



# LEAKE COUNTY SCHOOL DISTRICT

Dr. Joe Nelson, Superintendent  
Cleo Brooks, Office of Technology

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## LEAKE COUNTY SCHOOL DISTRICT

109 WEST MAIN STREET

P.O. DRAWER 478

CARTHAGE, MS 39051

### E-RATE 2023-2024

### REQUEST FOR PROPOSALS (RFP)

### CATEGORY 2 PROJECT

### PROPOSAL DUE DATE:

**THURSDAY, JANUARY 26, 2023 by 11:00 AM CST.**



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## LEAKE COUNTY SCHOOL DISTRICT

### REQUEST FOR PROPOSALS | E-RATE CATEGORY 2 PROJECT

Notice is hereby given to interested bidders that the Leake County School District will receive written, sealed bids until the hour of **11:00 a.m. CST on Thursday, January 26, 2023**, at which time bids will be opened in the Conference Room of the Leake County School District Career Technical Center at 703 Northwest Street, Carthage, MS 39051.

#### MAIL OR HAND DELIVER SEALED BIDS TO:

**LEAKE COUNTY SCHOOL DISTRICT CAREER TECHNICAL CENTER | 703 NORTHWEST STREET, CARTHAGE, MS 39051**

#### BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY MARKED AS FOLLOWS:

#### **“FY2023 E-RATE CATEGORY 2 Bid”**

**BID OPENING: JANUARY 26, 2023 AT 11:00 A.M. CST**

LETTER OF INTENT TO BID DUE DATE	JANUARY 17, 2023 AT 11:59 P.M. CST
MANDATORY PRE-BID SITE VISIT	JANUARY 19, 2023 AT 11:00 A.M. CST
BID DUE DATE AND OPENING	JANUARY 26, 2023 AT 11:00 A.M. CST

All interested bidders must attend a mandatory site visit Thursday, January 19, 2023. The mandatory site visit will begin at 11:00 a.m. CST at the Career Technical Center located at 703 Northwest Street, Carthage, MS 39051. **Proposals from vendors who do not attend the site visit WILL NOT be considered.**

NOTICE OF NON-DISCRIMINATION: Leake County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits.



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## E-RATE CATEGORY 2 PROJECT (DESCRIPTION)

The Leake County School District wishes to upgrade its E-Rate Eligible Category 2 LAN switches and implement Managed Services of all E-Rate eligible equipment.

The RFP will consist of 2 parts: LAN Switch Upgrade and Managed Services as a turnkey solution. Technical specifications of all equipment and necessary components should be provided with the proposal.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer. The Leake County School District will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

At the time of the pre-bid conference, all bidders will be expected to complete and turn in the "Site Visit Information Form" on page 25 of this document.

Bids will be opened at 11:00 a.m. CST on Thursday, January 26, 2023. For more information, contact Cleo Brooks at [cleobrooks@leakesd.org](mailto:cleobrooks@leakesd.org).

### CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the wired and/or wireless network will not meet the capacity requirements of this RFP, the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the Leake County School District.

### 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 solution that the proposing vendor shall provide. The Leake County School District requires that the winning Service Provider provide discount billing using the **SPI method for invoicing USAC**.



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## INTENT TO BID

Leake County School Districts requests that all vendors interested in submitting a proposal complete the Letter of Intent to Bid that is provided at the end of this document. The Letter of Intent to Bid should be emailed to Cleo Brooks at [cleobrooks@leakesd.org](mailto:cleobrooks@leakesd.org) prior to January 17, 2023 11:59 p.m. CST. If an email reply is not received within 24 hours, it is the responsibility of the respondent to call Cleo Brooks at 601-267-8442 X 9007 to confirm receipt of your Letter of Intent to 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.

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 Leake County School District. All questions should be addressed to Cleo Brooks. The preferred mode of contact is via email: [cleobrooks@leakesd.org](mailto:cleobrooks@leakesd.org).

