

Request for Proposal (RFP)

Category 2

East Carroll Parish School Board

RFP-2-2023

Network Switches, Wireless Access Points (WAPs) replacements/installation, associated cabling, locked enclosures and uninterrupted power supply (UPS) replacement, including all license maintenance and installation services.)

Issued by:

East Carroll Parish School Board

January 23, 2023



February 23, 2023

Contact for East Carroll Parish School District

Att: Loretta Hill

P.O. Box 792

514 3rd Street

Lake Providence, Louisiana 71254

(318) 559-2222 Ext. 2014

Questions regarding this RFP should be submitted to:

lorettahill@ecarrollschools.org

with a copy to bidsnc@e-ratecentral.com

Purpose/Specifications

East Carroll Parish School District (ECPSB) is soliciting sealed bids for E-rate Category 2 Equipment and Services. ECPSB is comprised of three (3) school sites and an administration building that houses the Network Control Center. **ECPSB is seeking qualified IT Service Providers (Vendors) to provide a vision in implementing, upgrading redesigning where necessary the switching and routing network (including firewall), wireless infrastructure, uninterrupted power supplies and technical services to optimize the functions and delivery of service to our students and staff while providing increased security to protect the data and its related function using latest technology methods and best practices with an emphasis on cybersecurity.** This will include equipment, services, Cabling, Network Switches, Wireless Access Points (WAPs) replacements/installation, associated cabling, enclosed racks with locks and uninterrupted power supply (UPS) replacement, including all license maintenance and installation services. Preferences will be given to those organizations that have a record of experience in providing this type of service to school districts.

- **Proposal of the re-designed switching architecture and any IP subnetting or routing required.**
- New single mode fiber backbone throughout the district that supports up to 10 Gigabits between racks,
- Cat 6 cabling to replace replaced. Include surface mount boxes or faceplates for replacements needed.
- Replacement of existing network technology with new switches/routers.
- Replacements or existing wiring racks with enclosed cabinets with locks including moving, hardware to new enclosed rack/cabinet and labeling patch cables.

Additional

- Test network performance prior to network evaluation.
- Will make allowance for accommodations for documented uniformed network findings
- Test the upgraded switching architecture after changes of and any IP subnetting or routing required.
- Reconfigure firewall, routers, switches and AP's where required.
- Route the required subnets whether they are added, modified and/or changed.
- Document each network equipment, function and static port usage (uplink to fiber handoff)
- Implement port security and train ECPSB team in managing the ongoing daily operations and security setup.
- Create a network map of the setup with site names, location per site, IP and ports.

- Collaborate with the ECPSB Technology/I.T. team to adjust/modify the current Technology Usage Policy to adhere to the new security setups configured within the updated network system.

Timeline

Task	Due Date
Form 470 posted in EPC	January 23, 2023
RSVP Deadline for site visit	January 26, 2023
Deadline for vendors to submit questions	February 1, 2023
Answers to questions submitted in EPC	February 2, 2023
Deadline for vendors to submit proposals	February 23, 2023

Applicant may, at its sole discretion, extend the due date for the submission of proposals when it is in its best interest to do so. Such extensions shall be done via addendum posted in EPC.

Weighted Evaluation Criteria:	
Price of Eligible Services	30
Vendor Qualifications	15
Compatibility of proposed equipment with ECPSB Network	20
Delivery and Installation timeline	10
Cost of ineligible services proposed	5
Vendor Business Reputation and Service History	15
Total	100

Communications and Questions

All communication with the Applicant regarding this solicitation, including questions or comments, must be submitted via email to Caroline Wolf, at bidsnc@e-ratecentral.com AND Loretta Hill@ lorttettahill@ecarrollschools.org no later than the deadline provided in the Procurement Timeline. The subject line must include the Form 470 number. Contact initiated by an Offeror concerning this solicitation with any other Applicant representative is prohibited. Unauthorized contact may result in disqualification of the Offeror from this solicitation. Answers will be posted to EPC by the deadline provided in the Procurement Timeline. It is the responsibility of every Offeror to ensure they have downloaded the latest version of the Form 470 and/or 470 RFP attachments, including any addenda. Applicant reserves the right to ask clarifying questions of vendors upon review of proposals. Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

Proposal Instructions

To be included in the evaluation, proposals must be submitted by the deadline.

