(s), vendors are strongly cautioned to limit **any** communications with the district to the person(s) identified as the district contact(s). Any attempt to circumvent the bidding process by contacting other personnel at the district or the schools directly may result in the disqualification of the vendor.

Any questions concerning this proposal should be addressed, in writing, to the Director of Technology, Interim, Darlean Youmans, at the physical address or email address listed on the cover page of this proposal.

In the event the Gadsden County School District begins to experience budget restraints, or the E-rate program is cancelled, the Gadsden County School District reserves the right to re-negotiate costs with the selected vendors. This may also include canceling services and /or scaling back on services, equipment, or bandwidth. The Gadsden County School District reserves that the billable services approved for funding shall not begin until July 1, 2013. The Gadsden County School District prefers to use the discounted bills method for payment for services and products, unless otherwise stated in the RFP.

The Gadsden County School District (GCSD) is submitting a Form 470 to the School & Libraries Corporation (E-Rate Program) that will cover the following eligible sites:

1. Carter-Parramore Academy (CPA)
  - Hope Academy (located on CPA's campus)
  - Gadsden Central Academy (located on CPA's campus)
2. Chattahoochee Elementary School
3. East Gadsden High School
4. Gadsden Elementary Magnet School
5. Gadsden Technical Institute
6. George W. Munroe Elementary School
7. Greensboro Elementary School
8. Gretna Elementary School
9. Havana Elementary School
10. Havana Middle School
11. James A. Shanks Middle School
12. St. Johns Elementary School
13. Stewart Street Elementary School
14. West Gadsden High School
15. Crossroad Academy Public Charter School
16. District Offices

## **Objective**

To identify qualified Vendors to provide Telecommunications, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections for E-Rate funding year 2013. Contracts must be signed for E-rate eligible services on or before February 27, 2013.

## **Proposal Categories**

This RFP is requesting Fixed Price proposals on the following categories of services. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any or all categories.

- ◆ **Telecommunications Services**
- ◆ **Internet Access**
- ◆ **Internal Connections**
- ◆ **Basic Maintenance of Internal Connections**

## **Scope of Work**

This RFP outlines the Scope of Work for each of the four (4) proposal categories referenced above. Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors.

## Category One

### Telecommunications Services

#### Part One

**Local telephone service for voice/fax services to school sites in the following communities:**

- a. Havana (including East Gadsden High School)
- b. Chattahoochee
- c. Quincy, Greensboro, Gretna, St. John
- d. Long Distance services for all schools and the district office. (Quote in-state, out-of-state, & rounding-up policy)
- e. Data lines (multi 56 Kbs) for each school.

#### Part Two

Gadsden County School District is requesting proposals to support cellular wireless telecommunication services, for up to 40 phones with optional Short Message Service (SMS) and Internet service, for use throughout the Gadsden County School District. Cellular Service should be able to allow users to receive radio transmissions to receive wireless telephone and internet services. The request will also include Email and internet services for some Smart phones and tablets, such as iPad, that integrate with our Student Information/Management System. These lines and services need to be under one master billing account where they are sharing minutes. The district currently has phone/wireless equipment already in use. We need to maintain the cellular numbers we currently have in service and have the option to increase the number of lines available. Any additional numbers or tablets needed must be able to be added to our current services. We prefer yearly contractual services, but will consider a multi-year contract. This is not a guarantee or commitment to contract with a different vendor, but is being utilized to find the most advantageous solution for our district.

*(Currently, the district services are provided by Verizon Wireless, which is a State of Florida contracted vendor.)*

## Category Two

### Internet Access

#### Part One

Requesting proposals to support ISP services for all 18 facilities within the District with the administrative hub and initial Internet access point located at the Gadsden County School District. The proposal must include services required to deliver full E-rate eligible ISP services to support the current bandwidth.

The Gadsden County School District currently lease services for Internet Access services/data transmission services for the following eligible locations:

1. East Gadsden High School
2. Havana Elementary School (line connects From HES to HMS)
3. Havana Middle School (existing line has meet point: A T & T, formerly BellSouth, and Quincy Telephone Company/TDS)
4. Chattahoochee Elementary School (existing line has a meet point: FairPointe Communications, formerly GTCOM, and Quincy Telephone Company/TDS)
5. Carter-Parramore Academy
  - Gadsden Central Academy (located on CPA's campus)
  - Hope Academy (located on CPA's campus)
6. Gadsden Elementary Magnet School
7. Gadsden Technical Institute
8. George W. Munroe Elementary School
9. Greensboro Elementary School
10. Gretna Elementary School
11. James A. Shanks Middle School
12. St. Johns Elementary School
13. Stewart Street Elementary School
14. West Gadsden High School
15. Crossroad Academy Public Charter School
16. District Offices (Internet Service is currently provided by FIRN2 and TDS) - This site serves as the central location for Internet Access for all of the eligible sites listed above.

