

# **REQUEST FOR PROPOSAL**

E-RATE Funding Year 2022-2023  
NETWORK UPGRADE PROJECT

Newton Municipal School District  
Technology Department  
205 School Street  
Newton, Mississippi 39345

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**STATEMENT OF QUALIFICATIONS  
And  
REQUEST FOR PROPOSAL  
RFP # 2022-23**

**Subject**

RFP - The Newton Municipal School District (the District) will accept sealed statements of qualifications (SOQ) and proposals from qualified firms/vendors to provide services necessary for installation of network equipment, fiber optic cabling and Category 6 copper cabling for the FY 2022-23 (E-RATE) 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 10:00 AM local time, March 03, 2022, at the District Central Office, located at the address on page one of this RFP.

**Purpose**

Proposals are being sought by the District for the purpose of securing the most cost efficient way of upgrading the school district's cabling and fiber optic infrastructure.

**General Requirements**

The District is looking to upgrade fiber optic cable between school buildings, MDF, and IDF wiring closets. The fiber upgrade will require additional ten gig modules to replace existing modules. The district may also need Category 6 cabling upgrades in certain areas on their campuses. The RFP reflects the current proposed services requested on the E-Rate 470 forms. The proposal embodies: A Turn-Key solution. It includes providing new, dedicated single-mode cable runs (minimum 12 strands) replacing existing cables. Any and all costs associated with the installation, termination, and testing shall be included in the bid. Each end will consist of the installation of a wall or rack mount fiber optic termination box, with all strands terminated and all cables shall be certified to be capable of 10 Gbps of bandwidth between the endpoints. All terminations shall be LC unless otherwise directed by the technology department. All necessary patch cables to connect the district equipment shall be LC-LC. The district requests all exposed fiber on campus be placed in conduit and will be discussed at vendor walkthrough. The winning bidder is granted necessary permissions and access to property in order to complete work. It will be the responsibility of the bidder to check the RFP on the district's website daily for any changes to the RFP or listing of bidder questions and answers that may arise.

**Terms used throughout this RFP**

USAC - Universal Service Administrative Company  
SPIN - Service Provider Identification Number  
FCDL - Funding Commitment Decision Letter  
FCC - Federal Communication Commission  
SLD - School and Library District  
USF - Universal Service Fund

**All proposals and supporting documentation must be sent to:***(Submittal should be clearly labeled on the outside of the submittal)*

Newton Municipal School District  
 FY 2022-23 Network Upgrade Project  
 RFP # 2022-23

Submittal should be addressed to:

Newton Municipal School District  
*SEE ADDRESS ON PAGE ONE OF THIS RFP*

One original and two copies of proposals and statements of qualifications are to be prepared and delivered either by mail or Federal Express to the address above on or before 10:00 AM local time, March 03, 2022, where they will be time and date stamped. In addition, 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 (PDF and Excel files must be submitted. All of the above bid documents must also be provided in electronic format on one jump drive or uploaded to the district's electronic bid server. Please view the district's website for instructions on how to access the electronic bid server or contact the district office. **Please do not fax proposals.**

**Basis of Award**

1. E-rate approval by USAC
2. Bidder must have SLD SPIN
3. References of at least two installations of similar application size and complexity.
4. Please see "Vendor Requirements" on the following pages for additional information.
5. Please also see "Criteria for Selection" in more detail.

**Selection Schedule**

<b>Event</b>	<b>Date(s)</b>	<b>Time</b>
Release of RFP to vendors	02-03-2022	
Vendor Site Visit Meeting	02-17-2022	9:00 AM
Deadline for Submission of Proposals	03-03-2022	10:00 AM
Opening of Proposals (FCSD District Office)	03-03-2022	10:30 AM

*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 the Technology Coordinator's email address shown on the first page of this RFP before Monday, February 28, 2022. A response within 3 business days will be posted on the District's web site and/or email back to all bidders. It will be the responsibility of the vendor/bidder to check the website daily **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 District governing body in any fiscal period for payments due under RFP # 2022-23, then the Technology Director, or Superintendent's designee(s), 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 the School District of any kind whatsoever, accept 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.

The proposer's response to the Request must include a statement that the proposed terms will remain in effect and available for the project term identified as July 1, 2022 through June 30, 2023. The work itself will consist of all aspects of technology implementation for which the District desires to contract with the selected Proposer(s). The school district's vision for this technology project calls for the installation and configuration of new cabling to improve the district's network (backbone) infrastructure. Proposed solutions must integrate with the existing network environment to ensure a seamless management and design. Final completion for the project is scheduled for June 30, 2023. The District 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. Proposals and statements of qualifications are to include the information requested at the beginning of this RFP.

