



## **Oxford School District**

**1637 Highway 30E  
Oxford, MS 38655**

**(662) 234-3541**

**[www.oxfordsd.org](http://www.oxfordsd.org)**

### **RFP #012221-1 - Network Equipment**

#### **Proposal Submission Deadline**

**Friday, January 22, 2021 – 10:00am**

#### **Bid Opening**

**Friday, January 22, 2021 – 10:00am**

#### **Contact**

Mr. Mike Fortenberry, Director of Information Systems  
[mforten@oxfordsd.org](mailto:mforten@oxfordsd.org)

## RFP #012221-1 - Network Equipment

### To All Interested Bidders:

The Oxford School District will accept sealed proposals for E-Rate network equipment and related services until 10:00am on Friday, January 22, 2021, at the Oxford School District Central Office located at 1637 Hwy. 30E, Oxford, MS 38655. Proposals may be submitted by hand, mail or electronically. Proposals received after the deadline, regardless of the reason, will not be accepted. Courier delays are not an acceptable excuse for deliveries made past the deadline. All proposals must be sealed and clearly marked to avoid disclosure of the contents prior to the official proposal opening date/time. Hand-delivered and mailed proposals must be clearly marked **“RFP #012221-1 - Network Equipment”**.

Proposals may also be submitted electronically via the OSD electronic bidding web site located at <https://www.centrauctionhouse.com/rfp.php?id=51610019>. Vendors may register for a free account at <https://www.centrauctionhouse.com/SignUp> or by calling 225-810-4814 for assistance.

### Do Not Fax or Email Proposals.

This page must be completed and returned with all bid information. Discussions and negotiations **may** be necessary. The successful bidder will be notified in writing. Equipment shall not be shipped until Oxford School District issues an official purchase order. Oxford School District will only pay the school district portion of costs, as determined by E-Rate.

**We reserve the right to reject any or all proposals submitted. The District reserves the right to conduct discussions with bidders regarding proposals determined to be potentially selected for award, but proposals may be accepted without such discussions. The award will be made to the bidder submitting the lowest, and best, proposal as determined by the Oxford School District and as approved by the Oxford School District Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate.**

### Vendor Statement:

By signing this page, I agree to accept and abide by all requirements as written in this request for proposals. I further affirm that I am in compliance with all E-Rate program requirements as they pertain to this project. (Please be sure we can contact you if we have questions.)

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tax ID# \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Vendor SPIN (Service Provider Identification Number): \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

This RFP is being issued in conjunction with E-Rate Year 23 (July 2021-June 2022). Form 470 application number 210009712 has been filed with School and Library Division. This is a proposal for E-Rate network equipment and services with not to exceed pricing that is valid without increase for the period of July 1, 2021 to June 30, 2024.

### **General Information**

Oxford School District desires to receive sealed proposals for network switching equipment and related services to upgrade aging network equipment in Oxford School District schools. These items shall include inside delivery of equipment and supplies to specified locations when purchase orders are issued.

Include all requested documents with your proposal.

Be sure to detail all equipment bids, warranties and maintenance agreements. Compatibility is essential and must be proven by the bidder. Hardware warranty for network switching equipment must be equivalent to Cisco's Enhanced Limited Lifetime Warranty (E-LLW). Hardware warranty for wireless access points must be equivalent to Meraki's lifetime warranty with advanced replacement. Software maintenance for these products must offer a 5-year plan with annual rates or equivalent. Equality of products must also be proven by documents provided. Cost, warranty and maintenance details shall be included for each year of the contract. The official Cisco data sheets, current as of the advertisement date of this RFP, will define the standards of equipment functionality and compatibility.