*(Currently, the schools in the Quincy area are under a multi-year Internet Access contract with TDS and FIRN.)*

These eligible sites currently have fiber connections to the district office that are dedicated to Data Services rated at 100MB with TDS and 4 T1 lines with FIRN for all schools .

***End-to-end, secure, reliable***, wide area network leased telecommunication with 100MB+ fiber connections to all the above listed schools from the District Office at 35 Martin L. King, Jr. Blvd, Quincy, FL., *that is compatible with the existing infrastructure at all schools and the district office.* The vendor must provide documentation outlining how they will provide the following:

- a. **“End-to-End Services”** – The vendor must provide, install, and configure leased equipment for each school site (where none exist) and the district office that is

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necessary for the use of these services. For this proposal, the vendor shall provide the District with

- i. A description of the equipment that will be installed to include Make, Model, Electronic Specifications. Manufacturer's spec sheets are preferred.
  - ii. Cost for the installation and configuration of this equipment must be listed as a "onetime, non-recurring cost" in the proposal.
  - iii. Fees for monthly leasing of the equipment must likewise be included in the quote.
- b. "Secure Services"** – The School District requires that the leased telecommunications lines used in its wide area network be secure. The vendor must document how the leased services being proposed will provide security measures to ensure the integrity of sensitive student and personnel data that will be transported across the wide area network.
- c. "Reliable Services"** – The School District requires that the leased telecommunication lines used in its wide area network be reliable. The vendor must document how they, as a company, can provide 24/7 reliability. This documentation should also include:
- i. A toll free number that is monitored 24/7 for the district network manager to use to report problems.
  - ii. A single contact person who will be responsible for working with the district network manager to resolve all problems.
  - iii. Assurances that the vendor will maintain backups of configurations and spare equipment for reliability.
- d. Compatible with existing network equipment** – The vendor must provide assurances that the proposed services, including equipment, will be compatible with each school's local area network, the district's centralized wide area network equipment, and Florida Department of Education's FIRN network.
- e. As required by the School & Libraries Corporation, the Vendor will provide a statement that the following is true:**  
The service provider will install equipment on the premises of the eligible sites as a part of their provision of eligible telecommunication services. The equipment will be considered part of the provision end-to-end telecommunication services (not as Internal Connections).
- i. The equipment will be provided by the same service provider that provides the service, and ownership will not transfer to the school in the future.
  - ii. The relevant lease does not include an option to purchase the equipment by the school.
  - iii. The school has no contractual right to exclusive use of the equipment.
  - iv. Up-front, non-recurring charges are less than 67% of total charges.
  - v. The equipment will not be used by the school for any purpose other than receipt of eligible telecommunications services of which it is a part.
  - vi. The local area network for data communications of the school is functional without dependence on the equipment.
  - vii. Responsibility for maintaining the equipment rests with the service provider, not the school.

- f. The Instructional Technology Department is not seeking a wireless alternative solution to the wide area network, but one can be submitted for consideration. The district owns ITFS towers at all sites, but the condition and heights of these towers may not prove to be of the quality needed for a secure, stable wireless network.**
- g. A multi-year contract may be submitted if there is a clause that allows the School District the right to end the contract if E-Rate funds become unavailable.**

## **Part Two**

The Gadsden County School District is seeking to maintain Internet Access at the speed of 1GB to the Quincy area locations and 100MB to the Chattahoochee and Havana areas for voice, video and data services. The school district currently has a 6MB connection and a 100MB connection paid with funds through the State of Florida. This filing for the Gadsden County School District is to maintain the 106 MB connection into the central office out to the school sites for it Wide Area Network (WAN).

## **Part Three**

Gadsden District Schools is seeking a Web Hosting service that provides a means for each of the following sites the ability to display content on the Internet.

1. Carter-Parramore Academy (CPA to include HOPE Academy)
2. Chattahoochee Elementary School
3. East Gadsden High School
4. Gadsden Central Academy
5. Gadsden Elementary Magnet School
6. Gadsden Technical Institute
7. George W. Munroe Elementary School
8. Greensboro Elementary School
9. Gretna Elementary School
10. Havana Elementary School
11. Havana Middle School
12. James A. Shanks Middle School
13. St. Johns Elementary School
14. Stewart Street Elementary School
15. West Gadsden High School
16. District Offices

According to USAC regulations, funding is limited strictly to the following eligible web hosting functions:

- Provision of web site traffic (bandwidth)
- Provision of disk space for storing applicant provided content



- Provision of File Transfer Protocol (FTP) transfer or a Web interface to upload files

If services include ineligible features, such as software applications, end-user file storage and content editing features, please indicate these items as ineligible in your proposal. Any cost allocation must be based on tangible information that provides a reasonable and appropriate delineation between the eligible and ineligible components.

