



HARRIS COUNTY SCHOOL DISTRICT

Request for Proposal (RFP)

E-rate FY25 HCSD Network Equipment

I. INTRODUCTION

Harris County School District (hereafter referred to as "the District") is requesting proposals from qualified vendors to upgrade its network core switches at 5 sites. The District is looking for interested vendors who can provide solutions that will address its current and future needs. The District is open to all proposals from vendors that meet the District's needs and qualifications based on the information outlined in this Request for Proposal (RFP).

II. POINT OF CONTACT

Jonathan Smith
Director of Technology
Harris County School District
132 Barnes Mill Road
Hamilton, Georgia 31811
(706) 628-4206 x1414
smith-jonathan@harris.k12.ga.us

III. TIMELINE AND KEY MILESTONES

September 19, 2024 RFP issued
October 14, 2024 Mandatory site survey (8:30 Eastern)
November 14, 2024 Deadline for questions regarding bid specifications (4:00 Eastern)
December 12, 2024 Proposal deadline (noon Eastern)

IV. SPECIFICATIONS

Locations and services requested:

Harris County Carver Middle School
Harris County High School

- *Harris County High School Indoor Athletic Facility
- Harris County High School Science & Technology Center
- *Harris County School District HOPE Center
- * *Non-instructional facility (NIF)*

Bidders will be given the opportunity to survey all sites to determine what equipment is needed. No consideration will be given for the vendor's lack of information, and the site survey is designed to make sure that all potential bidders are creating designs based on the same survey. Because the project cannot be covered in sufficient detail in this RFP, the District will disqualify bids from vendors who do not attend the site survey. The survey will be held on October 14, 2024 at 8:30 Eastern. All Bidders are to report to the Harris County High School located at 8281 Georgia Hwy 116, Hamilton, Georgia 31811.

Eligible equipment includes (or equivalent):

| *Qty | Part Number | Description |
|------|--|--|
| 1 | C9500-48Y4C-EDU (w/ 5-Year DNA Advantage) | Cisco Catalyst C9500 Series Switch 48 ports |
| 1 | C9500-24Y4C-EDU (w/ 5-Year DNA Advantage) | Cisco Catalyst C9500 Series Switch 24 ports |
| 1 | C9300X-24Y-EDU (w/ 5-Year DNA Advantage) | Cisco Catalyst C9300 Series Switch 24 ports |
| 1 | C9300X-12Y-EDU (w/ 5-Year DNA Advantage) | Cisco Catalyst C9300 Series Switch 12 ports |
| 81 | MS225-48FP-HW | Meraki MS225-48FP switch 48 ports |
| 81 | LIC-MS225-48FP-5YR | Meraki MS225-48P license |
| 12 | MS225-24P-HW | Meraki MS225-24P switch 24 ports |
| 12 | LIC-MS225-24P-5YR | Meraki MS225-24P license |
| 73 | MA-CBL-40G-1M | Meraki Stacking Cable, 1 meter |
| 11 | MA-CBL-40G-3M | Meraki Stacking Cable, 3 meters |
| 16 | SFP-10G-SR= | SFP+ optical transceiver |
| 38 | SFP-10G-LRM= | SFP+ optical transceiver |
| 4 | SFP-H10GB-CU1M | Cisco SFP-H10GB-CU1M 10GBASE-CU SFP+ Cable 1 Meter |
| 49 | 2 meter LC to ST OM1 Mode Conditioning Fiber Optic Patch Cable | |

| | | |
|-------|---|--|
| 14 | 2 meter LC to LC Duplex OM3 Multimode Fiber Optic Patch Cable | |
| 4 | 2 meter LC to SC Duplex OM3 Multimode Fiber Optic Patch Cable | |
| 3,672 | 1' Cat6 patch cable | |
| 5 | NP2200RTX2NC | Orion Power Systems Network Pro RTX2 UPS rated at 2000VA/2000W |
| 22 | NP1500RTX2 | Orion Power Systems Network Pro 1500RTX2 UPS rated at 1500VA/1350W |
| 4 | NP800RTX2 | Orion Power Systems Network Pro 800RTX2 UPS rated at 800VA/720W |

*Quantities are our estimates, and vendor proposals may vary.

The vendor must remove the existing equipment as part of the installation process. Existing mounting hardware may be used if it is present and in good condition. Vendors are responsible for bringing any ladders needed to reach standard school ceiling heights.