### **Timeline**

<b><u>Event</u></b>	<b><u>Date</u></b>
RFP Released	December 23, 2020
Final Day for Questions	January 19, 2021
Response Deadline - Bids Close	January 22, 2021 at 10:00am
Bid Opening	January 22, 2021 at 10:00am
Bid Award	March 22, 2021

### **Bid Requirements and Conditions**

OSD will not accept or acknowledge bids received by fax or email. Questions must be submitted in writing to [mforten@oxfordsd.org](mailto:mforten@oxfordsd.org). Bid documents and related material will be available via the Oxford School District website at [www.oxfordsd.org/RFPs](http://www.oxfordsd.org/RFPs).

Submitted proposals must include **ONE** printed copy of the completed Bid Submission Worksheet and **ONE** electronic copy in .xls compatible format on media. (CD/DVD/USB)

Bidders must include a description of their company's experience, qualifications, and the technical certifications

of the personnel responsible for completion of the project. This should be no more than one page.

Bidders must include the names and contact information for three customers who can provide specific references for projects similar in scope and scale, and completed within the last two years.

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

Sales tax shall not be applicable to this order. If necessary, OSD shall supply the successful bidder with its tax exemption letter.

OSD's failure to exercise any of its rights contained within this document shall not constitute or be deemed a waiver or forfeiture of such rights.

Any headings preceding the text of the sections herein shall be exclusively for reference and shall not be deemed to affect the meaning or effect conditions stated.

These conditions and this order shall supersede all proposals, whether oral or written, and any and all negotiations prior to same.

OSD reserves the unqualified right to reject any and all bids, or to waive any formalities or technicalities in any bids in the best interest of the OSD.

The bidder shall not have the right of assignment of this contract either in full or in part without prior written consent of the OSD.

Where specific terms or conditions of this bid are inconsistent with the standard terms of sale or trade custom of the bidder, or any subcontractor, or original equipment manufacturer, then these (i.e. Oxford School District's) specific conditions shall prevail. OSD shall not be required to sign the bidder's standard service agreement to implement the service but shall order such products and services on a school district purchase order. The purchase order shall be the recognized binding document with the exceptions and alternatives given within this document.

Any changes, additions, deletions, or interpretations of these conditions will not be binding upon the OSD unless agreed upon in writing, and signed by a duly authorized agent of OSD. This includes any and all portions of these conditions.

It is expressly understood that the fulfillment of the conditions of the Agreement between the OSD and Vendor is conditioned upon the receipt of governmental funding and the availability of local district funds, and that any cessation or reduction of such funds shall constitute grounds for voiding the Agreement. In the event of the contingency herein described, the Agreement shall terminate on the last day for which funds were available, without penalty or expense to OSD of any kind whatsoever, except as to payment for services or performances actually received or rendered for which funds are available. OSD has no obligation until OSD issues a purchase order to the vendor.

If, at any time during the term of the agreement, the service fails to fully meet the requirements of the bid and the bidder is unable to correct the failure within a reasonable period of time, the customer may abandon the service agreement altogether with written 30-day notice without penalty. Payment may be affected by

poor services and may be withheld if the bidder causes other monetary arrangements to be made by the school district.

The bidder guarantees pricing and availability to OSD of all ITEMS listed in this bid for the term of the contract with no increase in prices and not to exceed pricing for the period of July 1, 2021 to June 30, 2024. All equipment and parts purchased under this procurement will be provided in new, unused condition.

### **Criteria for Selection**

OSD will utilize the following criteria as the basis for proposal evaluations and selection.

<b><u>Factor</u></b>	<b><u>Weight</u></b>
Price of the E-Rate Eligible goods and services	40%
Compatibility with Existing Infrastructure	30%
Bidder Qualifications & Experience	20%
Prior Experience with Oxford School District	10%
<b>Total</b>	<b>100%</b>

### **Contract Terms**

The term of the contract will be July 1, 2021 to June 30, 2024. The winning bidder shall provide the contract. The contract should provide for extensions to align with service delivery deadline extension approvals granted by the Universal Service Administrative Company (USAC). **Initiation of the contract is dependent on E-Rate funding. In the event E-Rate funding for the project is not available then the contract will be null and void. The district reserves the right to waive the E-Rate funding requirement.**

