

Pearl River County Schools Request for Proposal

USAC/eRate Funding Year 2019-2020 Network Upgrade Project

PEARL RIVER COUNTY SCHOOLS
7441 Highway 11
Carriere, MS 39426

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RFP/eRate URL: www.prc.k12.ms.us

February 27, 2019

Statement of Qualifications and Request for Proposal RFP #04-2019

Subject:

RFP – Pearl River County Schools (PRC) will accept sealed statements of qualification (SOQ) and proposals from qualified firms/vendors to provide services necessary for installation and configuration of network equipment for the FY19 eRate cycle. Bidders must have a Service Provider Identification Number (SPIN) and this SPIN must be included on the bid proposal. Those interested shall submit a signed, sealed SOQ and cost proposal to the district on or before 2:00 p.m. CST on March 14, 2019 at the Pearl River County Schools Central Office located at 7441 Highway 11, Carriere, MS 39426.

Purpose:

Proposals are being sought by Pearl River County Schools for the purpose of securing the most cost-efficient way of upgrading the school district's infrastructure to provide instructional areas (classrooms, labs, etc.) with enhanced wireless capacity, network backbone and integrating district services.

General Requirements:

PRC will be seeking HP / Aruba or equivalent, network switches and access points for this project. Vendors who are responding to this RFP must state their network, server, wireless and any other relevant certifications. Proposed solutions must integrate with the existing network environment, wired and wireless, to ensure a seamless management and design. PRC does not desire a "cloud based" controlled system.

It will be the responsibility of the bidder to check the RFP website daily (www.prc.k12.ms.us) for any changes to the RFP or listing of bidder questions and answers that may arise.

Terms used throughout this RFP:

PRC: Pearl River County Schools

USAC: Universal Service Administrative Company

SPIN: Service Provider Identification Number

FCDL: Funding Commitment Decision Letter

All proposals and supporting documentation must be sent to:

Pearl River County Schools
c/o Raymond Newton, CTO and IT Director
7441 Highway 11
Carriere, MS 39426

Submittals should be clearly labeled on the outside of the submittal with the following: PRC
FY 2019-2020 Network Upgrade Project RFP #04-2019

Vendor must provide one original and one copy of proposals, statements of qualifications and maps of new/replaced switches and new wireless equipment locations in each school building. Maps will need to include point/array model of all proposed wireless equipment. Proposals, SOQ and maps are to be delivered either in person, by mail, UPS or Federal Express in the manner and location described at the top of this page on or before 2:00 p.m. CST, March 14, 2019 where the time and date will be noted.

Additionally, the bid must be broken down per school building and totals per school campus must be shown as well as a grand total for the entire district project. All of the above bid documents must also be provided in electronic format on either CD or flash drive and included in the sealed envelope. Please do not fax or email proposals.

Selection Schedule:

Event:	Date:	Time:
Release of RFP to vendors:	2/27/2019	
<u>Mandatory Site Visit</u>	3/4/2019	9:00 a.m.
Deadline for Submission of Proposals	3/14/2019	2:00 p.m.
Opening of Proposals (PRC Central Office)	3/14/2019	2:00 p.m.

Proposers are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Questions regarding the RFP may be emailed to rnewton@prc.k12.ms.us before March 1, 2019. A response within 3 business days will be posted on the District's RFP web site: www.prc.k12.ms.us. It will be the responsibility of the vendor/bidder to check the RFP website daily.

Basis of Award:

1. eRate approval by USAC
2. Bidder must have Schools and Libraries SPIN
3. References of at least two installations of similar application size and complexity unless 2 or more similar installations of similar application size and complexity have been performed by the vendor/bidder during the last 3 years for any building at PRC – in which case, PRC will evaluate vendor's/bidder's prior performance and determine if vendor/bidder has the capacity to satisfactorily complete the proposed installation.
4. Please see "Vendor Requirements" below for additional information.
5. Please see also "Criteria for Selection" on more detail on page 7

Vendor Requirements:

Vendors who respond to this RFP must be willing to provide the Network Upgrade Project (RFP #04-2019) to PRC by the specified date and time. PRC will be looking for HP / Aruba or equivalent server, network switches and wireless equipment for this project. All relevant server, network and wireless certifications of any of the vendor's/bidder's full time staff that will be an integral part of this project should be included in the proposal. *It will be the responsibility of the bidder to check the RFP website daily at www.prc.k12.ms.us for any changes to the RFP or listing of bidder questions and answers that may arise.*

Non-appropriation of funds:

In the event funds are not appropriated by the PRC governing body in any fiscal period for payments due under RFP # 04-2019, then the Technology Coordinator or District Business Manager, will immediately notify the successful vendor(s), or designee(s), of such occurrence and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to PRC of any kind whatsoever except other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

Award of some or the entire project may be subject to availability of District funding and project needs:

Proposer's response to the RFP must include a statement that the proposed terms will remain in effect and available for the project term identified as July 1, 2019 through June 30, 2020.