Maintenance and technical support appropriate to maintain reliable operation is eligible for discount when provided as a component of an eligible Internet access service.

This is not a guarantee or commitment to contract with a different vendor, but is being utilized to find the most advantageous solution for our district.

The vendor that is awarded this contract must be able to move all district, school and teacher content to the new vendor in the event a new vendor is selected.

## Category Three

### Internal Connections

#### Part One

The Universal Services Program has certain requirements for all internal connections to be considered to be eligible services. They define *Internal Connections* as “components located at the applicant’s site that are necessary to transport information to classrooms, publicly accessible rooms of a library, and to eligible administrative areas or buildings. Internal Connections include connections within, between or among instructional buildings that comprise a school campus or library branch, but do not include services that extend beyond the school campus. Components at the applicant site *are eligible only if* they are an essential component in the transmission of information within the school. The components must be necessary to transport information all the way to individual classrooms.”

Internal Connections do not include services that extend across a public right-of-way beyond the school. Funding for Internal Connections is subject to the provisions of the “Two-in-Five Rule.” The “Two-in-Five Rule” states that “*for Internal Connections each eligible entity may obtain support for Internal Connections funding requests every two out of five years. This limitation applies only to Internal Connections and not to requests appropriately categorized as Telecommunications Services, Internet Access, or Basic Maintenance of Internal Connections*”.

- **Additions/Upgrades for schools’ local area network.** This contract will be to add/replace existing 10BASE-T and 100BASE-TX Ethernet infrastructure including switches, hubs and network media with 1000BASE-T Switched Gigabit Ethernet to the Desktop for select schools. Ethernet to the desktop will include Power Over Ethernet (POE) services. Infrastructure Upgrades with 10GB or better connection backbone between buildings. Infrastructure upgrades will be for the following sites:

Gadsden Elementary Magnet School	Havana Elementary School
Gretna Elementary School	Havana Middle School
Greensboro Elementary School	Gadsden Technical Institute
Carter-Parramore Academy	James A. Shanks Middle School
Gadsden Central Academy (on CPA campus)	St. John Elementary School
Hope Academy (on CPA’s campus)	George W. Munroe Elementary
West Gadsden High School	East Gadsden High School
Chattahoochee Elementary	Stewart Street Elementary
District Office	
  
- ◆ The exact number of switches for each school will be determined by the data specifications below unless denoted otherwise during the walk through.
  - Data Design Specs
    - Classroom ..... 1 dual, 2 quads and 2 overhead/ceiling
    - Lab ..... 30 drops
    - Office ..... 1 dual per 100 sq. ft.

- Media Center ..... individualized per walk through
- ◆ Requesting proposals to replace the switches for data communications in schools and upgrade the capacity so that they are capable of Power over Ethernet to support certain services.

**Part Two**

- Gadsden County School District is seeking proposals for an enterprise class wireless network solution for eligible schools under the guidelines of the Erate program.

Gadsden Elementary Magnet School	Havana Elementary School
Gretna Elementary School	Havana Middle School
Carter-Parramore Academy	Greensboro Elementary School
Gadsden Central Academy (on CPA campus)	Gadsden Technical Institute
Hope Academy (on CPA's campus)	James A. Shanks Middle School
St. John Elementary School	Stewart Street Elementary
Crossroads Academy	District Office

- ◆ Components must integrate with the existing managed wireless system installed at East Gadsden High School and West Gadsden High School.
- ◆ Installation must include one Access Point per classroom and sufficient access points for adequate use in all common areas for all 14 sites
- ◆ Coverage options will need to support high density, maximum classroom connections and complete coverage of all indoor and outdoor common areas.
- ◆ Installation and configuration services should be built into price, including knowledge transfer.

➤ Warranty

- ◆ Unless otherwise specified, unconditional guarantee in writing of the materials, equipment, and workmanship for a period of not less than the agreed upon warranted time, beginning from the date of acceptance by the school district. The school district shall deem acceptance as beneficial use.
- ◆ Transfer manufacturer's warranties to the school district.

- Vendors may submit proposals on all or portions of the wiring and components associated with parts one and two of this request.
- Each proposal should reflect an itemized cost per site as the district reserves the right to award this bid in full or in parts.
- It is strongly suggested that prospective vendors inspect Gadsden's network equipment prior to submitting a proposal and provide a Fixed Price proposal to replace any equipment that it establishes has reached end of service life.

- It is recommended that vendors not familiar with the Gadsden District Schools network complete a tour of each school's facilities prior to preparing proposals.
- Campus drawings and LAN outlines will be provided at a vendors' information meeting on February 5, 2013 at the Max Walker Administration Building, in the District Media & Technology Center, located at 35 Martin L. King, Jr. Blvd, Quincy, FL 32351.