## VENDOR SITE VISIT MEETING

A vendor site visit meeting will be held on the date and time listed under Selection Schedule at the beginning of the RFP at the School District central office and proceeding to the respective school campuses. Any questions received will be discussed at that time and responses will be posted on the web site and/or emailed for review after the vendor meeting has been completed. Written questions will be allowed for any vendor interested in responding to the District's RFP and responses again will be posted on the web site. **The district will accept only ONE bid per vendor.** This Network Upgrade Project will be awarded to a SINGLE vendor that can quote, install and configure all network cabling requested/required. The School District requires a "turn-key" solution for this project. **This Project is for one year only and in the event the project is rejected the district reserves the right to re-apply again next erate cycle.** Requested paper copies and electronic copies of the proposal and other required documentation must be sent in a sealed envelope clearly marked as listed at the beginning of the RFP or submitted online to the district's electronic bid server. This Network Upgrade Project will include preferred cabling and materials. This preference information will be provided to each vendor who attends the vendor site visit meeting. This information will include all details, specifications and school campus maps with explanations. The cabling and materials specification list provided is a minimum guideline list. If the bidder wishes to

add to the District's list to improve the functionality of their proposed network infrastructure, the bidder is encouraged to do so.

### **ADDITIONAL WARRANTY INSTRUCTIONS**

The successful proposer must warrant its material and workmanship for a period of one year (for items requiring purchase and installation).

### **CRITERIA FOR SELECTION**

The District will utilize the following criteria *(as the basis for the proposal evaluations & selection)*.

<u>Factor</u>	<u>Weight</u>
Price of the ELIGIBLE Cabling, Services & Warranties	25%
Prior Experience with the District	15%
Personnel Qualifications, Professionalism & Scope of Work	10%
Management Integration w/ Current Network	15%
Company Provides all Services (No sub-contractors)	15%
Bid Documentation Includes Excel Spreadsheet of Quoted Equipment	10%
Preference to Mississippi Based Companies Attending Site Visit Meeting	10%
Total	100%

The District 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 this RFP. The District 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 the award of the RFP will be based upon the products and services best suited to the District. The sole judgment of the District on such matters shall be final. The District has identified the factors itemized above under scoring criteria as critical to a company's ability to effectively assist the District'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. *(See details of each factor below and on the following pages)*.

#### **A. Pricing (All Eligible Cabling, Installation and Warranty)**

- Proposer must abide by the district's bid policy.
- Proposer must abide by the state of Mississippi bid laws.
- Proposer must provide specific price quotes for eligible services. The District reserves the right to select a combination of pricing, services and/or Proposer(s) that appears best suited to meet the needs of the District. Proposer must allocate to the extent that a clear delineation can be made between

eligible and ineligible components. Proposer(s) must provide school campus bid totals, as well as total cost for the entire project.

**B. Prior Experience with the School District**

The District 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 three (3) references (school districts preferred) should be included in the bid document.

**C. Personnel Qualifications, Professionalism & Scope of Work**

The District is seeking (an) E-rate 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 the District in the execution of its mission in performance of each scope of work (SOW). Provide resumes and related experience summaries to demonstrate the competencies and experience of typical personnel who would be assigned to the District program. Provide a list of industry standard certified employees and their certifications. Proposers must provide SOW and contract information for each school campus project being proposed.

**D. Management Integration w/ Current Network**

The District requires a network that will continue to provide the District with a modern, efficient and reliable network to support bandwidth and data and provide all needed capabilities within the district school buildings. Reliability and high performance are key requirements of this networking plan, as the District network continues to support the technology needs of the future. Vendor's proposal provides interoperability with the current District environment. Seamless integration with the current network.

**E. Company provides all services (*no sub-contractors*)**

The District is interested in providers that provide all components, installations and configurations for this RFP without sub-contractors.

**F. Bid documentation includes Excel spreadsheets of all quoted equipment**

The District requests that all bid/quote documentation also include Excel spreadsheets to allow for seamless upload to the E-Rate 471 application process.

**G. Mississippi Based Companies Attending Site Visit Meeting (*K-12 Experience*)**

The District 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 District constituencies. The respondent must show that their solutions are sustainable within the framework of the District's resources to implement and maintain ongoing operations and that future support is local and Mississippi based.

## STATEMENT OF QUALIFICATIONS FORMAT

Please provide the following information in the same format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format and sequence. Please provide succinct responses to the following questions and limit those responses to the page allowances set out in each item.

