

Request for Proposal – Network Infrastructure Equipment

Moorhead Area Public School District (“the District”) wishes to take advantage of E-Rate funding discounts to provide 10GB networking connections with our schools, within our schools as well as upgraded switch port connectivity to our classrooms.

The deadline to receive written proposals must be received, by 2:00 pm on March 30, 2017 at:

**Moorhead Area Public School District
Attn: E-Rate Network Infrastructure Proposal
Business Services
2410 14th St. S.
Moorhead , MN 56560**

The written copy **MUST BE RECEIVED** by the deadline. Postmark dates will not count toward date of receipt. Late submissions will not be accepted. An exact copy of the written proposal must also be emailed to: techrfp@moorheadschoools.org prior to submission deadline.

Service Provider Criteria and Contract Requirements

E-Rate Compliance: Respondent must assure that its response is in compliance with all current E-Rate program guidelines established by the Federal Communications Commission (FCC). Information regarding eligibility of goods and services, invoicing requirements, documentation requirements and other program rules are available from the SLD by calling Schools and Libraries Division (SLD) of the Universal Service Administration Corporation (USAC) at 1-888-203-8100 or see their website at www.sl.universalservice.org .

Eligibility of Goods and Services: Goods and services provided shall be clearly designated as “E-Rate Eligible”. Non Eligible goods and services shall be clearly called out as 100% non-eligible or shall be ‘cost-allocated’ to show the percentage of eligible costs per SLD guidelines.

E-Rate Funding Year Boundaries: The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each fiscal year. of each fiscal year. Category Two components may be purchased and delivered on April 1st or after. The FCC contract ‘signing date’ must be April 15 or no later than 10:00 am April 18. Regardless of contract ‘signing date’, goods and services requested in this RFP shall be delivered no earlier than April 1, 2017. To assure that all charges are eligible for E-Rate funding, contract renewal and expiration dates shall coincide with the start/end dates of the E-Rate funding years.

SLD Invoicing: Respondents agree to conform to all E-Rate guidelines for the billing of discounts to the SLD. Billing method will be in SPI form (Service Provider Invoice): The Service Provider will only invoice the District for the cost percentage that applies to the District. The Service Provider will then invoice the SLD their percentage. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions. The Service Provider must provide copies of all invoices submitted to SLD for Moorhead Area School District records.

SPIN Number: Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) as part of their proposal.

FCC Approval: All work is subject to approval of the project by the FCC under the E-Rate discount program. All projects are contingent on funding from this program.

FCC/SLD Auditability: The E-Rate program requires that all records be retained for at least ten years. Respondent hereby agrees to retain all books, records, and other documents relative to this contract for ten (10) years after the last date of service. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the contractor and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

Proposal Evaluation

It is anticipated that an award will be made to the provider whose proposal is determined to be in the best overall interest of Moorhead Area Public School District. The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The following criteria will be used:

- 30% Total Price and Cost Effectiveness of Solution
- 25% Meeting Overall Requirements
- 20% Compatibility with existing Moorhead Area Public Schools networking infrastructure.

NOTE: Exact match products will receive the higher evaluative score.

- 15% Regional Vendor – within 150 miles of Moorhead, MN
- 10% Vendor demonstrated ability to deliver solutions (Experience with Moorhead Area Schools or Similar sized K-12 References)

Bidding Information

1. **Timelines:** It is the sole responsibility of the bidder to see that the proposal is received before the date and time listed. Postmarks will not be considered as an indication of successful submission.

2. **Questions Related to the RFP:** All requests for information related to this RFP must be made in writing via email to the techrfp@moorheadschoools.org address. All questions and answers will be posted publicly at <http://www.moorheadschoools.org/rfp>. All bidders will be responsible for checking this site for updated questions and answers during the bidding period. All questions must be submitted by 2:00 pm March 21, 2017. Questions will not be answered after the deadline.

3. **Hardcopy Required:** All proposals must be submitted in hardcopy in ink. No pencil marks or notations will be accepted.

4. **Costs:** All costs must be included in the bidder's proposal. Any expected shipping costs must be included in the proposal.

5. **Taxes:** Moorhead Area Public Schools is exempt from sales taxes.

6. **Signatures:** Each proposal must be signed in the name of the bidder and must contain a written signature of the person authorized by the bidding enterprise to submit proposals on its behalf. A typed spelling of the signature and the position of the signer must be included with the signature.

7. Withdrawals and Errors: The bidder may withdraw any proposal between the submission date and the date and time of bid opening. The request for withdrawal must be made in writing and can be emailed to techrfp@moorheadschoools.org. A bidder withdrawing a proposal will not be allowed to submit a new proposal. Proposals cannot be withdrawn after the March 30, 2017 2:30 pm opening date and time. Once opened, responding bidders will be responsible for any additional costs incurred due to pricing errors in the proposal if their bid is awarded a contract.

8. Evidence of Responsibility: Moorhead Area Public Schools reserves the right to request evidence from each respondent showing the bidder's financial, technical expertise, and staffing ability to fulfill the contract.

9. Acceptance or Rejection of Proposals: Moorhead Area Public School District reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. The District reserves the right to reject a pricing proposal if E-Rate funding is not secured.