### **Part Three**

The Gadsden County School District is requesting proposals for upgrades to the present Video-on-demand Digital Media Distribution system. Safari Montage, is currently used for the districts' digital content. The system shall provide each classroom video on demand and all needed TV channels. The system shall also provide the ability to control the projectors within the school from a single point.

Safari Montage or Equal: Must have content with Comprehensive Metadata, Digital Rights Management (DRM) and be tied to the Florida State Educational Standards; IPTV video capability and live broadcast to manage streams across the district from one headend; be capable of controlling and managing IP devices such as projectors and have a desk top video module. The system shall provide each classroom video on demand and all needed channels.

## Category Four

### Basic Maintenance on Internal Connections

The FCC has clarified the maintenance services eligible for E-Rate discounts. Vendors should review the current *Eligible Services List* on the SLD website and ensure their proposals for maintenance are limited to *basic maintenance services* that are unquestionably eligible for E-Rate discounts.

- ◆ **Basic Maintenance Contract on all Client/Server Services (Novell) on eligible file servers, routers, web server, firewalls, and dedicated data switches (all sites and district office).**
  - Vendor must be qualified to provide all the above maintenance without subcontracting. Vendor must be Novell trained with at least five years of experience in successfully maintaining *large* Novell networks (1500+ computers). Submit quote of Hourly Charge and Travel Costs. Established needs and past experiences indicate that this will mean a minimum of 24 hours per week. If vendor is a new contractor to the Gadsden School District Instructional Technology Department, please submit qualifications and job references as listed below.
- ◆ **Basic Maintenance Contract on dedicated voice switches for VOIP system (all sites and district)**
  - Vendor must be qualified to provide the above maintenance with at least five years of experience in successfully maintaining large VOIP networks (1500+ phone system). Submit quote for maintenance costs necessary to have the VOIP online 24/7. Established needs and past experiences indicate that this will mean a minimum of 18 hours per week. If vendor is a new contractor to the Gadsden School District Instructional Technology Department, please submit qualifications and job references as listed below.
- ◆ **Basic Maintenance Contract on all eligible video-to-the classroom components (all sites).**
  - Established needs and past experiences indicate that this will mean a minimum of 1 eight-hour day per week. Submit hourly charge and travel costs. If a new contractor to the Gadsden School District Instructional Technology Department, please submit qualifications and job references as listed below.
- ◆ **Basic Maintenance Contract on all eligible network infrastructures including wiring, wall jacks, raceways, conduit, wireless access points.**
  - This contract will be based on a per call basis with an estimated monthly minimum. Experience indicates the need for an average of 5 eight-hour days per month to maintain the infrastructure at all eligible sites in the school district. Vendor should submit a bid for their hourly charge and travel costs. If this is a new contractor to the Gadsden School District Technology Department, please submit qualifications and job references as listed below.

**Please provide the following information as part of your application.**  
*(GCPS reserves the right to reject any and all applications from vendors that omit this information from the application.)*

1. What is your previous experience with E-rate-supported services?
2. What is the previous amount that you have had funded in Telecommunications, Internet Access and Internal Connections, and/or basic Maintenance categories?
3. What assistance can you provide during the Program Integrity Assurance (PIA) and Item 25 review as pertains to the delivery of eligible services awarded to your company?
4. What documentation and backup material can you provide in the event that an appeal (either the SLD or the FCC) is necessary?
5. What experience have you had in assisting customers in filing for extensions and substitutions?

### **Vendor Information**

1. According to the Universal Service program, to qualify as a participant, the Vendor must:
  - a. Apply for a Service Provider Identification Number (SPIN) and provide it with the proposal. for additional information, you can call the SLD at 888-641-8722, or access their web site at <http://www.universalservice.org/>
  - b. Agree that the school's portion of the contract is subject to the availability of the discount to the schools on a year by year basis.
  - c. Separate ineligible services and equipment from eligible services and equipment and include start and completion dates for the work on each invoice.
  - d. Agree to assist the GCSD in resolving administrative issues that arise from the Universal Service program.
  - e. Provide resume(s) for your E-Rate Project Executive. The resume must reflect 3 – 5 years of successful E-rate project management with school districts of comparable enrollment.
2. The Vendor submitting a proposal involving equipment (switches, routers, telephones, servers, etc.) must have no less than two full-time certified professionals on staff and a certified professional must complete installation.