If a response is not received within 24 hours, it is the responsibility of the respondent to call Cleo Brooks at 601-267-8442 X 9007 to confirm receipt of the questions. All questions and answers will be emailed to the vendors that attend the mandatory site visit.

## BID SUBMISSION INSTRUCTIONS

Bids will be opened at 11:00 a.m. CST, Thursday, January 26, 2023, in the Conference Room of the Leake County School District Career Technical Center located at 703 Northwest Street, Carthage, MS 39051. No bid shall be accepted or considered after such scheduled time.

Bids must be submitted in a sealed envelope clearly marked as follows:

### **“FY2023 E-Rate Category 2 Bid”**

**Bid Opening: January 26, 2023 at 11:00 a.m. CST**

Bidder's Certificate of Responsibility Number must be clearly marked on the front of the envelope.



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Envelopes not so marked will not be considered. **The Leake County School District Board of Trustees reserves the right to reject any and/or all bids and waive any informality.**

Bidders must submit one (1) original and three (3) copies of their full response along with one (1) electronic copy.

The first page showing in the bid submission packet must be the Bid Worksheet. The worksheet will show the vendor's total cost for each of the 2 parts of the RFP for ALL Schools. In addition to the Bid Worksheet, Vendors MUST provide quotes submitted on the vendor's standard quote form and broken down by School to facilitate the new E-Rate C2 Requirements. Failure to comply may result in bid disqualification.

## **BIDS MUST INCLUDE THE FOLLOWING**

The "Bid Worksheet" completed and signed by the bidder. Note, the "Bid Worksheet" is a total for all Schools. Individual quotes divided by School must be provided to accommodate the new E-Rate C2 budget requirements.

(THE BID WORKSHEET MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Leake County 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. Signatures on the proposals must be in longhand and executed by a Principal duly authorized by the vendor to make a contract.

PLEASE NOTE: Common Carriers, UPS and FedEx, in the Carthage, Mississippi area generally do not deliver overnight packages on time. The Leake County School District will not be responsible for nor will it accept bid responses delivered after the deadline.

## **CERTIFICATE OF RESPONSIBILITY**

1. Each bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.



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2. When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has no Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
3. Each Subcontractor whose subcontract exceeds \$50,000.00 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
4. No bid will be considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any Subcontractor where applicable.

## **RESTRICTION OF CONTRACT**

From the issue date of this RFP until a determination is made regarding the selection of a proposal, all contact with the District personnel concerning this RFP, any proposals, and the evaluation process must be cleared through Cleo Brooks, Technology Coordinator. Any violation of this condition is grounds for rejection of said vendor's proposal. If it is later discovered that any violations have occurred, the District may reject any proposal or rescind any contract awarded pursuant to this RFP.

## **CONTRACTOR RESPONSIBILITY PROGRAM**

By submitting a response, vendors agree that they nor any subcontractor(s) are currently under bidding list suspension or debarment by the District, any state, or the federal government. If it is later discovered that any violations have occurred, the District may reject any proposal or rescind any contract awarded pursuant to this RFP.



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## **EVALUATION METHODOLOGY**

The Leake County School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the Leake County 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 primary factor. The following factors may be considered when evaluating responses:

- Price
- Technical Specifications
- Technical Certifications of Vendor Staff
- Number of Service Staff within close proximity to Carthage, Mississippi
- Vendor response time
- Turnkey Solution
- Ease of Use
- Experience with Vendor (includes Vendor-supplied customer references and recent (7 years) District experience with Vendor (if any); may also include any publicly available reports or testimonials regarding recent Vendor performance)

## **EVALUATION OF DESIRED FEATURES AND OTHER ITEMS**

Vendors proposals are further evaluated in the areas of (not in priority order):

Functionality compared to competitive equipment; Maintenance, including guarantees and warranties; Satisfactory references; Bidder's technical support capability; Bidder's financial stability; Bidder's flexibility and responsiveness; Pricing (including shipping costs, warranties, etc.); Any specifications that have been deemed desirable and Any specifications that have been deemed optional.



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## SECTION II. GENERAL CONDITIONS

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

### 1. LOCATION OF SITES

The location of the work is on property owned by the Leake County School District. School sites are listed at the end of this document.

