

# LAUREL REQUEST FOR PROPOSAL

ERATE Funding Year 2017-2018  
NETWORK UPGRADE PROJECT

Laurel School District  
Technology Department  
303 W 8th Street  
Laurel, MS. 39440

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March 22, 2017

**STATEMENT OF QUALIFICATIONS  
And  
REQUEST FOR PROPOSAL  
RFP # 2017-1**

**Subject**

RFP - The Laurel School District will accept sealed statements of qualifications (SOQ) and proposals from qualified firms/vendors to provide services necessary for installation and configuration of network equipment for the FY2017-18 (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 4:00 PM local time, April 25, 2017 at the Laurel School District Central Office, located at 303 W 8th Street Laurel, MS. 39440.

**Purpose**

Proposals are being sought by the Laurel School District for the purpose of securing the most cost efficient way of upgrading the school district's instructional areas (*classrooms/labs/etc.*) with wireless capacity and network backbone bandwidth.

**General Requirements**

The District will be looking for Cisco or equivalent network switches and Cisco or equivalent wireless equipment for this project. Vendors who are responding to this RFP with Cisco or equivalent and Cisco or equivalent network equipment must state their certifications and must have a minimum of one Cisco Certified CCNE or equivalent and one Cisco Certified CWNP or equivalent engineer(s) on staff and are employed full time by the proposing vendor. Proposed solutions must integrate with the existing network environment, wired and wireless, to ensure a seamless management and design. The District does not want a "cloud-based" controlled system.

It will be the responsibility of the bidder to check the RFP website daily ([www.laurelschools.org](http://www.laurelschools.org)) for any changes to the RFP or listing of bidder questions and answers that may arise.

**Terms used throughout this RFP**

LSD – The Laurel School District  
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)*  
 Laurel School District  
 FY2017-18 Network Upgrade Project  
 RFP # 2017-1

Submittal should be addressed to:

Laurel School District  
 Rhonda Rowzee, CFO  
 PO Box 288  
 Laurel, MS. 39441

One original and two copies of proposals and statements of qualifications and “hot maps” of wireless locations in each school building (to include access point/array model and location of all proposed wireless equipment) are to be prepared and delivered either by mail or Federal Express to Laurel School District 303 W 8th Street, Laurel, MS. 39440 on or before 4:00 pm local time, April 25, 2017, 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. **All of the above bid documents must also be provided in electronic format on one CD. Please do not fax proposals.**

**Selection Schedule**

<b>Event</b>	<b>Date(s)</b>	<b>Time</b>
Release of RFP to vendors	03-24-2017	
<u>Mandatory</u> Site Visit	04-05-2017	9:00 AM
Deadline for Submission of Proposals	04-25-2017	4:00 PM
Opening of Proposals (LSD District Office)	04-26-2017	10:00 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 [rbayless@laurelschools.org](mailto:rbayless@laurelschools.org) before Tuesday April 25<sup>th</sup>, 2017. A response within 3 business days will be posted on the District’s RFP web site, it will be the responsibility of the vendor/bidder to check the RFP website daily ([www.laurelschools.org](http://www.laurelschools.org)) for any changes to the RFP or listing of bidder questions and answers that may arise.*

**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 following pages for additional information.
5. Please also see “Criteria for Selection” on more detail on page seven.

**VENDOR REQUIREMENTS**

Vendors who respond to this Request for Proposal (RFP) must be willing to provide the Network Upgrade Project (RFP # 2017-1) to Laurel School District (The District). The District will be looking for Cisco or equivalent network switches and Cisco or equivalent wireless equipment for this project. Vendors who are responding to this RFP with Cisco or equivalent and Cisco or equivalent network equipment must state their certifications and must have a minimum of one Cisco Certified BNE or equivalent and one Cisco Certified CWNP or equivalent engineer(s) on staff and are employed full time by the proposing vendor. *It will be the responsibility of the bidder to check the RFP website daily ([www.laurelschools.org](http://www.laurelschools.org)) for any changes to the RFP or listing of bidder questions and answers that may arise.*

**NONAPPROPRIATION OF FUNDS**

In the event funds are not appropriated by the Laurel School District governing body in any fiscal period for payments due under RFP # 2017-1, then the Technology Director, CFO, 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, except 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.**

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, 2017 through June 30, 2018.

