



SUPERINTENDENT

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TREUTLEN COUNTY BOARD OF EDUCATION

4313 West Main Street • Soperton, Georgia 30457

REQUEST FOR PROPOSALS FOR INTERNAL CONNECTIONS

E-RATE (2023-2024)

√ **Network Electronics**

√ **Installation and Configuration Services**

RELEASE DATE: 12/12/2023

RESPONSES DUE: 1/12/2024

Please return one (1) sealed and clearly identified response of your proposal to Ana Daughtry, Technology, Student Information, and Library Media Services Director, Treutlen County Schools, 4313 Soperton, GA 30457. All responses are due by 11:00a.m. on 1/12/2024

Treutlen County Schools does not discriminate based on age, race, color, national or ethnic origin, sex, or handicap in employment practices or in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations.

The Treutlen County School District solicits proposals from qualified vendors for Internal Connections for Treutlen Elementary/Treutlen Middle High School. Refer to Section II for additional information.

I. INSTRUCTIONS TO BIDDER AND GENERAL TERMS AND CONDITIONS

1. **E-Rate instructions:** This RFP will be issued at the same time the FCC Form 470 is filed; this RFP will remain posted for at least 28 days.
2. Funding will be subject to E-Rate eligibility and District Approval. Any Contract entered into by the District will be contingent upon e-Rate funding.
3. Proposals will be considered as specified herein attached hereto under the terms and conditions of this proposal.

This RFP is not a contract offer. Acceptance of a proposal neither commits Treutlen County School System to award a contract to any vendor, even if all requirements stated in this RFP are met nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on the Treutlen County School System's E-Rate application, which, if approved, will entitle us to discounted services through the Universal Fund.

4. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
5. Offers are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
6. One (1) clearly identified original of your proposal is required for district evaluation.

7. Please return one (1) sealed and clearly identified response of your proposal to Ana Daughtry, Technology, Student Information, and Library Media Services Director, Treutlen County Schools, 4313 Soperton, GA 30457. All responses are due by 11:00 a.m. on 1/12/2024. Responses received after this time and/or date will not be considered.

8. If there are any questions concerning this bid, please direct those to: adaughtry@treutlen.k12.ga.us. The deadline for questions will be **1/10/2024 at 11:00 AM**. No questions will be accepted after this time. Answers to questions will be posted for all to see on the school's website. (<https://www.treutlen.k12.ga.us>)

9. The District shall not be responsible for unidentified proposals.

10. All entries shall be entered in ink or typewritten and shall remain firm for a period of not less than **(ninety) 90 days**. Mistakes may be crossed out and corrections inserted adjacent to it and shall be initialed, in ink, by the person signing the proposal.

11. Offers, amendments thereto, or withdrawal requests must be received by the time advertised for proposal opening to be filed in a timely manner. The vendor's responsible for ensuring these documents are received by the person (or office) at the time indicated in the solicitation document.

12. By submitting an offer, you are guaranteeing that all services meet the solicitation requirements and is submitting as the lowest corresponding price (LCP) for the requested service/products.

13. Offerors must clearly mark as "Confidential" each part of their offer that they consider to be proprietary information that could be exempt from disclosure under the state of Georgia Open Records Act. The owner reserves the right to determine whether this information should be exempt from disclosure. No legal action may be brought against the owner or its determination in this regard.

14. The document that will form the contract shall include the entire solicitation, all amendments, the winning offeror's proposal, and the subsequent "Contract Agreement."

15. This solicitation does not commit Treutlen County Schools to award a contract, pay any cost incurred in preparing a proposal, procure or contract for the articles of goods or services. The owner reserves the right to accept or reject any or all proposals received as a result of this solicitation to negotiate its entirety this solicitation if it is in the best interest of the owner to do so. The offeror shall bear all costs associated with the preparation of the response.

16. The offeror shall provide a number of personnel and qualifications of each person who plans and performs the services described in this bid. The response shall include, at a

minimum, the following items:

- a. Description of the primary products/services offered by the company.
- b. Description of the experience of this company in fulfilling contracts similar to and described in this bid.

17. The owner reserves the right to select such proposal which it deems appropriate, and the owner is not bound to accept any proposal based upon price alone. Any award resulting from this bid shall be made to the responsive and responsible offeror whose proposal is most advantageous to the owner, considering the price and the evaluation factors set forth herein.

18. Every effort has been made to ensure that all information the offeror needs is included herein. If an offeror finds that the proposal cannot be completed without additional information or if there are any questions regarding this bid, please direct those to: adaughtry@treutlen.k12.ga.us. All replies to the questions shall be in writing. All questions and written replies will be distributed to all offerors and regarded as a part thereof.

