

REQUEST FOR PROPOSAL
Wireless Equipment RFP# – 2023-03-24.02

NORTHSHORE SCHOOL DISTRICT 417 - FY2023-2024
WAPS and Firewall projects - Form #230022251

Notice is hereby given that sealed proposals will be received by the Northshore School District No. 417, King, and Snohomish Counties, hereinafter referred to as Applicant, from qualified Bidders to provide E-Rate eligible wireless equipment for District.

Proposals are due March 24, 2023, at 3:30 PM

Estimated annual value: \$100,000.00 - \$200,000.00

Each proposal shall be in accordance with the Request for Proposals Document. Applicant reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process.

Northshore School District prohibits discrimination on the basis of age, sex, marital status, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The following employee(s) have been designated to handle questions and complaints of alleged unlawful discrimination: Director of Human Resources [Abel Ghirmaj](#) (Title IX, ADA and Civil Rights Compliance), Director of Student Services [Rick Ferrell](#) (Section 504), 3330 Monte Villa Parkway, Bothell, WA 98021, 425-408-6000

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INTRODUCTION AND PROCEDURES

Description of RFP

The Northshore School District, herein referred to as “the Applicant”, has prepared the following Request for Proposal (RFP) document for the procurement of E-Rate eligible HPE Aruba Wireless Networking equipment for the district.

The Applicant seeks authorized resellers of the products listed in their proposal. It will be understood by all bidders that any purchase is contingent on Applicant being awarded E-Rate Funding for the scope of this RFP. All bid respondents must have a Service Provider Identification Number [SPIN] and be in compliance with all FCC/USAC rules and regulations including but not limited to filing yearly the service provider FCC Form 473 certifying that the service provider have complied with E-Rate program rules.

General Information

The estimated schedule of events through purchase is outlined below.

Step	Action Date
RFP issued along with Form 470	2/24/2023
Proposal due at 3:30 PM PST	3/24/2023
Bid Opening Date	3/24/2023
Bid Evaluation Date	3/227/2023
Expected Date of First Purchase	April 18, 2023

Communications Regarding RFP. Vendors who seek information, clarification, or interpretations from the Applicant employees are advised that such material is used at the vendors own risk and the Applicant shall not be bound by any such representations.

Vendor Clarifications and Questions. Questions concerning the RFP must be submitted via email to Joy Kuhlmann, Contracts and Purchasing Manager (jkuhlmann@nsd.org) and included RFP title in subject line. Copies of questions relevant to the RFP process that may impact a response will be distributed to all participating vendors.

RFP Changes or Amendments. Any revision to the RFP will be issued in the form of an addendum and will be distributed to all vendors prior to the Response Due Date.

Clarifications. The Applicant reserves the right to obtain clarification of any point in a vendor’s proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of

a vendor to respond to such a request for additional information or clarification may result in rejection for the vendor proposal. The Applicant's retention of this right shall in no way reduce the responsibility of vendors to submit complete, accurate and clear proposals.

Vendor Contact. The proposal must include the name of the specific individual who will act as the primary contact for the vendor during proposal evaluation. The proposal must identify the contact's position in the organization, telephone number, fax number, and email address.

“Or Equal” Clause. Unless otherwise stated in the proposal documents, whenever a process, equipment or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words “or equal” follow thereafter. Where the phrase “or equal” applies or occurs in the proposal documents, do not assume that a process, equipment, or material is approved by the Applicant unless the item had been specially approved for their work by the Applicant. The decision of the Applicant is final.

Conflicts of Interest. No director, employee or agent of the Bidder shall give or receive any commission, fee, rebate, gift, or entertainment in connection with the work, or enter into any non-consumer business arrangement with any director, employee, or representative of Applicant, other than as a representative of the District.

Indemnification. Each party shall defend, indemnify, and hold the other party, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of injuries and/or damages caused by each party's own negligence.

General RFP Procedures

Right of Selection/Rejection of Proposals. The Applicant reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all of the proposals, to take no action whatsoever, and/or to select a proposal for eligible equipment through lowest, responsive, responsible bidders that meet Applicant needs. The Applicant may award one or more contracts from a competitive solicitation. It is emphasized that all quotes should be complete and submitted with best and final offers.

Multiple Proposals. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

Errors in Proposals. Vendors are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish their obligations to the Applicant.