3. The Vendor submitting a proposal involving equipment (switches, routers, telephones, servers, etc.) must provide "help-desk" assistance by a qualified technician between 8 a.m. and 4p.m. EST via a toll free telephone number.
4. The Vendor must be able to provide on-line remote support assistance to customer.
5. The Vendor must be able to provide on-site management/maintenance service with a response time of three hours or less.
6. The Vendor must provide evidence of at least 5 years of experience in integration and installation of telecommunications services.
7. Proof of the above qualifications and evidences of the above must be part of the RFP.
8. The vendor must be completely and solely responsible for the transportation and completion of all repairs to the equipment from and to the original location and coordinate all warranty repairs.
9. If equipment that is under warranty is not operational because of defects at any time after receipt of the product by the GCSD, the vendor will provide replacement equipment until the defective equipment is repaired or replaced.
10. The Vendor will designate a Liaison or Project Manager within the Vendor's firm with whom all concerns and issues will be addressed.
11. The Vendor will provide the GCSD with alternative methods of contact other than the telephone (i.e., cell phones, pager or email addresses.)
12. The Vendor will make certain that its employees, agents, volunteers and contractors, who may have contact with students, are in compliance with Florida's Jessica Lunsford Act.
13. In the event that the GCSD determines in good faith that a Vendor's employee is not conducting himself/herself in a professional manner, the Media & Technology Director will contact the Vendor with respect to such conduct and will act in accordance with the appropriate Sections of the signed Services Agreement.
14. All communications from an awarded Vendor to the GCSD shall be directed to the Media & Technology Director or his/her designee. No other employee of the GCSD will be authorized to operate under the terms of any agreement resulting from this RFP.
15. The successful Vendor shall comply with all Federal, State, and Local laws, ordinances, regulations and Gadsden County School Board rules and policies pertaining to work for the school district, and shall, at its expense, obtain any permits that may be required.
16. The Vendor will not discriminate or permit discrimination against any person because of race, color, religion, sex or national origin. In the event of such discrimination, the GCSD may, in addition to any other rights available under this RFP, at law or in equity, terminate the Vendor.
17. The Vendor agrees to preserve the confidential nature of confidential, nonpublic information disclosed to it by the GCSD in the course of this RFP. During the performance of this project, the Vendor may be exposed to data of a confidential or

sensitive nature. The Vendor will maintain strict confidentiality regarding information which it gains access to in the course of this contract.

18. All proposals shall specify in detail, what information and/or documentation contained within the proposal is considered confidential or proprietary information by the Vendor.
19. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery to the designated contact at the designated time.
20. Should the vendor require a subcontractor for purposes of the work/services as part of this RFP, they must declare in the RFP the name of the subcontractor and their address and telephone number. The Gadsden County School District reserves the right to reject any subcontractor without explanation or recourse by the vendor or subcontractor. Neither party to the contract shall assign the contract or sublet it as a whole without the consent of Gadsden County School Board, nor shall the vendor assign any monies due or to become due to him without written consent of the School Board.
21. All new vendors (those who have never held a contract with the Instructional Media & Technology Department) will be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal and are in all respects competent and an eligible Vendor to fulfill the terms of this request. The Gadsden County School District may make such investigation as deemed necessary to determine the ability of the Vendor to provide the items required and reserves the right to reject any Vendor's proposal if evidence fails to indicate the Vendor is qualified to provide the items on this request.
22. New Vendors must provide evidence of successful past performance in providing turnkey network integration in the commercial and/or private market place during the last five years. Depending on the area of service, the Vendor must provide evidence of his ability to provide the following examples of services:
  - Network Integration (both LAN and WAN)
  - Network Engineering
  - Inside and Outside cabling if submitting a proposal for infrastructure and/or Local Area Network Maintenance
  - Novell LAN Installation and Management
  - PBX installation, integration, and maintenance if submitting a proposal involving telephone systems

The submission of a minimum of three references with contact name, county/school name or company name, address phone number, and a brief description of the work performed in paragraph form will be applicable for this section of the RFP.



## Vendor Liaison

The Vendor will designate a Vendor Liaison (Project Executive) within the Vendor's firm with whom all concerns and issues will be addressed.

## Vendor Payment(s)

A portion of the procurement addressed in this RFP may be eligible for federal E-rate funds under the Telecommunications Act of 1996. The Gadsden County School District is applying for applicable funding and, if awarded E-rate funds, the selected vendor or vendors will receive payment of completed, approved services within thirty (30) days of invoicing.

Prices quoted shall be all inclusive and represent complete installation and integration at the designated site(s). The vendor is responsible for all parts, software, labor and all other associated equipment necessary to completely install, test, and request for completion approval by the Gadsden County School District.

A Vendor providing awarded services will submit invoices showing Purchase Order number and costs breakdown. Vendor invoices shall contain only charges for those services that are **completed** and completion approved by the GCSD. Invoices must include copies of time sheets for the billed week and they must be signed by the Director of Media & Technology Services. Invoices will be paid within thirty (30) days of receipt of the Vendor's invoice. All invoices will be subject to approval from the Media & Technology Department.

