

Request for Proposals:

E-Rate Internal Connections

For:

Newport City School System

March 2016

RFP Identifier: RFP2016IC

Introduction

1.0 Objective

Newport City School System (hereinafter referred to as “Customer”) intends to install new technology in a LAN to provide improved Internet access through both wired and wireless mediums. The Customer here within requests proposals for the installation, testing, and acceptance of network components described in the attached specifications for interested persons (hereinafter known as “Vendor”). Prices quoted shall be all-inclusive and represent complete installation at the sites. The Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely install and configure, test, and turnover for acceptance to the Customer for the school detailed herein.

1.1 Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities defined by the Newport City Board of Education. Due to the complexity of this project, the Board of Education will select the submission that is in the best interest of the long-term technology plan, ***not necessarily the lowest price***. Proposals will first be evaluated based upon the base requirements. The evaluation criteria include, but are not limited to, the following:

1. Best overall value and in the best interest of the Newport City School System
2. Vendor’s performance history based on the length of time installing proposed products. Client citations are required from prior installations with a minimum of three (3) educational references in K-12 School Systems, if not quoting installation services provided by the manufacturer. These projects must be turn-key projects.
3. Vendor’s ability to meet all the requirements detailed in the RFP. All quoted components should be new and the specified make and model. Equivalents will be considered, but must be meet ALL the specifications. Vendor must prove, in writing, that the proposed solution meets or exceeds ALL the specifications.
4. Ability of Vendor to provide long term services including:
 - a) On-site warranty support exclusive of manufactures warranty
 - b) On-site Support & Consulting Services
 - c) Quality In-house Industry Certified Engineers for Post-installation support
 - d) Vendor must be certified to provide GTAC Tier 1 and Tier 2 support
 - e) It is preferred that the selected Vendor manage RMAs for defective or replaceable equipment
5. Vendors overall performance record based on available references, reliability, and meeting of the requirements as defined in the Vendor Qualifications List.
6. Vendor’s ability to successfully implement large E-RATE Projects.
7. Criteria for Bid Award:

FACTOR	WEIGHT
Price	50% (50 points)
Proposed equipment's compatibility with existing equipment and software	10% (10 points)
Ability to work within Customer's timeframe (for example after school hours, weekends, etc.)	5% (5 points)
Ability to provide technical support (based upon average response time)	10% (10 points)
Ability to provide turn-key solution	5% (5 points)
Long term experience in K-12 institutions and prior experience with E-Rate program	5% (5 points)
Industry credentials and certifications specified above including certified Expert Engineer for proposed equipment	10% (10 points)
Ability to provide inventory list within system's inventory management procedures	5% (5 points)
TOTAL	100% (Highest possible points 100)

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

Response Submission

Please provide three copies of the Response Submission. Responses to this RFP must be submitted and delivered to the Newport City School System Supervisors' Office by no later than 1:00pm on April 25, 2016. The RFP must be submitted to Justin Norton, Systems & Assessment Supervisor, Newport City School System. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer reserves the right to reject all late arrivals. Envelopes containing RFP's shall be so marked as to be easily identified as containing RFP proposals. The outside of the envelope shall be identified as follows:

E-RATE TECHNOLOGY RFP (to be opened only by addressee)

Justin Norton, Systems & Assessment Supervisor
Newport City School System
301 College Street
Newport, TN 37821

Oral and telephone bids will not be considered, nor will modifications of proposals by such communication be considered. The completed proposal form shall be without erasures or alterations.

Delivery of the proposals will be considered authorization by the Vendor to make a contract, if awarded.

2.1 Costs Associated with Preparation of the Vendor's Response

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

2.2 Bidders' Conference/Site Visit

Vendors are recommended to call or visit in order to determine any needed information. Calls may be made to Justin Norton, Systems & Assessment Supervisor, at the Newport City School System Supervisors' Office, (423-613-1897) between the hours of 8 A.M. and 3:00 P.M. for the purpose of reviewing the plans. Vendors who wish to call and intend to bid must adhere to the Vendor Qualification List listed in this RFP.

2.3 Interpretation and Additional Information and Addenda

Any interpretation, correction, or change of the RFP will be made by ADDENDUM. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, corrections, or changes. Any changes or corrections will be issued by the Customer. Addenda will be issued as expeditiously as possible on the Newport City School System's specified RFP webpage and via e-mail if possible. It is the responsibility of the Vendors to determine whether all addenda have been received.

2.4 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 of any and all equipment or services.

2.5 Financing

After notification of award, the Vendor will receive purchase order(s) for the products and services for which the Vendor will be responsible as a result of the RFP. Purchase order(s) will show the amount that is the responsibility of the local school system. **The final payment of this project will be rendered only after an extensive final walk-through at the completion of the installation. The Newport City School System will strictly enforce the bid guidelines and the quality of the installation.** Final testing will take place in the presence of a designated technology staff member. The Newport City School System Technology Staff will have total discretion to request any needed changes to meet current networking standards.

This project is being requested for funding through E-RATE. If funded, all SLD payment schedules will take priority. If the project is not funded, then local funding policies will take place. In either case, the above paragraph in project guidelines will be enforced. If this project or any part thereof is not funded by E-RATE, the Newport City School System reserves the right to change or cancel any project. The Newport City School System Technology Staff will notify the winning vendor if projects will require changes or cancellation.

