

**JEFFERSON DAVIS COUNTY
SCHOOL DISTRICT
REQUEST FOR PROPOSAL
(RFP # 2019-1)**

E-RATE Funding Year 2019-2020
NETWORK UPGRADE PROJECT

Jefferson Davis County School District
Technology Department
1518 3rd Street
Prentiss, MS 39272

Contact: Eric Stewart
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E-mail: estewart@jdcsd.com
RFP/E-Rate URL: www.jdcsd.com

December 6, 2018

**STATEMENT OF QUALIFICATIONS
And
REQUEST FOR PROPOSAL
RFP # 2019-1**

Subject

RFP - The Jefferson Davis County School District will accept sealed statements of qualifications (SOQ) and proposals from qualified firms/vendors to purchase necessary equipment for network equipment for the FY2019-20 (E-RATE) cycle. Bidders must have a Service Provider Identification Number (SPIN) and this SPIN must be included on the bid proposal.

Those interested shall submit a signed, sealed SOQ and cost proposal to the district on or before **10:00 AM local time, January 22, 2019** at The Jefferson Davis County School District Central Office, located at 1025 3rd Street, Prentiss, MS 39474.

A **MANDATORY** vendor meeting/walk-through will be held on **January 8, 2019 beginning at 10:00 AM** at the Jefferson Davis County School District Central Office located at 1025 Third Street, Prentiss, Mississippi. Proposals from vendors who do not attend the conference WILL NOT be considered.

Purpose

Proposals are being sought by The Jefferson Davis County School District for the purpose of securing the most cost efficient way of upgrading the school district's centralized wireless controller, network switches, and UPS battery backup equipment in order to best support each school's classrooms, computer labs, and other support areas with adequate network equipment and wireless functionality.

General Requirements

The District will be looking for Cisco or equivalent network switches and Cisco or equivalent wireless equipment for this project. Proposed equipment must integrate with the existing network environment, wired and wireless, to ensure a seamless management and design. The District does not want a "cloud-based" wireless controller system.

It will be the responsibility of the bidder to check the RFP website daily (www.jdcSD.com) for any changes to the RFP or listing of bidder questions and answers that may arise.

Terms used throughout this RFP

JDCSD – The Jefferson Davis County School District

USAC – Universal Service Administrative Company

SPIN – Service Provider Identification Number

FCDL – Funding Commitment Decision Letter

FCC – Federal Communication Commission

SLD – School and Library Division

USF -- Universal Service Fund

All proposals and supporting documentation must be sent to:*(Submittal should be clearly labeled on the outside of the submittal)*

**Jefferson Davis County School District
 FY2019-20 Network Upgrade Project
 RFP # 2019-1**

Submittal should be addressed to:

Jefferson Davis County School District
 Attn: Eric Stewart, Director of Technology
 1025 3rd Street
 Prentiss, MS 39474

One original, two copies, and one electronic copy of proposals and statements of qualifications are to be prepared and delivered either by mail, Common Carrier, Federal Express or UPS to Jefferson Davis County School District 1025 3rd Street, Prentiss, MS. 39474 on or before **10:00 AM local time, January 22, 2019**, where they will be time and date stamped. In addition, the bid must be broken down per school campus must be shown, as well as, a grand total for the entire district project. All of the above bid documents must also be provided in electronic format on CD or Flash\USB drive. Emailed or Faxed Proposals will not be considered.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Jefferson Davis County School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or electronically transferred bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

PLEASE NOTE: Common Carriers, UPS and FedEx, in the Prentiss Mississippi area generally do not deliver overnight packages on time. The Jefferson Davis County School District will not be responsible for nor will it accept bid responses delivered after the deadline.

