**REQUEST FOR PROPOSAL**

**for**

**E-Rate Category 2 Networking Equipment**



Springdale Public Schools

804 W. Johnson Avenue, Springdale, AR 72765

RFP Number:

Proposals Will Be Accepted Until:

**10:30 AM., CST, THURSDAY, MARCH 16, 2018**

**Note:**  Please submit (1) **one original** and (1) **one copy** of RFP. Please also include Excel sheet on a USB drive or CD with RFP response. No faxed or emails RFPS will be acknowledged or allowed. Please enclose RFP proposal in a sealed envelope with the vendors return address, RFP Number and title of proposal. Mail or hand deliver to the submit proposal address listed above.

Table of Contents

[1.0 General Requirements 3](#_Toc506291711)

[1.1 Work Included 3](#_Toc506291712)

[1.2 Questions 3](#_Toc506291713)

[1.3 Addenda 3](#_Toc506291714)

[1.4 Important Dates 3](#_Toc506291715)

[1.5 Submission of RFP 4](#_Toc506291716)

[1.6 Clarification of Bids 4](#_Toc506291717)

[1.7 Submission Date, Location and Opening 4](#_Toc506291718)

[1.8 Vendor Incurred Costs 4](#_Toc506291719)

[1.9 Bid Property of Springdale Public Schools 4](#_Toc506291720)

[1.10 Required Notice to Proceed 4](#_Toc506291721)

[1.11 E-Rate Eligible Service Provider 5](#_Toc506291722)

[1.12 Criteria for Selection 5](#_Toc506291723)

[1.13 Multi-Year Terms 5](#_Toc506291724)

[2. Scope of Services 6](#_Toc506291725)

[3. Scope of Work 7](#_Toc506291726)

[4. References 9](#_Toc506291727)

# 1.0 General Requirements

This Request for Proposal (RFP) provides interested suppliers with sufficient information to prepare and submit Proposals for consideration with the intent of procure wireless access points, switches and UPS devices for augmenting Springdale Public School (SPS) current wireless network equipment.

SPS has more than 20,000 students and is considered the 2nd largest school district in Arkansas. The district contains three high schools, four junior highs, four middle schools, eighteen elementary schools, and a school of innovation.

## 1.1 Work Included

This contract shall be for the purchase of Cisco (or equivalent) enterprise network equipment, and UPS devices and all associated licensing and maintenance. Proposals must include all costs associated with the delivery of all equipment, labor, services, and materials.

SPS will follow the purchasing policies of the SPS Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding. SPS reserves the right to add, change, and remove quantities listed as outlined in the final contract to meet the evolving district requirements.

The implementation of any associated contract resulting from this competitive request for proposal process will be dependent on the District’s issuance of a written Notice to Proceed. E-Rate funding notification alone will not signify Notice to Proceed. The District will have the right to allow a contract to expire in full or in part without implementation if appropriate funding does not become available including Bond and/or General Operating Funds (GOF).

## 1.2 Questions

Bidders needing clarification or finding errors, omissions, or corrections in the specifications shall contact Mr. Paul Miller by email no later than March 8, 2018 at 10:30 AM. Requests after this date will not be answered. Any information pertaining to any requests for clarification or corrections will be sent out in an addendum before the proposal is due.

Paul Miller

Director of Technology

pmiller2@sdale.org

## 1.3 Addenda

Any addenda to this bid document shall be issued in writing; no oral statements, explanations, or commitments by whomever shall be of any effect unless incorporated in the addenda.

## 1.4 Important Dates

RFP Available: 02/16/2018

Final Submission Date: 03/15/2018

Bid Opening Date: 03/16/2018

Award Date: 03/16/2018

## 1.5 Submission of RFP

Please submit (1) **one original** and (1) **one copy** of RFP. Please include Excel sheet on a USB drive or CD/DVD with your RFP. No faxed or emails RFPs will be acknowledged or allowed. Please enclose RFP proposal in a sealed envelope with the vendors return address, RFP Number and title of proposal. Mail or hand deliver to the submit proposal address listed below.

