

# **PUTNAM CITY SCHOOLS**

**Information Technology Services**

**5401 NW 40th**

**Oklahoma City, OK 73122**

## **Request for Proposals**

**for**

## **CORE SWITCHING**

Date of release

**November 30, 2018**

Due Date

**January 7, 2019**

**12:00 p.m.**

## PREFACE

This request for quotations (RFQ) is issued in accordance with the Universal Service Fund (USF) E-rate process legislated by the Telecommunications Act of 1996. As documented in USF form 470 posted on the Universal Service administrative Co. (USAC) Schools and Libraries Division (SLD) website on November 30, 2018.

Technical questions to be directed to:

Jared Juel, Director  
Technical Services  
Office phone: 405-495-5200 ext. 1700  
Email: [jjuel@putnamcityschools.org](mailto:jjuel@putnamcityschools.org)

District contact for this project:

Cory Boggs, Executive Director  
Information Technology Services  
Office phone: 405-495-5200 ext. 1296  
Email: [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org)

## **1.0 PURPOSE**

1.1 Putnam City Schools, also abbreviated as PCS for brevity, is requesting proposals from qualified vendors to provide core network switching to the district.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be entitled for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

## **2.0 DISTRICT**

2.1 Putnam City Schools has an active enrollment of ~19,500 students, attending a total of 27 schools: 18 elementary (K-5), 5 middle schools (6-8); 3 high schools (9-12); and 1 alternative high school. Putnam City Schools covers a large geographical area and is represented within the boundaries of Oklahoma City, Bethany, and Warr Acres.

Putnam City Schools currently has a dedicated 4GB connection to the Internet at PC Center. Will be a 10GB connection as of July 1, 2019.

Core switches are in rack 1. Aruba controllers are in rack 2. S5000 switches are in rack 4. Racks are side by side.

## **3.0 EQUIPMENT**

3.1

<b>Part#</b>	<b>Description</b>	<b>Quantity</b>
<b>Arista DCS-7280SR-48C6-F or equivalent</b>	Arista 7280R, 48x10GbE (SFP+) & 6x100GbE QSFP switch, front to rear air, 2x AC	2
<b>Arista DCS-7280QR-C36-F or equivalent</b>	Arista 7280R, 24x40GbE QSFP+ & 12x100GbE QSFP switch, front to rear air, 2x AC	2
<b>Arista 7020R switch or equivalent</b>	48xRJ45 (100/1000), 6xSFP+(1/10GbE), front-to-rear fans, 2xAC, 2xC13-C14 cords	3
<b>SFP-10G-LR Optic</b>	For existing uplinks	1
<b>SFP-10G-LRM Optic</b>	For existing uplinks	7

## **4.0 SCOPE OF WORK**

4.1 The Putnam City Public School District is seeking a vendor to provide equipment for core switching. It is the intent of Putnam City to evaluate for the best, most cost-effective services.

4.2 Current core consists of 2 Cisco 4507RE chassis with a mix of 1Gb copper, 10Gb fiber, and 10Gb Twinaxial. There are 8 x2 optics modules that will need to be replaced; 7 LRM and 1 LR.

4.3 VMware hosts and storage are connected to a pair of Dell S5000 switches handling data and fibre channel communications. The S5000s are uplinked to the core via 10Gb twinax. There are also two Aruba wireless controllers connected at 40Gb-SR4 to each switch.

4.4 Both Cisco 4507 chassis will be replaced with individual switches in a “spine and leaf configuration”.

4.4.1 Two Arista DCS-7280QR-C36-F or equivalent for the spine uplinked in a redundant 100Gb configuration.

4.4.2 Two Arista DCS-7280SR-48C6-F or equivalent for the leaf uplinked in a redundant 100Gb configuration.

4.4.3 Three Arista DCS-7020TR-48-F or equivalent for 1Gb configuration uplinked in a 10Gb configuration.

4.5 Move existing Aruba controllers to Arista 40Gb switches. (1 per)

4.6 Move single 10Gb internet connection to new equipment.

4.7 Change current S5000 uplinks from 10Gb to 40Gb and move to new solution.

4.8 Move six 10Gb connections from Dell FX chassis to Arista switches.

## **5.0 SOLUTION REQUIREMENTS**

5.1 Must include GUI management console to simplify configuration changes and patch management.

5.2 Must include the ability to go “back in time” and analyze data visually.

5.3 Must support 100Gb connectivity without a chassis or appliance change.

5.4 Must integrate with Palo Alto for Macro Segmentation Service.

5.5. Bid must include any necessary cabling and optics.

## **6.0 GENERAL INFORMATION:**

6.1 Technical questions may be directed to Jared Juel, Director of Technical Services at [jjuel@putnamcityschools.org](mailto:jjuel@putnamcityschools.org)

6.2 Questions or requests for clarification should be directed to Cory Boggs, Executive Director of Information Technology Services at [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org)

6.3 For the purpose of this proposal, a 1-page pricing sheet, must be completed in its entirety. Please itemize/breakdown the costs of all E-Rate eligible products and/or services from all non-E-Rate eligible

products and /or services.