Selection Schedule

Event	Date(s)	Time
Release of RFP to vendors	12-19-2018	
Letter of Intent to Bid Due	1-07-2019	11:59 PM
<u>Mandatory</u> Site Visit/Meeting	1-08-2019	10:00 AM
Deadline for Submission of Proposals	01-22-2019	10:00 AM
Opening of Proposals (JCSD District Office)	01-22-2019	10:00 AM

Proposers are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Questions regarding the RFP may be emailed to estewart@jcdsd.com before January 8, 2019. A response

within 3-business days will be posted on the District's RFP web site, it will be the responsibility of the vendor/bidder to check the RFP website daily (www.jdcasd.com) for any changes to the RFP or listing of bidder questions and answers that may arise. If a response is not posted within 3 business days after submission of a question it is the responsibility of the respondent to contact Eric Stewart at 601-792-2738 to confirm receipt of your email.

Intent to Bid

Jefferson Davis County School District requests that all vendors interested in submitting a proposal complete the Letter of Intent to Bid that is provided at the end of this document. The Letter of Intent to Bid should be emailed to Eric Stewart at estewart@jdcasd.com prior to January 7, 2019 11:59 p.m. If an email reply is not received within 24 hours, it is the responsibility of the respondent to call Eric Stewart at 601-792-2738 to confirm receipt of your Letter of Intent to Bid.

Submitting a Letter of Intent to Bid does not commit you to bidding. The Letter of Intent to Bid is not a requirement to submit a proposal; attendance of the mandatory vendor meeting is a requirement to bid.

In the case of inclement weather or other unforeseen circumstances, all vendors who have submitted the Letter of Intent to Bid will be notified of a change to the mandatory vendor meeting date or time.

Basis of Award

1. E-rate approval by USAC
2. Bidder must have SLD SPIN
3. Please see "Vendor Requirements" on following pages for additional information.
4. Please also see "Criteria for Selection" on more detail on pages 7-8.

VENDOR REQUIREMENTS

Vendors who respond to this Request for Proposal (RFP) must be willing to provide the Network Upgrade Project (RFP # 2019-1) to Jefferson Davis County School District (The District). **The District will be looking for Cisco or equivalent network switches, Cisco or equivalent wireless equipment, and APC or equivalent Back-up/UPS equipment for this project.** Vendors who are responding to this RFP with Cisco or equivalent and Cisco or equivalent network equipment must state their certifications and must have a minimum of one Cisco Certified BNE or equivalent and one Cisco Certified CWNP or equivalent engineer(s) on staff and are employed full time by the proposing vendor. *It will be the responsibility of the bidder to check the RFP website daily (www.jdcisd.com) for any changes to the RFP or listing of bidder questions and answers that may arise.*

NON-APPROPRIATION OF FUNDS

In the event funds are not appropriated by The Jefferson Davis County School District governing body in any fiscal period for payments due under RFP # 2019-1, then the Director of Technology, or Superintendent's designee(s), will immediately notify the successful vendor(s), or designee(s), of such occurrence and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the School District of any kind whatsoever, except other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

AWARD OF SOME OR THE ENTIRE PROJECT MAY BE SUBJECT TO AVAILABILITY OF DISTRICT FUNDING AND PROJECT NEEDS.

The school district's vision for this technology project calls for the PURCHASE ONLY (no installation and configuration of new technology equipment, software and no additional services will be required from the successful bidder). **The Jefferson Davis County School District reserves the right to waive any informality and to reject any or all proposals.**

Proposals and statements of qualifications are to include the information requested in the following questionnaire precisely in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

One original, two copies and one electronic copy of proposals and statements of qualifications are to be prepared and delivered either by mail or Federal Express to Jefferson Davis County School District 1025 3rd Street, Prentiss, MS. 39474 on or before 10:00 AM local time, **10:00 AM local time, January 22, 2019**, where they will be time and date stamped. In addition, the bid must be broken down per school campus must be shown, as well as, a grand total for the entire district project. All of the above bid documents must also be provided in electronic format on CD or Flash\USB drive. Emailed or Faxed Proposals will not be considered. *(see page 3).*

A **MANDATORY** vendor meeting/walk-through will be held on **January 8, 2019 beginning at 10:00 AM**, at The Jefferson Davis County School District Central Office to discuss specific information and then proceeding to the District's Technology Department server room and respective school campuses if necessary. Any questions received will be discussed at that time and responses will be posted on the RFP web site for everyone to review after the meeting and/or walk-throughs have been completed. Written questions will be allowed for any vendor interested in responding to District's RFP and responses again will be posted on the RFP web site. The district will accept only ONE bid per vendor.

