



E-Rate Eligible Products & Services

Request for Proposal

January 23, 2012

Commerce City Schools

270 Lakeview Drive

Commerce, Georgia 30529

Phone: 706-335-5500 Fax: 706-335-5214

www.commerce-city.k12.ga.us

Introduction

The Commerce City School District is requesting proposals for E-rate eligible products and services. We are inviting providers to submit proposals for our district for the upcoming E-rate funding year. Proposals must address requirements specified in this RFP.

E-rate funding is required for this project. Only qualified E-rate contractors will be considered. Please provide a SPIN (Service Provider Identification Number) on proposal submittals.

Equipment purchase is dependent on E-rate funding for the school year 2012-2013. All equipment installation will be coordinated with CCSD technology staff to ensure maximum network uptime is maintained. Network outages are not acceptable during normal school hours without prior approval by school administrators and CCSD technical staff.

PROPOSAL DUE DATE/TIME: **February 20th, 2012, 2:00 p.m. EST**

RETURN ALL PROPOSALS VIA: Mail or Deliver by hand to:

Commerce City Board of Education
Attn: Tobie Jones
270 Lakeview Drive
Commerce, GA 30529

Also send a soft copy via email to: Hugh Manning at HDM@HKY.com

Direct all questions concerning this RFP to:

Hugh Manning

K12 Consultants

HDM@HKY.com

1. GENERAL INFORMATION FOR PROPOSERS:
 - A. From the issue date of this request for proposal (RFP) until an award has been announced, vendors shall not communicate with any Commerce City School District employee concerning the RFP process.
 - B. All amendments and/or addendums will be provided to vendors who have received this RFP.

2. QUOTATIONS
 - A. The Board reserves the right to:
 1. Waive formalities and technicalities in any quotation.
 2. Reject any and/or all quotations when in its judgment, it will be in the best interest of the school system.
 3. Accept the quotation that in its judgment will be in its best interest.
 4. Purchase from any source, in part or in whole any supplies, equipment or services.
 5. At its option, award on individual items or on an entire package basis.
 6. Award to the vendor who in the Board's opinion is most responsive and responsible and will perform in the best interest of the school system.
 - B. Quotations must be made according to the proposal template.
 - C. Proposal Assessment Criteria. The following criteria will be applied to the assessment of proposals submitted:

PROPOSAL EVALUATION ASSESSMENT

<u>Factor</u>	<u>Weight</u>
Price	35%
Understanding of Needs /Completeness of proposals /Quality of Solution	25%
Certifications and Capabilities of Staff	10%
Location	10%
Prior Experience with CCSD	10%
References Provided/Feedback	10%
Total	100%

3. PRICE

Price quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment, supplies and/or services described herein. CCSD is exempt from state sales tax. All fees shall be included in the price.

Sites that do not receive E-rate funding may or may not be funded locally; therefore it is imperative that Proposals reflect both a total system wide price and a price per site. For comparative analysis equipment quantities must be listed for each site. Pricing on submittals will be formatted as follows.

4. AWARD

Multiple vendors may be awarded contracts.

5. TRADE NAME

Proposers are required to indicate the brands and models of merchandise and/or services quoted. Models listed in specifications are used as a standard of quality and/or clarification of desired product. Equivalent brands and models are acceptable.

6. INSPECTION

All merchandise and services shall be subject to inspection after arrival at destination or completion of work. In case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the Board has the right to reject such items and/or services and return them at vendor's expense.

7. PAYMENT

CCSD shall make payment for goods and services within thirty (30) days upon receipt, inspection and acceptance by CCSD personnel and receipt of invoice.

8. FACILITIES AND EQUIPMENT

The proposer shall be responsible for the protection of CCSD premises and property, and will be held liable for any damages caused by the vendor, vendor's employee(s) or vendor's agent during the execution of this project, resultant purchase orders or contracts.

9. INTERPRETATION

If a proposer contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents, submit a request for interpretation via email to Hugh Manning at HDM@HKY.com

10. INDEMNIFICATION

A. The proposer does hereby indemnify and shall hold harmless Commerce City School District, it's Board members, employees, and agents (each of the forgoing being hereafter referred to individually as "Indemnified Party") against all claims, demands, causes of actions, actions, judgments or other liability including attorney's

fees arising out of, resulting from or in connection with the proposer's performance or failure to perform this agreement, including but not limited to:

1. All injuries and death to persons or damage to property, including theft.
 2. Proposer's failure to perform all obligations owed to the proposer's employees including any claim the proposer's employees might have or make for privilege, compensation or benefits under any CCSD benefit plan.
 3. Any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.
- B. The proposer's obligation to indemnify any Indemnified party will survive the expiration or termination of this agreement by either party for any reason.

11. TERM OF CONTRACT

By submitting a proposal in response to this RFP, the proposer is agreeing to guarantee prices beginning July 1, 2012 and ending September 30, 2013.

12. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

By providing a proposal or bid, proposer/bidder certifies that he/she is in compliance with O.C.G.A. § 13-10-90, et. seq. No proposal or bid will be considered by the BOE unless it is accompanied with a signed, notarized affidavit from the proposer bidder attesting to the following:

- (a) The affiant has registered with and is authorized to use and uses the federal work authorization program
- (b) The user identification number and date of authorization for the affiant; and'
- (c) The affiant will continue to use the federal work authorization program throughout the contract period; and
- (d) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required in subparagraphs (a), (b) and (c) of this paragraph.

13. Prior to the award of a contract, the proposer shall provide the Owner with a 100% project value performance and payment bonds pursuant to Title 36 of Official Code of Georgia Annotated. In addition, a bid bond must accompany any submitted proposal, pursuant to O.C.G.A. § 36-91-50.

The District reserves the right to do part, all or none of this project.

RFP Schedule

RFP Posted	January 23 th , 2012
Submit Letter of Intent to Bid	January 27 th , 2012
Site Visit	January 31 st , 2012, 10:00 AM Commerce Middle School, located at 7690 Jefferson Rd, Commerce, GA. 30529.
RFP Questions Submitted	January 31 st , 2012
RFP Answers Provided to Vendors	February 3 rd , 2012
RFP Responses Due	February 20 th , 2012 2:00 PM EST

Internal Connections E-rate Projects

Part 1: Network Cabling/Switch Upgrades

- Network shall deliver 1GB to the desktop with 10GB links between closets. (Preferred)
 - District will also consider 100MB to desktop solutions.
- Topology shall be a star network with each IDF connecting back to the MDF by independent runs of fiber. Vendors shall install a minimum of 12 strand multimode fiber where necessary. All optical components necessary should be included in proposals. (Fiber termination housing, SFP modules, etc)
- Proposals must include a detailed list of the proposed switches for each network closet with pricing per switch and component. An overall network diagram is also requested.
- Proposal must include pricing for all new fiber patch cables required for the project (type ST). Copper patch cables shall be provided with each drop. Lengths and color shall be confirmed with the owner.
- The proposed solution should also include a management software suite to facilitate switch upgrades, configuration, monitoring, etc. Commerce City Schools presently uses HP ProCurve Manager for its HP equipment, and requires equivalent or better brands. Quote additional licenses as needed.
- Include maintenance on products that do not have a lifetime warranty.
- HP Procurve switches are presently used, equivalent brands or better will be acceptable.

This proposal shall include installation, configuration, maintenance, and equipment inventory documentation. Inventory documentation will include serial numbers, part numbers, site location, and distribution facility locations. Installation will include adding an inventory barcode label that will correspond to the inventory of each individual part.

Replace and/or upgrade existing network wiring in the following schools. Any network wiring being replaced shall be removed.

School	Estimated # of Drops	Notes
Commerce Primary School	400	Existing CAT5 wiring shall be replaced. Existing IDFs may need to be relocated
Commerce Elementary School	240	Existing CAT5 wiring shall be replaced.
Commerce Middle School	240	Addition of CAT6 drops. No cabling shall be removed.

Installation will include supplying new patch panels, racks and cabinets where necessary. Cabling must be certified and tested. Certification reports shall be provided to the owner. All patch cable wiring should be installed and dressed appropriately. Plastic cable ties are not acceptable in dressing patch cables in racks. Only easily removed cable tie downs including, but not limited to, Velcro straps should be used to facilitate future patch cable management.

The district requires APC branded UPS equipment (or equivalent or better) with network management and environmental monitoring modules. Electrical requirements shall be confirmed with the owner prior to ordering. Units should run on standard 20A receptacles unless otherwise noted. Vendor shall notify owner if other electrical modifications are required. Switches in main MDF or IDF should be mounted on a rack with a large enough UPS to support all switches. A network map of runs and numbered/labeled terminations is required.

The district requires APC, Ortronics, equivalent or better branded enclosed cabinets.

Cable management shall be included in any cabling proposal. The district requires Panduit, equivalent or better branded vertical and horizontal wire management components.

Example Part Numbers: WMP1E, WMPVHC45E

PROPOSALS

All proposals will provide costs per item per closet as shown below.

Proposal Template:

School	Location			
QTY	Part Number	Description	Price	Totals
2	Switch ABC	abcabcabc	\$xx.xx	\$xx.xx
2	UPS ABC	abcabcabc	\$xx.xx	\$xx.xx
55	Data Drops	abcabcabc	\$xx.xx	\$xx.xx
4	Wireless AP ABC	abcabcabc	\$xx.xx	\$xx.xx

Part 2: Wireless LAN

An 802.11n wireless solution, which will cover 100% of classrooms and common areas, shall be installed in the following schools. A managed administrative interface with VLAN capabilities is required. Commerce City Schools requires Aruba Networks, equivalent, or better branded wireless equipment. The number of required access points shall be determined by the vendor. Adequate network drops shall be run to support required access points.