### 1. FIRM INFORMATION: (LIMIT 1/2 PAGE)

Name of Firm:

Address of Home Office and Address of Branch Office if Applicable:

Telephone Number(s):

Fax Number(s):

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other):

Year Founded:

Primary individual to contact:

### 2. ORGANIZATION: (LIMIT 1/2 PAGE)

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, and Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership, if applicable, names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

### 3. LICENSING: (LIMIT 1/2 PAGE)

3.1 List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

### 4. EXPERIENCE: (LIMIT 2 PAGES)

4.1 Describe your firm's experience with completing this scope of work for public entities, if any.

4.2 Provide a list of the public entities previously assisted with contact names and phone numbers.

### 5. FEES:

5.1 Based on the scope of work outlined herein please describe your firm's full price associated with the completion of this work for the Network Upgrade Project (RFP # 2022-23).

### 6. COORDINATION OF INSTALLATION:

6.1 The Contractor shall be responsible for securing all permits and approvals necessary to complete the work (if required).

## ADDITIONAL TERMS AND CONDITIONS

### A. CONTRACT TERM

The term of the contract will begin when the school board approves and a **written contract** is signed by both the District and the vendor/bidder selected. The term of the contract award will begin July 1, 2022. Initiation of the contract is dependent on E-Rate funding, in the event E-Rate does not fund the project then the contract will be null and void. In addition, a Funding Commitment Decision Letter (FCDL) does not guarantee the District will proceed with this project and may only be able to proceed with portions of the project on a per school campus basis.

### B. CONTRACT/PURCHASE ORDER TERMINATION

The District shall reserve the right to terminate any contract/purchase order entered into as a result of the REQUEST FOR PROPOSAL at any time by giving thirty (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, the District 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. The District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

### C. LICENSING REQUIREMENTS

The successful Proposer must keep himself 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.

### D. SAFETY REQUIREMENTS

It shall be the Proposer's responsibility to provide for the safety of workers and the public in compliance with the requirements of insurance and public health and safety. The District requires all workers on-site to have a company badge. A list of workers with current photographs must be provided to the school district's Technology Department throughout the life cycle of the project(s) that require installation or services.

### E. INDEMNIFICATION

The Proposer shall be responsible for all damage to persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. The proposer shall save and hold harmless the District 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 the District. The successful Proposer will undertake and agree to indemnify and hold harmless the District and its board, individually or collectively, and the officers, agents, and employees of the District 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 the District must be filed within the State of Mississippi within the county of the District. The Proposer shall abide by the Federal Occupational Safety and Health Administration (OSHA) regulations that apply to work performed under this Request. The Proposer shall defend, indemnify, and hold the District 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.

#### F. ATTORNEYS STATEMENT

In the event that the District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Proposer agrees to pay the attorney's fees and expenses incurred by the District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney's fees and court costs.

#### G. NEGOTIATIONS

The District 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.

#### H. ORDER OF PRECEDENCE

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order: (1) The REQUEST FOR PROPOSAL, including the Scope of Work and Statement of Qualifications, and (2) Proposer Response.

#### I. PROJECT START DATE

The District reserves the right to start the project on or after July 1, 2022, even if the project has not yet received funding. All pricing proposed will be considered valid.

The following section provides more specific technical requirements/specifications for **RFP # 2022-23**. Newton Municipal School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason specific network Fiber wiring is being requested on this RFP. **The district will be replacing existing multimode fiber with single mode fiber minimum 12 strand and upgrading to ten gig modules.** For installation

of equipment for this project, all school sites will be open from 8:00AM to 4:00PM. The district can provide after hours entry if requested by the vendor.

**The awarded vendor will: (Fiber and Copper)**

- (1) Install fiber and all other requested network equipment to support the network infrastructure and network backbone upgrade.
- (2) Test all fiber equipment across the district sites after installation.
- (3) Provide “maps” of fiber locations in each school building to include the number of strands and location, MDF or IDF.
- (4) Ensure all terminations shall be LC unless otherwise directed by the technology department. All necessary patch cables to connect the district equipment shall be LC-LC.
- (5) Clean up all copper cabling in closets and provide additional patch cables as needed.
- (6) Submit a bid that includes the total price of the entire project AND must include a breakdown list of all equipment and cost of each in line item (*with total cost*) PER school site.
- (7) The vendor will provide a conduit run to all existing open fiber during the cabling upgrade to single mode.
- (8) Vendor will replace all fiber termination boxes with wall or rack mount LC terminal boxes.
- (9) All fiber strands will need to be terminated at the fiber termination boxes.
- (10) Fiber modules are (parts only) no installation or configuration required.