The work itself will consist of all aspects of technology implementation for which PRC desires to contract with the selected Proposer(s). PRC's vision for this project calls for the installation and configuration of new technology equipment, software and services to improve the district's network wireless, server and switch (backbone) infrastructure. This may include, depending on total costs, a "cleanup" of existing server and switch closets to include re-cabling, new rack mounts, patch panels, UPS devices, etc. and installation. The vendor/bidder should include this cost in the proposal but availability of funds pending the proposed bid may dictate feasibility. In this case,

the proposed costs associated with the “cleanup” project will be omitted from all vendors/bidders proposal and PRC will consider only the procurement and installation of the requested network and wireless equipment.

All proposed solutions must integrate with the existing network environment to ensure a seamless management and design. Final completion for the project is scheduled for July 30, 2019. However, bidder will need to confer with the Technology Liaison to schedule all installations and finish the project as expediently as possible.

PRC reserves the right to waive any informality and to reject any or all proposals.

Proposers are prohibited from contacting or lobbying members of the School Board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Questions regarding the RFP may be emailed to mewon@PRC.k12.ms.us and a response will be posted within 3 business days on the District’s RFP web site at www.prc.k12.ms.us. However, it is the responsibility of the bidder to check the RFP website daily for those answers. The final day for question submittal will be March 1, 2019 at 9:00 a.m.

Mandatory vendor walk-through:

A **MANDATORY** vendor walk-through will be held on Monday, March 4, 2019 from 9:00 until completion (est. 3:00 p.m.) beginning at the Pearl River Central High School and proceeding to the respective school campuses. Any questions received will be discussed at that time and responses will be posted on the RFP web site for everyone to review after the walk- throughs have been completed. Written questions will be allowed for any vendor interested in responding to PRC’s RFP and responses again will be posted on the RFP web site.

This network upgrade project will be awarded to a single vendor that can quote, install and configure all network equipment and network cabling requested/required. PRC requires a “turn-key” solution for this project. Requested paper copies of the proposal and other required documentation (see page 3) must be delivered as requested (pg. 3) in a sealed envelope clearly marked with the words “**PRC FY 2019-2020 Network Upgrade Project RFP #04-2019**”.

Additionally, an electronic version of all documents on CD or flash drive should be included in the sealed envelope. All submissions must be provided by March 14, 2019 at 2:00 p.m.

The Network Upgrade Project will include preferred equipment preference information and will be provided to each vendor who attends the mandatory walk-through. This information will include a listing of equipment specifications and school campus maps with necessary explanations. The equipment specification list provided is a minimum guideline list. If the bidder wishes to add to the District’s equipment list to improve the functionality of their proposed equipment, the bidder is encouraged to do so. The bidder/vendor must include a map of all proposed equipment placement with model and location in each school building – this includes the server, all switches, access points/arrays and proposed “clean up” locations.

Statement of Qualifications format:

Proposals and statements of qualifications are to include the information requested in the following questionnaire precisely in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

1. **Firm Information** (1/2 page limit)

- a. Name of firm
- b. Address of Home and Branch office (if applicable)
- c. Telephone number
- d. Fax number
- e. Form of Business (Corporation, Partnership, Individual, Joint Venture, Other)
- f. Year founded
- g. Primary contact person and contact information

2. **Organization** (1/2 page limit)

- a. In its current capacity, how many years has your organization been in business?
- b. What former names has your organization operated (if applicable)
- c. If your organization is a corporation, please indicate the following:
 - i. Date of incorporation
 - ii. State of incorporation
- iii. President's name
- iv. Vice-President's name
- v. Secretary's name
- vi. Treasurer's name
- d. If your organization is a partnership, please indicate the following:
 - i. Date of organization
 - ii. Type of partnership
- iii. Names of general partners (if applicable)
- e. If your organization is individually owned, please indicate the following:
 - i. Date of organization
 - ii. Name of owner
- f. If the form of your organization is other than those listed above, please describe your firm and name the principal owner(s)

3. **Licensing** (1/2 page limit)

- a. List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
- b. List jurisdictions in which your organization's partnership or trade name is filed.

