

RFP for Infrastructure Project
Renville County West School District
February 2019

Vendors, this RFP is being issued with the intent of utilizing Federal FCC E-rate funds. You MUST COMPLY with all rules and regulations associated with the E-rate program. If you or the company you represent are unfamiliar with this program, we strongly urge you to become knowledgeable before submitting a bid. For more information, please consult the Schools & Libraries Division website at: <http://www.usac.org/sl/>

Purpose:

This Request for Proposal (RFP) is offered to purchase technology equipment from qualified vendors for the described equipment for the **Renville County West School District**. **Note: This project will only be completed if funded by e-rate and availability of local funds!** Copies of this RFP can also be found online at www.rcw.k12.mn.us

1. By submitting your properly executed bid to the Renville County West School District, you, and the company you represent, are in full agreement of providing the following:
2. To provide (6) POE+ switches that would be comparable to, or equivalent to HPE Aruba 2930-48G.
3. To provide (60) Wireless Access Points that would be compatible to, or equivalent to Aruba.
4. To provide basic maintenance and support of 60 Wireless Access Points for a period of five years.
5. To provide (4) battery backup units that would be comparable to, or equivalent to APC-Smart – UPS-C-1500VA-2U-LCD-120V/P-SMC1500-2U#.

The bid price must include shipping cost.

All equipment needs to be under full manufacture warranties and the seller must be an authorized seller of all equipment that is part of the bid.

You agree to be a fully authorized and properly certified E-rate Service Provider with a SPIN number, or the ability to obtain a SPIN number. You agree to enter into this agreement utilizing the Service Provider Invoicing (SPI) (Form 474) method of payment. As with all federal programs, there are many requirements involving proper documentation and timely submissions. This can create large delays from the moment the vendor's work has finished to the time the Federal Government issues payment. **VENDORS MUST BURDEN THE FEDERALLY COMMITTED PORTION OF COSTS** while the E-rate process proceeds. The Renville County West School District will pay **ONLY** their percentage of the total purchase at the time of the purchase of these items. The process of retrieving money from the E-rate program can take significantly longer depending on numerous issues that may arise.

..... READ THIS BEFORE PROCEEDING

If your company cannot burden the amounts of funds being tied up while waiting for payment from the E-rate program DO NOT BID. The federally committed portion of the contract may not be paid for a significant length of time. As such, the bidder chosen by the Renville County West School District will be required to sign an agreement holding the Renville County West School District, Renville County West School District Board of Education, its employees, representatives and agents harmless from any liabilities to the bidder caused by delays in funding by the Schools and Library Division which are not directly caused or under the control of the Renville County West School District. THE RENVILLE COUNTY WEST SCHOOL DISTRICT IS NOT RESPONSIBLE, AT ANY POINT, FOR PAYING THE FEDERALLY COMMITTED PORTION OF THE CONTRACT.

Proposal Submission

Keith Olson, Tech Coordinator, will accept sealed proposals labeled "Technology Equipment" at The Renville County West School District, 301 NE 3rd Street, Renville MN 56284 no later than 4:00 p.m. CST, **March 25, 2019**. All RFP's must be in accordance with the conditions and instructions provided herein.

Uniformity of Proposals

To facilitate evaluation, all proposals must be submitted on the form provided in this RFP.

Additional Information

All inquiries or requests for information relative to this RFP should be directed to Keith Olson, 320-329-8368 ext. 1003 or keolson@rcw.k12.mn.us.

Information submitted by any vendor will be considered confidential to the Renville County West School District and will not be used for any purpose other than evaluating vendor responses. Copies of this RFP can also be found online at <http://www.rcw.k12.mn.us>

Right to Reject proposals

The Renville County West School District reserves the right to reject any or all proposals, to waive technicalities or informalities and to accept any proposal deemed to be in the best interest of the School District.

Liability and Insurance

The bidder chosen by the Renville County West School District will be required to sign an agreement holding Renville County West School District, its employees, representatives and agents harmless from any liabilities to the bidder caused by delays in funding by the Schools and Library Division which are not directly caused or under the control of the Renville County West School District.

Price Protection

Prices quoted in the proposal shall be firm prices and not subject to increase during the term of any agreement arising between Renville County West School District and a vendor. Vendors will quote prices less any Federal Excise Tax. Vendors should stipulate the expiration date of their quoted price. All prices will include shipping and handling.

Right to Purchase from any source

The Renville County West School District reserves the right to purchase any desired equipment, software, or services from any source or sources in part or in whole as set forth in the Renville County West School District directives. The bid matrix will award higher points to companies with (250 miles) of the Renville County West School. The District reserves the right to negotiate with the successful bidder.

Delivery Date

Vendors will specify in their proposal the delivery date of their equipment, (i.e., how long from time of order to delivery). Delivery times will be correlated to actually placing the order after E-rate approval for funding is granted.

Maintenance/Support

Vendors must supply the names and addresses of all service organizations that will provide support and maintenance on all products proposed herein. If appropriate, vendors must also specify the maximum time to lapse between the time a service call is made and the time a service representative arrives on site.