The District is interested in making sure that its staff is highly competent with the equipment and software that it purchases. Any proposal should include training on the installed system.

The District reserves the right to reduce the scope of work or to cancel the project entirely, at its sole discretion. Pricing proposed by the bidder must include all costs to provide the product or service. Price increases will not be allowed during the term quoted. Bidders must clearly separate E-rate eligible costs from ineligible costs. Pricing must be all inclusive for a turn-key fully managed solution, including all networking equipment required for services. Bids that impose additional costs after bid submission may be grounds for bid dismissal.

Vendor will perform all work necessary to make all equipment fully operational; vendor must explicitly state any exceptions in the bid. Vendor will be responsible for providing any necessary cable, conduit, etc. Vendor will be responsible for documenting, labeling, and testing all new equipment. Vendor will remove and dispose of all packaging and miscellaneous materials left over from any part of the installation and place all trash in an identified on-site dumpster or taken by the vendor to an off-site location; District personnel will not dispose of any packing

materials. Hardware inventory will be provided to the District by the vendor including but not limited to; device model number, serial number, MAC address, and location. Vendor will power up and verify networking equipment is operational. Vendor will provide a list of static IP addresses of all new equipment. Vendor will coordinate with District IT staff to install and configure all software, appliances, and any other applications or technology required to make the devices 100% operational. The vendor will provide knowledge transfer to District IT staff to demonstrate functionality of all devices and monitoring systems.

Service Provider Qualifications

Harris County School District prefers the following certifications:

- Certified in all recommended products.

Project staffing should include manufacturer-qualified engineers to field supervise all infrastructure installation work. (For example, Vendors of Cisco or equivalent functionality equipment should provide a Cisco CCNP/CCNA/CCIE or comparably certified engineer. Cabling offerings should provide an RCDD or comparably certified engineer to field supervise any installation work on this project.) These certifications must remain in place and current throughout the contract period.

Vendor must provide a toll-free number for emergency technical support Monday-Friday 7:00 a.m. to 5:00 p.m. Eastern as a minimum. Vendor must have verifiable accounts and provide references for a minimum of 3 other customers for whom the company has provided similar size and scope of services.

V. QUESTIONS CONCERNING SPECIFICATIONS

Questions regarding this RFP should be emailed to:

Jonathan Smith, Director of Technology

smith-jonathan@harris.k12.ga.us

The deadline for questions is November 14, 2024 at 4:00 p.m. Eastern. Questions submitted after the question deadline will be ignored. To ensure that all vendors have access to the same

information, answers to all questions will be posted on the [E-rate FY25 HCSD Network Equipment web page](#). No consideration will be given for the vendor's lack of information.

VI. BASIS OF AWARD

Evaluation is a two-step process. The first step involves determining if the submission is complete, accurate, and meets the requirements. The second step is comparing the cost-effectiveness of the proposed solutions which have successfully passed the first step process. In keeping with the guidelines of this RFP, the bid will be awarded to the most cost-effective provider. Price will carry the greatest weight, but will not necessarily be the sole factor in evaluating the bids. Harris County School District does not guarantee award of a contract and reserves the right to reject all bids. These factors may be utilized in weighing the RFP responses:

| Factor | Weight |
|---------------------------------------|---------------|
| Total Price (eligible and ineligible) | 35% |
| Quality of response/technical merits | 30% |
| Prior experience with the vendor | 15% |
| Personnel qualifications | 10% |
| References | 10% |
| TOTAL | 100% |

VII. BID REQUIREMENTS

Required attachments:

- Bid response
- References of a minimum of 3 other customers for whom the company has provided similar size and scope of services
- Vendor qualification/certifications
- Product specs

- Outline of training proposal on all products, if applicable

Failure to provide the required information in the specified manner may be a basis for the bid in its entirety to be thrown out without consideration.

Qualified vendors offering these products and services should submit proposals including detailed descriptions, with all costs associated with the delivery of the products and services (parts, labor, installation, testing, acceptance, configuration, turn-up, applicable taxes/fees, shipping, and so on). Any line items not 100% eligible for E-rate discounts according to program rules should be isolated, with separate subtotals. Items that are conditionally or partially eligible should also be noted. Ineligible items should be eliminated when possible (or minimized where necessary but ineligible) and broken out as separate line items or separate proposals.