2.6 Warranty

The Vendor shall fully warrant with the manufacturer's warranty all items provided under this RFP against defects in material and workmanship. Warranty information should be on a per equipment basis on the RFP and detailed in the Bid Proposal. The vendor will also be expected to provide cost for first year Enterasys standard "SupportNet" maintenance in addition to the manufacturer's warranty, for items not covered by limited lifetime warranty, so please list this service in detail. Should any defects in workmanship or material, excepting ordinary wear and tear, appear during the warranty period, the manufacturer and his representative shall repair or replace such items immediately upon receipt of a written notice from the Newport City Board of Education.

2.7 Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping cost, delivery, installation, activation, configuration, and the provision 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 Customer will not be liable for any costs beyond those proposed herein and awarded. Time and materials quotes will be unacceptable.

2.8 Evaluation of Responses

The Customer may at its discretion and at no fee to the Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

2.9 Right to Reject

The Customer reserves the right to accept or reject all proposals when the rejection is in the best interest of the Newport City School System. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the Vendor can propose. The Newport City School System reserves the right to reject the proposal of a Vendor whom in the opinion of the Technology Department is not in a position to adequately perform the contract or in the past has provided non-standard quality. Contracts will be awarded to the highest ranked Vendor where it is in the best interest of the Newport City School System.

2.10 Vendor Qualifications

If not quoting installation services provided directly by hardware manufacturer, the Vendor will be required to furnish evidence that they meet the industry qualifications and maintain an in-house staff that conforms to the Vendor Qualification List that is posted in this RFP. In addition to the qualification list we are looking for:

- Vendor must provide evidence of successful past performance in the installation of proposed switches, wireless, routing in a LAN in the TN K-12 market place, during the last 3 years.
- Vendor must have at least one installer (Expert Engineer) certified by the proposed manufacturer.

Proof of the above qualifications and evidences by the above Vendor must be a part of the RFP, if you are not bidding installation service provided directly by manufacturer.

Details of Deliverable Items

STRUCTURED NETWORK UPGRADE PROJECT

The scope of this project will be to install high-speed network switches and wireless access points to replace older technology in select sections of the school’s campus. Due to the “Mission Critical” nature of these electronics, we expect a high degree of post-installation support that involves the winning vendor and that would be in addition to deliverables under manufacturer’s warranty. Please list these services in detail, as they are critical to the bid score.

This project will require a considerable amount of technical expertise and time for a quality install to take place. Please provide detailed information how you propose to install this equipment. Please provide in detail how your company provides warranty service for this equipment as requested below. Please list these services in detail, as they are critical to the bid score.

Product Bid Specs and Project Details

Necessary wiring and infrastructure upgrades to provide a managed, layer 3/4, Gigabit switched LAN and high performance 802.11n draft 2 wireless network.

We require a quote for the listed equipment with line item detail. Once the Vendor is selected, the Customer will determine type of equipment and quantity of equipment to be ordered according to Customer budget constraints. The Customer reserves the right to remove items from site equipment list or lessen quantity of particular item(s) per site due to budget constraints.

We reserve the right to purchase equipment for any single site or for the entire district. For this reason, please quote pricing per site.

We require that all the proposed equipment be from the same manufacturer as that will enhance support, insure end-to-end operability, provide a common feature set, and enable unified LAN/WLAN management.

Equipment/Service List:

- Three (3) Extreme Networks (also known as Enterasys) model B5G124-48 switch or equivalent (must be compatible with Enterasys B5G124-48 and 08G20G4-24 models); Pricing to include installation, activation, and configuration.

- Three (3) Extreme Networks (also known as Enterasys) 30CM - B5/C5 stacking cable for inter-connecting stackable switches or equivalent (must be compatible with Enterasys B5G124-48 and 08G20G4-24 models). Pricing to include installation.
- Eight (8) Extreme Networks (also known as Enterasys) model WS-AP3825I wireless access point or equivalent; Pricing to include installation, activation, and configuration.
- 175 (up to 200ft. each) CAT6 cable run priced per foot. Pricing to include termination, testing and labeling
- Removal of all old data cabling

Warranty & Installation for Project

Project must be field supervised by an Expert Engineer with the appropriate manufacturer's certification. (Please include information on who will perform this service and person's certifications)

(1) Year of maintenance or limited lifetime warranty for all LAN/WLAN components (***This service must include next day replacement, phone support and firmware***) Installation, activation, and configuration shall include all necessary Cat 5e, Cat6, and Fiber cables to interconnect switches. Installation, activation, and configuration shall include Cat 6 drops to connect Access Points. MDF and IDF cosmetics must be strictly followed. Entire project must conform to EIA/TIA & IEEE standards.

Vendor Qualifications for E-RATE Technology Projects

Due to the complexity, potential liability, and to protect the SLD investment of technology implementation, the Newport City School System Technology Department requires the below industry certifications. These certifications are required in order to submit a bid, due to the fact that current vendors under contract already meet or exceed these requirements. These certifications must be proven for ownership and cannot be rented or borrowed. These certifications and the ownership thereof will be strictly enforced and will be checked for authenticity. Bid disqualification will result if certifications ownership cannot be proven.

- Vendor must be a participant in manufacturer's partner program (Gold or Platinum)
- Vendor must be a Certified Drug Free Workplace
- Vendor must have all engineers and installers bonded and liability insured
- Vendor must furnish printed proof of all certifications
- Vendor must provide a reference list of (3) TN K-12 E-RATE LAN and WLAN installations

Any variations from any of the specifications of this RFP should be clearly noted and explained in an addendum to the bid proposal and delivered with the bid by 1:00pm on April 25, 2016. Failure to meet any bid specification with no explanation of the reason for the variation can be grounds for disqualification of the bid.