### **Reservation of Rights**

Oxford School District expressly reserves the right to:

- a) Reject or cancel any or all proposals
- b) Select, or reject, individual line items
- c) Waive any defect, irregularity or informality in any Proposal or Proposal procedure
- d) Waive any informalities, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired
- e) Extend the Proposal opening time and date
- f) Reissue a Proposal invitation
- g) Consider and accept an alternate Proposal as provided herein when most advantageous to the District
- h) Cancel the contract with a thirty-day written notice
- i) Procure any item or services by other means

**Bid Submission (Excel Spreadsheet Template Required)**

Vendors shall use the Bid Submission Worksheet (Excel spreadsheet) provided as part of this RFP to complete their response. All columns defined in the spreadsheet must be completed. Zero (0) should be entered in any column for which there is no cost. Do not delete any columns or rows in the provided template. Vendors may add columns if they deem it necessary to provide accurate cost information. Vendors may add rows if there is an additional item needed for the suggested solution. Vendors will include details on all non-eligible costs. Any rows or columns added should be highlighted and explained with supporting documentation. Excel spreadsheet is to be used as guidance. Quantities have been set per current requirements but may change at the discretion of OSD.

Bidders must specify the portion of each item that is E-rate eligible (0% - 100%). Bidders must read and understand the E-Rate Eligible Services List for FY 2021 and know the product E-Rate eligibility per the manufacturer for any item submitted for bid by the service provider.

Vendors must include a printed copy of the completed Bid Submission Worksheet with their proposal response and **ONE** electronic copy in .xls compatible format on media (CD/DVD/Flash).

References to brand names, model numbers, or other descriptions are made to establish a required level of quality and functional capabilities, and are not intended to exclude other manufacturers. Comparable products of other manufacturers will be considered if proof of comparability, equivalence, and compatibility is contained in the proposal. Vendors, if proposing other than specified items, are to clearly identify the manufacturer and the model number, and must provide written, complete justification as to how the product complies with all specifications outlined within this RFP and how the product integrates with existing devices as well as the complete list of manufacturer specifications related to the requested products. It shall be the responsibility of the bidder to furnish descriptive literature with their proposal such that specifications, catalog pages, brochures or other data will provide an adequate basis for verifying the quality and functional capabilities of the product offered. Failure to provide this data will be considered valid justification for rejection of the proposal.

Unless otherwise specified, vendors shall provide everything required to make the devices, software, appliances, installation, etc. 100% operational. This includes but is not limited to patch cables, connectors, dongles, mounting hardware, etc.

**Payment**

The vendor must submit invoice(s) with detailed itemized listing and costs for each location. Each invoice will clearly reference the appropriate Oxford School District purchase order. The invoice shall be submitted to Accounts Payable. Once the invoice is approved for payment, payment shall be made in a net 30 days. The school district will pay only its portion of the cost, not the entire cost covered by E-Rate. Failure to provide clear, concise invoices with a correct purchase order number and FRN may delay payment. All invoices must be approved with a district signature prior to submission for payment.

**E-Rate Compliance**

No later than July 1, 2021, the awarded service provider must file a Service Provider Annual Certification Form

(SPAC-Form 473) for E-Rate funding year 2021. The awarded service provider is required to supply proof to OSD that it has complied with this requirement. Failure to supply the required proof may be grounds to terminate the contract.

All Service Providers will be responsible for procuring the approved E-rate discount amount from USAC using the Form 474 - Service Provider Invoicing (SPI) unless otherwise directed by OSD. OSD may utilize the reimbursement (Form 472) method at its sole option.

In the event of questions during the E-Rate program integrity assurance (PIA) review process, the successful service provider is expected to reply within 3 business days to questions associated with their proposal. The Service Provider shall provide to OSD copies of ALL correspondence, forms and invoices submitted to USAC.

