

REQUEST FOR PROPOSAL (RFP)

Network Infrastructure Upgrade

School Corporation: Decatur County Community Schools

Issue Date: November 28th, 2016

470 #: 170051309

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for Network Infrastructure upgrades.

The goods and services requested in these documents are part of the E-Rate filings for Decatur County Community Schools for the 2017 funding year.

Further information can be found at the USAC Website www.universalservice.org

- The vendor must provide their E-Rate Service Provider Identification Number (SPIN) number on proposal in order to be eligible for consideration.
- The vendor must agree to comply with rules and regulations of USAC. Vendors must be familiar with billing methods and timelines associated with USAC.
- Bids and awards related to this RFP are subject to receiving approval for funding through the E-Rate process. In the event projects are not funded, Decatur County Community Schools reserves the right to modify the scope of the project or cancel the project.
- This project may not be implemented until an E-rate Funding Commitment is received.
- Each Category 2 proposal must be accompanied with a bid bond or certified check representing 5% of the project.
- Each Category 2 proposal must include a collusion affidavit.
- The winning vendor must complete the necessary FCC Form 471 templates required for each school/entity, i.e. Internal Connections, Basic Maintenance of Internal Connections, and Managed Broadband Services.

BACKGROUND

- Decatur County Community Schools will be upgrading their network infrastructure and wireless platform as outlined in the specifications section of this document.
- As part of this project, the corporation will also be upgrading the wiring between the MDF and IDFs

SITE VISITS

- Questions or arrangement for a site visit to look at any installation may be submitted to Scott Richie, Technology Consultant, through email at erate@decaturo.k12.in.us
- Answers to questions may be shared with other vendors if necessary to provide clarification to the RFP Process.

DUE DATE

Proposals will be received in the Decatur County Community Schools Administration Building at the following address: 2020 N Montgomery Rd., Greensburg, IN 47240 until 1:00 P.M. EST Wednesday, January 10th, 2017. Proposals must be submitted in a sealed envelope with a return address, plainly marked on the outside; "RFP for Network Infrastructure upgrades". The Decatur County Community Schools Board of Education reserves the right to reject any or all bids.

SPECIFICATIONS

Listed below are part numbers and quantities for proposal. Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality.

Decatur County Community Schools reserves the right to adjust any and all quantities prior to purchasing to meet the needs of the corporation.

North Decatur High School

Function	Part Number	Description	Location	Qty.
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	53
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		53
Cabling		12 strand Plenum rated Multimode OM4 LC-LC from MDF to IDF Data Cabinet (250 feet) Must include termination and patch panels	MDF-IDF	1

North Decatur Elementary School

Function	Part Number	Description	Location	Qty.
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	49
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		49
Cabling		12 strand Plenum rated Multimode OM4 LC-LC from MDF to IDF Data Cabinet (300 feet) Must include termination and patch panels	MDF-IDF	2

South Decatur High School

Function	Part Number	Description	Location	Qty.
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	53
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		53
Cabling		12 strand Plenum rated Multimode OM4 LC-LC from MDF to IDF Data Cabinet (250 feet) Must include termination and patch panels	MDF-IDF	1

South Decatur Elementary School

Function	Part Number	Description	Location	Qty.
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	49
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		49
Cabling		12 strand Plenum rated Multimode OM4 LC-LC from MDF to IDF Data Cabinet (325 feet) Must include termination and patch panels	MDF-IDF	1

PRICING

- Each proposal shall provide a separate section listing for each school/entity with all costs associated with the proposal.
- Each line item on proposal should clearly list the following information:
 - Location (Building Name)
 - Quantity
 - Manufacturer
 - Part Number
 - Description
 - Unit Price
 - Extended Price
 - Classification (See categories below)
- List the classification for each line item of products/services in a separate column on the proposal/bid from one of the following categories:
 - Cabling or Connectors
 - Caching (equipment or recurring service)
 - Data Distribution (router or switch)
 - Data Protection (firewall or UPS)
 - Miscellaneous (installation or training) - Please note that you should include who is doing the training, who is being trained, and when the training will take place.
 - Racks
 - Software (Operating System Software of Eligible Equipment)
 - Wireless Data Distribution (Antenna, Access Point, or LAN Controller)
- Labor pricing for installation of Access Points and communication racks must be listed separate.
- Any ongoing subscription pricing must be listed separate.
- Licenses, software, and basic maintenance for the adequate performance of eligible components should be included in proposal.
- If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- If applicable, vendor is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.
- While price will be the most heavily weighted factor in our evaluation of the bids, the School Corporation reserves the right to award the proposal to the best-qualified vendor.

POST INSTALLATION REQUIREMENTS:

- For cabling, contractor shall provide documents showing the locations of all cabling drops installed as part of this project and all MDF/IDF locations (as-built drawings).

REFERENCES

The vendor must include a list of at least three (3) clients for whom the vendor has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information. In addition, a brief description of services rendered for the reference should be included.

EVALUATION CRITERIA

Criteria
Cost
Adequacy of the responses to this RFP
References from three other schools/libraries supporting satisfactory performance of the service from the vendor
Invoicing: Reimbursements/Discounts (preference given to vendors who are willing to discount invoice with E-Rate discount)
Local or in-state vendor

TIMELINE

- Bids Due January 10th, 2017 at 1:00 PM EST
- Bids Opened January 10th, 2017 at 1:05 PM EST *
- Target date for review of proposals January 11th, 2017
- Anticipated selection of vendor January 13th, 2017

* if school is closed due to weather, bids will be opened on the next available day school is back in session

POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Scott Richie, Technology Consultant
Address: 2020 N Montgomery Rd., Greensburg, IN 47240
Email: erate@decaturo.k12.in.us