

## ADMINISTRATIVE REPORT

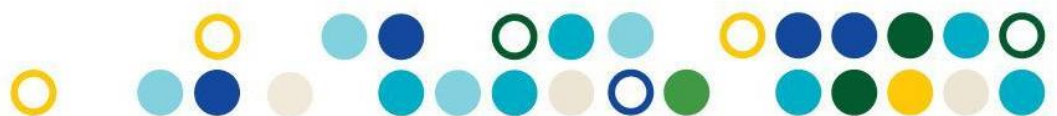
**DATE:** Thursday February 16, 2023  
**TOPIC:** #6.8 – Bids for Network Data Switch  
**PRESENTER:** Robert Berkowitz, Director of Technology  
**REFERENCE TO POLICY/STATUTE:** Policy #719; Authorization to Solicit Bids

### A. PURPOSE OF REPORT

- a. South Washington County Schools issued a request for proposals (RFP) for the replacement of data network equipment.
  - A total of 3 bids were received before the closing of the bid window
  - One of the bids was incomplete and removed from evaluation
  - Bid evaluation was completed in early February

### B. RECOMMENDATION

- a. The technology department is recommending board approval of the bid proposal from Computer Integrations Technologies (CIT) in Woodbury Minnesota. The evaluation of the proposal from CIT was the lowest cost and meets all components of the design requested.



# Bid Log

For the data network RFP, the bid acceptance deadline was 3:30 PM on January 13th 2023. The South Washington County Schools Systems Team met in the Technology Conference room of the District Service Center to open bid packets at 4:00 on January 13th 2023. The goal of the opening meeting was to verify that bids arrived on time, were intact, and contained all required elements.

A total of three bids were submitted with two bid packets logged as complete. A bid submission logged on January 13th, 2023 from CDW-G was missing a bid bond and was not staged for the detailed proposal evaluation..

Company	Delivered	Via	Proposal	Bid Bond	Complete	Notes
Loffler	2:57 PM 1/13/23	Drop off	Yes	Yes	Yes	Fortinet networks
CDWG	3:10 PM 1/13/23	Drop off	Yes	Not included	No	Extreme networks
CIT	10:28 AM 1/13/23	Drop off	Yes	Yes	Yes	Aruba networks

# Bid evaluation

The South Washington County Schools Systems Team met several times between Monday January 23rd 2023 and Friday February 3rd to complete the following detailed evaluation of proposals.

Bid	Total	Cost	Transition	Feature	Vendor Exp.	Total	Weighted
		40%	30%	20%	10%		
Loffler	\$2,114,661.74	9	9	10	10	38	9.300



CIT	\$1,809,382.56	10	10	10	10	40	10.000
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### Cost:

In the evaluation of total cost for the project, we combine hardware, install, and equipment manufacture support contracts. This evaluation component is weighted at 40% of the total decision.

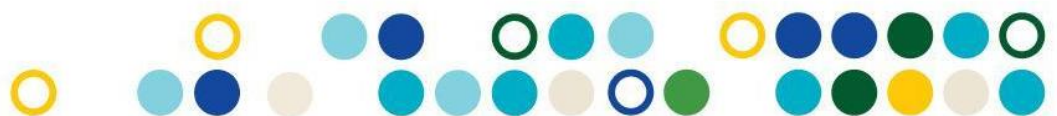
We used a 10 point scale for each evaluation component with 10 being the most favorable. In the case of Cost, 10 was given to the lowest cost and 9 to the next lowest cost.

The proposal from Computer Integration Technologies Inc. (CIT) was the lowest of the evaluated bids. The proposal from Loffler contained an optional 3 years of manufacturing support. In the evaluation of bids, we used the lower cost solution from Loffler that contained 1 year manufactures support.

There was a \$458,741.00 difference between the CIT and the Loffler solution. As part of the evaluation, we identified components of the Loffler bid that were related to management and/or transition. In the Loffler bid, a Fortinet FortiGate was included for the management of switches. For evaluation, the SowashCo systems team removed this item and related services to evaluate as similar hardware as possible between the proposals. With this reduction of equipment and services, CIT remained the lower cost in final comparison.

A rank value of 10 was assigned to CIT and 9 was assigned to Loffler

Bid	Total	Eval	Weighted
		40%	
Loffler	\$2,268,123.56	9	3.600
CIT	\$1,809,382.56	10	4.000
FG-3001F,	-\$153,461.82		



services, optional premium support			
Loffler without FE-3001F	\$2,114,661.74		

## Transition Cost:

In the evaluation of the transition cost for the project, we reviewed the scope and details of the project. A portion of the install services and FG-3001F device in the Loffler proposal would be used for the management of a completed system. The CIT proposal utilizes the existing management systems at SouthWashCo. This evaluation component is weighted at 30% of the total decision.

In the transition cost evaluation, we gave a rank value of 10 to the CIT proposal. This proposal matches the request for proposals (RFP) and utilizes all existing management and monitoring systems. The Loffler proposal was given a value of 9. The Loffler solution would meet the requested design requirements with the inclusion of an additional management system, install services, and training.

Bid	Eval	Weighted
	30%	
Loffler	9	2.700
CIT	10	3.000

## Feature, Ease of Use and Administration:

In the evaluation of the features of the proposed solutions the team reviewed system capabilities, connectivity speeds, and features. The solutions provided by CIT and Loffler both met the system features requested by South Washington County Schools.





An evaluation value of 10 was assigned to both proposals. This evaluation component is weighted at 20% of the total weighted decision.

Bid	Eval	Weighted
	20%	
Loffler	10	2.000
CIT	10	2.000

### Vendor Experience:

South Washington County Schools have worked with Loffler and CIT. SoWashCo has experienced outstanding communication, delivery of equipment, and service. Both bid packets contain positive references.

We have assigned a value of 10 for both proposals. This vendor experience component is weighted at 10% of the total weighted decision.

Bid	Eval	Weighted
	10%	
Loffler	10	1.000
CIT	10	1.000

