

(School or District Name)
Internal Connections Equipment
Request for Proposals

Section 1: Overview and Instructions

1.1 GENERAL

(School or District Name) (in this RFP “The School District” or “School District”) is seeking proposals along with statements of qualifications and experience from qualified firms to provide E-Rate services under Category two for Fiscal Year 2015 (Program Year 18). This RFP requests services in three sub-categories of the Internal Connection Services E-Rate category: Wireless Networking Equipment, Switching, and School Wiring. Prospective vendors may respond to individual categories or all of these sub-categories. Details of the requirements for each of these sub-categories are contained in the Scope of Services section of this RFP.

In order to ensure that the solutions being proposed for The School District meet our needs, we have defined vendor selection criteria. These criteria are listed in section 1.5 of this RFP. Prospective vendors should be aware that knowledge of and experience with the federal E-Rate program is very important to The School District.

The School District will not pay any costs associated with the preparation or submission of qualifications and/or RFP responses. Proposals must be signed in ink by the agent or person authorized to bind the proposer to its provisions.

The School District will receive all questions from interested bidders and make responses to questions available to all interested parties. Questions must be submitted electronically by **(MM/DD/YEAR)** to:

Mr. John Doe

The School District

123 Main Street

Anytown, USA

jdoe@theschooldistrict.k12.us

(888) 555-1212

1.2 PROPOSAL DUE DATE

The School District will receive proposals for this project until ***Time (Include Zone), on Day of Month, Year***. Respondents must submit 2 copies in a sealed envelope plainly identified in the upper left hand corner with the firm's complete name and address and in the lower left hand corner "RFP Response– E-Rate Category Two". The envelope must be delivered to ***The School District, Business Office, 123 Main Street, Anytown USA, Attn: John Doe, on or before the date and time specified***. A bid received after the due date and time will not be considered. Proposals will be opened at ***Time on Month Day, Year***.

MODIFICATION OR WITHDRAWAL OF BID

- A proposal that is in the possession of The School District may be altered or withdrawn by a letter bearing the signature and name of the person authorized for offering provided it is received prior to the time and date of opening.
- A proposal may not be withdrawn for a period of thirty days after the opening, nor shall the successful provider withdraw, cancel or modify their proposal except at the request of The School District after being notified that their proposal has been accepted by The School District.

1.3 PROJECT FUNDING: UNIVERSAL SERVICE ADMINISTRATIVE COMPANY

Implementation and completion of this project is contingent upon The School District receiving approved funding from the Universal Service Administrative Company. The project may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of The School District. If the application is approved for the USF discount program, the chosen vendor will be required to participate. It is the vendor's responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Division and the Universal Service Administrative Company. All contracts awarded based upon this RFP will be subject to approval of the project by the Schools and Libraries Division.

Universal Service (E-Rate) Requirements

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as "E -rate") as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, "Universal Service"). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund ("USF") subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- **USF Knowledge**
 - Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-rate").
- **USF Registration**

- Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).
- **USF Participation**
 - Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.
- **USF Documentation**
 - Vendor shall provide to District staff and/or the District’s E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.
- **Invoicing Procedures**
 - Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:
 - Date of Invoice
 - Date(s) of Service
 - Funding Request Number (“FRN ”)
 - Vendor’s signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches District’s contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor -generated form
- District’s Billed Entity Number
- District’s Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

1.4 ERRORS AND OMISSIONS

It shall be the responsibility of the bidder to be knowledgeable of this RFP document before submission of the bid. The bidder will assume all responsibility for any errors or omissions in the bid. The successful bidder shall comply with all federal, state, and local laws, permits, regulations, codes, and ordinances.

1.5 MINIMUM VENDOR REQUIREMENTS

Selection criteria will include:

1. Price: the overall value of the system proposed including capital and ongoing costs.
2. Solution: Capabilities of the solution proposed, ability to meet the technical requirements provided, and vendor's ability to deliver the solution proposed. The partnership level that the vendor maintains with the manufacturer of the equipment being proposed (the vendor must submit a letter from the manufacturer stating the authorized reseller relationship).
3. System Design: quality of design documents and statement of work that show the proposed solution will be designed, implemented, and supported properly.
4. Experience: Professional qualification, registration and general reputation of the principals of the firm or person. The extent to which the firm or person specializes in or has designed projects of a type and scope similar to that requested in this RFP. Quality of performance on other projects and references.
5. Warranty and Support: the quality of manufacturer provided warranty as well as ongoing managed services and support options provided by the service provider.