VIII. E-RATE CONSIDERATIONS

In various parts of this RFP, including any attachments and amendments, references may have been made to particular brands of products and services, typically in the context of providing information about the District's existing infrastructure. The District strongly believes in open and fair competitive bidding, compliant with E-rate rules as well as applicable state and local rules. Such references are intended purely to help convey functional or configuration information about the products and services in use. For each such reference, the phrase "compatible with" or the phrase "or equivalent functionality," if not explicitly stated, is hereby included by reference, as appropriate to the context. The District seeks the most cost-effective solutions consistent with the RFP requirements and E-rate program rules.

In the event of significant delays, such as due to late Funding Commitment Decision Letter (FCDL), should the project eventually proceed, Vendor agrees to use best efforts as necessary to substitute equivalent or better parts or services at equivalent or better pricing, so as to enable compliant Service Substitutions where necessary (such as due to "product end of life" situations caused by the delay). Labor rates, where applicable, should not increase by more than is justifiable by an objective third-party measure of inflation such as the Consumer Price Index (CPI) during the period of delay.

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”). Vendor shall submit with its proposal a valid Service Provider Identification Number (SPIN) and a valid Federal Communications Commission Registration Number. 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. 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. Item 21 templates must be completed by the awarded bidder for Category 2 services within 5 days of request, if applicable.

In general, the District prefers “discount” invoicing method and Service Provider Invoicing (SPI). Unless specifically negotiated with the vendor, SPI is the District’s choice. 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. 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.

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.

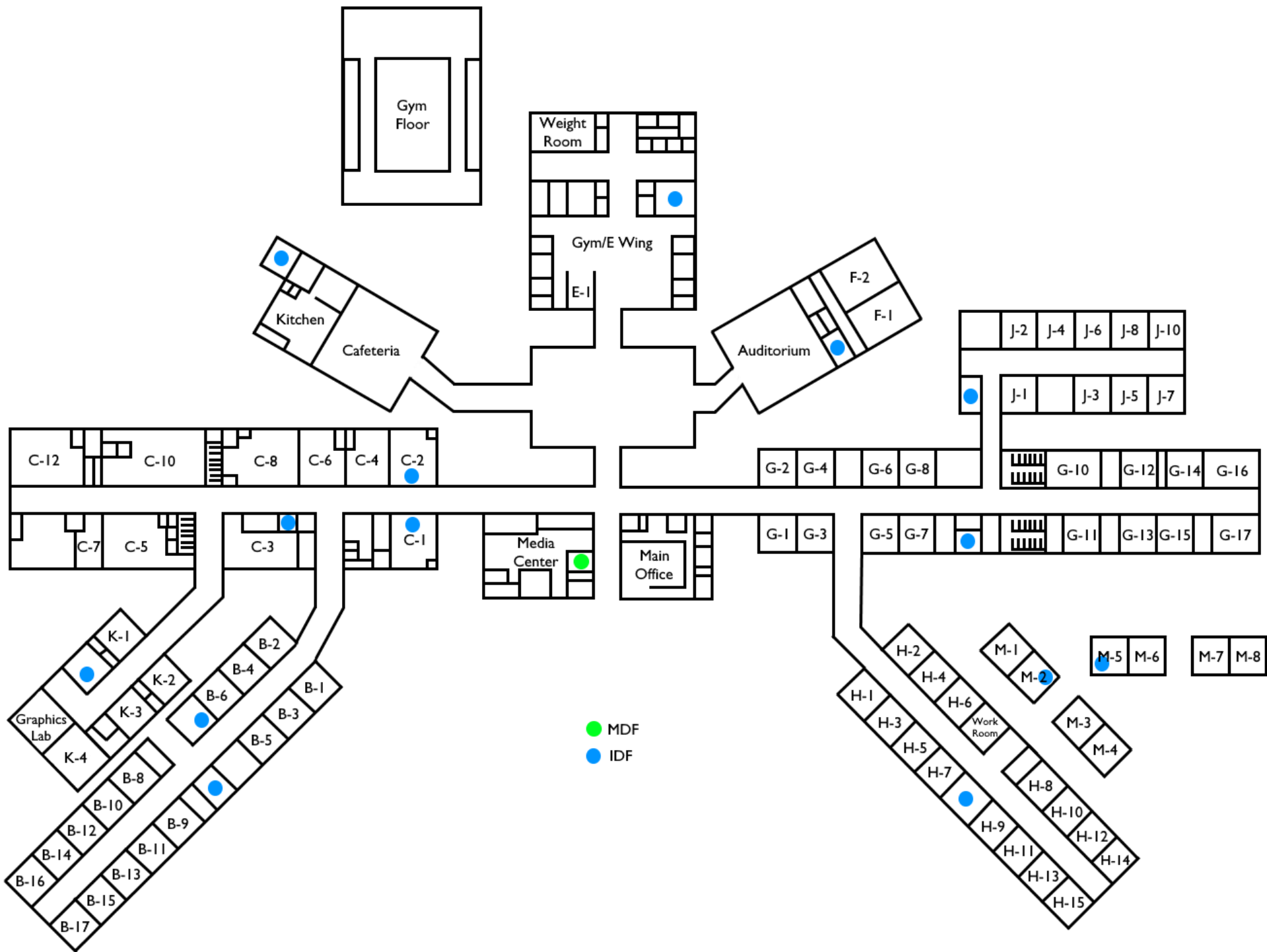
The District reserves the right to determine, on a case by case basis, whether or not implementation shall be contingent on receipt of a favorable FCDL for approximately the amounts anticipated; and in the case of multi-year contracts, this right may be newly asserted

