

**REQUEST FOR PROPOSAL: Osceola School District Wireless Access System** for Carroll Smith Elementary, STEM Academy and North Elementary

**Contact: Christie Morris, IT Director at [cmorris@osd1.org](mailto:cmorris@osd1.org)**

**Description**

The Osceola School District is accepting proposals for the purchase, installation, and configuration of a wireless access system/network with approximately 30 Extreme Network Access Points or its equivalent for each campus, an HP 3500 stackable POE switch or its equivalent, an HP2920 POE switch or its equivalent and installation of all network drops and cabling needed to complete the wireless system according to District specifications.

There will be one contract awarded for the entire project.

This project should be viewed as a clean slate network build.

1. Bids must include all items necessary for a turn-key operation. All major equipment (access points, switches, cabling, face plates, conduit, Panduit, etc.) must be listed as line items
2. Must be compatible with 802.11 g/n/ac
3. Vendor should include the cost of an onsite controller
4. Vendor should include the cost of any needed licenses in order for the access points to function.
5. Vendor should also include any additional pricing for warranties and/or support in options equal to 1 year, 2 year, 3 year, 4 year, and 5 year increments.
6. The contract will be contingent upon the District being awarded E-Rate funding for the 2016-2017 school year.

**Vendors are asked to attend a walk-through on February 5, 2016 at 10:30 a.m. at the Osceola School District Administrative Offices located at 2750 West Semmes, Osceola, AR 72370 or vendors may request a copy of floor plans by contacting Christie Morris at [cmorris@osd1.org](mailto:cmorris@osd1.org). In case of school closings due to implement weather, a rescheduled date for the walk through will be posted on the start page of our website at [www.osd1.org](http://www.osd1.org).**

**Layout**

All drops will need to be placed on or below the ceiling. If in-wall conduit does not exist, surface mounting can be done using Leviton or Panduit type products. Face plates and wall boxes will need to similar to those already being used in the building All surface mount raceway will need to be affixed to the wall with adhesive and at least two screws. Vendor must also perform a pre- and post installation site survey.

**Important Dates**

January 7, 2016	Erate Form 470 Application Posted
January 7, 2016	RFP posted to <a href="http://www.osd1.org">www.osd1.org</a> and USAC's EPC Portal
January 7 – February 4, 2016	Minimum 28 day bidding window
January 18, 2016	Osceola Schools will be closed
February 5, 2016	Walk through at 10:30 a.m.
February 15, 2016	Holiday – schools will be closed
February 19, 2016	Bids due by 3:30 p.m.
February 22, 2016	Bids will be opened at 2:30 p.m.

**The service provider must meet the following minimum requirements:**

1. Include contact person’s name, address, and telephone number.
2. Provide a Service Provider Information Number (SPIN) and agree to receive a portion of the payment from the Schools and Libraries E-Rate Funding program if such funding is awarded.
3. Have a minimum of three years’ experience in providing equipment to schools or similar organizations and installation of data systems.
4. Provide references of three completed projects of similar size and complexity with bid. Include contact person’s name, address, and telephone number.
5. Must sign and date any bid documentation or proposals.
6. Agree to accept the district’s portion of Erate funding and file a SPI with USAC for the remaining portion of funding after the job is complete.

**Proposals/Bids**

The Osceola School District reserves the right to reject any or all responses. The District will disqualify any proposal that is determined to be incomplete or nonresponsive. The District reserves the right to negotiate with the apparent acceptable vendor(s).

Price alone will not be the determining factor. Award will be based upon those considerations, which are in the best interest of the District and will be made to the most responsive, responsible bidder whose proposal is judged to be the most effective and economical for the purpose intended, according to the requirements and specifications stated in the Request for Proposal. The District will utilize, but not be limited to, the following criteria in reviewing the submission:

1. Price
2. Overall responsiveness to the RFP
3. Warranty
4. Vendor’s experience and ability to perform
5. References
6. Invoicing by SPI Form 474

Bids must be submitted to the Christie Morris, Director of Technology, Osceola School District, in a sealed envelope no later than 2:30 PM February 4, 2016. Bid envelopes must be marked “Proposal for Carroll Smith Elementary, Osceola STEM Academy and North Elementary Wireless System” and bear the title and address of the bidder. No responsibility will be assumed by the District for the premature opening of a bid not properly addressed and identified. Bids will be opened in the office of the Superintendent, Osceola School District Administrative Offices, 2750 West Semmes, Osceola, AR 72370

<b>Mailing Address:</b> Osceola Public Schools Attn: Director of Technology PO Box 528 Osceola, AR 72370	<b>Overnight Mailing Address:</b> Osceola Public Schools Attn: Director of Technology 2750 West Semmes Osceola, AR 72370
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**Questions regarding this RFP should be emailed to [cmorris@osd1.org](mailto:cmorris@osd1.org)**