SELECTION CRITERIA	POINT VALUE
PRICE	30
SOLUTION PROPOSED	30
SYSTEM DESIGN	20
VENDER EXPERIENCE/ REFERENCES	10
WARRANTY & SUPPORT	10
TOTAL:	100

1.6 AWARD AND PURCHASE

The School District hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit bids in response to this Request for Proposal, and will not be discriminated against on the grounds of race, religion, gender, color, national origin, or ancestry in consideration of an award. The bidder hereby agrees that should they be awarded this contract, the bidder will not discriminate against any person who performs work under the contract because of race, religion, gender, color, national origin, or ancestry. Furthermore, the bidder should be an organization that also practices the beliefs of equal opportunity in the morals of their company.

- Award will be to the bidder best able to meet the specifications and requirements as set forth in this document in the opinion of The School District.
- This RFP and its response as accepted will become part of the contract between the bidder and The School District.
- The bidder will ensure that all equipment and materials are new and free of defects in workmanship, construction and raw materials.

1.7 OTHER PROVISIONS

Any ensuing contracts shall coincide with e-rate funding cycles, i.e., July 1, 2015 through September 30, 2016 or of the applicable calendar year(s).

1.8 SCHOOLDISTRICT’S RESERVATION OF RIGHTS

The School District reserves the right to reject any or all proposals and bids, including that of the lowest bidder; or to accept bids either in whole or in part; to award contracts by individual items or by lump sum total; or to waive any informalities, defects or omissions in any bid, should it be deemed to be in the best interests of The School District.

1.9 Governing Law

This contract is made under and shall be governed and construed in accordance with the laws of the State of ***(Enter State on Line Below)***

_____.

Section 2: Scope of Services: Internal Connections Equipment

2.1 District Overview

(Insert # of students / staff box here)

2.2 Scope of Work – Wireless Network Equipment and Installation

The School District is requesting an upgrade of the existing wireless infrastructure to a robust state of the art wireless solution. The new solution and wireless network design must include support for 1:1, BYOD, and support all types of mobile devices and software including iOS, Android, and Window operating systems. The scope of this section of the RFP includes the upgrade of wireless network equipment and maintenance services for the system that will be installed. The new system must meet and/or exceed all requirements in this section.

The vendor will be responsible for wireless design, installation, engineering, and validation testing. All pricing shall be submitted in the cost proposal section of the vendor’s response to this RFP.

Wireless Design Requirements:

- Coverage: Installation of enterprise wireless network equipment so that all student classrooms and meeting areas have wireless network access to support 1:1, BYOD, and all operating systems. Design should provide a minimum 5GHz signal of -67dB in classrooms for low power device support.
- Capacity: Design should take into account classroom capacity and device airtime consumption for radio requirements to provide support for client density. The Wireless design must support an average of 2.5 devices per student and faculty.
- Performance: Co-channel and adjacent channel interference should be avoided to support optimal client performance. The system must have the ability to allow users to roam, must auto manage power settings and RF, and must meet the criteria in the “technical requirements” section listed below.
- RF Design: The vendor is responsible for providing RF Designs including heat maps that indicate AP placement and predictive coverage. The wireless design must also show performance metrics (i.e. SNR) to meet the capacity and performance requirements.
- Wireless Management: Proposal must provide wireless network management software meeting the technical specifications as stated in the technical requirements section at no additional cost to The School District; or must be included in managed services offered as part of this proposal package.

The submitted design required documents are:

- RF heat maps indicating AP placement and predicted signal delivery
- Spreadsheet / table indicating equipment to be placed per site and IDF/MDF closets

Training:

The vendor shall provide a technical training class for network equipment. The training session will host up to twenty persons as determined by The School District. The class will be scheduled for a minimum of four hours. The vendor will provide knowledgeable staff, appropriate materials, and supporting equipment necessary to deliver training. Training must coincide with installation or take place within a reasonable time after installation. Training should cover the following topics and include a question and answer period:

- Regular system maintenance and adjustment of serviceable components.
- Troubleshooting methodology
- Support and warranty contact information.