### 2. SCOPE OF WORK

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the Service Provider.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to the District, unless the weekend or holiday work due to a delay caused by the District and written consent is secured prior to the completion of said work by the Technology Coordinator and Superintendent.

### 3. PROTECTION IN GENERAL

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

### 4. CHANGE IN CONTRACT

The District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Technology Coordinator before such work is begun.



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## **5. EXISTING CONDITIONS**

The Service Provider, in submission of this proposal, will have the option to visit the premises and will be assumed to have taken into consideration all conditions, which might affect this work. No consideration will be given to any claims based on a lack of knowledge of existing conditions.

If a Service Provider does not receive a response within 48 hours, it is the responsibility of the Service Provider to call Cleo Brooks at 601-267-8442 X 9007 and confirm that the email message was received.

## **6. WORKMANSHIP**

All work shall be performed in a professional manner. Personnel from the District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed. The Leake County School District has a rich tradition of excellence, which extends to all employees both in and outside of the classroom. The Service Provider will instruct personnel to adhere to high standard of excellence in quality work, behavior, language, and appearance while performing the duties of this installation.

## **7. PROPOSED SERVICES AND SERVICE PROVIDER QUALIFICATIONS**

The Service Provider shall furnish a written document that describes the services proposed under these specifications. It is understood that the Service Provider is not responsible for the function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment will be provided by the Service Provider free of charge to determine if the existing equipment or cabling can be reutilized. The Service Provider must also show proof that their employee(s) are certified to install the proposed components, managed services and technology equipment.

## **8. FINANCING**

The Service Provider will provide a binding contract to the District for submission to the Schools and Libraries Division. After notification of award from the Schools and Libraries Division, the Service Provider will receive a Purchase Order for the products and services for which the Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon



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approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD).

After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD.

## **9. APPLICATION FOR PAYMENT**

All applications (invoices) for payment shall be submitted to the District according to the USAC regulations and the Mississippi Procurement Policy. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

## **10. THE SERVICE PROVIDER'S QUALIFICATIONS**

The Service Provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Priority Two Services. If The Service Provider fails to file the appropriate forms with the SLD or fails to receive an SLD Service Provider Number, the District is not responsible for the discounted portion of The Service Provider's bill. The Service Provider must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The Service Provider is responsible for supplying SLD SPIN with the quote.

It is preferred that the Service Provider has been in business for at least 5 years and have an office in the state of Mississippi. A legible copy of incorporation papers must be attached and noted.

Service Providers must give examples of experience with installation of similar projects that have equal wireless connectivity and infrastructure equipment. Service Provider must give examples and contact information for at least three such installations.

## **11. STORED MATERIALS**

Any materials stored on job site shall be the Service Provider's responsibility.

## **12. SPECIFICATIONS**

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).



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## **13. TIME OF COMPLETION**

All work, on all LCSD sites, must be completed and operational by June 30, 2024, presuming the funding has been approved by USAC and the Service Provider is selected, contract signed and E-Rate forms are submitted by the District in a timely manner.

## **14. ACCIDENT PREVENTION**

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated. The District or the building principal will determine what constitutes a hazardous condition on any campus and the Service Provider will be responsible for rectifying the issue to the satisfaction of The District.

## **15. CONTRACT FORM**

Upon Contract award and a binding contract signed, the standard written Purchase Order form will be issued to the successful Service Provider. Issuance of the Purchase Order will be contingent upon USAC acceptance and funding of the project.

## **16. INDEMNIFICATION**

The Service Provider agrees to hold the District harmless and to indemnify the District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the Service Provider or Subcontractor.

## **17. THE SERVICE PROVIDER'S REPRESENTATIVE**

The District reserves the right, with sole discretion, to refuse to allow any representative of The Service Provider to service the contract in any manner. In this event, The Service Provider shall furnish another representative that is acceptable to The District. Examples of reasons for refusing to allow a Service Provider representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.



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- Threatening behavior towards any school personnel or students.