<u>Location</u>	<u>Approximate Sq. Footage</u>
Commerce Primary School	55,000
Commerce Elementary School	40,000
Commerce Middle School	76,000

Part 3: DNS/DHCP/Email Server Upgrade

1) This Email Upgrade project has the following requirements:

- Upgrade/Conversion from Exchange 2003 to Exchange 2010 or equivalent
 - Provide options for local installation, Cloud based (Exchange Online) or hybrid
- Provide email for staff, approximately 300 accounts
- Provide email for students, up to 1500 accounts (all grade levels), but likely only grades 6-12, or approximately half of the 1500 total.
- The student email must be a separate system from the staff email.

The proposal shall include purchase of Exchange 2010 Enterprise software & CALS (or equivalent): server and any necessary client licenses, as well as Server 2008 Enterprise server software (or equivalent), and/or client licenses if that is a requirement to operate the new email system.

The awarded vendor will work with district staff to integrate Exchange 2010 (or equivalent) into existing systems (such as Mitel Newpoint voice mail) as much as possible.

2) DNS/DHCP server upgrades

- New DNS/DHCP servers shall be provided at each location (4 schools and district office)
- DNS & DHCP shall include converting existing systems and thorough testing of new systems.

The district would like proposals to be in 2 versions which are listed below and discussed in more detail further on in this document:

1) Traditional

2) Virtual

The district prefers new servers be current HP models (or equivalent). Rack or tower configuration should be confirmed by site.

RAM—12 GB or more

Dual power supplies

2 or more processors, Intel® Xeon® E5620 or better

3 year warranty

Operating System for all servers is to be Windows Server 2008 R2 Standard or better.

All client software must be compatible with Windows XP Pro and Windows 7 clients.

Maintenance (software = technical support & upgrades for software; hardware = warranty service) for all products is to be included in the quote. Discuss options with the District concerning options with software buying: one time purchase vs. annual fee.

Hardware Versions of Proposals:

Traditional: Individual dedicated servers

Virtual: Servers with VMWare or Microsoft Hyper-V

The District would like to take advantage of new money-saving technology such as blade servers and virtual servers. The successful proposal will include options for both versions listed above. This project, if E-rate funding is awarded, will likely be the District's first venture into either blade or virtual servers. The proposer will need to research carefully what parts of the proposals are ineligible for E-rate. Some of these advanced technologies may not be eligible and this could affect which option the District is able to choose based on final cost to the District. The District encourages proposers to ask questions as they work on proposals, so that solutions are workable, meet the Districts long-term needs, is financially efficient, and fits in with E-rate criteria. Virtual server proposals should include training for district staff.

Part 3: WAN Upgrades

The district is seeking proposals to upgrade the WAN connection to each school.

- Upgrade optical equipment at the following schools to support 1GB or better connections using current district owned fiber.
 - Commerce Primary
 - Commerce Elementary
 - Commerce High
- Provide high speed WAN connection to Commerce Middle School
 - Dark fiber, or other eligible service to provide 100MB or better (to replace current wireless solution)
- Provide new core switch/routers at district office to support WAN connections. Proposals should include equipment capable of at least 100MB up to 10GB.
- Proposals shall include all new optical equipment

Part 4: Internet Connections

- Provide quotes for a minimum of 12MB Internet connection at district office. Proposals may include higher connection speeds.
- Provide new district firewall (system currently uses Watchguard X1250e).

Part 5: VOIP

Expand VOIP system currently in place. The district currently has a Mitel 3300 system serving the district office and Commerce High School. The district is seeking proposals to expand this system, or equivalent, to the districts' other three schools.

Part 6: IPTV

CHS – Provide and install HD compatible encoding equipment compatible with *MediaMaster* branded IPTV equipment.

INTERNAL CONNECTIONS MAINTENANCE REQUIREMENTS TO BE ADDRESSED IN PROPOSALS

Basic Maintenance of all E-rate eligible internal connections in the district will be included in this proposal. Vendors will provide an hourly rate for a network engineer level employee, an hourly rate for an employee with MCSE or equivalent, and an hourly rate for a Network A+ certified employee. Proof of certifications will be required for the employees who will be servicing the district.

The district will only be responsible to pay for the actual amount of hours used by the district. If the hourly rate for maintenance will vary dependent upon the total number of hours used by the district, then that must be stated in the proposal.

Proposal Template:

Maintenance	
Description	Hourly Rate
Network Engineer	\$xx.xx
MCSE or equivalent	\$xx.xx
Network+ or equivalent	\$xx.xx

I state that I am and /or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my proposal meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

I certify that I have read and understand the terms and conditions herein.

SUBMITTED BY: _____ DATE: _____

TITLE: _____ EMAIL: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ ST: ____ ZIP: _____

TELEPHONE NUMER: _____ FAX NUMBER: _____

COMPANY WEBSITE: _____

SIGNATURE: _____