6.4 Vendor's bill must itemize all charges for individually identifiable components of the proposed services, materials and support communication system, including all associated installation, programming, and cabling. Include charges for all components required to connect all applications, all design charges, telecommunications interface charges, technology security, and training charges, again if such charges are applicable. Any ambiguous and/or undisclosed add-on charges found on the district's invoice(s) will be deemed as billing errors and removed from the invoice(s) prior to payment.

6.5 It is anticipated that some or all of the district's costs under this Agreement shall be eligible for the "E-Rate" discount under the Federal Communications Commission (FCC) Universal Service Provision (FCC 97-157). Vendor's invoices will itemize/breakdown the costs of all E-Rate eligible products and/or services from all non-E-Rate eligible products and /or services.

6.6 PCS is under no obligation to purchase goods or services totaling the amount proposed in your response; vendor will only be paid for services rendered. If E-Rate funds are not approved or if partial funding is committed, Putnam City Schools reserves the right to adjust project scope or services accordingly.

6.7 Payment may be made for a single line item or partial service when the item or service has been satisfactorily delivered or within thirty (30) days after the date of delivery and the receipt of a satisfactory invoice.

6.8 This Agreement states the total obligation of PCS to the vendor for compensation for the services to be performed hereunder. PCS shall pay vendor in accordance with the proposal made by the vendor and accepted by PCS. PCS shall pay vendor for the satisfactory performance of the work solicited, approved and accepted under this Agreement. Vendor acknowledges and agrees that this is a non-exclusive requirements type contract and PCS will utilize vendor's services on an as needed basis and as such PCS will only be responsible for payment for services requested that are satisfactorily performed and meet PCS's required specifications. Vendor further acknowledges and agrees that the value of this contract shall not exceed their proposed amount; however, PCS is under no obligation to solicit work totaling this amount and Vendor will only be paid for services rendered.

## **7.0 E-RATE PROGRAM INFORMATION AND REQUIREMENTS**

7.1 To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-rate") as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, "Universal Service"). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund ("USF") subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

### **USF Knowledge**

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-rate").

### **USF Registration**

Vendor shall submit with its proposal a valid Service Provider Identification Number ("SPIN") and a valid Federal Communications Commission Registration Number ("FCCRN").

### **USF Participation**

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

### **Lowest Corresponding Price**

The Lowest Corresponding Price Rule (“LCP Rule”), 47 CFR § 54.511 (b), prohibits Vendor from ever charging the District more for E-rate eligible goods or services than it charges similarly situated non-residential customers for similar goods or services, unless it can prove that the lowest corresponding price (“LCP”) is not “compensatory.”

- The District is not obligated to ask for the LCP; it must receive it.
- If, at the time of delivery, the LCP is lower than the agreed-upon price, Vendor must charge the LCP.
- Promotional rates that Vendor offers for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.
- There is a rebuttable presumption that rates offered within the previous three years are still compensatory.
- Vendor may not avoid the LCP Rule by arguing that none of its non-residential customers are identically situated to the District or that none of its contracts cover goods or services identical to those sought by the District.
- The FCC will permit Vendor to charge the District more than the LCP only when it can prove to the agency that the LCP is not “compensatory” – i.e., that it will face demonstrably and significantly higher costs to provide its goods and/or services to the District than it would to provide similar goods and/or services to similarly situated non-residential customers. Some factors that could affect the cost of service are volume, mileage from facility, and length of contract.

### **USF Documentation**

Vendor shall provide to District staff and/or the District’s E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

### **Invoicing Procedures**

Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Vendor’s signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches District’s contract specifications, Form 470 and Form 471 descriptions of same.
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated form
- District’s Billed Entity Number
- District’s Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

## 7.2 USF Discounted Invoicing and Reimbursement Processes

Vendor shall, at the District's request, either (a) invoice the District only for the non-discounted amounts due on E-rate-approved transactions and simultaneously invoice the Universal Service Administrative

Company ("USAC") for the balance [Discounted Invoice Process] or (b) invoice the District in full for eligible products and services [Reimbursement or "BEAR" Process].