***Should the Service Provider use subcontractors for portions of the work, The District reserves the right to reject any subcontractor without explanations or recourse by The Service Provider or subcontractor.***

## **18. THE DISTRICT REGULATIONS**

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Service Provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

## **19. GOVERNING LAW**

All RFPs and related documents submitted to The District by the Service Provider are governed under the laws of the State of Mississippi.

## **20. COMPREHENSIVE LIST OF REFERENCES**

All references should include: a contact person, dates of work, mailing address and telephone numbers. References must include three (3) or more references of installations of similar size and complexity within the USA.

## **21. THE DISTRICT RESERVES THE RIGHT TO**

- a.) Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b.) Reject any and all proposals, in whole or in part, if deemed necessary.
- c.) Accept any alternative proposal believed to be in the best interest of the district.
- d.) Waive any formality in the quote submission.
- e.) Cancel any awarded bid if the service proves unsatisfactory.



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## 22. PRICE QUOTATIONS

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

## 23. VARIATION IN QUANTITIES AND CONFIGURATION

The District reserves the right to modify quantity and configuration requirements. The Service Provider agrees to sell The District the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.

## 24. TERMS OF PAYMENT

The start of services for this project may not begin prior to July 1, 2023. The District will, if possible, issue an USAC Form 486 on the day services begin. For the duration of the contract, payments will be made on the first Friday after the first meeting of The District School Board after the submission of invoices from the Service Provider.

## 25. TERM OF CONTRACT AND E-RATE SUBSIDIES

Payment for The District's E-Rate Category 2 proposal is dependent on E-Rate subsidies. The District will file for the E-Rate subsidies throughout the term of the contract. In the event that the District E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the District's will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the District will not be bound by the remainder of the contract.



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## SECTION III. Detailed Specifications

### LAN SWITCH UPGRADE SPECIFICATIONS PART 1

Proposed Switches must be Extreme or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment including but not limited to the existing Extreme switches. Proposal should include all switches, SFPs, licensing, cabling, support and startup service needed for the project upgrades.

The vendor will be required to configure all equipment in this proposal. They will configure VLANs to the specifications of the Leake County School District Information Technology Department as part of this proposal. Currently there are multiple VLANS operating on the District network. The Vendor will also be required to communicate and work with the WAN and Internet vendor at time of installation so that the WAN and Internet vendor at time of installation owned and controlled WAN switch works properly with the VLAN configurations on the proposed switches.

Bid for all equipment must include cost of configuration, installation and training on configuration and maintenance for the Leake County School District Information Technology Department. Bids should also include any necessary accessories, parts or components required to make the District work, i.e., patch cables, SFPs, support, licenses, etc.

Switch proposal should include any necessary UPSs to accommodate all E-Rate eligible equipment. UPSs should be APC Smart UPS or equivalent.

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 eighteen (18) months from the time of the contract signing.

### CENTRAL ELEMENTARY

**(QTY. 12): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES FOR IDF LOCATIONS (K, 100, 200, 300, 400, 500 BUILDINGS)**

**(QTY. 7): EXTREME 5420-24 PORTS SWITCHES FOR IDF LOCATIONS (7 MOBILE UNITS)**

**10G CONNECTIVITY FOR PRIMARY CLOSETS:**

**PRIMARY CLOSET LOCATIONS INCLUDE (K, 100, 200, 300, 400, 500 BUILDINGS, ALONG WITH THE MDF) | (QTY. 12) 10G TRANSCEIVERS AND (QTY. 9) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**



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## CENTRAL HIGH SCHOOL

**(QTY. 4): EXTREME 5420-48 PORTS SWITCHES** FOR THE "NEW WING" BUILDING.

**(QTY. 10): EXTREME 5420-24 PORTS SWITCHES** FOR (FIELD HOUSE, 4 MOBILE UNITS, RM27, AG BUILDING, RM16, GYM)

**(QTY. 2): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES** (PRIMARY IDF IN HALLWAY ACROSS FROM ROOM 7)  
10G CONNECTIVITY FOR PRIMARY CLOSETS:

PRIMARY CLOSETS TO INCLUDE "NEW WING" AND THE MAIN BUILDING ONLY. | **(QTY. 4) 10G TRANSCEIVERS AND (QTY. 3) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**

## CENTRAL JR. HIGH SCHOOL

**(QTY. 5): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES** FOR IDF LOCATIONS (ROOMS 43,47,12,18,19)

**(QTY. 5): EXTREME 5420-24 PORTS SWITCHES** FOR IDF LOCATIONS (5 MOBILE UNITS)

10G CONNECTIVITY FOR PRIMARY CLOSETS:

PRIMARY CLOSETS TO INCLUDE THE ROOMS IN THE MAIN HALLWAYS WHICH HAVE ACCESS POINTS OR OTHER CONNECTIVITY NEEDS.  
| **(QTY. 10) 10G TRANSCEIVERS AND (QTY. 8) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**

## COUNTY ELEMENTARY SCHOOL

**(QTY. 9): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES** FOR IDF LOCATIONS (LOWER ELEM, KINDERGARTEN, JR HIGH, MOBILE UNITS)

10G CONNECTIVITY FOR PRIMARY CLOSETS:

PRIMARY CLOSET LOCATIONS TO INCLUDE THE LOWER ELEMENTARY AND JR HIGH (GYM) IDF CLOSET LOCATION. | **(QTY. 4) 10G TRANSCEIVERS AND (QTY. 3) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**

## COUNTY HIGH SCHOOL

**(QTY. 5): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES** FOR IDF LOCATIONS (300 HALL, LIBRARY, MDF)

**(QTY. 9): EXTREME 5420-24 PORTS SWITCHES** FOR IDF LOCATIONS (GYM, CAFETERIA, 7 MOBILE UNITS)

10G CONNECTIVITY FOR PRIMARY CLOSETS:

PRIMARY CLOSETS TO INCLUDE THE MAIN BUILDING SWITCHES (300 HALL, LIBRARY, MDF). | **(QTY. 6) 10G TRANSCEIVERS AND (QTY. 5) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**

## CAREER TECHNICAL CENTER

**(QTY. 5): EXTREME 5420-48 PORTS SWITCHES WITH STACKING CABLES** FOR IDF LOCATIONS (MDF, OFFICE, COMPUTER LAB)  
10G CONNECTIVITY FOR PRIMARY CLOSETS:

PRIMARY CLOSET LOCATIONS TO INCLUDE (MDF, OFFICE, LAB). | **(QTY. 6) 10G TRANSCEIVERS AND (QTY. 5) DUAL-PORT 10G LICENSES FOR THE X440 G2 SWITCHES.**

**(QTY. 58) APC SMART UPS 1500VA; TOWER FORM FACTOR**



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## MANAGED INTERNAL BROADBAND SERVICES PART 2

Leake County School District is seeking proposals for Managed Internal Broadband Services as defined in the 2022 E-Rate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc. Please see attached "Exhibit A" for a listing of equipment that will be covered under the managed services contract. The Managed Services contract will cover E-Rate eligible equipment ONLY and any Service or support provided for Ineligible equipment must be covered and invoiced under a separate contract.

Contracts are sought for a block of hours to be billed on an "as needed" basis. The District would like to consider Blocks to include hourly rates for local area network engineering to support the District's E-Rate eligible equipment. To be clear, the District is seeking an hourly rate for a block of hours to be used and invoiced on an "as needed" basis. The District will not be responsible charges for hours not used by the District.

The District will determine the estimated number of hours needed for each funding year. For example, for the 2023 funding year, the District might estimate that it needs five (5) eight (8) hour days per month and for the 2024 funding year, the District's estimate of needs may be two (2) eight (8) hour days per month. The District reserves the right to select the appropriate number of hours (size of the block) for each funding year during the 3-year contract based on the District needs at the time of 471 submission to USAC each year.