Mailed or delivered to:

Atten: Paul Miller

Technology Department

472 E Meadow Ave Springdale, AR 72764

Vendors shall use the Excel spreadsheet provided as part of this RFP to complete their response. Proposals must include all costs associated with the delivery of all equipment, labor, services, and materials line itemed out separately.

## 1.6 Clarification of Bids

The School District reserves the right to contact bidders individually for the purpose of clarifying bids.

## 1.7 Submission Date, Location and Opening

Bids will be reviewed after the specified date on the title page, if any clarification is needed this will happen after that date.

## 1.8 Vendor Incurred Costs

The School District is not liable for any cost incurred by vendors prior to issuance of any agreement, contract, or purchase order.

## 1.9 Bid Property of Springdale Public Schools

All bids submitted in response to this RFP become the property of the School District. Bids submitted may be reviewed and evaluated by any person(s) at the discretion of the School District.

## 1.10 Required Notice to Proceed

SPS will follow the purchasing policies of the SPS Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the districts’ issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

## 1.11 E-Rate Eligible Service Provider

The information in this Request for Proposal [RFP] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (*a.k.a.,* "E-Rate") discounts. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via Service Provider Invoice [SPI] forms, as specified by the SLD. ("SPI mode" rather than "BEAR mode" invoicing is preferred.) Respondents to the RFP must be in good standing with the E-Rate program. If a provider is not an E-Rate eligible service provider, the proposal will be based on 0% discount in the overall cost evaluation verses the 85% discount with E-Rate eligible providers. As required by the E-rate program, price will be the largest, but not sole, consideration.

## 1.12 Criteria for Selection

SPS will utilize the following criteria (based as the basis for the proposal evaluations and selection).

|  |  |
| --- | --- |
| Factor | Weight |
| Price of the E-Rate ELIGIBLE goods and services | 25% |
| Price of Other costs  | 10% |
| Prior Experience with the District  | 20% |
| Personnel Qualifications & Professionalism  | 20% |
| Prior Experience with Districts of Like Size | 20% |
| Preference to Arkansas based companies | 5% |
| Total | 100% |

## 1.13 Multi-Year Terms

The option to purchase awarded materials may span multiple E-Rate funding years. Project startup could be on or about April 1 with request for E-Rate payment reimbursement no sooner than July 1, 2018. If needed, contract extensions may be made available by the vendor to meet E-Rate purchasing requirements for, but not limited to, district, student or facility growth.

# 2. Scope of Services

SPS currently has a district-wide Cisco enterprise network infrastructure. The information requested

below are the minimum product specifications requirements that will be accepted (or equivalent). SPS

reserves the right to add, change, and remove quantities listed as outlined in the final contract to meet the

evolving district requirements.

The District is seeking a vendor that can provide the following Cisco (or equivalent) and UPS (or equivalent) products