Cost of Development of Proposals. All expenses incurred by vendors related to the proposal or the selection process will be borne by the vendor. No claim for reimbursement of time,

material, or travel expenses shall be made by the vendor against the Applicant regardless of the results of the selection process.

Vendor Prime Contractor Responsibility. If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than itself, it is mandatory for the proposing vendor to act as prime contractor for the procurement of all products and services proposed to meet this RFP. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchase of the proposed equipment, hardware, software, and/or services. The vendor acting as the prime contractor must take full responsibility for the sale and delivery of the items proposed to be supplied by its subcontractor.

Period of Validity of Proposals. The Vendor must certify that its proposal will remain in effect for 150 days after the proposal due date. The Applicant may request an extension beyond the 150 days.

Proprietary Material. The Applicant will attempt to protect legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary aspects of the systems proposed. Any proprietary information contained in the proposal must be designated clearly and should be separately bound and labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal. Vendors should be aware that the Applicant is required by law to make its records available for public inspection, with certain exceptions. It is the Applicant's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the vendor, by submission of materials marked "Proprietary Information," acknowledges and agrees that the Applicant will have no obligation or liability to the vendor in the event that either must disclose these material

Proposal Disposition. All materials submitted in response to this RFP shall become the property of the Applicant.

Proposal Format

It is essential that the Applicant be able to easily match a vendor's response with this RFP's requirements for information. Proposals should be submitted on 8.5 by 11-inch paper. Foldouts for charts, tables, spreadsheets, and single line diagrams are acceptable.

Proposal Certification. The Proposal Certification (Attachment A) confirms Bidder confirms ability to furnish items at price quoted, and agrees to conditions and requirements of proposal.

Introduction and Company Information. This includes the Title Page (Attachment B) and information about the Company, their relationship with the product manufacturer, sales experience with K-12 schools/districts and sales experience in the State of Washington and how purchasing from this company will best meet the needs of the Applicant.

Manufacturer and Product Information. If product(s) other than those specified in this RFP are proposed as alternatives, include information about each product including technical specifications (do not include marketing material) and how it meets the same specifications as the product listed in this RFP.

Product Listing and Cost. Provide a complete listing of each item, its MSRP, and its unit cost to the District using Attachment C Cost Sheet. Include licenses required for the item to be operational for the district's use as additional line items and whether the product is E-Rate eligible.

Support. Provide information on the costs for any available support contracts for the product.

Shipping. Provide information on FOB shipping options and costs to our warehouse location (see location below).

Suspension and Debarment. Certification that Bidder is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for award of contracts by any Federal or State governmental agency or department. (see Attachment D)

Wage Certification. Certification that the Bidder has not willfully violated Washington State's wage laws. (see Attachment E)

Proposal Submission

Proposal Response Deadline and Delivery

Vendors shall provide one (1) signed original copy and one (1) electronic format copy of the proposal. Proposals must be received at the following address no later than 3:30 PM on March 24, 2023.

Vendors are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service, including the US Postal Service, will not be grounds for an extension of the deadline. Proposals submitted after the deadline may be rejected. Proposals sent via email or fax will not be accepted.

Sealed proposals must be delivered to:

Contact Name/Title of Proposal	Joy Kuhlmann/Wireless Equipment RFP# 2023-03-24.02
Mailing Address	3330 Monte Villa Parkway Bothell, WA 98021
Email Address	jkuhlmann@nsd.org
Phone Number	(425) 408-7651
Due Date	March 24, 2023 at 3:30 pm

Evaluation Criteria

The Applicant will initially evaluate the proposals for determination of whether the equipment meets the technical requirements. Equipment that is not either as requested or not an acceptable alternative will result in a response being rejected.

A contract shall be awarded to the most responsible and responsive vendor based upon, but not limited to, the following criteria:

Price/Charges	50%
Experience selling to K-12 schools	20%
Reseller status with manufacturer	20%
Sales experience in WA	10%

Acceptance of Bid (Award)

The Applicant intends (but is not bound) to award a Contract to the lowest responsible and responsive Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Applicant has the right to waive any informality or irregularity in any Bid(s) received and to accept the Bid which, in its judgment, is in its own best interests.

