

Request for Proposal

2015 – 2016 E-Rate Wireless Project

North Panola School District

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 1:00 p.m. on Thursday, March 5th, 2015, at the North Panola School District Central office at 470 Hwy 51 North, Sardis, MS. Bids will be opened at 3:00 p.m. on Thursday, March 5th, 2015, in the Board Room of the North Panola School District Central Office.

“2015 – 2016 E-Rate Wireless Project”

Schedule of Events:

| Event | Date(s) |
|--|--------------------|
| Release of RFP to vendors | 01-26-2015 |
| Start Site Visits (Mandatory) | 01-29-2015 |
| End Site Visits (Mandatory) | 02-27-2015 |
| Deadline for Submission of Proposals | 03-05-2015 1:00 PM |
| Opening of Proposals @ District Office | 03-05-2015 3:00 PM |

Objective:

North Panola School District’s objective is for vendors to propose a solution that will meet the criteria of allowing WiFi devices access which will then allow students to conduct moderate to heavy Web access for research, such as all students being able to view a 5 -10 minute YouTube video in HD once every hour. Should the bidding propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that the District’s objective will be met with their solution.

The North Panola School District wishes to create a wireless infrastructure to allow all schools to have WiFi available to the students. The following should be kept in mind when creating a proposal for this RFP:

1. The equipment for bid should be capable of scaling to support coverage and density for BYOD, BYOT and 1 to 1 initiatives in the future.
2. Vendor proposals must provide all the necessary electronic components needed to provide wireless access to the school system LAN. This includes but is not limited to Access points, Power over Ethernet devices, etc.
3. Vendor must have highly qualified engineers with experience in the IT field working with school districts. Installation and configuration must be performed by an equipment manufacturer certified engineer or direct engineer of the Wi-Fi manufacturer to ensure proper installation and configuration. None of the work may be subcontracted. Proposal must include copies of certifications and resumes for all engineers who will be responsible for installation and ongoing support.
4. Engineering staff must be geographically located and generally available to respond onsite to problem within a reasonable time (within 6 hours) of problem notification. Resumes must also include the city/state of residence for the Wi-Fi certified engineers plus number of years experience in the field and with the company. Proper installation and availability of ongoing onsite support is important to North Panola School District.
5. Vendor must provide a site survey, at no cost to North Panola School District, to ensure precise device placement and interference analysis. Vendor must perform manual channel plans in dense areas and include drawings of each location with device placement. Survey drawings must be submitted with the proposal response, along with a demonstration of proposed product.
6. Vendor must include cost of array installation/configuration and provide operation and configuration training for at least 2 members of the school system technology staff.
7. All intended coverage areas must be covered with a minimum -67 Dbm RSSI for high rate data applications. Each wireless AP/array (not system) must be 802.11 a/b/g/n/ac capable and be able to scale without adding additional controllers or user licenses. Each wireless AP must include the ability to dedicate a radio for Intrusion Detection/Intrusion Prevention System (IDS/IPS). Application control or Deep Packet Inspection capabilities must be able to be performed at the AP and not in a single controller or external device. If the system is Wi-Fi controller-based then it should allow centralized management. However, a backup controller should be included if needed since there cannot be a single point of failure.
8. Each wireless device (not system) must support per SSID traffic shaping and limiting at line-rate at the Access Point (not controller). This will prevent additional data on the network.
9. Each wireless device (AP - not system) must employ a future-proof modular architecture for upgradability to future standards.

10. Vendor must be able to accommodate 802.11 a/b/g/n/ac in the same enclosure with the ability to go all 5GHZ 802.11n eventually without replacing all the APs. Each radio in the AP must be dual band 2.4GHz and 5GHz to support growth of the 5GHz network. There may be older 802.11b clients in the environment; the vendor must provide the ability to assign one specific radio (Not SSID) to listen to the older 802.11b clients while others in the area ignore the 802.11b.
11. System must support for bonjour traffic being routed between VLANs.
12. The school system must be supplied at least 1 copy of all product documentation to include specification sheets, maintenance manuals, programming manuals, and end user pamphlets/guides and passwords. No proprietary software or hardware may be utilized unless provided by the equipment manufacturer for use in the solution of the RFP.
13. The high school already has an Aruba wireless system installed in a controllerless environment. Since the system is less than 2 years old, bids may take into account the existing access points to be utilized in the new system if possible. It may be more cost effective to move the existing Aruba system to another campus to and place a new system at the high school to maintain consistency on each campus. If such a solution is proposed, it should be clearly indicated in the work details of the bid.
14. Proposals shall include a HEAT map or similar site survey at both 5Ghz and 2.4 Ghz.
15. If a WLAN controller is proposed, it must support all access points in the district.
16. Proposals should include a realistic assessment of actual access points as well as cabling and other equipment necessary to support the wireless needs outlined above. Technical specifications of equipment should be provided with the proposal along with the Scope of Work describing this "turn-key" project.
17. The proposal must guarantee performance sufficient to fulfill the needs of the North Panola School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP. There should be no reoccurring costs for further functionality.
18. It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The North Panola School District will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.
19. All prospective vendors must complete a district walkthrough or onsite survey in order to be eligible to submit a bid. To schedule a walkthrough or onsite survey,

you will need to contact Rogers Smith (see contact information below). Proposals from vendors who do not complete the onsite survey or walkthrough WILL NOT be considered.