This Network Upgrade Project will be awarded to a **SINGLE** vendor that can quote all requested network equipment. Requested paper copies and one CD or Flash\USB drive of the proposal and other required documentation (*see page 3*) must be sent in a sealed envelope clearly marked with the words "**FY2019-20 Network Upgrade Project RFP # 2019-1**"

The Network Upgrade Project will include preferred equipment preference information and will be provided to each vendor who attends the mandatory vendor meeting/walk-through this information will include a listing of equipment specifications. The equipment specification list provided is a minimum guideline list.

STATEMENT OF QUALIFICATIONS FORMAT

Please provide the following information in the same format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format and sequence. Please provide succinct responses to the following questions and limit those responses to the page allowances set out in each item.

1. FIRM INFORMATION: (LIMIT 1/2 PAGE)

Name of Firm:

Address of Home Office and Address of Branch Office if Applicable:

Telephone Number(s):

Fax Number(s):

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other):

Year Founded:

Primary individual to contact:

2. ORGANIZATION: (LIMIT 1/2 PAGE)

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization opE-Rated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, and Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership, if applicable, names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. LICENSING: (LIMIT 1/2 PAGE)

3.1 List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

4. EXPERIENCE: (LIMIT 2 PAGES)

4.1 Describe your firms experience with completing this scope of work for public entities, if any.

4.2 Provide a list of the public entities previously assisted with contact names and phones numbers.

5. FEES:

5.1 Based on the requested network equipment outlined herein please describe your firm’s full price associated with the Network Upgrade Project (RFP # 2019-1.

Additional Warranty Instructions

Warranty for “outright purchase” of equipment and software should include at least one year *(with optional five year warranty to be listed separately from bid total, for purchase of equipment and software should be included for second through fifth years)*. **No re-furbished or “gray market” equipment will be accepted. All equipment must be new and “out-of-box” with full warranty and support.**

CRITERIA FOR SELECTION

The District will utilize the following criteria *(as the basis for the proposal evaluations & selection)*.

<u>Factor</u>	<u>Weight</u>
Price of the ELIGIBLE Equipment, Services & Warranties	50%
Prior Experience with the District	15%
Integration with existing network equipment	20%
Preference to Mississippi Based Companies	10%
Company Provides all Products	5%
Total	100%

The District reserves the right to select outright a single Proposer, and to waive the finalists’ state of the evaluation process in the event a Proposer has total points scored significantly higher than all the other Proposers responding to this RFP.

The District in its sole discretion may accept or reject any or all responses to this RFP and may waive all formalities, technicalities and irregularities. All bidders are placed on notice that award of the RFP will be based upon the products and services best suited to the District. The sole judgment of the District on such matters shall be final.

The District has identified the factors itemized above under scoring criteria as critical to a company's ability to effectively assist the District's purchase of stated network equipment. To be considered for evaluation, bidders must provide relevant responses to all sections of this RFP. *(100 evaluation points are possible)*. A separate response is requested for each criteria section. Appropriate labeling required. *(See details of each factor below and on the following pages)*.

A. Pricing (All Eligible Equipment, Cabling, Installation and Warranty)

- Proposer must abide by the district's bid policy.
- Proposer must abide by the state of Mississippi bid laws.
- Proposer must provide specific price quotes for stated network equipment. Proposer must allocate to the extent that a clear delineation can be made between eligible and ineligible components. Proposer(s) must provide school campus bid totals, as well as total cost for the entire project. In the occurrence of discrepancies between the total costs for the entire project and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

B. Prior Experience with the School District

The District has also determined that a company's background, experience, and financial stability are essential for the success of a long-term relationship with its selected Proposer(s). Proposers responding to this RFP should include information about their company's experience, financial stability, and quality of services and products and satisfaction of their clients. A minimum of three (3) references (school districts preferred) should be included in bid document.