All equipment needs to be under full manufacture warranties and the seller must be an authorized seller of all equipment that is part of the bid.

System Responsibility

Notwithstanding the contents of the RFP, it is the responsibility of the vendor to verify the completeness, accuracy, and suitability of the vendor's proposal to meet the requirements of the Renville County West School District. The successful vendor will be obligated to provide a solution that meets all guarantees in their proposal for the price contained therein and that all products provided operate successfully with the Renville County West School District's existing telecommunication infrastructure and related systems and networks. All products must be completely new.

Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, as provided by vendors, will become the property of Renville County West School District when received. The Renville County West School District retains the right to use any or all system ideas presented in any proposal, whether amended or not amended. Selection or rejection of a proposal does not affect this right.

Disclaimer and Cancellation

The Renville County West School District reserves the right to waive any informality received where such acceptance, rejection, or waiver is considered to be in the best interest of the Renville County West School District. The Renville County West School District also reserves the right to reject any proposal when evidence or information submitted by the vendor does not satisfy the Renville County West School District that the vendor is qualified to provide support and equipment that guarantees compatibility with their existing network infrastructure. This RFP does not commit the Renville County West School District to any specific course of action. The Renville County West School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP. The Renville County West School District may choose not to purchase these services if the Renville County West School District does not receive Universal Service Fund (E-rate) funding for this project.

Selection Process

The selection of a provider for the technology equipment to be purchased by the Renville County West School District for this proposal will involve both objective and subjective elements. The process to be used to make this selection is outlined below.

Request for Proposal

The RFP is intended to provide interested vendors with uniform information concerning requirements for the purchase of technology equipment. In responding to this RFP, VENDORS MUST ADHERE TO THE INCLUDED FORMAT AND USE ANY REQUIRED FORMS.

Requirements

The scope of this proposal is to provide the equipment identified above that will be compatible with our existing network infrastructure.

The bidder chosen by the Renville County West School District will be required to sign an agreement holding the Renville County West School District, its employees, representatives and agents harmless from any liabilities to the bidder caused by delays in funding by the Schools and Library Division which are not under the control of the Renville County West School District.

Evaluation Criteria

- Cost, including unit prices of the device(s)
- Extent of experience working with school systems
- Client references
- Quote preparation, thoroughness, and responsiveness to the RFP requirements
- Must be a regional authorized reseller within (250 miles) of the Renville County West School.

The successful bidder will be chosen based upon best value. The school district reserves the right to reject any or all bids.

Proposal Format

Proposals should be written in a concise, straightforward and forthright manner. Superficial marketing statements and materials should be avoided. Proposals should be organized in the following manner:

1. Describe the proposed equipment to be bid and justify and describe any variance from the equipment listed.
2. List the purchase cost for the equipment being bid. Price quotations are to include the furnishing of all materials, equipment and shipping cost.

The Renville County West School District will not be liable for any costs beyond those proposed herein and awarded.

3. Estimated time frame for delivering the equipment.
4. Describe the technical support available for proposed equipment. Specifically list types of support available (i.e. telephone, email, on-site, etc.) and list hours of availability and any potential associated costs.
5. Provide a list of three (3) references currently using your company and using similar equipment. Provide the organization's contact person and phone number.
6. Length of time your business has provided this type of service.
7. Your E-Rate Service Provider Identification Number (SPIN).
8. Timeline proposal for delivery of equipment should be **within 30 days after approved by USAC.**

All inquiries or requests for information relative to this RFP should be directed to Keith Olson (320)-329-8368 ext. 1003 or keolson@rcw.k12.mn.us.

Vendor Affidavit

I, _____ representing _____,
(company) do hereby certify that I have completed the questionnaire submitted with my information for the Wireless Networking Expansion and do hereby attest to the accuracy of this information. I accept that I can be required to demonstrate that the features of the equipment and software, which I have proposed are currently present in the system. I acknowledge that any misrepresentation of the product will result in immediate disqualification from any consideration in the proposal process. I further recognize that the Renville County West School District reserves the right to make its award for any reason considered advantageous to the jurisdiction. The product solution selected may be without respect to price and other factors.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Please return this form and the attached questionnaire with your proposal.

Bid Form

Firm: _____

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature: _____

Date: _____

Item #1 (6) POE+ Switches

To provide (6) POE+ switches at a cost per unit of _____.

I am bidding to provide _____ as the make and model of the POE+ switches to be used.

Item #2 (60) Wireless Access Points

To provide (60) Wireless Access Points at a cost per unit of _____.

I am bidding to provide _____ as the make and model of Wireless Access Points to be used.

Item #3 (60) Basic Maintenance and Support of Wireless Access Points

To provide (60) basic maintenance and support of Wireless Access Points at a cost per unit of _____.

I am bidding to provide 5 years of basic maintenance support for the Wireless Access Points as listed above.

Item #4 (4) Battery Backups

To provide (4) battery backups at a cost per unit of _____.

I am bidding to provide _____ as the make and model of the battery backups to be used.

SPIN Number: _____