Contracts will have a 3-year term from July 1, 2023 through June 30, 2026. If the project is not funded until after July 1, 2023, the contract will be in effect from the day of notification of funding from USAC until June 30, 2026. The Leake County School District will not be responsible for any charges for months prior to a funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Proposals should include an hourly rate for onsite support and an hourly rate for remote support. If travel is charged for onsite support, please be sure to indicate travel charges in your pricing proposal.

Please indicate any discounts given for increased hours or larger blocks of support. For Example, a vendor may quote a \$100/hourly rate for up to 100 hours, \$99/hourly rate for 101 hours to 200 hours, \$98/hourly rate for 201 to 200 hours, etc. Another example would be a vendor quote of \$100/hour for 1 day per month, \$99/hour for 2 days per month, \$98/hour for 3 days per month, etc.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.



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## **OTHER CONSIDERATIONS**

The Leake County School District welcomes proposals that may not meet these specifications exactly. However, such proposals must explain in detail how the alternative proposal will meet the general specifications of this RFP and why the District should consider such an alternative. If the explanation and reasoning satisfies both the District Administration and members of the IT department of the Leake County School District, then the proposal will be considered as if it meets specifications.

Due to the fast pace of technology, equipment and new technology is constantly emerging. Since the earliest the Leake County School District expects to receive funding for their Category 2 project is August 1, 2023, and because many things can change with technology and within the School District, the Leake County School District will require that the awarded vendor or vendors complete a new walkthrough of all facilities after funding notification to reassess the technologies quoted and the schools' needs. If technology and needs have changed from the time of acceptance of the winning proposal, Service Provider agrees to work with the School District to submit a service substitution to USAC for updated equipment and services.

## **CURRENT EQUIPMENT**

- All current equipment will remain the property of the Leake County School District regardless of its use or non-use in the successful proposal.
- The vendor will be responsible for reconfiguration of the Leake County School District's existing switches if any switch configuration is required to make the new wired or wireless system function properly or to integrate the LAN Switch upgrade with the existing equipment

## **CURRENT NETWORK BANDWIDTH AND WAN CONFIGURATION**

The Leake County School District is currently using C-Spire WAN circuits, C-Spire Internet Access and AT&T VOIP services.

The winning vendor for the C2 project must be willing to work with the C1 services and demarcation equipment. The winning vendor for the Category 2 project must be willing to work with the Category 1 providers to ensure that the Category 2 equipment will integrate and work seamlessly with the Category 1 services and demarcation equipment.

## **E-RATE**

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur, and no services will be provided until approval of the form 471 application and approval by Leake County School District for the District's non-



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E-Rate portion. If District funds are not available for the District portion, all contracts will become null and void and the project will not be implemented.

## **RIGHT TO REJECT**

The Leake County School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the District. The Leake County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Leake County School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Leake County School District, is not in a position to adequately perform the contract. The Leake County School District reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Leake County School District. Contracts will be awarded for each part of the RFP to the vendor or vendors submitting the proposal determined to be in the best interests of the Leake County School District.

## **RENEWAL LICENSE**

Renewal license should be quoted for existing equipment as detailed in the attached "Exhibit A" if applicable.

## **BASIC MAINTENANCE AND SUPPORT**

Basic Maintenance and Support may be quoted for all equipment listed in "Exhibit A", but will not be purchased using E-Rate funds. Any Basic Maintenance or Support will be purchased using District funds.



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## SECTION IV. THE DISTRICT RESPONSIBILITIES

### 1. ACCESS FOR INSTALLATION:

The District will, during the progress of the installation, allow the Service Provider and its employees access to the premises and facilities at all reasonable hours or at such hours as The District representative and the Service Provider agree upon.

### 2. HEATING/COOLING:

Provide heat or cooling when required and general illumination in rooms where work is to be performed by The Service Provider.

### 3. INSPECTIONS:

Promptly make inspections when notified by the Service Provider that the equipment or any part thereof, is ready for acceptance.

### 4. ELECTRICAL:

The District will provide all electrical needs within the district buildings.

### 5. DELAY IN WORK:

It is understood that the Service Provider will not be held accountable for any delays caused by The District.

