

E-RATE 2019-2020 CATEGORY 2 REQUEST FOR PROPOSALS (RFP) FOR
LAN INFRASTRUCTURE

Cleveland School District
305 Merritt Drive
Cleveland, MS 38732

PROPOSAL DUE DATE: March 6, 2019
BID OPENING DATE: March 8, 2019

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SUPERINTENDENT OF EDUCATION

Dr. Lisa Bramuchi
ASSISTANT SUPERINTENDENT

Neil Gong
TECHNOLOGY CORDINATOR

Purpose:

Proposals are being sought by the Cleveland School District (hereinafter referred to as "CSD") for the purpose of upgrading the E-Rate eligible Category 2 equipment for the project.

Background:

The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Category Two services. CSD is looking at a new proposed solution, with a preference for battery CyberPower Smart App back-ups and Tripp Lite racks or equivalent.

General Requirements:

The Cleveland School District is seeking quotations for complete solutions to install racks, cabling, closet cleanup, battery backups for equipment infrastructure at each of the eligible school sites.

The specifications herein are provided to convey the intent of the District and do not include every cable or component necessary for the complete system that the proposing vendor shall provide. Technical specifications of all equipment and necessary components proposed should be provided with the bid.

The Cleveland School District (CSD) desires to purchase battery backups and racks.

Inquiries

All correspondence and inquiries regarding this RFP must be submitted via Email:

dmullins@cleveland.k12.ms.us

If a Service Provider does not receive a response within 48 hours, it is the responsibility of the Service Provider to call **Denise Mullins at (662) 843-3529** and confirm that the email message was received.

All responses to inquiries will be emailed to the Service Provider.

Notice to Bidders

Notice is hereby given to interested bidders that the Cleveland School District will receive written, sealed bids until the hour of **2:00p.m., February 20, 2019**, at which time bids will be received in the District Office of the Cleveland School District at **305 Merritt Drive Cleveland, MS 38732**

Bid Timeline

Mandatory Pre-Bid Site Visit	February 28 , 2019 @ 10:30 a.m.
Bid Due Date	March 6, 2019 @ 2:00 p.m.
Bid Opening Date	March 8, 2019 @ 10:00 a.m.

Submit Sealed Proposal and Supporting Documentation to:

Cleveland School District
305 Merritt Drive
Cleveland, MS 38732
Attn: Denise Mullins

Bid Submission Notes:

No faxed or emailed proposal will be acknowledged or allowed. Sealed proposals should be clearly marked “**RFP CSD-Year 19-20**” and should mail or hand deliver to the address listed above. Proposals received after the deadline will be rejected.

Please submit (2) printed copies of proposal and one electronic copy.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Cleveland School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or electronically transferred bids will not be considered.

Pre-Bid Conference

In order to be eligible to bid, all prospective bidders must attend the mandatory pre-bid conference. The pre-bid conference will be held at the Cleveland School District Central Office located at 305 Merritt Drive Cleveland, MS 38732. Proposals from vendors who do not attend the conference **WILL NOT** be considered.

The RFP will consist of networking equipment.

Basis of Award:

1. E-rate approval by USAC
2. Provider must have current USAC ,SPAC and SPIN Number.
3. References of at least three installations of similar application size, complexity, infrastructure design and installation method as proposed.
4. Proposed network equipment’s ability to meet current and future needs of the CSD, including onsite support, training, and technical assistance.
5. Compatibility with existing infrastructure
6. Vendor’s qualifications, knowledge, experience, past work and functionality of previous installations.
7. Overall cost and quality of proposal.
8. Service Provider **MUST** attend the **MANDATORY** walk through meeting.
NO BIDS WILL BE ACCEPTED FROM SERVICE PROVIDERS WHO DO NOT COMPLETE THE MANDATORY walk through meeting.
9. Total numbers for equipment will be given at mandatory pre-bidder’s conference.

General

The specifications herein are provided to convey the intent of the District and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide. Technical specifications of all equipment and necessary components proposed should be provided with the bid.

Prices quoted shall be an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty four (24) months from the time of the contract signing.

Omissions in the proposal of any provision described herein 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 services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or be in doubt to its meaning, the vendor shall at once notify the Cleveland School District. All questions should be addressed to Denise Mullins and sent via email to dmullins@cleveland.k12.ms.us.

Evaluation Methodology

The Cleveland School District will award a contract based on the vendor submission that best meets the needs of the Cleveland School District with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price
- Strength of References
- Adherence to Technical Specifications
- Technical Certifications of Vendor Staff
- Number of Service Staff within close proximity to Cleveland, MS
- Vendor response time
- Turnkey Solution
- Ease of Use
- Preference may be given for prior positive experience with the Vendor

Vendor Qualifications

The Cleveland School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Cleveland School District all such information and data for this purpose as the Cleveland School District may request. The Cleveland School District reserves the right to reject any and all bids.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Cleveland School District.

The successful vendor (contractor) must have or be certified with the following:

- Vendor must be in good standing with manufacturer; and able to provide/supply all products and services proposed. Please include documentation in response packet.
- Vendor must be an authorized dealer in the State of Mississippi for products proposed.
- Vendor must have a State of Mississippi General Contractor's License. Proof of this license must be included in the bid response.
- Vendor must have a Registered Communications Distribution Designer (RCDD) on staff that will be responsible for the infrastructure design of the project. Please include documentation in response packet.
- Vendor key cabling staff must have a minimum certification of BICSI Installer 2, Copper. Please provide documentation in bid response packet.
- Vendor must have sufficient network expertise and certifications for installations of equivalent size and scope. Please provide documentation in bid response packet.
- Vendor must submit the name and resume of the staff member who will be assigned as Project Manager.
- Vendor must submit the name and resumes of the key staff members who will be assigned to the project.
- It is preferred that the vendor has extensive knowledge and experience working with school systems within the state. Vendor must have been in business for a minimum of 3 years providing services as described in this RFP. Vendors are required to provide evidence that they meet this qualification with the RFP response.
- Because of the detailed planning and coordination with CSD, preference will be given to vendors that have previously coordinated projects with them.

- Vendor must have an office location within 150 miles of the CSD.
- Vendors must be able to supply all products and services with no subcontractors.
- Have current liability insurance and workers compensation insurance (certificates of insurance must be furnished by winning bidder within 10 days of award).
- Provide documentation of the vendor's employee certifications.
- Participate in the mandatory vendor meeting. Any bid submitted by a vendor who does not complete the mandatory pre-bid conference will not be considered.
- Provide an Erate SPIN.
- Provide at least 3 references for projects of the same scope and size.

Vendors are required to provide evidence that they meet these qualifications with the RFP response

Financing

This project will be subsidized by the Erate program and is therefore subject to funding availability and contingent upon Erate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC and possible unforeseen financial circumstances, any contract arising from this RFP will be contingent upon the District's availability of funds at the time of funding for the non-erate portion of the project. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

The Cleveland School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

Disqualification of Bidder

A Bidder may be disqualified for such reasons as:

1. Bidder's failure to attend and complete the mandatory pre-bid conference.
2. Bidder being in litigation with the Cleveland School District.
3. Bidder having defaulted on a previous contract.
4. Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Cleveland School District.
5. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

The Cleveland School District will strictly adhere to the rules and regulations of the Erate program when evaluating bid responses.