C. Company provides all Products

The District is interested in providers that provide all components of the requested products for this RFP.

D. Mississippi Based Companies (K-12 Experience)

The District is interested in providers that understand the technology, administrative, and instructional challenges facing today's educators, children and administrators. The education environment is vastly changing with challenges that make technology decisions more important as they reach the District constituencies. The respondent must show that their solutions are sustainable within the framework of the District's resources to implement and maintain ongoing operations and that future support is local and Mississippi based.

The Jefferson Davis County School District will strictly adhere to the rules and regulations of the E-Rate program and State of Mississippi Procurement Law when evaluating bid responses.

ADDITIONAL TERMS AND CONDITIONS

A. CONTRACT TERM

The term of the contract term will begin when school board approves and a written contract is signed by both the District and the vendor/bidder selected. The term of the contract award will begin July 1, 2019. **Initiation of the contract is dependent on E-Rate funding, in the event E-Rate does not fund the project then the contract will be null and void. In addition, a Funding Commitment Decision Letter (FCDL) does not guarantee the District will proceed with this project and may only be able to proceed with portions of the project on a per school campus basis.**

Due to the fast pace of technology, equipment and new technology is constantly emerging. Since the earliest the Jefferson Davis County School District expects to receive funding for their Category 2 project is August 1, 2019, and because many things can change with technology and within the School District, the Jefferson Davis County School District will require that the awarded vendor or vendors complete a new walkthrough of all facilities after funding notification to reassess the technologies quoted and the schools' needs. If technology and needs have changed from the time of acceptance of the winning proposal, Service Provider agrees to work with the School to submit a service substitution to USAC for updated equipment and services.

B. CONTRACT/PURCHASE ORDER TERMINATION

The District shall reserve the right to terminate any contract/purchase order entered into as a result of the REQUEST FOR PROPOSAL at any time by giving thirty (30) days written notice of its intent to cancel. In the event the Proposer fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, the District will notify the Proposer, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a 10-day period, the Proposer must submit, in writing, why such corrective action has not been performed. The District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

This project will be subsidized by the E-Rate program and is therefore subject to funding availability and contingent upon E-Rate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC for this project and possible unforeseen financial circumstances, any contract arising from this RFP will also be contingent upon the District's availability of funds at the time of funding for the non-E-Rate portion of the project. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

C. INDEMNIFICATION

The Proposer shall be responsible for all damage persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. Proposer shall save and hold harmless the District and its School Board against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract/purchase order.

The successful Proposer will undertake and agree to indemnify and hold harmless the District and its board, individually or collectively, and the officers, agents, and employees of the District and its Board, from any and all such losses, expenses, damages (including loss of use), and to pay all damages, judgments, costs and expenses, including attorney’s fees in connection with said demands and claims resulting thereof. Any claims against the District must be filed with the State of Mississippi in the county of the District.

D. ATTORNEYS STATEMENT

In the event that the District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Proposer agrees to pay the attorney’s fees and expenses incurred by the District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney’s fees and court costs.

E. NEGOTIATIONS

The District reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.

F. ORDER OF PRECEDENCE

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order: (1) The REQUEST FOR PROPOSAL, and (2) Proposer Response.

G. PROJECT START DATE

The District reserves the right to start the project on or after July 1, 2019, even if the project has not yet received funding. All pricing proposed will be considered valid until the USAC final service delivery deadline has been reached.

EXHIBIT E-1 (PROPOSER’S CONTRACT DOCUMENTS)

Proposer shall provide a contract for products to be offered.

