

# **Request for Proposals**

## **2015-2016 E-Rate Basic Maintenance**

### **Notice to Bidders**

Notice is hereby given to interested bidders that the North Panola School District will receive written, sealed bids until the hour of 12:00 PM local time on Tuesday, March 16, 2015, at the North Panola School District Central Office at 470 Hwy 51 North, Sardis, MS, 38666. Bids will be opened at 3:00 o'clock PM on Tuesday, March 16, 2015, in the Board Room of the North Panola School District Central Office.

The North Panola School District is seeking proposals for a Basic Network Maintenance Contract for Erate eligible equipment and services for the Erate Funding Year 2015-2016. The term of the contract will be July 1, 2015 to June 30, 2016. The North Panola School District would like the proposal to be for **200 Network Maintenance Hours**. The resulting contract will be contingent upon Erate Funding.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify North Panola School District. All questions should be addressed to Rogers Smith as outlined below. The preferred mode of contact is via email.

Rogers Smith  
Technical Coordinator  
North Panola School District  
[rsmith@northpanolaschools.org](mailto:rsmith@northpanolaschools.org)  
662-487-3029 option 6  
662-934-5435

### **Bid Submission Instructions**

One copy of the proposal and statement of qualifications are to be prepared and delivered either by mail or Federal Express to North Panola School District Central Office, located at 544 Market Street, North Panola, MS 38965 on or before 11:00 AM local time, March 16, 2015, where they will be time and date stamped. Bids will be opened at 11:00 o'clock AM on March 16, 2015 in the Board room of the North Panola School District Central Office.

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

**“2015–2016 E-Rate Basic Maintenance”**

Envelopes not so marked will remain sealed.

The North Panola School District Board reserves the right to reject any and/or all bid and waive any informalities.

Bids must include the following:

Attachment A Completed and Signed by the bidder.

A skeleton contract between bidder and North Panola School District.

**Evaluation Methodology**

The North Panola School District will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor.

The following factors will be considered when evaluating responses:

- Price of goods and services
- Preference will be given for prior positive experience with the Vendor
- Preference will be given to a vendor who employs certification engineers in the existing equipment manufacturer equipment installed at North Panola School District.
- Preference will be given to Mississippi-based vendors
- Vendor Technical Qualifications

**Financing**

This project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

A walkthrough is NOT necessary but can be arranged by contacting Rogers Smith.

### **Locations to Receive Service**

North Panola High School (Sardis, MS)	4 Brocade 48 Port PoE Switches 11 Brocade 48 Port Switches Fiber to connect MDF to IDF locations Existing Aruba Access Points
North Panola Junior High (2 story building) (Como, MS)	7- HP 4400 24 Port Switch
Como Elementary (includes Kindergarten) (Como, MS)	10- HP 4400 24 Port Switch 3Com 4950 (or equivalent) core fiber switch
Green Hill Elementary (Sardis, MS)	14- HP 4400 24 Port Switch Fiber to connect MDF to IDF locations 3Com 4950 (or equivalent) core fiber switch
Crenshaw Elementary (Crenshaw, MS)	8- HP 4400 24 Port Switch 3Com 4950 (or equivalent) core fiber switch

The core switches are used mainly as layer 3 fiber switches.

The fiber connections in Como and Crenshaw are addressed in a separate RFP and are not included in this RFP.

Equipment list may vary from this table. This is to give bidders an approximate idea of the scope of the network.

Total network size is approximately 1200 drops.

**ATTACHMENT A**

**INFORMATION FORM (Type or Print ONLY)**

<b>Name of Company</b>	
<b>Address of Home Office</b>	
<b>City of Home Office</b>	
<b>State of Home Office</b>	
<b>Zip Code of Home Office</b>	
<b>Phone Number of Home Office</b>	
<b>Federal EIN</b>	
<b>DUNS Number</b>	
<b>E-Rate SPIN Number</b>	

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

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

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

**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 Erate Funds. This project is subject to funding availability and contingent upon E-Rate funding.**

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

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