All invoices should be submitted to:

The School Board of Gadsden County  
Accounts Payable  
35 Martin Luther King Jr. Blvd  
Quincy, FL 32351

**If the Gadsden County School District is denied by the SLD the award of requested discounts or any portion thereof, then GCSD reserves the right to void the selected vendor(s) proposal(s) and contract(s), and so choose not to pursue any agreement. The GCSD will not be held liable for any express or implied guarantees.**

It is recommended that vendors visit the Gadsden County Public Schools Web Pages for additional detailed information regarding the district and the individual schools - <http://www.gcps.k12.fl.us>.

This RFP and Answers to Vendor Questions can be found at: <http://www.gcps.k12.fl.us>

**Vendors must submit their proposals so that all eligible equipment is separated and priced from all ineligible, but necessary, equipment.**

## **Financing**

After notification of award, the Vendor will receive a purchase order for the products and service for which the Vendor will be responsible as a result of the RFP. This purchase order will show the amount that is the responsibility of the local school system. In the contents of the purchase being issued will be a Contingency Clause paragraph which states that the purchase order that is being issued is contingent on the FCC Fund Administrator approving the Contract for Universal Services Funding and adequate funding from grants or other funds of revenue. The purchase order shall also include the amount of funds that the FCC Fund Administrator will be required to pay based on the schools e-rate percentage. This purchase order will constitute a contingent contract between The Gadsden County School District and The Vendor. After notification by the School and Libraries Division (FCC Fund Administrator) of the acceptance of the Universal Services Contract, the contingency will be removed and the purchase order will become legal and binding contract between The Gadsden County School District and The Vendor. The purchase order will be the document used to determine the status of the contract and will determine the amount of payment by the school system and the FCC Fund Administrator.

Neither party to the contract shall assign the contract or sublet it as a whole without the consent of the Board, nor shall The Vendor assign any monies due or to become due to him without written consent of the Board. In return for the installation and implementation of the products and services as specified by The Board shall pay The Vendor full within thirty days from the installation completion. The Board agrees to work jointly and cooperatively with The Vendor completing any and all paperwork necessary and required for the reimbursement of The Vendor by the FCC Fund Administrator.

## **Warranty**

The Vendor shall fully warrant all items and services provided under this RFP against defects in material and workmanship for a minimum of three years or greater as provided by the equipment manufacturer's warranty. Warranty information should be submitted per an equipment basis in the Bid Proposal. Should any defects in workmanship or material, excepting ordinary wear and tear or abuse, appear during the warranty period, the manufacturer or his representative shall repair or replace such items at no cost to the Gadsden County School District.

## **Price Quotations**

Price quotations are to include the furnishing of all materials, software, equipment, maintenance, shipping cost, delivery, installation, and the provisions of all labor and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the contract documents. The Gadsden County School District will not be liable for any costs beyond those proposed herein and awarded. The Vendor shall include all application cost in the price quotation. In case of discrepancy in computer proposal prices, the unit price shall govern and the total price shall be revised accordingly.

## **Variation in Quantities and Configuration**

Equipment and service capacity requirements are the best estimate currently available. The Gadsden County School District reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell the Gadsden County School District the revised quantity of items at the unit price as stated in the RFP regardless of quantity changes.

## **Termination of Services**

- ◆ Should Vendor fail to perform fully, faithfully and promptly any obligation owed to the Gadsden County School District, the school district may consider the breach material and may terminate any agreement resulting from this RFP.
- ◆ The performance of work under any agreement resulting from this RFP may be terminated by the Gadsden County School District in whole, or from time to time in part, whenever the GCSD shall determine that such termination is in the best interest of GCSD. The Vendor will be compensated only for services performed before the specified date of termination.
- ◆ If the Gadsden County School District fails to appropriate funds or if funds are not otherwise made available for continued payment of any agreement resulting from this RFP, the agreement shall be canceled automatically as of the beginning of the fiscal period for which funds were not appropriated or otherwise made available. The Vendor will be compensated only for services performed before the specified date of termination.

## **Responding to the RFP**

This RFP contains the instructions governing the proposals to be submitted and a description of the mandatory requirements. An Evaluation Committee will determine fulfillment of all proposal requirements of the RFP. Responses that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive.

Vendors shall promptly notify the GCSD of any inconsistency or error, which they may discover upon examination of this RFP. Interpretations, corrections, or changes made to the RFP in any other manner will not be binding, and the vendor shall not rely upon such interpretation, corrections, or changes. Addendum will be made by the GCSD. Addenda will be issued as expeditiously as possible via the District's web site at [www.gcps.k12.fl.us](http://www.gcps.k12.fl.us). It is the vendor's responsibility to check the website and to determine whether all addenda have been received.

