
REQUEST FOR PROPOSAL

ERATE FUNDING YEAR 2021-2022

APPLICANT

Greenwood Leflore Consolidated School District
1901 Hwy 82 West
Greenwood, MS 38930
ATTN: Technology ERATE BID 2021

DUE DATE: Monday, March 15th, 2021

Bids must be submitted to the address above or sent electronically via secured document no later than 10:00 am CDT on the due date listed above to the email address below. The subject of the electronic secured document option must include "Erate Bid 2021" followed by the company vendor name. It can be sent via secure electronic document to this email:

erate@glcsd.org

Submit Questions no later than: Thursday, March 11th, 2021

Any questions and reference needs must be submitted by email to Shannon Storms at sstorms@glcsd.org

BIDDERS' ON-SITE VISIT DATES

Date	Time	Vendor Meeting Location
Monday, February 22, 2021 OR Monday, March 1, 2021	10:00 am 10:00 am	GLCSD Central Office 1901 Hwy 82 West, Greenwood, MS 38930 (Beside Hampton Inn)
Mandatory? Yes	Notes: Bidders must sign in for a walkthrough. Meeting will be with Shannon Storms and/or a member of the technical staff to walk the school locations for cabling needs assessment.	

<p>2020/2021 COVID-19 Changes Notice</p>	<p><u>Requirements to visit our Central Office Campus Locations are:</u> Use our temperature check public terminal upon entry of each building , must wear a mask at all times inside our building locations , and must use social distance regulations while visiting our campuses.</p>
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BID SPECIFICATIONS

Requirements for proposals are included below and must be met by each bidding vendor.

Requirements for proposals are as follows:

1. The vendor must include and show all necessary parts in the cost proposal in a clear and accurate manner. Greenwood Leflore Consolidated School District reserves the right to request additional information or clarification of a Vendor's proposal. Incomplete proposals without proper information explaining each product quoted and included parts will not be considered.
2. Any contact or attempt to contact any other District employee other than the point of contact for the purpose of securing privileged information or advantages in the proposal process will result in disqualification of the vendor.
3. Whether or not a dispute arises, under no event will Greenwood Leflore Consolidated Schools be liable to any vendor for costs incurred by such vendor in responding to this "Request for Proposal".
4. Complete contact information is required with proposals including the vendor's E-rate SPIN (Service Provider Identification Number).
5. The Vendor must provide at least three (3) references consisting of Customer Location names that have received similar services. Required information includes address, e-mail address for contact person, and telephone number of appropriate contact person.
6. The Vendor must propose contracts/services which are entirely Erate eligible, or the ineligible components must be cost allocated to determine the percent of eligibility.
7. Certifications in categories such as Cat 5, 6 Cabling, Fiber Cabling, Microsoft Certified Professionals, Network +, Security +, or Cisco Associate, are recommended but not required.

8. Vendor must be a registered contractor in the state of Mississippi to be considered for the cabling portions of the project and have valid 2021 insurance documents.
9. No invoice will be processed for payment until such time as all contractual obligations have been met and/or items ordered have been received, completed, and approved by the Greenwood Leflore Consolidated Schools authorized representative.

Equipment / Services Specifications:

Data/Cabling Requested

- Greenwood Leflore Consolidated School District is requesting proposals from qualified vendors interested in providing compliant Data Network Cabling (Structured Cabling System) for new installed wireless access points.

Cabling/Installation Specifications:

All responsive bidders will provide a complete itemized quotation for a Structured Cabling System consisting of:

Cable runs of CAT6-600Mhz minimum wire per access point installed are requested. Each run will be terminated at the device termination end using RJ45 Cat 6 connector to be plugged in directly to the access point. The wiring closet MDF/IDF termination end will use a RJ45 Modular style CAT6 Jack with a Modular Cat6 Patch Panel. MDF/IDF closets may be located in multiple rack locations for cabling to access points to keep distance under 300ft. cabling requirement.. **The District will provide rack space. Bidder is responsible for providing certification report evidence that all cable runs completed have been tested.**

The scope of the cabling project includes:

- All work must be coordinated through a designated school contact before the beginning of the installation work
- Vendor must assume total responsibility for the actions of any/all subcontractors.
- Installation of Category 6 (minimum) 600mhz cabling for data locations with a 4 to 6 ft. service loop neatly attached to the wall or hidden in ceiling access with J hook or similar at the MDF/IDF Termination
- Provide new data grade wiring from MDF/IDFs to designated Device Cable Termination
- Termination of data cables at provided network patch panel
- All cable bundles needed should be suspended every 4 feet in all drop ceilings using J or D style hooks or in enclosed conduit between buildings. Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present already , provide cable supports at intervals of every 4-6 feet. Cable supports shall be “J” hooks or other supporting devices. Cable support devices shall be independently suspended from or attached to building structure or walls. All cables shall be neatly bundled and secured with appropriately rated fasteners.