EXHIBIT E-2 (REFERENCES)

Reference List		
1	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address

	Scope of Work	
2	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	Scope of Work	
3	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	Scope of Work	

SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS

Please Note: This is hardware/software/licensing only RFP. The District will handle the installation and configuration of all equipment.

The following section provides more specific technical requirements/specifications for **RFP # 2019-1**. The Jefferson Davis County School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason specific network equipment (or equivalent) is being requested on this RFP. The District will standardize on Cisco or equivalent network switches, Cisco or equivalent wireless equipment, and APC or equivalent Back-up/UPS equipment for this project.

The District does not want a “cloud-based” controlled system. The District has already equipped the schools with Cisco 2702 LWAPs. As mentioned already in the RFP, the proposed solutions must integrate with the existing network environment and existing wireless APs to ensure a seamless management and design. Any on premise wireless management software solution offered must be able to successfully manage all current access point/arrays and newly installed access points/arrays from one management package/solution.

The above specified equipment does not include every part, piece, and accessory necessary for the system to be fully functional. Please ensure that all bids include all support, warranty, patch cables, stacking cables, modules, power cords, etc necessary for a total solution. Please ensure any ineligible items are clearly marked as ineligible on the bid. If any item quoted is partially eligible, please provide cost allocation showing the eligible amount and the ineligible amount with justification for the cost allocation method.

The awarded vendor will:

- (1) Provide new wireless system equipment, network switches and all other requested network equipment to support the wireless infrastructure and network backbone upgrade.
- (2) Submit a bid that includes total price of entire project AND must include breakdown list of all equipment and cost of each in line item (*with total cost*) PER school site.
- (3) Handle the acquisition/transfer of any license(s) for Access Point activation or utilization required for functionality.
- (4) Provide a solution for the network switches to include fiber modules, stacking cables and other components necessary. Furthermore, the district would like the Cisco equivalent to the WS_C2960X-24PS-L and WS_C2960X-48FPS-L for layer 2 switches.
- (5) Provide an all-inclusive solution including all applicable taxes, shipping costs, etc. Any charges not proposed in the bidders response, will not be allowed or paid by the District.
- (6) Provide new equipment purchased from an authorized reseller or manufacturer. No grey market, third party, or used equipment will be considered.

District Initiatives: Wireless Management

The District is deploying an onsite wireless controller to better meet the needs of its students, faculty and staff for wireless density. The wireless vendor must provide a wireless solution that provides management for all classrooms, labs and other instructional areas in all school buildings in the District. The District currently utilizes Cisco 2702 wireless Access Points to provide wireless access. We seek solutions that will be 100% compatible with our existing Cisco 2702 APs. We also seek a solution that allows client data traffic to be locally switched. All proposed solutions must ensure compatibility with our entire existing inventory of network hardware and software.

REMINDER: Warranty of the wireless solution

For all network equipment offered in this bid, the District requires the bidder to provide one, three, and five-year warranty options on the bid/quote, to include all hardware and/or software upgrades and technical assistance to the District local IT support staff as a part of the bid price. Vendor will provide explanation of manufacturer’s warranty on the one-year quote.

LETTER OF INTENT TO BID

Eric Stewart
Jefferson Davis County School District
estewart@jdcasd.com
601-792-2738

Reference: Jefferson Davis County School District 2019 E-Rate Bid

This letter is to notify you that it is our present intent to submit a proposal in response to the above referenced RFP. The individual to whom information regarding this RFP should be transmitted is:

Name: _____
Company: _____
Address: _____
City, State & Zip: _____
Phone Number: _____
E-mail Address: _____

Sincerely,

Signature

Title

SITE VISIT INFORMATION FORM

(Type or Print ONLY)

(Vendors should bring this completed to the site visit)

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9 DIGIT HOME OFFICE ZIP	
PHONE # OF HOME OFFICE	
Federal EIN	
DUNS Number	
E-Rate SPIN number	

CONTACT Name _____

CONTACT Phone Number _____

CONTACT Email Address _____