The awarded service provider(s) must agree to retain all relevant documentation related to the E-rate funding requests associated with their SPIN for a period of at least TEN years after the last day of service delivered. Furthermore, the awarded service provider must certify that they will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if the District is audited, the service provider will make such records available to the District. All awarded service providers acknowledge that they may be audited pursuant to participation in the schools and libraries program.

It is expected that the awarded Service Provider shall be comply with all rules and regulations of the Universal Services Support Mechanism for Schools and Libraries (E-Rate Program). All charges for recurring services provided during the period of July 1, 2021 through June 30, 2024, or non-recurring services provided during the period of July 1, 2021 through June 30, 2024, should be billed and invoiced to both the District and SLD following established E-Rate invoicing procedures.

The Service Provider is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted. See: <http://www.usac.org/sl/service-providers/step01/default.aspx>. Failure to provide a valid SPIN with the bid submission may be grounds for rejecting the entire bid.

The Service Provider is responsible for providing an FCC Registration Number with their proposal and evidence of being in green light status. See: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>. Failure to provide a valid FCC Registration Number and evidence of green light status with the bid submission may be grounds for rejecting the entire bid.

### **Disqualification**

**Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.**

**FAILURE TO PROVIDE A VALID SERVICE PROVIDER IDENTIFICATION NUMBER (SPIN) and FCC REGISTRATION NUMBER WILL RESULT IN DISQUALIFICATION OF BID AWARDS FOR E-RATE ELIGIBLE GOODS AND SERVICES.**

## **Technical Requirements and Item Descriptions**

OSD desires to purchase Cisco network switches, Cisco Meraki wireless access points, and APC battery backup units, or equivalent, to upgrade existing network equipment. OSD desires to purchase all hardware required for the successful completion of the project from a single provider. The quantities listed only represent the maximum number of each item OSD might purchase under this agreement. The final quantities will be dependent upon the requirements and availability of funding at the time of purchase.

Bidders are asked to provide responses for four (4) distinct projects – Bramlett Elementary School, Oxford Intermediate School, Oxford High School and Oxford School District. OSD reserves the right to select any quantity of the listed items up to the stated quantity. All bid submissions are to be made using the associated bid submission worksheets.

### **Project #1: Bramlett Elementary School**

#### **1. Cisco C9500 16-port Network Switch, or compatible/equivalent**

Part Number: C9500-16X-EDU

Quantity: 2

Must include:

- Network Advantage license
- Two 950W power supplies
- 8x5xNBD SmartNet for 60 months

#### **2. Cisco C9300 48-port Network Switch, or compatible/equivalent**

Part Number: C9300-48UXM-EDU

Quantity: 10

Must include:

- Network Advantage license
- Two 1100W power supplies
- Stacking Cable, 50cm
- Stack Power Cable, 30cm
- 8x10GE Network Module
- 8x5xNBD SmartNet for 60 months

#### **3. Cisco Meraki MR56 Cloud Managed Access Point, or compatible/equivalent**

Part Number: MR56-HW

Quantity: 60

Must include:

- Meraki Enterprise License for MR56, 60 months

#### **4. APC Smart-UPS 3000 with network management**

Part Number: SMX3000LVNC

Quantity: 5

#### **5. APC Smart-UPS 2200 with network management**

Part Number: SMT2200RM2UNC



Quantity: 5

**Project #2: Oxford Intermediate School**

**1. Cisco C9500 16-port Network Switch, or compatible/equivalent**

Part Number: C9500-16X-EDU

Quantity: 2

Must include:

- Network Advantage license
- Two 950W power supplies
- 8x5xNBD SmartNet for 60 months

**2. Cisco C9300 48-port Network Switch, or compatible/equivalent**

Part Number: C9300-48UXM-EDU

Quantity: 10

Must include:

- Network Advantage license
- Two 1100W power supplies
- Stacking Cable, 50cm
- Stack Power Cable, 30cm
- 8x10GE Network Module
- 8x5xNBD SmartNet for 60 months