- Cables should not be installed within 4-feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1 foot separation.
- Labeling of patch panels and any wall plate jacks used with labels/ink indicating closet location and unique identified port number
- Provide certified testing with documentation of cable runs to meet specifications of Cat6 600Mhz – end- to-end
- Work will need to take place during the normal school operating hours when faculty is in session
- The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted
- The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed
- The vendor will be responsible for repair of all damage to the building due to the negligence of its workers
- During the contract period the vendor will abide by all fire and safety regulations. District/School Security Policies must be observed at all times
- Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to owner in owner specified format (s)
- The vendor will be responsible for the prompt correction of all defects in the system
- The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session

**** PROPOSALS REQUESTED FOR MANUFACTURER AS LISTED OR EQUIVALENT ****

ITEMS TO QUOTE REQUESTED:

Network Switch and Licenses being requested for quotation:

Make	Part Number	Description	Qty
Cisco Meraki	LIC-ENT-5YR	Cisco Meraki Enterprise License and Renewal for MR Series Access Point	122
Cisco Meraki	MR36-HW	Cisco Meraki MR36 Cloud Managed 802.11ax Access Point	50
Cisco Meraki	LIC-ENT-5YR	Cisco Meraki Enterprise License for MR36	50
Cisco Meraki	MS225-48FP-HW	Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	15
Cisco Meraki	LIC-MS225-48FP-5YR	Meraki MS225-48FP Enterprise License and Support, 5YR	15

Cabling Cat6 Wire Runs being requested for quotation:

Style	Description	Qty
Cat 6-600mhz	50 Cable drops to include Cat6 RJ45 Jack connector on 1 end and Cat6 terminated jack on other end for the solution being requested. Label per AP wire and certify. (See Cabling/Installation Specifications on page 3)	50

SCHOOL SITES FOR CABLING:

School Code	School Name & Location
EES	East Elementary School : 208 Meadowbrook Road, Greenwood, MS 38930
EJHS	Elzy Junior High School : 604 Elzy Avenue, Greenwood, MS 38930
EHS	Elzy High School : 604 Elzy Avenue, Greenwood, MS 38930
LCHS	Leflore County High School : 401 Lakeside Drive, Itta Bena, MS 38941
LCES	Leflore County Elementary School : 401 Lakeside Drive, Itta Bena, MS 38941

PROPOSAL REQUIREMENTS (C2)

Proposal Requirements

1. **E-Rate Program Compliance.** Service providers (bidders) must comply with E-Rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

Disqualification – FCC Form 498 ID Status. If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified by Greenwood Leflore Consolidated School District.

If at any time during the contract period the service provider is red lighted, debarred, or otherwise no longer eligible to participate in the E-Rate program, Greenwood Leflore Consolidated School District reserves the right to terminate the contract.

2. **Equivalent products and services.** Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT. All equipment bids must be compatible with the existing wireless equipment in the district, which are Cisco Meraki MR series devices.
3. **Mandatory Bidders' Conference or Walk Through.**

Disqualification – Mandatory Bidders' Conference. If the bidder does not attend a mandatory bidders' conference, walk through, or other mandatory meeting listed in the Bidders' Conference section, the bidder may be disqualified by Greenwood Leflore Consolidated School District.

4. **Questions.** Questions must be submitted to sstforms@glcsd.org prior to the end of the question period.
5. **Proposal Acceptance.** This RFP does not obligate the District to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the "Request for Proposal" if it is in the best interest of the District. Purchases of services and materials are dependent upon E-rate funding and district needs. Notification of bid acceptance and / or bid rejection will be provided at the discretion of Greenwood Leflore Consolidated School District. You may request this info after 7 days of Due Date of Bid request.
6. **All Costs.** Pricing proposed by the bidder must include all costs and options. All costs to provide the product or service should be included in the pricing schedule. Price increases will not be allowed during the term quoted. Prices may be lowered based on market conditions during the term quoted.
7. **Cost Allocation.** Bidders must clearly separate E-Rate eligible costs from ineligible costs.
8. **Contracts.** Bidders for services other than tariff or month-to-month arrangements, must include a contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after bids are awarded by applicant and negotiations completed as applicable. *Quotes are not considered a legally binding agreement.*