Because of the diversity of possible solutions, the North Panola School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible. Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

Bids will be due at 1:00 p.m. on Thursday, March 5th, 2015. For more information, contact Rogers Smith, Technology Director, via phone (662) 934-5435 or by e-mail (rsmith@northpanolaschools.org).

CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the wireless network will not allow for the capacity required in this RFP, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the North Panola School District.

General

Provide internal connections as specified herein.

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

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
Technology Director
North Panola School District
rsmith@northpanolaschools.org
662-487-3029 (office)
662-934-5435 (cell)

Questions must be submitted to the email address rsmith@northpanolaschools.org. If a response is not received within 24 hours, it is the responsibility of the respondent to call Rogers Smith at 662-487-3029 (office) or 662-934-5435 (cell) to confirm receipt of the message.

All questions and responses will be posted immediately on the District's E-Rate Procurement page at www.northpanolaschools.org. It is the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information.

BID SUBMISSION INSTRUCTIONS

Bids will be opened at 3:00 p.m. on Thursday, March 5th, 2015, in the Board room of the North Panola School District Central Office at 470 Hwy 51 North, Sardis, MS. Bids must be submitted in a sealed envelope clearly marked as follows:

“2015 – 2016 E-Rate Wireless Project”

Envelopes not so marked will remain sealed.

The North Panola School District Board of Trustees or Superintendent reserves the right to reject any and/or all bids and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:

Attachment A Completed and Signed by the bidder.

(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

Attachment B Completed.

“2015-2016 E-Rate Wireless Project” should be clearly marked on the face of the envelope as well as the opening date of March 5th, 2015.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The North Panola School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or telegraphic bids will not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to make a contract.

Certificate of Responsibility

- A. Each Bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.

When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has not Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.

- B. Each subcontractor who's Subcontract exceeds \$50,000 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- C. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

Evaluation Methodology

The North Panola School District Board of Trustees or Superintendent 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. Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

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 Mississippi based vendors.
- Preference will be given for vendors proposing the use of AP devices in which the AP manufacture offers a limited lifetime warranty on the access points with replacement within 10 days.
- Preference will be given for vendors whose product requires no recurring costs for future functionality.

Financing

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

Vendor Qualifications

The North Panola School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the North Panola School District all such information and data for this purpose as the North Panola School District may request. The North Panola School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the North Panola School District that such bidder is properly qualified to carry

out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the North Panola School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Provide the documentation of the vendor's wireless, switching and cabling certifications.
- Participate in the mandatory walkthrough. Any bid submitted by a vendor who does not complete the mandatory walkthrough will be returned unopened. There will be no exceptions.

Disqualification of Bidder

The North Panola School District reserves the right to award to other than the lower bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the -Proposal Form
- Bidder's failure to complete the mandatory Pre-bid onsite walkthrough.
- Bidder being in litigation with the North Panola School District.
- Bidder having defaulted on a previous contract.
- Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the North Panola School District.
- Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

Equipment & Installation Specification

Cabling for Access Points:

All cable and cabling components including jacks and patch panels used in this proposal will be minimum Category 5e rated.

The amount needed will be determined by the vendors proposed number of access points

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, etc.).
- Bid must include cost of labor and installation.
- Cabling must be neatly ran and connected to the wall via J-hooks in ceiling and may not lay directly on ceiling tiles.
- When cabling runs outside of the building it must be placed in EMT conduit and attached to walkways.

Wireless Infrastructure:

Wireless access points and applicable software.

Access Points

- Must support 2.4GHz and 5GHz.
- Preference will be given if the manufacture offers a limited lifetime warranty (10 day AHR).
- Must use enterprise-class radios for maximum RF performance and coverage.
- Must support rogue access point detection and denial of service attack protection.
- Must support management frame protection.
- Must support coverage for legacy 802.11b/g clients.
- Must support client load-balancing across frequencies in mixed client environments.
- Must support multicast video delivery across WLAN.
- Must overcome outside interference (Bluetooth, microwaves, etc.).
- Must support radio resource monitoring, dynamic channel assignment, and interference detection.