for each successive year of the contract. In the event of funding at a lower level than anticipated, the District reserves the right to reduce the scope of work accordingly or to cancel the project entirely, at its sole discretion. The District also reserves the right to start service immediately upon contract award, with the understanding that services before dates allowed by E-rate program rules would not be eligible for E-rate discounts, to wait until dates allowed by E-rate program rules preceding the funding year or July 1 of the funding year, so as to ensure that all goods and services remain potentially eligible for E-rate discounts, or to wait for FCDL, after July 1, for the strongest assurance of discounts. The District may elect to award all, some, or none of the services bid.

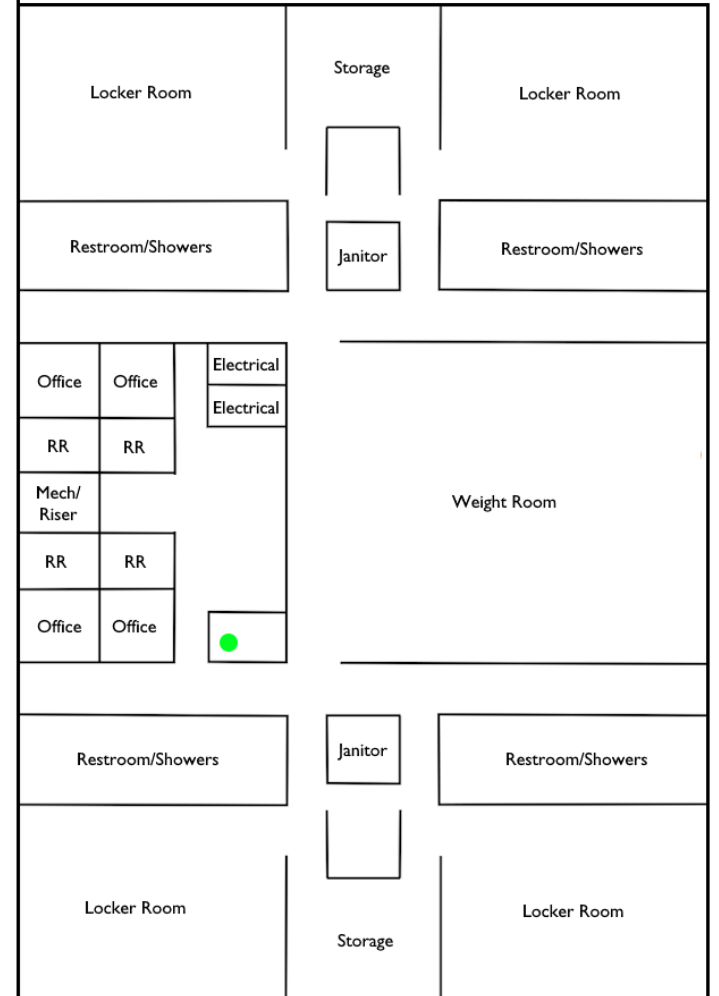