Four copies of the proposals and (1) flash drive must be received by 2:00 PM CST on February 23, 2023, and will be labeled: Response to: ECPSB C2 RFP-2-2023

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline will result in rejection of the proposal. The ECPSB is not responsible for any delays caused by the Proposer's chosen means of proposal delivery.

All proposals shall be submitted to:

Loretta Hill
Technology Coordinator
East Carroll Parish School Board
P.O. Box 792
Lake Providence, LA 71254
Phone: 318-559-2224 Ext. 2014
Fax: 318.559-2701

Proposal Response Format / Procedures

Proposals submitted for consideration should follow the format and order of presentation described below:

A. Cover Letter/Executive Summary: Containing summary of the vendor's offer, the ability to deliver the service described in the RFI/RFP and the benefits to the ECPSB.

B. Table of Contents: Organized in the order in the format contained herein.

C. Proposer Qualifications and Experience: Address all qualifications as outlined in Vendor Qualifications. Copies of documents containing the following must be submitted in this section of the proposal: 1) Service Provider Identification Number (SPIN) 2) (Most Recent) Service Provider Annual Certification (SPAC) (Form 473) filed with the SLD, 3) at least 3 letters of reference, and 4) company history.

D. Technical Proposal: Illustrating and describing compliance (refer to section 1.3.1 for a description of the levels of compliance) with the RFP requirements as outlined in Section 4.0, Technical Requirements.

E. Installation: Illustrating and describing compliance with the RFP requirements.

F. Terms, Maintenance, and Support: Address all requirements as outlined in Terms, Maintenance, and Support. A copy of any contractual agreements which East Carroll Parish School Board would be asked to sign should the bid be awarded to the vendor must be included in this section.

G. Pricing: Address installation charges, and any and all other charges to be considered by the ECPSB. Each proposal (option) should be clearly labeled and displayed using the attached pricing sheet.

H. Innovative Concepts/Supporting Documentation: Present any “innovative concepts”/supporting documentation, if any, not discussed above for consideration.

The complete proposal must address each and every requirement in this RFP, contain all other documents requested in this RFP, and follow the format as outlined above. Each section should be clearly labeled. Proposal pricing must be included on the attached pricing sheet Category 2 Equipment Price List and be submitted in xls or xlsx format.

Proposed service fees for each piece of equipment should:

- be shown as separate line item charges,
- include the E-rate eligible percentage, and
- be categorized as IC, BMIC, and/or MIBS.

Evidence of authority to submit the bid shall be required in accordance with R.S. 39:1594 (C) (4).

The right is reserved to reject any or all bids and to waive informalities.

Vendors are cautioned that proposals which do not follow the format required by this RFI/RFP will be subject to rejection without review.

A proposal, which is in any way incomplete, irregular, or conditional, may be subject to disqualification without further consideration.

By submitting a proposal, vendors agree that any significant inaccuracy in information given by the vendor to the East Carroll Parish School District will constitute good and enough cause for rejection of the proposal or rejection of the service at the time of delivery.

Once submitted, a proposal may be modified or withdrawn only by appropriate notice to East Carroll Parish School District. Such notice will be in writing over the signature of the vendor. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it then fully conforms to the general terms and conditions.

Proposals submitted to the East Carroll Parish School District for consideration will be held in confidence and not made available to other vendors for review or comparison. The vendor may designate the portions of the proposal that are proprietary in nature, and East Carroll Parish School District agrees not to disclose those portions except for purpose of evaluating the proposal.

As per FCC rules, final pricing will be made publicly available on the FCC Form 471.

Proposals submitted and terms and conditions specified in each vendor’s bid response will remain the property of East Carroll Parish School District.

All information in this RFP is confidential and will not be disclosed except to those responding to this RFP.