Defective Equipment:

If any or all equipment is found to be defective or not in compliance with the specifications of the contract, it is the responsibility of the vendor to supply The School System with replacement equipment according to the specifications of the contract at no additional cost to The School System.

Project Documents:

The selected contractor shall submit a copy of the proposed network designs before beginning services. The itemized design solution will list by location, (i.e. communications closet, etc.), all equipment required to complete a fully functional network including but not limited to network equipment, UPSs, antennas, and cabling. In addition to the itemization, a consolidated component list specifying the quantity, description, part number, unit cost, extended cost, and total cost for the project must be included. The itemized design solution must be submitted to The School System in electronic format. The School System and the selected contractor will coordinate on type(s) of electronic format

Warranty: The system warranty must be provided including warranty period and costs. Any options to purchase an extended warranty from the manufacturer should be described in the proposal.

Technical Specifications

Equipment submitted must meet or exceed the minimum technical specifications criteria. Failure to meet the minimum technical specifications as delineated within will result in zero points for this category:

Hardware:

- Access points must support current WLAN standard of 802.11ac and retroactively 802.11a,b,g & n
- Access points must be dual band/dual radio capable (2.4 & 5GHz simultaneously)
- Access points must at minimum support 2x2 MIMO (2 TX & 2 RX) for classrooms and 3x3 MIMO for high capacity areas i.e.; auditoriums, libraries, media centers, field houses and cafeterias
- Access points must have one Gigabit Ethernet port and one serial console port for troubleshooting
- Access points must include hardware for drop ceiling mounting (hard ceiling/wall mounts if needed should be available and proposed for locations requiring it)
- Access points must support PoE 802.3at and be able to function on 802.3af if necessary
- Access points must support 802.1Q
- Access points must support option for external antenna connection
- Access points must include band filter for cellular co-existence
- Access points must support optional modes of functionality; air monitoring & spectrum analysis
- Access points must be Wi-Fi Alliance certified
- Access points should support DFS channels in the 5GHz spectrum

Software:

- Solution must have the ability to classify and prioritize applications
- Solution must offer one central point of configuration and management
- Solution must support local as well as remote options for firmware upgrades
- Solution must support firmware upgrades from a single interface to all APs at one time
- Solution must not require a central hardware controller appliance or separate server software for functionality

- Solution must not require subscriptions or feature licensing for ongoing functionality
- Solution must support simplified scalability without manual intervention to add APs to the network
- Solution must offer high availability and failover options without extra hardware or licensing costs
- Solution must include intelligence to remediate coverage issues in the event of an AP failure

Features:

- Solution must provide AP to AP roaming support optimally
- Solution must provide provisions for L2 and L3 roaming
- Solution must support packet inspection and QoS
- Solution must include a stateful firewall for denying or allowing access to network resources
- Solution must support WAP2-Enterprise & WPA2-PSK with AES
- Solution must include an option to deny inter-client communications
- Solution must provide the ability to monitor and determine client health and be able to proactively move clients to better performing APs solving the “sticky-client” issue
- Solution must support airtime fairness, AP and radio load balancing as well as band steering
- Solution must automatically configure AP power and channel settings dynamically without manual intervention
- Solution must support layer 7 application filtering as well as web content category and domain blocking
- Solution must offer IDS/IPS support for detection and mitigation of wireless security threats
- Solution must include support for Guest services with captive portal and URL redirects
- Solution must be able to fingerprint and ID devices and operating systems; iPad, iPhone, Windows 7, MacOS, Android, etc...
- Solution must support Apple Bonjour, mDNS, UPnP, DLNA across segmented networks
- Solution must support RADIUS proxy from single point and not require each AP to be RADIUS client
- Solution must offer support for wireless packet captures from the AP
- Solution must include option for wireless mesh included in the proposed AP model

The submitted design required documents are:

- RF heat maps indicating AP placement and predicted signal delivery
- Spreadsheet / table indicating equipment to be placed per site and IDF/MDF closets

SCHOOL WIRING - Typical School Wiring

2.3 Scope of Work – School Wiring

	IDF	MDF	Classrooms	Common Areas	Admin Offices	Labs	Average Port Count	Average Cat6 Run
High School	6	1	70	10	100	3	500	150 linear ft.

Middle School	3	1	40	10	60	2	350	150 linear ft.
Elem. School	2	1	20	10	40	1	175	100 linear ft.