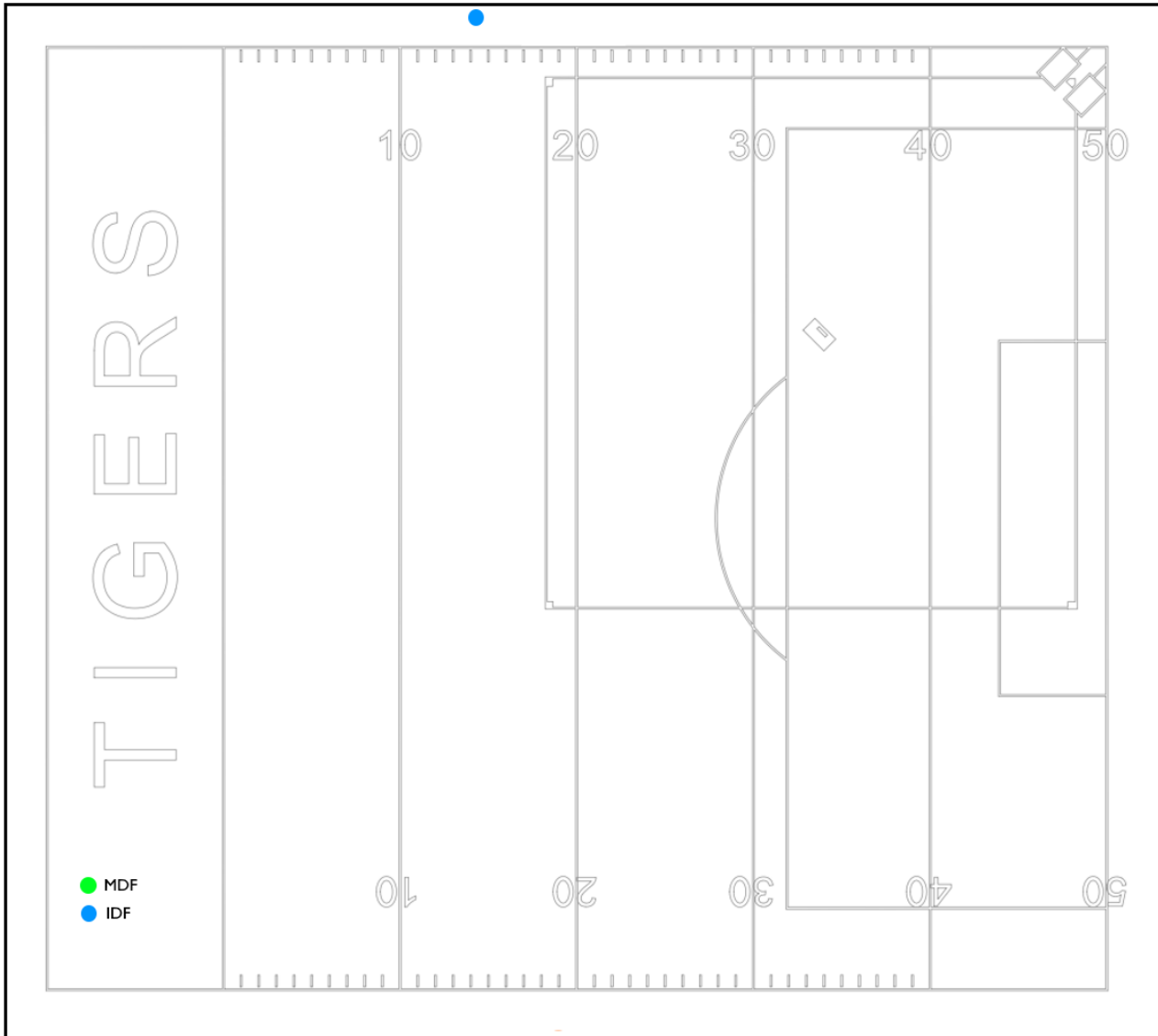
IX. MISCELLANEOUS

- A. If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
- B. It is the bidder's responsibility to comply with all local, state and federal laws as they apply to this bid.
- C. All bidders must submit a list with all required equipment/supplies needed for the project.
- D. The District is exempted from all sales and use taxes as outlined for all State of Georgia governmental agencies.
- E. Bid price is to be all inclusive with no further charges made against the District.
- F. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations.
- G. The District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
- H. The final awarding of this bid will be made by the Harris County Board of Education based on a recommendation from the Superintendent.

