

# Request for Proposals Erate Category 2 Project Smith County School District

## SECTION I Bid Notice Notice to Bidders

Notice is hereby given to interested bidders that Smith County School District will receive written, sealed bids for Managed Internal Broadband Services as defined in the 2019 Erate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc. until the hour of **9:00 a.m., March 19, 2019**, at which time bids will be opened in the Office of the Superintendent of the Smith County School District at 212 Sylvarena Ave, Raleigh, MS 39153.

### Bid Timeline

Mandatory Vendors Conference	March 7, 2019
Bid Due Date and Opening	March 19, 2019 9:00 a.m.

## Erate Category 2 Project (Description)

### Inquiries

In order to be eligible to bid, all prospective bidders must attend the mandatory pre-bid conference. The pre-bid conference will be held at the Office of the Superintendent of the Smith County School District at 212 Sylvarena Ave, Raleigh, MS 39153.

Vendors needing to clarify any points in the RFP which may not have been clearly understood need to submit written questions via email to the district. All correspondence and inquiries regarding this RFP must be done via Email: [jonathan.nelson@smithcountyschools.net](mailto:jonathan.nelson@smithcountyschools.net). Provider to call Jonathan Nelson at 601-782-4296 and confirm that the email message was received. All responses to inquiries will be emailed to the Service Providers.

*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 [jonathan.nelson@smithcountyschools.net](mailto:jonathan.nelson@smithcountyschools.net) before March 11, 2019. A response within 3 business days will be posted on the District's web site: [www.smithcountyschools.net](http://www.smithcountyschools.net). It will be the responsibility of the vendor/bidder to check the RFP.*

### **Managed Internal Broadband Services**

The Smith County School District is seeking proposals for Managed Internal Broadband Services as defined in the 2019 Erate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc.

All Contracts should be quoted as a Monthly Recurring Charge (MRC). Please indicate any Erate eligible costs and all Erate ineligible costs in proposal. Include any upfront costs (NRC) and indicate which portion of that cost are Erate eligible and any Erate ineligible costs.

Contracts will have a 5-year term from July 1, 2019 through June 30, 2024. If the project is not funded until after July 1, 2019, the contract will be in effect from the day of notification of funding from USAC until June 30, 2024. The Smith County School District will not be responsible for the Monthly Recurring Fees for months prior to a funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.

If proposal is totally or mostly on site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

### **General**

The specifications herein are provided to convey the intent of the District and do not indicate every

#### **Bid Submission Instructions**

Bids may be hand delivered or mailed to  
Jonathan Nelson  
212 Sylvarena Ave  
Raleigh, MS 39153 Suite C

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

**"2019 Managed Services"**

**Bid Opening: March 19, 2019 9:00 a.m.**

Envelopes not so marked will not be considered. The Smith County School District Board of Trustees reserves the right to reject any and/or all bids and waive any informality.

Bidders must submit one (1) original and one (1) copies of their full response.

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

PLEASE NOTE: Common Carriers, UPS and FedEx, in the Raleigh, Mississippi area generally do not deliver overnight packages on time. The Smith County School District will not be responsible for nor will it accept bid responses delivered after the deadline.

### **Evaluation Methodology**

The Smith County School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the Smith County School District 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, based on 5-year cost of ownership estimate (to include base price, renewal fees and additional support fees)
- Strength of References
- Adherence to Technical Specifications
- Technical Certifications of Vendor Staff
- Vendor response time
- Turnkey Solution
- Ease of Use
- Preference may be given for prior positive experience with the Vendor

### **Vendor Qualifications**

The Smith County 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 Smith County School District all such information and data for this purpose as the Smith County School District may request. The Smith County School District reserves the right to reject any bid if the evidence submitted by or

investigation of such Bidder fails to satisfy the Smith County 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 Smith County 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 (certificates of insurance must be furnished by winning bidder within 10 days of award)
- Provide documentation of the vendor's employee certifications
- Provide an Erate SPIN
- Provide at least 3 references for projects of the same scope and size
- To ensure the highest level of quality possible, all bidders must hold the ISO 9001:2008, ISO 2015, or ISO 9004:2009 (collectively referred to as "ISO-9001 certification"). The ISO-9001 certification requirement is a pragmatic step to ensure this organization purchases from a quality bidder. ISO 9001 is the world's most widely recognized quality management system (QMS) certification. ISO 9001 defines requirements for companies who are committed to ensuring that their products and services are of the highest quality possible. The bidder's legal name must be listed on the cover page of the official ISO-9001 Certificate of Registration or the bidder must be an affiliate of the firm listed on the official ISO-9001 Certificate of Registration. An affiliate is defined as a firm who directly owns and controls or is under common ownership and control with the firm listed on the official ISO-9001 Certificate of Registration. Common ownership must be a minimum of 25% equity control. If an affiliate firm is listed on the ISO 9001 Certificate of Registration, the bidding firm must submit a letter detailing the affiliate relationship between the two firms.

## **Financing**

This project will be subsidized by the Erate program and is therefore subject to funding availability and contingent upon Erate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC for this project and possible unforeseen financial circumstances, any contract arising from this RFP will also be contingent upon the District's availability of funds at the time of funding for the non-erate portion of the project. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

The Smith County School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

### **Disqualification of Bidder**

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

1. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
2. Bidder being in litigation with the Smith County School District
3. Bidder having defaulted on a previous contract
4. 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 Smith County School District
5. Bidder's failure to include documentation for required certifications and authorizations

The above is not an inclusive list.

**The Smith County School District will strictly adhere to the rules and regulations of the Erate program when evaluating bid responses.**

### **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 AND approval by Smith County School District for the District's non-erate portion. If District funds are not available for the District portion, all contracts will become null and void and the project will not be implemented.

### **Right to Reject**

The Smith County School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the District. The Smith County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the

most favorable terms the vendor proposes. Smith County 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 Smith County School District Board of Trustees, is not in a position to adequately perform the contract. The Smith County School District Board of Trustees 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 Smith County School District. Contracts will be awarded for each part of the RFP to the vendor or vendors submitting the proposal determined to be in the best interests of Smith County School District.

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 Erate funding.

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

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

## BID WORKSHEET

### PRICING INFORMATION (Total Cost for ALL Schools)

**(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH school in addition to this worksheet.

**MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE ERATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

Erate Eligible TOTAL PRICE for Managed Service Contract \_\_\_\_\_

*(This is the total of all schools for 60 months including any upfront costs)*

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR ERATE ELIGIBLE PRODUCTS AND SERVICES ONLY**

In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

## Required Documents

Bid Worksheet and Service Provider Quotes broken down by School

References

Documentation of the vendor's certifications

Erate SPIN number

Qualifications and training of vendor technical staff

Trouble Ticketing Procedures and Escalation Process

Any other documentation required previously in this document

If the proposal does not meet the stated specifications, the vendor must include a detailed proposal along with a detailed explanation as to why the vendor believes the proposal will meet the stated needs of the Smith County School District and why the District should consider their proposal.