**3. Cisco Meraki MR56 Cloud Managed Access Point, or compatible/equivalent**

Part Number: MR56-HW

Quantity: 75

Must include:

- Meraki Enterprise License for MR56, 60 months

**4. APC Smart-UPS 3000 with network management**

Part Number: SMX3000LVNC

Quantity: 5

**5. APC Smart-UPS 2200 with network management**

Part Number: SMT2200RM2UNC

Quantity: 5

**Project #3: Oxford High School**

**1. Cisco C9500 16-port Network Switch, or compatible/equivalent**

Part Number: C9500-16X-EDU

Quantity: 2

Must include:

- Network Advantage license
- Two 950W power supplies
- 8x5xNBD SmartNet for 60 months

**2. Cisco C9300 48-port Network Switch, or compatible/equivalent**

Part Number: C9300-48UXM-EDU

Quantity: 25

Must include:

- Network Advantage license
- Two 1100W power supplies
- Stacking Cable, 50cm
- Stack Power Cable, 30cm
- 8x10GE Network Module
- 8x5xNBD SmartNet for 60 months

**3. Cisco Meraki MR56 Cloud Managed Access Point, or compatible/equivalent**

Part Number: MR56-HW

Quantity: 150

Must include:

- Meraki Enterprise License for MR56, 60 months

**4. APC Smart-UPS 3000 with network management**

Part Number: SMX3000LVNC

Quantity: 10

**5. APC Smart-UPS 2200 with network management**

Part Number: SMT2200RM2UNC

Quantity: 10

**Project #4: Oxford School District****1. Cisco C9500 16-port Network Switch, or compatible/equivalent**

Part Number: C9500-16X-EDU

Quantity: 2

Must include:

- Network Advantage license
- Two 950W power supplies
- 8x5xNBD SmartNet for 60 months

**2. Cisco C9300 48-port Network Switch, or compatible/equivalent**

Part Number: C9300-48UXM-EDU

Quantity: 10

Must include:

- Network Advantage license
- Two 1100W power supplies
- Stacking Cable, 50cm
- Stack Power Cable, 30cm
- 8x10GE Network Module
- 8x5xNBD SmartNet for 60 months

**3. Cisco Meraki MR56 Cloud Managed Access Point, or compatible/equivalent**

Part Number: MR56-HW

Quantity: 50

Must include:

- Meraki Enterprise License for MR56, 60 months

**4. APC Smart-UPS 3000 with network management**

Part Number: SMX3000LVNC

Quantity: 6

**5. APC Smart-UPS 2200 with network management**

Part Number: SMT2200RM2UNC

Quantity: 6

**Liability Information & Assurances (SIGNATURE REQUIRED)**

This signed liability and assurances sheet must be included with the pricing information submitted with your proposal.

By **signing**, the bidder indicates that his/her company meets, will comply with, and understands all the assurances identified in items 1 through 7.

1. Bidder represents and certifies that he is a reseller of the products needed.
2. Bidder represents and certifies that it has not paid or agreed to pay any other company or person any fee, commission, percentage, or brokerage fee contingent upon or resulting from this order.
3. Bidder represents and certifies that prices for this bid have been arrived at independently without consultation, communication, or agreement for the purposes of restricting competition or any matter relating to such prices with any competitor or other vendor.
4. Bidder represents and certifies that the prices contained in this proposal have not been knowingly disclosed directly or indirectly to any competitor or other vendor prior to the opening of this sealed bid.
5. Bidder represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal for the purpose of restricting competition.
6. Bidder agrees to indemnify, defend, and hold OSD harmless, at its own expense, from any suit or claim or proceeding brought against OSD, so far as such is based upon a claim that any part of the items furnished by the bidder constitutes an infringement of any patent granted by the United States of America.
7. These conditions and any orders shall be governed by the laws of the State of Mississippi.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_