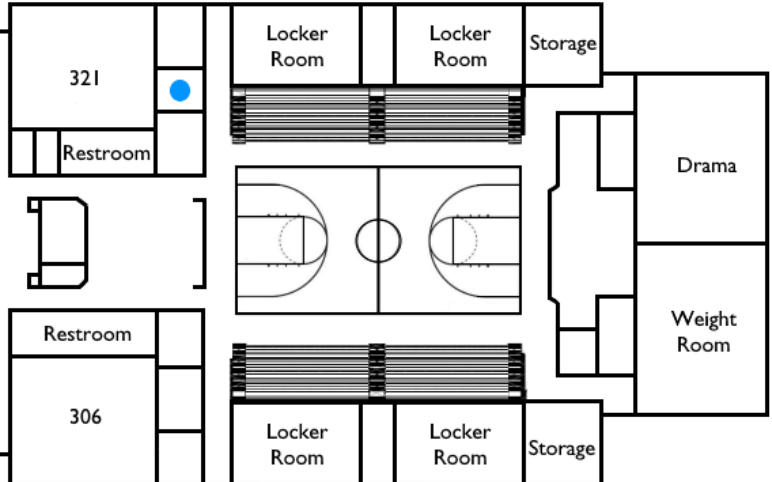
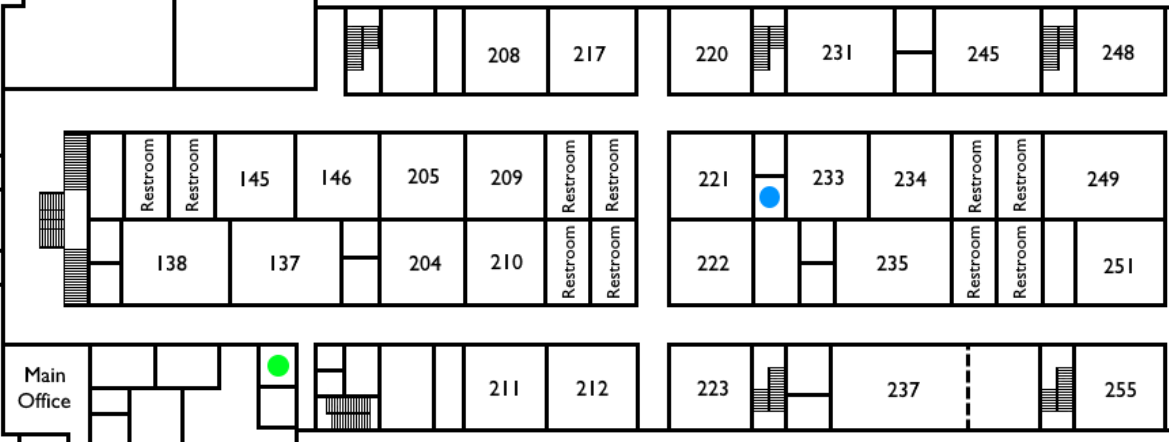
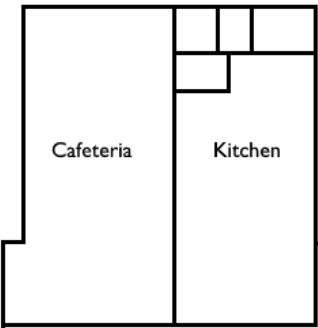
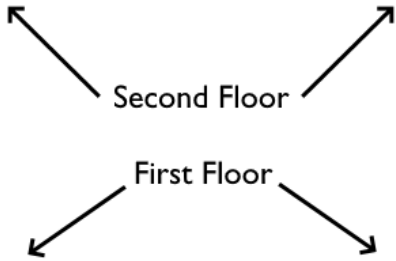
- I. All requirements specified in this RFP become part of any awarded contract.
- J. The District reserves the right to reject all bid proposals.
- K. The District reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.
- L. The District will review all proposals for service utilizing guidelines outlined by the Georgia State Bid Law.
- M. Any changes, additions, modifications to the bid request will be posted to the Harris County School System's website at the [E-rate FY25 HCSD Network Equipment web page](#). It is the responsibility of the vendor to check the website for any changes to the bid request.
- N. The deadline for proposals is December 12, 2024 at noon Eastern. Our preferred submission method is a PDF document sent via email to smith-jonathan@harris.k12.ga.us. Please include everything in the PDF that normally would be included in a hard copy. Late bids will not be opened or considered. No faxed bids will be accepted.**



Harris County High School



Harris County High School
Indoor Athletic Facility



● MDF

● IDF

Harris County Carver Middle School



HOPE Center



Harris County High School Science & Technology Center