## SECTION V. THE SERVICE PROVIDER'S RESPONSIBILITIES

### 1. PROVISION

The Service Provider must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the Service Provider both to furnish and/or install materials, unless specific provisioning/installation of the materials by the District is denoted.

### 2. CEILING TILES

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.



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## 3. IDENTIFICATION

The Service Provider will identify to the District any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

## 4. DAMAGE

The Service Provider will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Service Provider will promptly report to a representative of The District any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

## 5. TEST AND INSPECTIONS

Conduct tests and inspections in the presence of the District technical representative after installation has been completed in order that the District may be assured that the requirements for the installation are met.

## 6. COMPLETION NOTIFICATION

Promptly notify the District designated contact of completion of this proposed project.

## 7. DEFECTS

The Service Provider will promptly correct all defects for which the Service Provider is responsible.

## 8. THE DISTRICT CONTACT

The Service Provider must coordinate all work with the District designated contact.

## 9. CLEANUP

Upon completion of the work each day, the Service Provider must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

## 10. SUBCONTRACTORS

All responsibilities rest with the Service Provider.



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## **11. CODES, STANDARDS, AND ORDINANCES**

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable.

## **12. SAFETY**

The Service Provider shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Service Provider shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. The Service Provider shall indemnify and hold harmless the Customer from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on the Customer because of the Service Provider, Subcontractor, or Supplier's failure to comply with the regulations stated herein.

## **13. PATENTS AND ROYALTIES**

The Service Provider, without exception, shall indemnify and hold harmless The Customer and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by the Customer.

If The Service Provider or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **14. USAC CERTIFICATIONS**

The Service Provider must be an approved USAC Service Provider with a current SPIN and SPAC. It will be the responsibility of the Service Provider to maintain all USAC certifications throughout the term of the contract.



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## **15. INDEMNIFICATION**

The Service Provider shall indemnify and hold harmless the District, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by the Customer, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Service Provider or its subcontractors, agents, servants, or employees. The Service Provider further agrees to indemnify and hold harmless the Customer, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Service Provider, its agents, associates, or employees.

## **DISTRICT BUILDING INFORMATION:**

109 West Main St., Carthage, MS 39051

P: 601-267-4579 F: 601-267-5283

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**Leake County Central Office** | 109 West Main Street, Carthage, MS 39051

**Leake County Career and Technical Center** | 703 Northwest Street, Carthage, MS 39051

**Leake Central Elementary School** | 603 Hwy 16 West, Carthage, MS 39051

**Leake Central Junior High School** | 801 Dr. MLK Drive, Carthage, MS 39051

**Leake County Elementary School** | 1280 School Street, Carthage, MS 39051

**Leake Central High School** | 704 North Jordan Street, Carthage, MS 39051

**Leake County High School** | 220 Spruce Street, Walnut Grove, MS 39051

**Leake County Student Services** | 201 North VanBuren Street, Carthage, MS 39051

**Leake County Transportation Center** | 488 Pollard Road, Carthage, MS 39051

**Leake County Maintenance Building** | 205 East Mill Street, Carthage, MS 39051



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## QUOTE SUBMISSION FORM

Company Name of Service Provider \_\_\_\_\_

Corporate Headquarters Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Service Provider Contact Name \_\_\_\_\_

Service Provider Contact Phone Number  
\_\_\_\_\_

Service Provider Contact Email Address  
\_\_\_\_\_

E-Rate Service Provider Name \_\_\_\_\_

E-Rate Service Provider Identification Number (SPIN) \_\_\_\_\_

Address of Mississippi Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



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## SITE VISIT INFORMATION FORM

*Vendors should bring this completed to the site visit*

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9 DIGIT HOME OFFICE ZIP	
PHONE # OF HOME OFFICE	
Federal EIN	
DUNS Number	
E-Rate SPIN number	

CONTACT Name \_\_\_\_\_

CONTACT Phone Number \_\_\_\_\_

CONTACT Email Address \_\_\_\_\_



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By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## BID WORKSHEET