Vendors requiring clarification or additional explanations of any section or sections contained in this RFP may contact:

Darlean Youmans  
Director of Technology, Interim  
Gadsden County School District  
35 Martin Luther King Jr. Blvd  
Quincy, FL 32351  
Fax: 850-875-9058  
Email: [youmansd@gcpsmail.com](mailto:youmansd@gcpsmail.com)

Any major omission of required information or inaccurate information provided in the proposal may result in the Vendor considered being out of compliance with the RFP requirements.

The Gadsden County School District may choose not to evaluate or disqualify any proposals that are difficult to read, are difficult to understand, and are missing any required information.

Any Vendor who submits a proposal agrees that:

- a. The proposal is based upon an understanding of the specifications and requirements described in this RFP.
- b. Any costs associated with developing and delivering responses to this RFP are entirely the responsibility of the Vendor.
- c. All materials submitted in response to this RFP become the property of the GCSD.  
and
- d. An individual authorized to legally submit the proposal must sign the proposal in ink.

The proposal must detail all costs associated with providing the proposed services. The proposal must include a separate rate schedule or quote for each category of services being proposed. All costs for proposed services must be reflected in the cost submitted in the proposal. There can be no additional line item costs or any additional charges above the price indicated on the proposal for each item.

## Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support any and all equipment or services.

**The Gadsden County School District anticipates that the proposal submission review and evaluation process for this RFP will take place according to the following general schedule:**

### Schedule of Events:

The following is the required schedule of events for the RFP process. This schedule may change depending on the results of the responses and a final schedule will be established prior to contract with the successful vendor.

#### **RFP Posting**

<http://www.gcps.k12.fl.us>

January 30, 2013

#### **Vendors Information Meeting**

February 5, 2013

9:00 a.m. EST

#### **Proposal Submission Deadline**

**February 27, 2013**

**5:00 p.m.**

#### **Bid Opening(s)**

**Gadsden County School District**

**Media & Technology Center**

**35 Martin Luther King, Jr. Blvd**

**Quincy, FL 32351**

**February 28, 2013**

**9:00 a.m. EST**

#### **Contract Award Date**

February 28, 2013

#### **Service Start Date**

July 01, 2013

#### **Service Completion Date**

June 30, 2014

## **RFP Evaluation Methods**

1. Vendor's overall performance will be based on available references, reliability, and vendor qualifications.
2. Vendor's performance history will be based on the last five years, including length of time reselling and installing the proposed products or services. Client certifications from prior installations with a minimum of three commercial, private, and/or educational references are required.
3. Vendors will be evaluated on their ability to meet all the requirements detailed in this RFP. (All components must be of a brand name, preferably CISCO, MICROSOFT, NOVELL, etc.) (Generic models are unacceptable)
4. Vendors will be evaluated on their ability to provide long-term support including but not limited to onsite support and application/instruction integration and support.
  - a. onsite support
  - b. application/instruction integration and support
5. Vendors will be evaluated on their ability to assume as a turnkey provider for, but not limited to:
  - a. Integration of services with existing infrastructure
  - b. Network engineering and design (Certified Services)
  - c. LAN/WAN management (Microsoft, Novell)
  - d. Inside and outside cabling
  - e. Management/maintenance/service contracts
6. Vendors will be evaluated on their ability to coordinate and complete job within required time limits.
7. All proposals will be evaluated by an Evaluation Committee. The GCSD will select a Vendor or Vendors, and each respective proposal(s), based on the recommendation(s) of the Evaluation Committee.
8. The Evaluation Committee will separate proposals into "responsive" and "non-responsive" proposals. Non-responsive proposals will be eliminated from further consideration. The GCSD reserves the right to reject any proposals, if, in its sole judgment, it is in the best interest of the school district. The Evaluation Committee will evaluate the remaining proposals based on evaluation criteria stated in this RFP. The GCSD reserves the right in its sole discretion to reject all proposals and re-issue another RFP.
9. Vendor proposals will be evaluated to determine the most cost-effective opportunity for the GCSD. As required, price will be the primary factor, but will not be the sole factor in determining the vendor(s) or proposal(s) selected. Other relevant factors will include quality of proposal (including technical expertise and feasibility), vendor experience and credibility (including any past performance experience with the GCSD, ); general technical expertise and excellence as well as technical expertise associated with the proposed solutions design; management capability (including project management experience, schedule compliance and implementation experience).