Requirements for Award. Before the Award, the lowest responsive, responsible Bidder shall:

- Have a current WA State unified business identifier number;
- Not be debarred from providing Federal governmental services
- Submitted one (1) hard copy and one thumb drive/flash drive of proposal, including all signatures
- Have an active SPIN
- Completed and signed all required attachments (A, B, C, D, E)

Rejection of Bid(s): The Applicant shall have the right but not the obligation to reject any or all Bids for any reason or for no reason, or to reject a Bid, which is in any way incomplete or irregular.

Omissions. Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery of any and all equipment or services.

Shipments. All shipments and deliveries shall be made FOB to the district warehouse at 22105 23rd Drive SE, Bothell WA 98021. The warehouse is open for deliveries from 7:00 AM to 2:00 PM Monday-Friday excepting district holidays.

Scope of Work

Applicant is seeking bids for Wireless Access Points to include the following items:

- *HPE Aruba AP-505H remote access point, estimated quantity of 2*
- *HPE Aruba AP-515 access point, estimated quantity of 100*
- *HPE Aruba AP-535 access point, estimated quantity of 500*
- *HPE Aruba AP-555 access point, estimated quantity of 60*
- *HPE Aruba AP-565 access point, estimated quantity of 10*
- *HPE Aruba AP-567 access point, estimated quantity of 10*
- *HPE Aruba AP-575 access point, estimated quantity of 10*
- *HPE Aruba AP-577 access point, estimated quantity of 10*
- *HPE Aruba AP-615 access point, estimated quantity of 10*
- *HPE Aruba AP-635 access point, estimated quantity of 10*
- *HPE Aruba AP-655 access point, estimated quantity of 200*

Due to the district's existing and significant investment in Aruba, a required feature of any proposed alternative wireless access points will be the ability to be completely managed by an Aruba controller and to support at a minimum all features found in the HPE Aruba AP-535 access point.

All products proposed by the Bidder must be new and must be expected to continue in active support by the manufacturer through June 30, 2027.

Quantities. The quantities stated are approximate only and are subject to either increase or decrease at the Applicant's discretion and are stated for the purpose of comparison only.

Should the quantities of any of the items be increased, the undersigned vendor shall furnish the additional articles at the unit price set out in their Bid response; and should the quantities be decrease, payment will be made on the actual quantities delivered/accepted at such unit prices, and the undersigned vendor will make no claim for anticipated profits or additional compensation for any increase or decrease in the quantities.

Financing. The Applicant and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program.

Taxes. Proposals are not to include sales tax. The District is exempt from Federal Excise Taxes, but responsible for WA State "use tax" per the Department of Revenue. Use tax is determined by ship-to location of goods/equipment.

ATTACHMENT A - PROPOSAL CERTIFICATION

E-Rate – Wireless Equipment Proposal RFP# 2023-03-24.02

RFP Response Form - Title Page
(Insert in front of proposal, per Section 1.7)

The undersigned agrees to furnish the enclosed items at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by someone with the authority to legally bind the Vendor.

The Undersigned further declares that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any representative of the District, and that the Bid is made without any connection or collusion with any person submitting another Bid on this Project.

Bidder Identification and Authorized Signature

Company Name: _____

Address: _____

Signed By: _____

Printed Name: _____

Title: _____

Date: _____

SPIN ID: _____

Please indicate person to be contacted by the Applicant concerning any part of this RFP or the proposal:

Name: _____

Title: _____

Telephone: _____

E-Mail: _____

**NORTHSHORE SCHOOL DISTRICT
RFP# 2023-03-24.02 WIRELESS
EQUIPMENT**

ATTACHMENT B

COMPANY INFORMATION AND REFERENCES

I. Brief Resume of Bidder *(include Company information, relationship with the product manufacturer and how many years establish as reseller, sales experience with WA State K-12 school districts, how does Company best meet needs of Applicant.)*

Company Name: _____

Date Established: _____

Former Names (if any): _____

Type of Ownership or Legal Structure: _____

Corporate Address: _____

Branch Address (if applicable): _____

Relationship with Manufacturer and how many years as Authorized Reseller of requested item(s)?

WA State K-12 Sales Experience: _____

II. References

Three references are required. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

Reference 1: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 2: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 3: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

ATTACHMENT C

Wireless Equipment Proposal RFP# 2023-03-24.02

Proposed Costs

Use the provided Cost Sheet to list each item the Bidder is proposing to sell to the district. All labeled columns in the sheet must be completed to be considered.