The work itself will consist of all aspects of technology implementation for which District desires to contract with the selected Proposer(s). The school district's vision for this technology projects calls for the installation and configuration of new technology equipment, software and services to improve the district's network wireless and switch (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, 2018. Laurel School 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. Questions regarding the RFP may be emailed to [rbayless@laurelschools.org](mailto:rbayless@laurelschools.org), and will be responded to within 3 business days on the District's RFP web site. But, it is the responsibility of the bidder to check the RFP web site daily ([www.laurelschools.org](http://www.laurelschools.org)) for those answers. The final day for question submittal will be April 24, 2017 at 9:00 am.

Proposals and statements of qualifications are to include the information requested in the following questionnaire precisely in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

One original and two copies of proposals and statements of qualifications along with “hot maps” of wireless locations in each school building to include access point/array model and location of all proposed wireless equipment are to be prepared and delivered either by mail or Federal Express to Laurel School District 303 W 8th Street, Laurel, MS. 39440 on or before 10:00 AM local time, April 25, 2017, where they will be time and date stamped. In addition, all of these documents must also be provided in electronic format on one CD (see page 3).

A **MANDATORY** vendor walk-through will be held on April 5th, 2017 from 9:00 AM – 3:00 PM, beginning at the Laurel 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 RFP web site for everyone to review after the walk-throughs have been completed. Written questions will be allowed for any vendor interested in responding to District’s RFP and responses again will be posted on the RFP 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 equipment and network cabling requested/required. The School District requires a “turn-key” solution for this project. Requested paper copies and one CD of the proposal and other required documentation (*see page 3*) must be sent in a sealed envelope clearly marked with the words **“FY2017-18 Network Upgrade Project RFP # 2017-1”**

The Network Upgrade Project will include preferred equipment preference information and will be provided to each vendor who attends the mandatory walk-through. This information will include a listing of equipment specifications and school campus maps with explanations. The equipment specification list provided is a minimum guideline list. If the bidder wishes to add to the District’s equipment list to improve the functionality of their proposed equipment, the bidder is encouraged to do so. The bidder/vendor must also provide “hot maps” of wireless locations in each school building to include access point/array model and location of all proposed wireless equipment.

**STATEMENT OF QUALIFICATIONS FORMAT**

Please provide the following information in 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 # 2017-1).

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 Warranty Instructions**

The successful proposer must warrant its material and workmanship for a period of one year (for items requiring purchase and installation). Their respective manufacturer warrants all other products and material under separate warranty. Warranty for “outright purchase” of equipment and software should include at least one year (*with optional five year warranty to be listed separately from bid total, for purchase of equipment and software should be included for second through fifth years*). No re-furnished or “gray market” equipment will be accepted. All equipment must be new and “out-of-box” with full warranty and support.

**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 Equipment, Services & Warranties	25%
Prior Experience with the District	20%
Personnel Qualifications, Professionalism & Scope of Work	15%
Management Integration w/ the Existing Network Environment	20%
Company Provides all Services	5%
Preference to Mississippi Based Companies	15%
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 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 Equipment, 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 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 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 scope of work (SOW) and contract information for each school campus project being proposed

D. Management Integration (w/ the Existing Network Environment)

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 current District network environment. Seamless integration with the current network and wireless equipment is most important to the District. Any new wireless management software or hardware based controller proposed or included must be able to successfully manage all current access point/arrays and newly installed access points/arrays from one management package/solution.