10. The Gadsden County School District may at its discretion and at no fee to the GCSD, invite any Vendor to appear for questioning during RFP evaluation period for the purpose of clarifying statements in the response.
11. The Gadsden County School District reserves the right to accept or reject all proposals of sections thereof and when the rejection is in the best interest of the GCSD. The GCSD reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the Vendor can propose.
12. The GCSD reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature, and to reject the proposal of a Vendor who in the opinion of the Gadsden County Board of Education is not in a position to adequately perform the contract.
13. The GCSD reserves the right to reject any or all proposals, any part or parts thereof a proposal, waive any technicalities, increase or reduce quantities, make modifications to specifications, and award any or the entire contract in a manner that is in the best interest of the Gadsden County School District. Contracts will be awarded to the highest ranked Vendor determined to be in the best interest of the Gadsden County School District.

**E-Rate accepted weighting of these factors will be used in evaluating bid responses. An example of such weighting is posted on the SLC's website [www.sl.universalservice.org](http://www.sl.universalservice.org).**

## **Response Submission**

**Responses to the RFP must be submitted and delivered to the Gadsden County School Board no later than 5:00 p.m. on February 27, 2013 so that this RFP will be in compliance with the Commission's competitive bidding requirement for Universal Service Support and Services.**

**Beginning January 30 – February 27, the RFP must be submitted to:**

**Gadsden E-rate RFP YR16  
Instructional Media & Technology Department  
Attention: Darlean Youmans  
35 Martin Luther King, Jr. Blvd.  
Quincy, FL 32351**

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Late arrivals will not be accepted. The Gadsden County School District is not responsible for delays due to the Post Office, UPS, etc. **Envelopes containing RFPs should be clearly marked so that they are easily identified as containing a RFP proposal.**

### **Award Notification**

Notification of award and signature of contract will occur on or after February 28, 2013. The selected Vendor(s) will begin the project as soon after the Gadsden County School District receives project authorization from the School Board of Gadsden County and funding commitments from the Universal Service Administrative Company, as well as, agreed upon start dates from the Director of Media & Technology and the Vendor(s).



## RFP Memorandum of Understanding

To: Gadsden County Board of Education

Vendor: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

Having carefully examined the request for proposal documents prepared by the Gadsden County Board of Education and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for unit prices and totals shown.

The Undersigned agrees that the unit prices quoted on the Technology Specifications attached hereto shall govern in the event error in totals, and further agrees that, should quantities of items be changed prior to award of the Contract from the specifications, these unit prices will prevail for the revised schedule.

It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing and, with all other local, state, federal laws, and that legal requirement has been violated in making or accepting this proposal, in awarding a contract to him or in the delivery of products.

In submitting this proposal, it is understood that the right is reserved by the owner to reject any or all proposals and waive all informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of ninety (90) days from the opening thereof.

The Gadsden County School District is not liable for any cost incurred by the vendor in preparing a response to the RFP.

Contact Sonja Bridges with questions.

\_\_\_\_\_  
Name of Bidding Vendor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title of Person Signing

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Area Code) Telephone Number

**THE SCHOOL BOARD OF GADSDEN COUNTY**  
**“Building A Brighter Future”**  
**Reginald C. James, Superintendent of Schools**  
**35 Martin L. King, Jr. Blvd**  
**Quincy, Florida 32351**  
**Tel: (850) 627-9651**  
**Fax: (850) 627-2760**

MINORITY-OWNED FIRM OR COMPANY

I (we) do hereby certify that my (our) business qualifies as a minority-owned firm or company. Please check one of the following applicable:

- Black
- Hispanic
- American Indian-Alaskan Native
- Female
- Physically or Mentally Disability
- Asian-Pacific Islander

Manual Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Signature: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Non-Minority Firm or Company**

I (we) do hereby certify that my (our) business does not qualify as a minority-owned firm or company.

Manual Signature: \_\_\_\_\_

Typed Signature: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

***NOTE: Pursuant to section 289.094, Florida Statutes, it is unlawful for any individual to falsely represent any entity as a minority-owned firm or company for purpose of qualifying for certification as such an enterprise under any program, which, in compliance with federal law, is design to assist minority-owned firms or companies in receipt of contracts for the provision of goods and services.***

**NOTE: THIS CERTIFICATION MUST BE SIGNED AND RETURNED WITH YOUR BID IN ORDER FOR YOUR BID TO BE VALID.**

**SWORN STATEMENT: UNDER SECTION 287.133(3)(a)  
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_ for  
\_\_\_\_\_

2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)

whose business address is \_\_\_\_\_ and (if applicable) its  
Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the  
Social Security Number of the individual signing this sworn statement: \_\_\_\_\_ )

3. My name is \_\_\_\_\_ and my relationship to the entity name above is  
\_\_\_\_\_.

4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract of goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:  
a. A predecessor or successor of a person convicted of a public entity crime; or  
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agencies that are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint ventures with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural Person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with an convicted of a public entity crimes subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]
  - There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]
  - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]
  - The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

\_\_\_\_\_, who, after first being sworn by me,  
[Name of individual signing]

affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_