The School District is seeking proposals for adding internal copper wire connections.

The School District is requesting proposals and pricing for installing up to 2,000 cable drops in schools and eligible sites. Pricing should include all required materials (cabling, jacks, surface boxes, molding, metal patch panels etc.) and labor. Separate pricing must be provided for increments of cable drop installment as follows:

500 drops

1000 drops

1500 drops

2000 drops

Section 3: Submittal Requirements

3.1 Contents

1) Table of Contents

This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.

2) Cover Letter/Executive Summary/Proposal Overview

This section shall include a cover letter signed by an authorized representative of the company. The cover letter must contain a commitment to provide the services described therein and a written acknowledgement to enter into a written contract for professional services if awarded a contract. The cover letter must also specify which services the proposer is submitting proposals for. The Executive Summary/Proposal Overview must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive Summary/Proposal Overview should include conclusions and generalized recommendations. Pricing information must not be included in this section.

3) Technical Response/Services Proposal

Demonstrate the ability and capacity to provide services or selected services described in Section II (Scope of Services) in the RFP. In this section, proposers should present their vision of how they propose meeting The School District’s needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the Scope of Services as defined

in this RFP. Each response shall address the Proposer's ability (including availability of staff and technological capability) to meet the requirement as well as the proposed means by which it will be met or provided.

4) Proposer Requirements. The Proposer must submit:

- Resumes for all key personnel including proposed manufacturer certifications;
- A proposed organization chart;
- USAC Service Provider Identification Number (SPIN);
- Federal Communications Commission Registration Number (FCCRN);
- A written statement setting forth the amount of E-rate Program knowledge that the Proposer's organization has, who has it, and how it was acquired, along with a list detailing the Proposer's E-rate Program-related experience. Additionally, address all other requirements indicated in Section 4: Universal Service (E-Rate) Requirements.

5) References

A minimum of three references from programs of similar scope and magnitude, for which the proposer has provided services similar to the services required herein within the past two years, including the telephone number of the contact person, must be provided. The School District may contact these references. At least one reference must be from a school district where the proposer is currently providing E-Rate eligible services.

6) Insurance requirements

Evidence of current insurance coverage must be submitted. The proposer must meet the following requirements:

- Commercial general liability insurance of no less than \$1,000,000.00 per occurrence.
- Professional liability insurance no less than \$1,000,000.00 for any one occurrence.
- The vendor shall provide Certificate of Insurance and Declaration / Endorsement pages indicating that The School District is an "additional insured" on the commercial general liability insurance policy.
- The professional liability insurance must cover the services to be provided under the contract and The School District must be listed as a certificate holder.
- A copy of a certificate indicating that the vendor and / or its agent(s) are covered by Workers' Compensation Liability must be provided.

If proposer's current coverage does not meet the requirements stated above, the proposer will be required to submit adequate insurance(s) should it be awarded a contract for these services

Contract Term Modification

The District will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission (“FCC”) and/or the Universal Service Administrative Company (“USAC”).

Section 5: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II (Scope of Services).

The Proposer must include all assumptions made in association with the cost proposal and provide additional cost estimates for improvements or enhancements that may improve the quality of the proposed solution. ***Proposers should identify all government and/or education discounts (The School/District Name) is eligible to receive for each item in each cost proposal. In addition, each cost proposal must be separated into E-Rate eligible and E-Rate ineligible categories.***

Pricing Sheet and General Pricing Instructions.

Pricing shall be as follows:

- Quoted in U.S. dollars (\$)
- Must include labor and transportation costs
- Shall include all standard freight charges prepaid, unless otherwise stated

The following pricing format must be used and all equipment and services must be itemized and broken out to include separate pricing for eligible and ineligible services.

EQUIPMENT/SERVICE						
SERVICE AND/OR EQUIPMENT	UNIT COST	QTY	EXTENDED	E-RATE ELIGIBLE AMOUNT	VIDE INELIGIBLE AMOUNT	TOTAL COST
TOTALS						

In addition to submitting the requested pricing for each section of the RFP (School Wiring, Wireless Network Equipment), bidders are also requested to submit separate unit pricing for additional and/or upgraded services. For example proposers are asked to provide unit pricing for increased cable drops, wireless access points, switches, etc.