19. Proposals, amendments, thereto, or withdrawal requests must be received by the time advertised for the proposal opening to be filled. It is the vendor's sole responsibility to ensure that these documents are received by the person (or office) at the time indicated in the solicitation document.

20. When specifications or descriptive papers are submitted with the offer, enter offeror's name and solicitation number.

21. The intent of the District is to enter into a negotiated procurement prior to acceptance of an offer; therefore, it must be understood that confidentiality and impartiality are of paramount importance.

22. **Ambiguous Offers:** Offers which are uncertain as to terms, delivery, compliance to requirements, and/or specifications may be rejected or otherwise disregarded.

23. **Offeror's Qualifications:** Offers shall be considered only from offerors who are regularly established in the business called for and who, in the judgment of the district, are financially responsible and able to show evidence of their reliability, ability experience, and have personnel directly employed or supervised in the manner called for under this contract. The district may make such investigation as deemed necessary to determine the ability of the offeror to perform the work, and the offeror shall be deemed necessary to determine the ability of the offeror to perform the work and offeror shall furnish to the district all such information and data needed for this request, including a detailed list of the equipment which the offeror proposes to use; and a detailed description of the method proposed for service completion/installation. The district reserves the right to reject any offer if the evidence submitted by or investigation of such offers demonstrates that the offeror is not properly qualified to carry out the obligations of the contract and to complete the work contemplated

therein.

24. Explanation to Prospective Offerors: Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing soon enough to allow a reply to reach all prospective Offerors before submitting their offers. Oral explanations or instructions given before the contract award will not be binding. Any information given to a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an amendment of the solicitation if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offeror.

25. Offeror's Responsibility: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal.

26. Competition: This solicitation is intended to promote competition; if the language specifications, terms, and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the district in writing. The solicitation may or may not change, but a review of such notification will be made prior to award.

27. Waiver: The owner reserves the right to waive any provisions of this solicitation.

28. Georgia Law Clause: Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of the state of Georgia, which require such person or entity to be authorized and/or licensed to do business in this state. By submission of this signed offer, the Offeror agrees to subject itself to the jurisdiction and process of the courts of the state of Georgia as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the State/County.

29. Accidents: The vendors shall hold the owner harmless from any and all damages and claims that may arise because of any negligence on the part of the vendor, his agents, or employees in the performance of this contract, and in case of any action brought therefore against the owner of any of its agents or employees, the vendor shall assume full responsibility for the defense therefore, and upon his failure to do so on the proper notice, the owner reserves the right to defend such motion change all cost thereof to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

30. Affirmative Action: The successful Offeror shall take affirmative action in complying with all Federal, State, and County requirements concerning fair employment, employment of the handicapped, and concerning the treatment of all employees, without regards of discrimination by reasons of race, color, sex, religion, and or national origin.

31. Force Majeure: Neither the District nor the successful offeror shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable forces, the effect of which, by the exercise of reasonable diligence, the nonperforming party could not avoid. The term “Uncontrollable Forces” shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the non-performing party. It includes but is not limited to, fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

32. Assignment: No contract may be assigned, sublet, or transferred without written approval of the Director of Technology.

33. Proposal Evaluation: Proposals received on time will be evaluated based on the E-Rate criteria as outlined below. The following factors will be used in evaluating bid responses.

Cost effectiveness of service	30 points
Adequacy of the response to this RFP	20 points
Satisfactory previous business/working relationship with the provider or its staff	20 points
The level of service/support/maintenance provided in the proposed services without additional cost	15 points
References	10 points
Local or in-state vendor	5 points
Total	100 points

34. Arbitration: Under no circumstances and with no exception will Treutlen County Schools act as arbitrator between the Offeror and any sub-contractor.

35. Change Orders: No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Appointed Contracting Officer.

36. Special Notation: The Purchasing Department acts under the authority given to it in the District Procurement Policy to procure contracts. The resulting contract is between the District and the successful offeror. The Purchasing Department bears no liability for any

damages that any party may incur in the execution or enforcement of the contract.

37. Award: Treutlen County Schools reserves the right to reject any and all proposals and to make an award in the best interest of the District.

38. Notice for Taxes, Travel and Living Expenses:

- All prices/rates quoted must include all applicable taxes (local, state, and federal).
- All proposals must be complete and avoid any hidden items and must include any estimates for labor, equipment delivery, licenses, as well as cost-reimbursable items such as travel and out-of-pocket expenses.

39. SPIN Number: Include *Service Provider Information Number (SPIN)* for E-Rate purposes.

40. References: Proposers must provide a minimum of three (3) **current** references of similar services/solutions they have provided, including contact information.

II. BUILDING LOCATIONS

Treutlen Elementary and Treutlen Middle/High School are on the same campus.