### PRICING INFORMATION (Total Cost for ALL Schools)

### **(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH School rather than using this worksheet. **THEY MUST BE SEPARATED** by the Schools with a total for each. In either case you **MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE E-RATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

E-Rate Eligible PROJECT TOTAL PRICE for LAN Switch Upgrades \$ \_\_\_\_\_  
(This is the total of all Schools)

E-Rate Eligible TOTAL PRICE for Managed Service Contract \$ \_\_\_\_\_  
(This is the total of all Schools)

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR E-RATE ELIGIBLE PRODUCTS AND SERVICES ONLY**



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## REQUIRED DOCUMENTS

BID WORKSHEET AND SERVICE PROVIDER QUOTES BROKEN DOWN BY YEAR

SPECIFICATIONS FOR THE PROPOSED HARDWARE AND SOFTWARE

REFERENCES

DOCUMENTATION OF THE VENDOR'S CERTIFICATIONS

E-RATE SPIN NUMBER

QUALIFICATIONS AND TRAINING OF VENDOR TECHNICAL STAFF

TROUBLE TICKETING PROCEDURES AND ESCALATION PROCESS

ANY OTHER DOCUMENTATION REQUIRED PREVIOUSLY IN THIS DOCUMENT

IF THE PROPOSAL DOES NOT MEET THE STATED SPECIFICATIONS, THE VENDOR MUST INCLUDE A DETAILED PROPOSAL ALONG WITH A DETAILED EXPLANATION AS TO WHY THE VENDOR BELIEVES THE PROPOSAL WILL MEET THE STATED NEEDS OF THE LEAKE COUNTY SCHOOL DISTRICT AND WHY THE DISTRICT SHOULD CONSIDER THEIR PROPOSAL.



# LEAKE COUNTY SCHOOL DISTRICT

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Cleo Brooks, Office of Technology

## LETTER OF INTENT TO BID

CLEO BROOKS  
LEAKE COUNTY SCHOOL DISTRICT | OFFICE OF TECHNOLOGY  
[cleobrooks@leakesd.org](mailto:cleobrooks@leakesd.org)  
601-267-8442 X 9007

REFERENCE: LEAKE COUNTY SCHOOL DISTRICT **"FY2023 E-RATE CATEGORY 2 Bid"**

THIS LETTER IS TO NOTIFY YOU THAT IT IS OUR PRESENT INTENT TO SUBMIT A PROPOSAL IN RESPONSE TO THE ABOVE REFERENCED RFP. THE INDIVIDUAL TO WHOM INFORMATION REGARDING THIS RFP SHOULD BE TRANSMITTED IS:

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE & ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

SINCERELY,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE



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## EXHIBIT A | MAINTENANCE SUPPORT AND UPGRADE LICENSES

Maintenance Support for Extreme Virtual Controller Model V2110

Maintenance support fee for (3) EXTREME X440 G2 8 port POE Switches

Maintenance support fee for (35) EXTREME X440 G2 24 port POE Switches

Maintenance support fee for (67) EXTREME X440 G2 48 port POE Switches

Maintenance support fee for (59) Extreme 3825i Access Points

Maintenance support fee for (5) Extreme AP 802.11 AC 3X3 Access Points

Maintenance support fee for (6) Extreme 3916i Access Points

Maintenance support fee for (58) Tripp Lite 1500 UPS

Maintenance support fee for (10) APC Smart 1500 UPS

Maintenance support fee for (35) EXTREME X440 G2 24 port POE Switches

Maintenance support fee for (6) Extreme X460 G2 48 port POE Switches

Maintenance support fee for (94) Meraki MR46\_HW 48 Access Points

Maintenance support fee for (9) Meraki MS390 48 port POE Switches

Maintenance Support on Extreme Net-sight Management Software (*not E-Rate eligible, PLEASE PRICE THIS OPTION ON A SEPARATE QOUTE*)

Maintenance support fee for (180) Extreme 305C Access Points

Maintenance support fee for (35) Extreme 460C Access Points