- “Part Number” should be the Bidder’s SKU for the item;
- “Description of Item” should include a descriptive summary of the item, including make, model, and manufacturer part number. If the item is sold in packs of more than one item, that needs to be included in the description.
- “Qty” should match the quantities listed in the district’s estimated quantity for each item (above).
- “Total Cost To District” should be the “Unit Cost to District” times the “Qty”. Do not include taxes, shipping or delivery fees.
- “Is E-Rate Eligible?” should contain “Y” for yes or “N” for no.

Bidders shall also include information on all support options available for the items listed in the Cost Sheet including the cost for:

- one year of support,
- three years of support, and
- estimated annual recurring cost.

If the support options are the same for a group of items or for all items, you may summarize the cost for the entire group of items.

Proposed Alternatives. If the Bidder is proposing an alternative product, they will need to fill out the Cost Sheet for each item. The item list should include any common auxiliary equipment necessary for successful operation of the equipment that is sold separately, including power supplies, network cards, power cords, proprietary cables, and licenses required to activate the product for us. The Bidder will also need to provide support options for each item as described above.

In addition, Bidders shall submit documentation for each item documenting specifications for the product and a description of how it meets the requirements to be considered as an acceptable alternative. This may be included as additional pages after the Cost Sheet.

Bidder Company Name:
 Date:
 Bidder Reseller Rating:
 Expiration Date of Proposal:

Wireless Equipment RFP# 2023-03-24.02
 Attachment C - Cost Sheet

REQUESTED ITEM (or Equal)	Vendor SKU	Manufacturer	Description of Item	Qty	MSRP Cost	Unit of Measure	Bid Cost per UOM	Is E-Rate Eligible?	Quantity Discount Break?	Delivery Lead-time	Is Shipping included in price?
HPE Aruba AP-505H			remote access point	2		ea					
HPE Aruba AP-515			access point	100		ea					
HPE Aruba AP-535			access point	500		ea					
HPE Aruba AP-555			access point	60		ea					
HPE Aruba AP-565			access point	10		ea					
HPE Aruba AP-567			access point	10		ea					
HPE Aruba AP-575			access point	10		ea					
HPE Aruba AP-577			access point	10		ea					
HPE Aruba AP-615			access point	10		ea					
HPE Aruba AP-635			access point	10		ea					
HPE Aruba AP-655			access point	200		ea					

ADDITIONAL INFORMATION

Has "other than identified, or EQUAL" equipment been quoted? (Y or N):	
If so, has documentation been provided for evaluation? (Y or N):	

*Due to the district's existing and significant investment in Aruba, a required feature of any proposed alternative wireless access points will be the ability to be completely managed by an Aruba controller and to support at a minimum all features found in the HPE Aruba AP-535 access point.

Please provide other surcharges and fees:

WA State Sales Tax/Use Tax: TBD - depending on Ship To site

Other Fees or surcharges: _____

Authorized Bidder Signature: _____
 (required)

NORTHSHORE SCHOOL DISTRICT

RFP# 2023-03-24.02 WIRELESS EQUIPMENT

ATTACHMENT D

DEBARMENT AND ANTI-LOBBYING CERTIFICATION

_____ certifies that to the best of their knowledge/belief that neither _____ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

_____ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203 - 11 and 52.203 - 12 and 31 U.S.C. 1352, the "Byrd Anti - Lobbying Amendment."

(a) FAR 52.203 - 12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Authorized Signature: _____ Date: _____

Printed Name

Company

ATTACHMENT E

CONTRACTOR CERTIFICATION

Wage Theft Prevention – Responsible Bidder Criteria Northshore School District Goods & Services Contracts

Prior to awarding a contract, Northshore School District is required to determine that a bidder is a 'responsible bidder'. Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.

On behalf of the firm identified below, I hereby certify as follows (check one):

No Wage Violations. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

or

Violations of Wage Laws. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: _____

Name of Contractor/Bidder – Print full legal entity name of firm

By: _____
Signature of authorized person

Print Name of person making certifications for firm

Title: _____
Title of person signing certificate

Place: _____
Print city and state where signed

Date: _____