E. Company provides all services

The District is interested in providers that provide all components, installations and configurations for this RFP.

F. Mississippi Based Companies (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.

**ADDITIONAL TERMS AND CONDITIONS**

**A. CONTRACT TERM**

The term of the contract term will begin when 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, 2017. 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 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 photograph 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 persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. 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 with the State of Mississippi in 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, 2017, even if the project has not yet received funding. All pricing proposed will be considered valid.

**EXHIBIT E-1 (PROPOSER’S CONTRACT DOCUMENTS)**

Proposer shall provide a contract for services to be offered. Proposer shall also provide a Service Level Agreement (SLA) to include resolution procedures, escalation process, and Proposer’s response structure (tiered or other).

**EXHIBIT E-2 (REFERENCES)**

<b>Reference List</b>		
1	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	Scope of Work	
2	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	Scope of Work	
3	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	Scope of Work	

## **SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS**

**Please Note: School building drawings/maps showing network MDF and IDFs and additional details will be provided at the mandatory walkthrough along with additional equipment specification details.**

The following section provides more specific technical requirements/specifications for **RFP # 2017-1**. The Laurel School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason specific network equipment (or equivalent) is being requested on this RFP. The District will standardize on Cisco or equivalent network switches and Cisco or equivalent wireless equipment. The District does not want a “cloud-based” controlled system, the District however has an “on premise” controlled system (Cisco 5508 series Controller). As mentioned already in the RFP, the proposed solutions must integrate with the existing network environment and existing wireless controller to ensure a seamless management and design. Any on premise wireless management software solution offered must be able to successfully manage all current access point/arrays and newly installed access points/arrays from one management package/solution. For installation of equipment for this project, all school sites will be open from 8:00AM to 4:00PM.

The awarded vendor will:

- (1) Install new wireless system equipment, network switches and all other requested network equipment to support the wireless infrastructure and network backbone upgrade.
- (2) Install all needed cabling connections, patch cables and patch panels, to access points from indicated wiring closets on school building maps.
- (3) Test all wireless equipment across the district sites after installation.
- (4) Provide “hot maps” of wireless locations in each school building to include access point/array model and location.
- (5) Submit a bid that includes total price of entire project AND must include breakdown list of all equipment and cost of each in line item (*with total cost*) PER school site.
- (6) Provide a solution that includes a minimum of four radios per access point with one radio dedicated to receive only. The access point must support 2.4GHz & 5.0GHz radios (*see “District Initiative” information on last page*). Furthermore, the district would like the Cisco or Cisco equivalent to the AIR-CAP2702I-x-K9. Any license(s) for Access Point activation or utilization should also be included, if required, for functionality.
- (7) Provide a solution that accommodates the 802.11ac wireless standard.
- (8) Provide a solution for the network switches to include fiber modules, stacking cables and other components necessary. Furthermore, the district would like the Cisco equivalent to the WS\_C2960X-24PS-L and WS\_C2960X-48FPS-L for layer 2 switches, and WS-C3650-24TS-E for layer 3 switches.

**District Initiatives: Wireless Coverage**

The District is deploying wireless to better meet the needs of its students, faculty and staff. The wireless vendor must provide a wireless solution that provides coverage to all classrooms, labs and other instructional areas in all elementary school buildings in the District. The District currently utilizes a Cisco 5508 wireless controller to manage Wi-Fi resources from a single point. We seek solutions that will be 100% compatible with our existing Cisco (5508) controller. We also seek solutions that meet the 2.4GHz, 5GHz and 802.11ac wireless standards. All proposed solutions must ensure compatibility will all of our existing inventory of network hardware and software.

**REMINDER: Warranty of the wireless solution**

For the wireless solution that is bid, the District requires the bidder to provide one and five year warranty options on the bid/quote, to include all hardware and software upgrades and technical assistance to the District support staff as a part of the bid price. Vendor will provide explanation of manufacturer's warranty on the one year quote.