### **Discounted Invoice Process**

#### **• Invoicing**

Within fourteen (14) days from the date that Vendor delivers to the District, E-rate approved materials or services, when delivery of such services triggers a payment obligation under Vendor's contract with the District, Vendor must invoice the District for its share of the pre-discount cost of those materials or services.

#### **• Timely Filing**

Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.

#### **• Invoice Rejection**

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

#### **• District Approval**

Vendor shall submit to the District for its review and approval before submitting it to USAC for payment, a copy of every invoice that Vendor intends to submit for services that it has provided or, in appropriate circumstances, will be providing to the District. The District shall not unreasonably delay or withhold approval of Vendor's USAC invoices. As Vendor is solely responsible for timely filing invoices with USAC, it understands that it must submit invoices to the District sufficiently in advance of any USAC filing deadline to ensure that there will be adequate time remaining for it to meet the USAC filing deadline after the District has had a reasonable opportunity to review and approve them.

### **Reimbursement Process**

#### **• Service Provider Annual Certification**

Vendor understands that the District's ability to file a FCC Form 472 to start the BEAR process is dependent upon the Vendor filing a FCC Form 473, Service Provider Annual Certification form for the relevant funding year. Moreover, Vendor understands and agrees that its failure to file the Form 473 in a timely manner will adversely affect the District's operations and may prohibit the District from being able to receive reimbursement monies that it is entitled to receive. If the District is unable to receive reimbursement money due to the lack of a Form 473 from the Vendor, the Vendor will be liable to the District for any monies that the District was unable to collect from the USF program due to the Vendors lack of a Form 473.

### **Delayed USF Funding Commitment**

Vendor understands that, due to circumstances beyond the District's control, the District may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the

services it intends to purchase from Vendor during that funding year.

- Retroactive Invoicing

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount the District is owed retroactive to July 1st of the funding year or to whenever approved service to the District began, whichever date is later.

- USF Audit and Document Retention Requirement

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to the District. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by the District. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing the District the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor will create, implement and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's 470 and 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- Where applicable, non-recurring services should be provided prior to September 30th and recurring services provided prior to June 30th of the relevant E-rate funding year
- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to the District, was actually provided to the District and when
- If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed.
- If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format.

### 7.3 Contract Term Modification

The 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.

## **8.0 SUBMISSION REQUIREMENTS**

8.1 Submit one PDF of your entire proposal package. Send the PDF response to [cboggs@putnamcityschools.org](mailto:cboggs@putnamcityschools.org) before the designated due date and time.

8.2 If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary. All aspects of the proposal may be shared with

8.3 Proposals shall be submitted via email with the subject line: *2018 Core Switch RFP Response*.

8.4 No telephone or facsimile offers will be accepted.

8.5 Proposals shall not be withdrawn after they are delivered to PCS, unless vendor makes a request in writing to the Executive Director of Information Technology Services prior to time set for receiving proposals, or unless the Executive Director of Information Technology Services fails to accept or reject the proposals within sixty (60) days after the date fixed for receiving said proposals.

8.6 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Executive Director of Information Technology Services. Putnam City Schools shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

8.7 By submitting a response, the vendor certifies: "that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards." It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of PCS shall be abided and that the person signing this proposal is authorized to bid for the vendor.

8.8 Vendor shall submit with proposal the vendor information form. Failure to provide the information requested in complete and accurate detail may result in rejection of the proposal. If further information is required to provide responsibility such as providing copies of licenses, certificates, permits, etc., the vendor will be notified, in writing and given seven (7) days from notification to comply.

8.9 Vendor shall read and complete all applicable forms and submit with their proposal.

8.10 Vendor shall provide with proposal a copy of their current business license if required by the district.

8.11 Vendor shall submit the following information with their proposal. Each section must be titled as listed below.

## **9.0 NEW VENDORS**

All new vendors to the district must complete this entire section. Failure to do so may disqualify the entire bid.

### **Business Qualifications (Response Section)**

A. If a new vendor to the district, please provide a brief history of the company and organization with specific attention given to the appropriate divisions and subsidiaries responsible for services requested. The background history should include:

- Year founded
- Years involved in providing the requested service
- Total number of employees
- Total number of employees available in the Oklahoma City metro area to provide services for this account
- E-rate SPIN (Service Provider Identification Number)**

Note: If the Vendor is a joint venture, or partnership; or, if the firm will have significant participation by a subcontractor – significant defined as 25% or more of the project revenues and/or responsibilities – then the information in “A” should be provided for each of the participating entities.

