

# REQUEST FOR PROPOSAL (RFP)

## Network Infrastructure Upgrade

**School Corporation:** South Henry School Corporation

**Issue Date:** November 28th, 2016

**470 #: 170051311**

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through fair and competitive negotiations for Network Infrastructure upgrades.

The goods and services requested in these documents are part of the E-Rate filings for South Henry School Corporation for the 2017 funding year.

Further information can be found at the USAC Website [www.universalservice.org](http://www.universalservice.org)

- The vendor must provide their E-Rate Service Provider Identification Number (SPIN) number on the proposal in order to be eligible for consideration.
- The vendor must agree to comply with rules and regulations of USAC. Vendors must be familiar with billing methods and timelines associated with USAC.
- Bids and awards related to this RFP are subject to receiving approval for funding through the E-Rate process. In the event projects are not funded, South Henry School Corporation reserves the right to modify the scope of the project or cancel the project.
- This project may not be implemented until an E-rate Funding Commitment is received.
- The winning vendor must complete the necessary FCC Form 471 templates required for each school/entity, i.e. Internal Connections, Basic Maintenance of Internal Connections, and Managed Broadband Services.

### BACKGROUND

- South Henry School Corporation will be upgrading their network switch infrastructure and wireless platform as outlined in the specifications section of this document.

### SITE VISITS

- Questions or arrangement for a site visit to look at any installation may be submitted to Scott Richie, Technology Consultant, through email at [erate@shenry.k12.in.us](mailto:erate@shenry.k12.in.us)
- Answers to questions may be shared with other vendors if necessary to provide clarification to the RFP Process.

### DUE DATE

Proposals will be received in the South Henry School Corporation Administration Office at the following address: 6972 South State Road 103, Straughn, IN 47387 until 1:00 P.M. EST Friday, January 6th, 2017. Proposals must be submitted in a sealed envelope with a return address, plainly marked on the outside; "RFP for Network Infrastructure upgrades". Proposals may also be submitted via email to [erate@shenry.k12.in.us](mailto:erate@shenry.k12.in.us) until 1:00P.M. EST Friday, January 6th, 2017. The South Henry School Corporation Board of Education reserves the right to reject any or all bids.

## SPECIFICATIONS

Listed below are part numbers and quantities for proposal. Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality.

South Henry School Corporation reserves the right to adjust any and all quantities prior to purchasing to meet the needs of the corporation.

### Tri Junior-Senior High School

Function	Part Number	Description	Location	Qty.
Switches	J9772A	Aruba 2530-48G-PoE+ Switch	IDF	2
Switch Connector	J4858C	Aruba X121 1G SFP LC SX Transceiver	IDF	4
Data Protection	SMC1500-2U	APC Rack Mount 1500 UPS	IDF	1
Rack	SRW12US	Tripp Lite 12U Wall Mount Rack	IDF	1
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	50
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		50
Installation	AP Installation	Install Access Points, verify connectivity, label		8
Cabling	AP Cabling	Cat6 Plenum rated cabling from designated Data Cabinet to each AP (300 feet each); 1 drop per Access Point. Must include patch panels and 7-foot patch cable		8
Cabling	IDF Cabling	12 strand Plenum rated Multimode OM4 LC-LC from MDF to IDF Data Cabinet (375 feet) Must include termination and patch panels	MDF-IDF	1

### Tri Elementary School

Function	Part Number	Description	Location	Qty.
Wireless	MR52	Cisco Meraki Wireless Access Point MR52	Building	28
Wireless	LIC-ENT-5YR	Cisco Meraki AP License		28

## PRICING

- Each proposal shall provide a separate section listing for each school/entity with all costs associated with the proposal.
- Each line item on the proposal should clearly list the following information:
  - Location (Building Name)
  - Quantity
  - Manufacturer
  - Part Number
  - Description
  - Unit Price
  - Extended Price
  - Classification (See categories below)
- List the classification for each line item of products/services in a separate column on the proposal/bid from one of the following categories:
  - Cabling or Connectors
  - Caching (equipment or recurring service)
  - Data Distribution (router or switch)
  - Data Protection (firewall or UPS)
  - Miscellaneous (installation or training) - Please note that you should include who is doing the training, who is being trained, and when the training will take place.
  - Racks
  - Software (Operating System Software of Eligible Equipment)
  - Wireless Data Distribution (Antenna, Access Point, or LAN Controller)
- Labor pricing for installation of Access Points and communication racks must be listed separately.
- Any ongoing subscription pricing must be listed separately.
- Licenses, software, and basic maintenance for the adequate performance of eligible components should be included in the proposal.
- If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- If applicable, vendor is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.
- While price will be the most heavily weighted factor in our evaluation of the bids, the School Corporation reserves the right to award the proposal to the best-qualified vendor.

## POST INSTALLATION REQUIREMENTS:

- For cabling, contractor shall provide documents showing the locations of all cabling drops installed as part of this project and all MDF/IDF locations (as-built drawings).

## REFERENCES

The vendor must include a list of at least three (3) clients for whom the vendor has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information. In addition, a brief description of services rendered for the reference should be included.

## EVALUATION CRITERIA

Criteria
Cost
Adequacy of the responses to this RFP
References from three other schools/libraries supporting satisfactory performance of the service from the vendor
Invoicing: Reimbursements/Discounts (preference is given to vendors who are willing to discount invoice with E-Rate discount)
Local or in-state vendor

## TIMELINE

- Bids Due January 6th, 2017 at 1:00 PM EST
- Target date for review of proposals January 9th, 2017
- Anticipated selection of vendor January 11th, 2017

## POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Scott Richie, Technology Consultant  
Address: 6972 South State Road 103, Straughn, IN 47387  
Email: [erate@shenry.k12.in.us](mailto:erate@shenry.k12.in.us)