|  |  |  |
| --- | --- | --- |
| **Part Number** | **Description** | **Minimum Quantity** |
| C9500-24Q-A | Catalyst 9500 24-port 40G switch | 2 |
| QSFP-40G-LR4-S= | QSFP 40GBASE-LR4 Trnscvr Mod, LC, 10km | 6 |
| SFP-10G-LR-S= | 10GBASE-LR SFP Module | 4 |
| CVR-QSFP-SFP10G= | QSFP to SFP10G adapter | 4 |
| C1-N9K-C92160-B18Q | Cisco ONE 2 Nexus 92160YC-X with 8 QSFP-40G-SR-BD | 4 |
| C9300-24T-A | Catalyst 9300 24-port data only | 2 |
| QSFP-40G-LR4-S= | QSFP 40GBASE-LR4 Trnscvr Mod, LC, 10km | 2 |
| MS425-32-HW | Meraki MS425-32 L3 Cld-Mngd 32x 10G SFP+ Switch | 20 |
| LIC-MS425-32-5YR | Meraki MS425-32 Enterprise License and Support, 5YR | 20 |
| MS425-16-HW | Meraki MS425-16 L3 Cld-Mngd 16x 10G SFP+ Switch | 20 |
| LIC-MS425-16-5YR | Meraki MS425-16 Enterprise License and Support, 5YR | 20 |
| MA-CBL-40G-50CM | Meraki 40GbE QSFP Cable, 0.5 Meter | 20 |
| MA-CBL-40G-1M | Meraki 40GbE QSFP Cable, 1 Meter | 20 |
| MA-SFP-10GB-LRM | Meraki 10G Base LRM Multi-Mode | 20 |
| MR42-HW | Meraki MR42 Cloud Managed AP | 300 |
| LIC-ENT-5YR | Meraki MR Enterprise Licenses – 5 years | 300 |
| Unspecified | UPS, See 3.2.4 for requirements | 10 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Provide all equipment and licensing required to complete the project as described herein. Cost of

materials will be itemized, by part number and quantities, separately from all other costs and the District

will purchase only the actual equipment required for the project.

An estimated bill of materials must be included using the attached Excel spreadsheet with the vendor’s proposal. Hardware, Licenses, Maintenance and Labor shall be priced out separately.

# 3. Scope of Work

3.1 The district will expect awardees to install and maintain network equipment electronics. Wherever designated, network equipment will be installed as specified by the district, and awardee will provide a solution that includes all components required to complete a fully functional network and when specified, rack mountable and non-rack mountable appropriately sized switches, all necessary patch and antenna cables.

3.2 The district uses Cisco hardwire network equipment or equipment that is fully compatible with Cisco networking equipment. Proposer must submit equipment that fully integrates with existing wireless and switching network equipment leaving no incompatibilities regardless of network protocol transmitted over the network. If it is determined that an incompatibility cannot be resolved within 30 days, the awardee shall, at their own expense, replace all affected network equipment to eliminate the incompatibility. All equipment installations will comply with Federal and State laws, all fire and building codes, all local jurisdiction requirements and standards and guidelines set forth.

3.2.2 **Wireless:** Proposed wireless solution must be able to seamlessly integrate with existing Cisco and Cisco Meraki wireless solution. SPS currently has both Cisco and Meraki Cloud Controller with Cisco and Cisco Meraki Access Points. It is important to the district to maintain the functionality of this existing infrastructure. All access points, switches, software or hardware proposed that differ from the specified items must be compatible and equivalent to the existing Meraki infrastructure and must be 100% functional with the existing network.

3.2.3 **Switches:** Proposed switching solution must be able to stack with existing Cisco switches and controlled by existing management solutions (Cisco Prime or Cisco Meraki Cloud Controller)

3.2.4 **UPS:** Proposed UPS solution must be able to support up to 5 switches and additional ancillary accessories. Power should plug into standard 110v outlet and have up to 1 hour run time without power. UPS should have capability of remote monitoring and user replaceable batteries.

3.3 **Prices Include:** Installation, testing, inside delivery, serial number recording, installation integration, site cleanup, removal of existing equipment, inventory of removed equipment provided in a database compliant or spreadsheet format and delivery of removed equipment to a pre-determined, secure storage facility. Unless otherwise specified, vendors shall provide everything required to make the devices 100% operational. This includes but is not limited to software, product, installation, patch cables, connectors, dongles, mounting hardware, configurations, installation, etc.

3.4 **Quantities:** SPS reserves the right to order the necessary items in any quantity at the prices bid, unless otherwise stated, but no representation is made as to the exact number that will be purchased under this contract. Quantities listed are based on past usage.

3.5 Vendor must include an associated Bill of Materials for each item delivered. The Bill of Materials must include, at a minimum, Manufacturer, Product Description and Manufacturer’s Part Number.