### **Relevant and Quality Experience (Response Section)**

A. If a new vendor to the district, provide three (3) to five (5) references from K-12 urban school districts or of a similar nature, (type of facility and size) for which your company is currently or previously (within last 2 years) providing services similar to the specifications of this solicitation. Provide the following information for each reference:

- Name and address of organization
- Name and title of primary contact with telephone number and e-mail address
- Description of the services provided including dates and scope of work for the job, including planning/budget/scheduled activities, and outside talents used. Outline the documentation, project tracking, and work product delivery methodologies used and which proved to be successful.
- For each reference, provide information on an alternate contact person that has first-hand knowledge of the work you have done or are doing.

B. Proposed System (if different from existing)

Provide a detailed description of the proposed system. Include diagrams with equipment and design.

C. Assurance Statement

New vendor to the district must provide a statement affirming and assuring that the prospective vendors’ staff, network, and overall business practices will meet/exceed each of PCS’s requirements. All prospective vendors must clearly demonstrate their ability to handle the day-to-day business needs necessary to successfully manage an account the size of PCS; identify the specific account team (members, titles, roles) that will be assigned to PCS; provide detailed procedures for initiating account inquiries changes, and escalations.

D. E-Rate Knowledge and Experience

Please provide a brief statement about how much experience the Vendor has had working with the Schools and Libraries Division. Please designate how many staff members have received E-Rate training and the source of that training. Please describe how you plan to stay in compliance with all E-Rate Program rules and regulations.

#### E. Maintenance and Technical Support

The selected vendor will provide on-site basic and routine preventative maintenance functions, including but not limited to, adjustments and replacements to equipment as requested and necessary to keep equipment in good working order. The selected vendor must provide 24 hours by 7 days-a-week on-site repair and technical support plan. The maintenance plan must also include a telephone number to the selected vendor's repair and technical support department. Any request(s) must be identified with a unique tracking identifier number (TIN) for records purposes. In cases requiring an on-site visit, the TIN must include an estimated-time-of- arrival (ETA) for the technician and be updated with an estimated-time-of-repair (ETR).

If the basic maintenance you provide is outside the scope of this quotation, it may be considered as a non-E-Rate Eligible service. Please itemize the costs of your maintenance service along with any/all other non-E-Rate eligible charges. In addition, please describe what billing system controls you currently have in place, which will make sure that the district's invoices are itemized between E-Rate eligible and non- E-Rate eligible charges.

### **10.0 EVALUATION**

10.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

10.2 An evaluation committee will evaluate each proposal. PCS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by PCS.

10.3 Proposals that do not have complete pricing may not be evaluated, may be rejected and not considered for award. Pricing must be submitted on an easy to find 1 page with applicable part numbers and quantities.

10.4 Price Evaluation Formula:  
Criteria will be evaluated on a 100-point scale.

Proposals will be evaluated on the following:

- Cost 50%
- Best Solution 30%
- Business Qualifications 15%
- Relevant and quality experience 5%

10.5 E-Rate program rules require that the cost of E-Rate eligible goods and services be given the highest weighting in the vendor selection process. PCS will not consider the cost of ineligible products or services as it compares price proposals.

10.6 The selected vendor will be contacted via email or phone after approval of the Board of Education.

## **11.0 AWARD**

11.1 Please be advised that it is the policy of Putnam City Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the vendor.

11.2 The contract will be conditional upon the Vendor's ability to comply with requirements set forth in the solicitation documents.

11.3 Vendor shall not begin work without a purchase order issued by the Putnam City Schools.

11.4 Itemized invoice must be submitted to:

Putnam City Schools  
ATTN: Cory Boggs  
Information Technology Services  
5401 NW 40<sup>th</sup> Street  
Oklahoma City, OK 73122

Invoices should include the PCS purchase order number and the ship to location where the goods and/or services were delivered. Invoices that do not include this information will be returned to the vendor. Separate invoices are required for each purchase order.

**NEW VENDOR INFORMATION FORM**

RFP Name: Core Switches

**This form must be completed and returned with your bid if you are a new vendor to the district.**

1. Company Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City, State, Zip Code: \_\_\_\_\_

4. Primary Contact: \_\_\_\_\_

5. Telephone: (        ) \_\_\_\_\_ Fax: (        ) \_\_\_\_\_

6. E-mail: \_\_\_\_\_

7. Company web site: \_\_\_\_\_

8. State tax identification number and state issued from: \_\_\_\_\_

9. State of Incorporation: \_\_\_\_\_

10. Have any conditions or restrictions been placed by the company on this proposal that would declare it non-responsive? Yes  No

11. Are you prepared to provide proof of insurance as required? Yes  No

12. Has your company ever been debarred from doing business with any federal, state or local agency? If yes, please provide details including agency name, date and reason for debarment. Yes  No

13. Has your company ever defaulted on a contract or been denied a bid due to non-responsibility to perform? If yes, please provide details. Yes  No