Other Considerations

Vendor installed Patch Panels and Cabling

- Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other. If the termination of the cable is an access point, a junction box is not needed.
- The vendor will need to install new patch panels at all sites to accommodate the new wireless system. If there is not room on the rack, the vendor will be required to install another, larger rack, placing all of the equipment currently in the small rack into the larger rack. The District will work with you on this.
- Wireless systems must have the ability to be centrally managed and to allow for guests to connect to the wireless points. The system must be able to support multiple VLANS and multiple SSIDs.
- Vendor will be required to replace all switches necessary to support this wireless network.

Current Equipment

Switches

1. The North Panola School District network is made up of 3Com/HP managed switches. All ports are 100Mbps minimum. Fiber connections from the core switches to any new equipment installed by the vendor are sufficient. All fiber patch cables will be provided by the vendor. The District will NOT accept connecting switches via Gig cables in the regular ports.

2. Any VLAN configurations proposed in this project necessary to meet the requirements must be configured completely by the vendor using the existing switches. The North Panola School District IT department is incapable of properly setting up VLANs on our present system.

Classroom Counts

- North Panola High School has 30 Classrooms and 4 Other Areas
- Green Hill Elementary has 24 Classrooms and 4 Other Areas
- Crenshaw Elementary has 15 Classrooms and 6 Other Areas
- North Panola Junior High has 28 Classrooms and 6 Other areas
- Como Elementary has 29 Classrooms and 6 other areas
- Votech has 8 Classrooms and 4 Other Areas

(General Floor plans will be available at the walkthrough. Onsite walkthroughs will identify building materials, existing cabling, etc. Vendors will be responsible for taking any needed measurements during the walkthrough.)

Current Network Bandwidth and WAN Configuration

- Each building in the North Panola School District is presently connected to the District Office via a 100Mbps Metro-E provided by AT&T. (This is subject to be upgraded in the near future.)
- Servers and centralized devices are located on the building sites and at the Central Office. Each site has a several switch cabinets and a main demark area. Details will be given at the onsite survey or walkthrough.
- Currently, the District has a 100Mbps Internet connection that services the entire district which connects at Central Office. Traffic from the Internet is firewalled, filtered and regulated by devices located at the school sites and the central office. (This is subject to be upgraded in the near future.)

E-Rate

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Right to Reject

The North Panola School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The North Panola School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The North Panola School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the North Panola School District Board of Trustee or Superintendent, is not in a position to adequately perform the contract. The North Panola School District Board of Trustees or Superintendent reserves the right to reject any and all proposals any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or

specifications, and award any or the entire contract in a manner that is in the best interest of the North Panola School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the North Panola School District.

ATTACHMENT A
INFORMATION FORM (Type or Print ONLY)

| | |
|--------------------------------|--|
| NAME OF COMPANY | |
| ADDRESS OF HOME OFFICE | |
| CITY OF HOME OFFICE | |
| STATE OF HOME OFFICE | |
| COUNTY OF HOME OFFICE | |
| 9 DIGIT HOME OFFICE ZIP | |
| PHONE # OF HOME OFFICE | |
| Federal EIN | |
| DUNS Number | |
| E-Rate SPIN number | |

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

upon E-Rate funding.

PRINTED NAME _____ TITLE _____

SIGNED _____ DATE _____

ATTACHMENT A - continued

PRICING INFORMATION

(You may submit your standard quotation instead of this document if you wish)

DELIVERED TO

Sardis, Mississippi 38666

(Specific address to be determined prior to shipment)

| Manufacture Part Number | Description | QTY | Unit Price | Extended Price |
|-------------------------|-------------|-----|------------|----------------|
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ATTACHMENT B

Vendor Required Documentation

- Specifications for the proposed hardware.
- Vendor shall provide a written summary of their proposal as well as drawings of all sites labeled with the location of the each access point being proposed and the path of the access points' cabling to each network closet. Vendor will verify if the District has enough available switch ports and/or patch panel ports in each closet for their proposed solution.
- Current liability insurance and workers compensation insurance.
- Documentation of the vendor's wireless, switching and cabling certifications.
- Three K-12 wireless references.
- Must include a detailed Scope of Work describing this "turnkey" project.

Addenda to RFP

1. Bid envelopes must be clearly marked as stated in the RFP.
2. If a solution is not erate eligible then it must be clearly stated in the bid and why it was proposed.
3. Any maps may not necessarily be drawn to scale.
4. The warranty of any equipment and/or workmanship and installation must be provided in the bid.
5. All equipment must be new and manufactured within a year of installation. All firmware must be updated to the latest version at the time of installation.
6. Vendors should include a skeleton contract with the bid.
7. Every effort has been made to make this document complete, but addendums will be added as needed.