10. Contract: The awarded bidder will be required to enter into a written contract with Moorhead Area Public School District. These bid specifications and the bidder's proposal will be attached to, and become part of, the final contract documents.

11. Award of Contract: No purchase will be made without the approval of the Moorhead Area Public Schools Board of Education. A vendor acceptance letter will be sent via email to winning vendors. This letter will have relevant contingencies clauses included.

12. Prevailing Law: In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations, or rules, then the latter will prevail.

13. Brands: Moorhead Area Public School District has provided manufacturer preference but is willing to accept proposals featuring other equipment that is functionally equivalent. Functional equivalence must be proven through documentation provided by the bidder, and product sheets or links to online product sheets must be included in the bid response. When bidding an alternative, bidder must ensure that any additional components or licensing costs required to integrate into the existing Moorhead Area Public School District network are included in the bid.

14. Federal and State Regulations: The bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of the contract.

15. Delivery: All items shall be delivered in quantities specified in the contract to the Moorhead Area Public Schools District Office, at 2410 14th St S, Moorhead, MN. All items furnished will be subject to inspection and/or rejection by Moorhead Area Public School District for defects or non-compliance with the specifications. Any costs associated with rejected items due to non-compliance, defect, or damage will be the responsibility of the seller. The seller warrants that all articles furnished shall be free from all defects of material and workmanship.

16. E-RATE Participation: Moorhead Area Public School District is participating in the Federal Universal Service Discount program for schools and libraries (E- Rate), offered by the Federal Communications Commission (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E- Rate funding by the SLD. The District

reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely approve the request for funding submitted referencing this proposal.

17. **SPIN:** Each vendor providing services to Moorhead Area Public School District, as part of the E-Rate program, must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. SLD can be reached online at <http://www.usac.org/sl/providers/>

Current Equipment

Moorhead Area Public Schools runs a wide area network via dark fiber from the Moorhead High School to each building location in a “hub and spoke” configuration.

The wired network is currently made up of Cisco switching equipment with each building head-end switch connected to Moorhead High School via redundant 10GB connections. Moorhead High School’s core switch supports 10GB SFP modules listed in the Equipment Spreadsheet (at the end of this document) without the need for any licensing or software upgrades. All current Cisco switches run the LAN based version of the operating system.

Scope of Work

All equipment will be configured and installed by Moorhead Area Public School District Technology staff. Bidders may add line(s) to the Equipment Spreadsheet offering a per hour rate for configuration and/or installation assistance. In addition, bidders should include a summary page listing company information, primary contact and a project bid total.

- All equipment must be new and from an authorized reseller of the manufacturers product for which they are quoting. No refurbished or “grey-market” gear will be accepted. The following are the minimum requirements for the network equipment.
- All equipment must include a minimum of one (1) year “8x5 Next Business Day” hardware support unless otherwise stated in the Equipment Spreadsheet.
- Scoring preference may be given for switches with higher warranty or replacement levels.
- Switches must include rack mounting hardware.
- Network infrastructure must support integrating to district’s existing EIGRP route plan.
- Switches must be stackable without the use of one the 10/100/1000 48 copper ports on board.
- Switches must support 10 GB Uplink Capability as specified.
- Switches requiring 10GB uplink must include any necessary licensing for configuration as specified, including those switches defined as Wide Area Network backbone links.
- Layer 3 switches must support Universal PoE (60W)
- Layer 3 switches must support Stack Power
- Switches must be capable of POE on all ports with a minimum power budget of 740 Watts (48 Port) and 370 Watts (24 Port).
- Layer 3 switches must support Netflow
- Switches must include LAN Based or equivalent IOS.

Bid prices must remain firm for the duration of the contract, with the exception of price decreases.

It is understood that new technologies or improved or enhanced products may become available that supersede existing products in both price and performance after a bid award. No change in the products and/or services specified in the signed contracts resulting from awards of this RFP will be allowed without prior written consent and approval from Moorhead Area Public School District after being provided with an explanation of the benefits of such a change, and this change cannot result in increased costs.

Network Equipment to Bid:

Quantity	Part Number	Description	Unit Cost	Total Cost
Cisco 48 Port mGig Switches				
27	WS-C3650-12X48FD-L	Cisco Catalyst 365048 Port mGig, 2x10G Uplink, LAN Base		
27	S3650UK9-163	UNIVERSAL		
27	PWR-C1-1100WAC	Cisco-1100W AC Power Supply-Included		
Cisco Cables and Stack Modules				
25	C3650-STACK-KIT=	Cisco Catalyst 3650 Stack Module		
25	STACK-T2-50CM	Cisco 50CM Type 2 Stacking Cable		
5	STACK-T2-1M=	1M Type 2 Stacking Cable		
5	STACK-T2-3M=	3M Type 2 Stacking Cable		
42	SFP-10G-SR-S=	10GBASE-SR SFP Module, Enterprise-Class		
Cisco Catalyst 2960X Switch				
11	WS-C2960X-48FPD-L	Cisco Catalyst 2960X Switch - 48x10/100/1000-740W PoE+ -2x1/10GB SFP Uplinks		
		TOTAL COSTS		