4. **Experience** (1/2 page limit)
 - a. Describe your firm's experience with completing this scope of work for public entities, if any.
 - b. Provide a list of public entities previously assisted with contact names and phone numbers.
5. **Fees:** Based on the scope of work outlined herein, please describe your firm's full price associated with the completion of this work for the PRC Network Upgrade Project (RPF #04-2019).
6. **Coordination of Installation:**
 - a. The contractor shall be responsible for securing all permits and approvals necessary to complete the work within the indicated project term (if required)
 - b. Dates and times for all installations must be coordinated with and approved by the technology liaison or superintendent's designee. Upon agreement, the dates and times of all installations must be communicated to the technology liaison or designee by written or electronic means prior to the time of installation.

Additional warranty instructions:

The successful proposer must warrant its material and workmanship for a period of one year for items requiring purchase and installation. Their respective manufacturer warrants all other products and materials under separate warranty. Warranty for "outright purchase" of equipment and software should include at least one year. *Any optional 5-year warranty should be listed separate from bid total.*

No re-furbished or "gray market" equipment will be accepted. All equipment must be new and with full warranty and support.

Criteria for selection:

Factor	Weight
Price of eligible equipment, services and warranties	25%
Prior satisfactory experience with PRC	20%
Personnel Qualifications	20%
Company provides all services	20%
Preference to Mississippi based companies	15%
Total	100%

PRC reserves the right to select outright a single proposer and to waive the finalists' state of the evaluation process in the event a proposer has total points scored significantly higher than all the other proposers responding to the RFP.

PRC, in its sole discretion, may accept or reject any or all responses to this RFP and may waive all formalities, technicalities and irregularities. All bidders are placed on notice that award of the

RFP will be based upon the products and services best suited for PRC. The sole judgment of PRC on such matters shall be final.

PRC has identified the factors itemized above under scoring criteria as critical to a company's ability of effectively assist PRC's integration of technology. To be considered for evaluation, bidders must provide relevant responses to all sections of this RFP. 100 evaluation points are possible. A separate response is requested for each criteria section. Appropriate labeling required.

The following are details of each factor below:

1. **Pricing:** All eligible equipment, cabling, installation and warranty
 - a. Proposer must abide by the PRC's bid policy
 - b. Proposer must abide by the state of Mississippi bid laws
 - c. Proposer must provide specific price quotes for eligible services. PRC reserves the right to select a combination of pricing, services and/or proposer(s) that appears best suited to meet the needs of PRC. Proposer(s) must allocate to the extent that a clear delineation can be made between eligible and ineligible components. Proposer(s) must provide individual school campus bid totals as well as the total cost for the entire project.
2. **Prior satisfactory experience with PRC:** PRC has also determined that a company's background, experience, and financial stability are essential for the success of a long-term relationship with its selected proposer(s). Proposers responding to this RFP should include information about their company's experience, financial stability and quality of services and products and satisfaction of their clients. A minimum of 2 references (school districts preferred) should be included in bid document.
3. **Personnel Qualifications, Professionalism and Scope of Work:** PRC is seeking an eRate proposer(s) that has the depth, breadth and quality of resources necessary to complete all phases of a broad technology and service project. In addition, the timely availability of these resources and related support elements will be critical to project success. Describe the various resources from your company that will be made available to assist PRC in the execution of its mission in performance of each scope of work. Provide resumes and related experience summaries to demonstrate the competencies and experience of typical personnel who would be assigned to the PRC program. Provide a list of industry standard certified employees and their certifications. Proposers must provide scope of work and contract information for each school campus project being proposed.
4. **Company provides all services:** PRC is interested in providers that provide all components, installations and configurations for this RFP.
5. **Mississippi based companies:** PRC is interested in providers that understand the technology, administrative and instructional challenges facing today's educators, children and administrators. The education environment is vastly changing with challenges that

make technology decisions more important as they reach the constituents of PRC. The respondent must show that their solutions are sustainable within the framework of the PRC's resources to implement and maintain ongoing operations and that future support is local and Mississippi based.

Additional terms and conditions:

1. **Contract term:** The term of the contract term will begin when the school board approves and a written contract is signed by both PRC and the vendor/bidder selected. The term of the contract award will begin July 1, 2019. Initiation of the contract is dependent on eRate funding. In the event that eRate does not fund the project, then the contract will be null and void. In addition, a Funding Commitment Decision Letter (FCDL) does not guarantee that PRC will proceed with this project and may only be able to proceed with portions of the project on a per school campus basis. The deadline for all work to be completed is June 30, 2020.
2. **Contract/Purchase order termination:** PRC shall reserve the right to terminate any contract/purchase order entered into as a result of the RFP at any time by giving 30 days' written notice of its intent to cancel. In the event the proposer fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, PRC will notify the proposer, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a 10-day period, the proposer must submit, in writing, why such corrective action has not been performed. PRC reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.
3. **Licensing requirements:** The successful proposer must keep informed of and adhere to all laws and ordinances governing any matter related to work performed under the resulting contract/purchase order. The successful proposer will obtain all necessary licenses and permits and will be aware of all labor conditions and agreements relating to the work specified in this document and shall make all provisions necessary to avoid any disputes which might arise from those conditions and agreements and shall be responsible for any delays, damages or extra costs caused by disputes.
4. **Safety requirements:** It shall be the proposer's responsibility to provide for the safety of workers and public in compliance with the requirements of insurance and public health and safety. PRC requires all workers on site wear such garments and/or badge that may easily identify them as employees of the proposer's firm or contracted service. Unless otherwise noted, a list of all personnel performing work on any PRC campus must be provided to the technology liaison for the duration of the project(s) that require installation or services.
5. **Indemnification:** The proposer shall be responsible for all damage to persons and property that occurs as a result of his fault or negligence, or that of any of his employees, agents or subcontractors. Proposer shall save and hold harmless PRC and its School

Board against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract/purchase order. Any equipment or facilities damaged by the proposer's operation shall be repaired and/or restored to their original condition, including cleaning and painting, at the proposer's expense. The successful proposer will assume the liability for all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (including death), or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the proposer, and his agents, and employees, including losses, expenses or damages sustained by PRC. The successful proposer will undertake and agree to indemnify and hold harmless PRC and its Board from any and all such losses, expenses, damages (including loss of use) and to pay all damages, judgments, costs and expenses, including attorney's fees in connection with said demands and claims resulting thereof. Any claims against PRC must be filed with the State of Mississippi in Pearl River County. The Proposer shall also abide by the Federal Occupational Safety and Health Administration (OSHA) regulations that apply to work performed under this RFP. The proposer shall defend, indemnify and hold PRC free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation(s) including but not limited to, fines or penalties, judgments, court costs and attorney's fees.

6. **Negotiations:** PRC reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.
7. **Project start date:** PRC reserves the right to start the project on or after July 1, 2019, even if the project has not yet received funding. All pricing proposed will be considered valid.

Exhibits:

E-1: Proposer's Contract documents

Proposer shall provide a contract for services to be offered. Proposer shall also provide a Service Level Agreement (SLA) to include resolution procedures, escalation process and proposer's response structure (tiered or other).

E-2: References

Reference List		
1.	Company or School District	Contact Name
	Phone:	Fax:
	Physical Address:	Email:
	Scope of Work	
2.	Company or School District	Contact Name
	Phone:	Fax:
	Physical Address:	Email:
	Scope of Work	

Specific equipment requirements and details

Note: School building drawings/maps showing network MDF and IDF and additional details will be provided at the mandatory walk-through along with additional equipment specification details.

This section will provide more specifically the needs expressed in PRC RFP #04-2019.

PRC has an aging network infrastructure. Approximately 28 switches in the district are over 7 years old and cascading failures are occurring at an exponential rate. Without this critical backbone upgrade, the school district could begin losing connectivity on almost a daily basis.

Without upgrading our internal switching, the next component cannot be easily achieved. 1 school campus requires additional wireless coverage to satisfy the need to incorporate more wireless devices to aid in instruction and assessment. Therefore, the backbone upgrade is necessary to grow in order to meet the needs of our students and the increasing demand for enhanced instruction and assessment practices.

The last component of this RFP consists of a “clean-up” of existing server and wiring closets. This will consist of organizing and neatly installing all patch cabling at specified locations within the district. New equipment (patch panels, racks, etc.) may be necessary and it is possible that, upon inspection, some long cabling runs may be needed to complete this task.

The awarded vendor will:

1. Install new wireless access points/arrays, network switches, server and all other requested network equipment to support the wireless infrastructure, network backbone and server demands.
2. Install all needed cabling connections, patch cables, equipment racks and patch panels to new/replaced switches, server, and access points from indicated wiring closets on school building maps.
3. Test all equipment and insure proper operation after installation.
4. Provide map of wireless locations at the school building to include access point/array model and location.
5. Submit a bid that includes total price of entire project AND must include breakdown list of all equipment and cost of each in line item with total cost per school site.
6. Any and all licensing for hardware/software should be included, if required, for functionality.
7. Provide a solution that accommodates all 802.11 wireless standards unless otherwise noted by technology liaison.
8. Provide a solution for specified network switches to include fiber modules, stacking cables and all needed components as necessary.