3.6 The vendor will provide the E-Rate eligible status and percentage of eligibility of all equipment, licensing, services and maintenance provided within its proposal.

3.7 The vendor will deliver and manage all equipment and materials within SPS. SPS will not provide property, facilities or manpower to deliver, store or manage materials without prior arrangements and approval from SPS. SPS will only pay for equipment accepted.

3.8 Proposals must include all required components for an operational system including all recommended equipment and materials listed for system, an estimated calendar for procurement per phase and per subproject, if applicable.

3.9 All materials and service shall be warranted by the vendor for a minimum of one year from acceptance of the vendor’s work. Defects which may occur as the result of faulty equipment, materials or workmanship within one year after acceptance by SPS shall be corrected by the vendor at no additional cost. This warranty is not an exclusive remedy, and SPS has recourse to any warranties of additional scope and any other remedies available in law or in equity.

3.10 Proposals must include vendor/manufacturer warranty and maintenance policies and procedures. The Vendors’ ability to partner with the manufacturer in support of SPS will be a factor in the evaluation of vendor proposals.

3.11 Project implementation and installation is scheduled to begin on or about April 1, 2018 but will depend on funding.

3.12 Vendor will provide:

3.12.1 All hardware and licenses

3.12.2 Procurement, inventory and accounting support/management;

3.12.3 One complete set of hardware and software documentation for all provided items.

3.12.4 Removal and inventory of selected WAPs and switches at schools and areas in which new WAPs and/or switches will be provisioned and installed, if applicable by SPS

3.12.5 Provisioning, installation, configuration, licensing and support of new wireless access points at each of the district schools.

3.12.6 Provisioning, installation, configuration, licensing and support of new switches.

3.12.7 Integration of newly installed WAPs with the existing Cisco Meraki Wireless Controller.

3.12.8 Provisioning, installation, configuration, licensing and support of new wireless controllers

3.12.9 Provisioning, installation, configuration, licensing and support of new UPS.

3.12.10 Installation and configuration of the removed WAPs and switches to be deployed and installed at other district facilities to augment current WiFi networks already deployed, if applicable by SPS

3.13 **Cabling:**

The district believes it has previously installed sufficient cabling for the installation and configuration of the wireless network. Currently, the district has installed an Access Point in about 95% of the classrooms. Most classrooms already have cabling ready for an access point to be installed. It is believed that no major cabling needs to occur. However, there could be some areas that cabling will be needed. Please include a cabling price per Access Point installation in response using Cat6 cables.

# 4. References

To be a qualified Proposer, the vendor must include below three references with similar systems or equipment installed. Preference will be given to vendors with references for implementations at organizations most similar to SPS. Include separate sheet(s) containing supporting documentation regarding reference projects if available.

**REFERENCE #1**

|  |  |
| --- | --- |
| 1. Organization Name  |  |
| 2. Contact Person(s)  |  |
| 3. Full Mailing Address  |  |
| 4. Address Line 2  |  |
| 5. Telephone Number  |  |
| 6. Fax Number  |  |
| 7. Project Dates  |  |
| 8. Brief Description (attach detail)  |  |
|  |
|  |

**REFERENCE #2**

|  |  |
| --- | --- |
| 1. Organization Name  |  |
| 2. Contact Person(s)  |  |
| 3. Full Mailing Address  |  |
| 4. Address Line 2  |  |
| 5. Telephone Number  |  |
| 6. Fax Number  |  |
| 7. Project Dates  |  |
| 8. Brief Description (attach detail)  |  |
|  |
|  |

**REFERENCE #3**

|  |  |
| --- | --- |
| 1. Organization Name  |  |
| 2. Contact Person(s)  |  |
| 3. Full Mailing Address  |  |
| 4. Address Line 2  |  |
| 5. Telephone Number  |  |
| 6. Fax Number  |  |
| 7. Project Dates  |  |
| 8. Brief Description (attach detail)  |  |
|  |
|  |