Proposals must include all costs associated with providing the requested products/services to the applicant including but not limited to taxes, shipping, etc. When applicable, offerors must include all costs associated with the installation of the cabling, equipment and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Equipment/Service Request

Applicant is requesting proposals for E-rate eligible Category Two equipment and services. Installation service is required. Asset tagging and labeling are required components of installation services for this project.

Proposals are requested for the makes/models specified or equivalent. Offers containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. Applicant will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

Quantities requested are the applicant’s best estimate and may be adjusted as recommended by the offeror. Applicant reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Offerors must provide unit pricing for each item.

Offers must include the percentage of eligibility of each item proposed.

Make	Model	Quantity

Installation Location Information

Location Name	Street	City	State	Zip
ECPSB Media Center	514 3 rd Street	Lake Providence	LA	71254
Southside Elementary School	1307 Charles Jones, Blvd.	Lake Providence	LA	71254
Griffin Middle Academy	1205 Charles Jones, Blvd.	Lake Providence	LA	71254
General Trass High School	702 Martin Luther King Dr.	Lake Providence	LA	71254

Installation may occur at any E-rate eligible site based on Applicant need at the time of purchase and install.

Contract Term and Modifications

Due to anticipated supply chain delays, Applicant prefers a multi-year agreement (term dates April 1, 2023 – September 30, 2025). An initial award term of April 1, 2023 – September 30, 2024, with one optional renewal to align with an extended E-rate service delivery deadline is also acceptable.

The quoted pricing must not assume Applicant will purchase full quantities listed in the proposal. Applicant reserves the right to place orders on an as-needed basis and will be under no obligation to order all products/services at once.

Substitutions for equivalent equipment must be agreed upon in writing by both parties prior to finalization of any changes/deviations from the original agreed upon equipment list.

Disqualifying Factors

Applicant may disqualify proposals for the following reasons:

- Unauthorized Service Provider contact with Applicant.
- Proposal submitted after the posted bid due date.
- Proposal does not meet Service Requirements.
- Proposals that include used, refurbished, or open-box items will be considered non-responsive and will not be included in the evaluation.
- Proposal does not include the required pricing sheet.
- Proposal does not provide definitive costs for the services requested (including recurring and/or one-time charges).
- Proposal includes generic/encyclopedic price lists and/or solution is proposed by an artificial intelligence system that does not take into consideration the specific needs of Applicant.
- Proposal does not include documentation establishing any proposed alternative equipment is equivalent to the quality and functionality of the equipment and design included in the requested solution.
- Proposal includes a partial service offering.
- SPI billing is not offered/available.

E-rate Specific Considerations/Information

Licensing for new equipment is often considered by USAC to have Basic Maintenance of Internal Connections or Managed Internal Broadband Services components, which is the reason BMIC & MIBS are listed on this Form 470.

Per E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies that its equipment and services are compliant with the FCC's recent Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.fcc.gov/supplychain/coveredlist>.

As required by E-rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price (LCP). See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

Additional Considerations/Information

Applicant is subject to Louisiana/East Carroll Parish restrictions.

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This procurement in no manner obligates Applicant until a valid signed contract and/or valid Purchase Order is executed.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. Applicant will not make public any pages of a proposal on which the Offeror has stamped or imprinted "Proprietary" or "Confidential" subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to Applicant.

All submitted Proposals must contain the following:

- Switching / Routing hardware make and model (Cisco or Equivalent)
- Miscellaneous hardware to ensure requirements are met
- Licensing
- Hardware warranties
- Training and support
- Maintenance agreement

- Warranty period
- **Cybersecurity best practice consultation**
- Resources required such as labor to rack and stack
- Break down and separate the quotation into three parts:
- Equipment and license
- Professional service fees for project implementation including labor
- Additional cabling, rewiring and clean up
- Qualifications and experience of the project team
- Demonstrated understanding of the scope of work and suggested approach to the projects
- Capacity to perform work within schedule and budget
- Any additional terms or conditions to which the parties may agree

This solicitation will be posted on CentralBidding at:
<https://www.centralauctionhouse.com>