9. **Contract Terms.** Bidder must clearly define contract terms for all pricing submitted. Greenwood Leflore Consolidated School District may consider multi-year contracts featuring voluntary renewals. The term should include as a minimum the period July 1, 2021 through September 30, 2022 for non-recurring services and July 1, 2021 – June 30, 2022 for recurring services. Greenwood Leflore Consolidated School District will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate “program year” or an extended service end date for an E-Rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission (FCC) and/or the Universal Service Administrative Company (USAC).
10. **Description of Proposal.** Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and any other details that may be useful or necessary for proper evaluation of the proposal.
11. **Required Notice to Proceed and Funding Availability.** Greenwood Leflore Consolidated School District will follow the purchasing policies of the governing board and requirements and procedures of the FCC’s E-Rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on Greenwood Leflore Consolidated School District’s issuance of a written Notice to Proceed. E-Rate funding notification alone will not signify Notice to Proceed. Greenwood Leflore Consolidated School District will have the right to allow the contract to expire without implementation if appropriate funding does not become available.
12. **Bids for Category Two products and services.**
- Bids should meet industry standards and comply with applicable local, state and federal codes and regulations. For example, network wiring/cabling should meet or exceed EIA/TIA standards and national Electrical code standards.
 - Equipment should be properly configured, installed and tested.
 - Include all items necessary for equipment to be fully operational including necessary cabling, connectors, components, installation, configuration, travel, per diem, and any other applicable fees.
 - All installed equipment and cabling should be labeled.
 - Bids for ON-SITE maintenance services must include the quantity, make, and model number of all E-Rate eligible equipment to be maintained.
 - Bids for managed internal broadband services must specify whether or not the equipment is owned by Greenwood Leflore Consolidated School District or the provider
 - Bids for uninterruptible power supplies (UPS) must include a list of equipment that will be supported by the UPS, including quantity, make and model number.
 - Bidders must include a statement or scope of work (SOW)
 - Bids for new equipment should include standard manufacturer’s warranty (up to three years)
 - Bids for firewall appliances or firewall services must clearly cost allocate the ineligible portion. Refer to the E-Rate Eligible Services List for FY2021 regarding any changes to the eligibility of advanced firewall features.
 - The value of any free products and/or services must be deducted from the cost of the proposal.
 - Bids should include installation and configuration unless otherwise noted
 - Bids should clearly describe all costs including installation, configuration, shipping and handling charges on a per site basis unless otherwise noted.

13. Site and Service Substitution (Contract Modification)

The District hereby provides notice to all interested vendors that site and/or service substitutions may be necessary during the term of the contract. Any agreement signed as a result of this RFP should contemplate the possibility of the District changing products or services within the guidelines set forth by the FCC. All vendors are also hereby provided notice that the District may add new locations to its network during the life of the contract, and existing sites may move or close. The contract(s) entered into as a result of this RFP should allow for said site/service substitutions. Vendors are to describe their process for amending the contract to accommodate site/service substitutions during the contract term.

14. Category Two Budget Requirements.

During the E-Rate application process and prior to issuance of E-Rate funding, Greenwood Leflore Consolidated School District may need to make changes to the quantities and items selected in order to stay within their category two budgets. Greenwood Leflore Consolidated School District may contact the awarded bidder to adjust quantities in order to meet the Category 2 budget.

The selected service provider is expected to respond timely with revised proposals and contracts for Greenwood Leflore Consolidated School District to ensure that the selected products and services are at or below Greenwood Leflore Consolidated School District's budget cap. The selected service provider will need to provide all information necessary regarding reduction in quantities and associated installation, configuration, shipping and handling charges.

Clearly list the cost of products and services to include the following if applicable :

1. Description of Services
2. Monthly (recurring) charges
3. One Time (non-recurring) charges
4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, show 0% eligible for ERate discount. This is NOT Greenwood Leflore Consolidated School District's E-Rate discount % being requested.
5. Quantity
6. Unit of Measure (Each, Feet)
7. Bandwidth level, if applicable
8. Contract Term
9. Make, Model and part number, if applicable
10. Installation and Configuration
11. Shipping and Handling
12. Travel and Per Diem
13. Estimate of Surcharges and Fees

Selection Criteria:

30% - Total cost of eligible items as requested

25% - Vendor's experience with the district or other school districts

20% - Vendor who offers a Turn Key Solution as requested

15% - Proximity of Vendor or vendor technicians to the district for service

10% - Vendor's Erate experience (provide supporting information for review)

ATTACHMENT A - Pricing Schedule

Name of Company: _____

Total Price Submitted for Entire Bid:

Pricing submitted by: _____

Signature acknowledges review of the bid and of any related addenda:

Signature: _____

Title with the Company: _____

Date: _____

Include this page as the cover sheet for your pricing proposal.

Please be sure to include valid licenses, any prior installations or reference documentation.

ATTACHMENT B

Certifications, Experience & References

Name of Company: _____

Address of principal location: _____

Phone: _____ Fax: _____

FCC Form 498 ID (SPIN): _____

FCC (FRN) Registration Number (If Applicable) : _____

Responsible contact personnel:

<u>Name</u>	<u>Phone</u>	<u>Email</u>

How many years has your company been in business in its current capacity? _____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated or DBA (If applicable)?

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs?

Yes: _____ No: _____

Does the Vendor's FCC Registration Number have RED light status? Yes: _____ No: _____

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed? Yes: _____ No: _____

If the Vendor responds **yes** to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action **as an attachment to this form**.

If the Vendor responded **yes** to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

References:

Vendor shall provide a list of three references of similar type, size and complexity. Projects listed must have been performed within the last five (5) years. Please include additional information with the proposal as requested.

Certifications:

Employees' certifications pertaining to cabling work are to be included in submittal.

AUTHORIZED BY:

Signature

Date

Printed Name

Title