**Treutlen County Schools
7892 Highway 29 North
Soperton, GA 30457**

III. DATES, ACTIVITIES, AND TIMELINES

Any questions regarding this bid should be directed to: Ana Daughtry at adaughtry@treutlen.k12.ga.us.

Event	Date
Release Bid to Bidders	12/12/2023
Deadline for Bid Questions	1/10/2024
Deadline for Proposal Submission	1/12/2024 11:00 AM
Date of E-Rate Service	July 1, 2023- September 30, 2024

IV. BID SUBMISSION FORM

This form must be included in your bid package.

COMPANY NAME: _____

COMPANY ADDRESS: _____

E-RATE SPIN NUMBER: _____

RESPONSIBLE PERSON'S NAME AND AUTHORIZED SIGNATURE*:

Name

Signature

_____ Date

Contact Telephone Number

Contact Email: _____

**Signature certifies that the proposed solution and services meet all requirements outlined in the bid and that the vendor will comply with all specified requirements.*

V. SERVICE DESCRIPTION AND PRICING

This form must be included in your bid package.

PROVIDE PRICING FOR THE FOLLOWING:

Any equivalent brand products or services, if bid, will be considered by the District.

Quantity	Model/Part	Part Number
20	HPE Aruba Networking AP-635 or equivalent model	(Part Number R7J28A)
5	HPE Aruba Networking AP-575 (including mount bracket kit) or equivalent model	(Part Number R4H18A)
90	HPE Aruba Networking AP-615 - or equivalent model	(Part Number R7J50A)
11	HPE Aruba Networking CX 6200M 36G 12SR5 Class6 PoE 4SFP+ Switch or equivalent model (Include the Powersupply in Quote)	(Part Number R8Q71A)
14	HPE Aruba Networking 10G SFP+ LC SR 300m OM3 MMF Transceiver or equivalent model	(Part Number J9150D)
14	14 HPE Aruba Networking CX 6200F 48G Class4 PoE 4SFP+ 740W Switch or equivalent model	(Part Number JL728B)
27	HPE Aruba Networking 10G SFP+ to SFP+ 1m Direct Attach Copper Cable or equivalent model	
1	HPE Aruba Networking 10G SFP+ to SFP+ 3m Direct Attach Copper Cable or equivalent model	
1	QTY: 1 Aruba 6300M 24SFP+ 4SFP56 Switch or equivalent model used as an aggregation switch in the MDF (Include Powersupply for this switch)	(Part Number JL658A)
1	Monitoring Software or Subscription 1yr cost with an option for five years purchase	
	Installation, Activation, and Initial Configuration, license necessary software, cables and connectors for switches and access points.	

VII. BID Evaluation Considerations

The following Evaluation Considerations are provided for your review and consideration. They will be used in the evaluation of responses to this bid and Form 470 associated with this bid.

- **Quality and Responsiveness of Proposal** – the degree to which the responder answered the bid questions; completeness and clarity of response; conformance to instructions; conformance to terms and conditions; conformance to bid specifications.
- **Technical Merit of the Proposed Solution** – Did the responder demonstrate a comprehensive understanding of the project and familiarity with the requirements and specifications?
- **Substantial Responsiveness** – Does the proposal fulfill the requirements and the technical specifications or propose a different design that does not offer substantial equivalence in critical performance parameters or in other requirements?
- **Technology Evaluation** – The technology platform and architecture being proposed needs to be evaluated to make sure that the equipment can meet the application and service demands that will be placed on the
 - telecommunications/Internet Access Services.
- **Relevant Experience** – Does the responder have experience in the configuration and installation of Telecommunications/Internet Access similar to the scale and scope that you intend for your district?

- **Availability of Technical Support** – Are there readily available technicians who will provide troubleshooting?
 - **Check Internal Connections References** – Contact references to verify the quality and technical performance of Internal Connections installed by responders.
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- **Reliability of Service/Continuance of Service** – What is the responder’s record of reliability? What is the maximum length of downtime for transition, upgrade, and repair (the period of time during which service is not provided) of Internal Connections?
 - **Flexibility** – Responders willingness and experience in adapting to mid course corrections.
 - **Scalability** – Is the solution architecture scalable for future growth and enhancements?
 - **User Experience** – Ease of use; compatibility with existing systems/hardware.
 - **Open Standards** – Does the solution utilize Proprietary or Open standards based equipment?
 - **Vendor’s Financial Stability** – Review the financials of the bid responders to ensure they have the financial livelihood to deploy the project.
 - **Warranty** – Extended warranty offer; length of time on individual components, replacement components and parts; quick and efficient exchange and replacement process.
 - **Management System** - is the management system part of the bid, and is it user-friendly.