

**2016 PORTAGE AREA SCHOOL DISTRICT INTERNAL CONNECTIONS
RFP
GENERAL TERMS & CONDITIONS**

1. Awards will be made in the best interest of the District.
2. At its sole discretion the District may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the law of the State of Pennsylvania and any applicable local procurement regulations.
4. All services performed or goods delivered under District Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. The District is exempt from Federal and State taxes and will not pay or reimburse such taxes.
7. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
8. The laws of the State of Pennsylvania and any applicable local procurement regulations shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
9. The Contract may be renewed only upon mutual written agreement of the parties.
10. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

INSTRUCTIONS TO BIDDERS

1. Bids are to be received in the form of sealed bids.
2. Bids will be publicly opened at 1:00 pm, Thursday April 7, 2016, Administrative Conference Room, 84 Mountain Avenue Portage PA, 15946.
3. Any and all bids may be rejected at the discretion of the District.
4. An approved purchase order is required before the merchandise or service is ordered.
5. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as "equal to" the specifications must be clearly defined. A bidder

offering an alternate should attach complete specifications and literature to the bid. The Purchasing Director may waive minor deviations to specifications.

6. Complete all sections of the quotation form.
7. Unit prices shall prevail in case of discrepancy.
8. The vendor must clearly instruct on the bid document if the vendor wishes to have the payment sent to a different "remit to" address other than the address on this document.

**PORTAGE AREA SCHOOLS INTERNAL CONNECTIONS RFP
SCOPE OF WORK**

Portage Area School District is soliciting a Request for Proposal for Internal Connections. In addition, installation, configuration, and testing will commence with E-rate funding year 2016 as indicated below. The District reserves the right to modify the project as deems necessary. This RFP and the winning bidder’s response shall become an integral part of the resultant contract. The project must include service to all locations as indicated below.

The proposal shall include initial installation (non-recurring charges) and monthly recurring charges if any that shall be priced separately for each service location.

Any questions related to the technical aspects of this document should be directed to Mike Kunko or at portage.2016@naa.com

Solution acquisition is intended to use E-Rate Category 2 Funding. Service providers are strongly urged to review the FCC’s 2016 Eligible Services List Category 2 Funding requirements in preparation of their response.

All proposals need to be complete, including installation costs, any associated fees, and taxes applicable to Portage Area Schools, such that Portage Area Schools can determine the true total cost of the proposal.

INTERNAL CONNECTIONS

For the following products and services, Portage Area Schools seeks a one-year contract. Performance dates may be extendable as necessary to accommodate the work schedule. Vendors are expected to provide Lowest Corresponding Price.

**All components/requests below are for:
Portage Area Elementary School at 84 Mountain Avenue, Portage, PA 15946-1809**

Equipment/Features	Cost/Month
Wireless Access Points – Cisco/Meraki MR-32-HW or equivalent, approximately 13, with corresponding licenses and support for cloud control	
Drops – Cat 6 or greater, approximately 13	
Switches - Meraki MS320-48FP or equivalent, approximately 8, with corresponding licenses and support for cloud control	
Switch - Meraki MS420-24 or equivalent, approximately 1, with corresponding licenses and support	
Switch – Meraki MA-SFP-10GB-LR or equivalent, approximately 1	
Switches – Meraki MA-SFP-1GB-SX or equivalent, approximately 4	

Switch – Cisco Catalyst WS-X6704-10GE-RF or equivalent, approximately 1	
Switch - Cisco XENPAK-10GB-LRM-RF or equivalent, approximately 1	
Cabling – Meraki MA-CBL-TA-1M – 10 Gb/s 1 meter stacking cables or equivalent, approximately 4	
Cabling – Meraki MA-CBL-TA-3M – 10 Gb/s 3 meter stacking cables or equivalent, approximately 4	
Call Manager Server – Cisco BE6M-M4-K9= or equivalent, approximately 1 - DISTRICT IS BIDDING THIS SERVER TO BE USED FOR CALL MANAGER - E-RATE INELIGIBLE	
Power Supply and Cord – Cisco UCSC-PSU1-770W and CAB-9K12A-NA= approximately 1 each	
FOR ALL COMPONENTS ABOVE - include necessary cabling, licenses, supporting software, installation, configuration, mounting, testing and support structures	

Pricing must be provided utilizing the FCC Form 471 item optional template that can be found at the following URL:

<http://www.usac.org/res/documents/sl/xls/window-hq/Cat-Two-Internal-Connection-16.1.xlsm>

Alternatively, you may use spreadsheet in the Attachment 1.

TECHNICAL SUPPORT AND MAINTENANCE

Defined as Basic Maintenance of Eligible Broadband Internal Connections Components. E-rate support is available for basic maintenance and technical support appropriate to maintain reliable operation when provided for an eligible broadband internal connections components.

For the following products and services, Portage Area Schools seeks a one-year contract. Performance dates may be extendable as necessary to accommodate the work schedule. Vendors are expected to provide Lowest Corresponding Price.

Equipment/Features	Cost/Month
Maintenance and Technical Support for all listed components on the internal connections section of this RFP. Please break out all costs both eligible and ineligible per E-rate rules. MAINTENANCE ON SERVER IS NOT ELIGIBLE FOR E-RATE FUNDING.	
Please provide estimated labor and materials for technical support.	

Pricing must be provided utilizing the FCC Form 471 optional template that can be found at the following URL:

<http://www.usac.org/res/documents/sl/xls/window-hq/Cat-Two-Basic-Maintenance-Internal-Connections-16.1.xlsm>

Alternatively, you may use spreadsheet in the Attachment 2.

OTHER REQUIREMENTS

- The vendor must quote a turn-key solution that will be installed, tested, fully operational, and accepted by Portage Area Schools within ninety (90) days after issue of purchase order. Services are expected to start either by April 1, 2016 or July 1, 2016, as applicable, in compliance with E-rate rules. Payment will be authorized only once all products and services have successfully completed testing and acceptance by the District.
- In case of service interruption, the vendor must include in their quoted service price a four-hour “*back in service*” response time from the time of notification by an authorized Portage Area Schools representative during regular business hours.
- Portage Area School District reserves the right to award to multiple vendors, selecting portions of the vendors’ solutions best suitable for District’s needs, or not award at all.
- Portage Area School District, at its sole discretion, for any reason or no reason, also retains the right to cancel this RFP at any time if no suitable vendor responds or no satisfactory solution is offered by a vendor responding to this RFP
- Vendors must include a copy of their contract with their proposal.
- In accordance with the Laws of Pennsylvania, Portage Area School District will award to the bidder with the lowest pricing.
- The winning vendor will be required to have or obtain a SPIN number before the start of service and submit a Service Provider Invoice Form directly to USAC pursuant to E-rate procedures established by the federal government. The winning vendor will be required to comply with all applicable E-rate rules and regulations.