



LEAD Public Schools
Request for Proposal
#170328
Network Infrastructure Improvements

Prepared By:

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Date posted: Tuesday, Tuesday, March 28th 2017

Walk through date: Tuesday, April 4th 2017

There may be amendments to this RFP. Amendments will be posted at www.leadpublicschools.org via this [link](#) on Thursday, April 6.

To request copies of amendments via email, submit the following information [Company name, address, phone, contact name, and email address] to nathan.madigan@leadpublicschools.org

Deadline for Vendor questions/clarification regarding this proposal: Wednesday, April 5th, 2017 Submit questions electronically: nathan.madigan@leadpublicschools.org

Date responses due: Friday, April 27th, 2017 Submit proposals electronically:
nathan.madigan@leadpublicschools.org

All correspondence must include "RFP# 170328" in the subject line in order to be considered

1. Proposal Terms

a. Purpose of this proposal

- i. The term "RFP" refers to this Request for Proposal. The term "Vendor" refers to any party interested in this RFP. The term "Contractor" refers to the vendor whose proposal is selected. The term "LPS" refers to Lead Public Schools. Individual facilities shall be referred to as follows: "LAHS" for LEAD Academy High School, "LPSE" for LEAD Prep Southeast, "BC" for Brick Church, a LEAD Public School, "CCP" for Cameron, a LEAD Public School, "NB" for Neely's Bend, a LEAD Public School
- ii. LEAD Public Schools is a rapidly growing Charter Management Organization providing 5-12 education to scholars in the Metro Nashville, TN area. As of the date of this RFP, LPS manages 5 schools, with a new high school beginning operation in the fall of 2017. This project entails the network infrastructure improvement of all 6 schools to be operated by LPS in Metropolitan Nashville TN, as well as future schools opened by LPS in the area. The schools to be operated in the fall of 2017 are:
 1. LEAD Academy High School
 2. LEAD Prep Southeast
 3. Brick Church, A LEAD Public School
 4. Cameron, A LEAD Public School
 5. Neely's Bend, A LEAD Public School
 6. LEAD Southeast High School
- iii. It is anticipated that the physical installation work of initial equipment/services procured through this RFP should be completed during the summer of 2017, dependent upon approval of E-Rate funding
- iv. The purpose of this RFP is to include all equipment, materials, labor, and services that are necessary for the proper installation and operation of the proposed network infrastructure upgrades.
- v. The selected Contractor agrees to adhere to the RFP and accepted installation practices, codes, and standards, and to the attached Technical Specifications and Scope of Work, as included in this RFP
- vi. All cabling and equipment will be installed in a professional manner in the locations agreed upon by Vendor and LPS, unless changed by mutual agreement.

- b. Proposal format
 - i. Any questions or concerns regarding this proposal should be directed, in writing, to: Nathan Madigan nathan.madigan@leadpublicschools.org
 - ii. The services included in the RFP are eligible for the USAC E-Rate program. Funding will come from E-Rate and local funds. Vendors submitting proposals must be in compliance with the Federal E-Rate program, and must provide a valid SPIN (Service Provider Number) obtained from USAC.
 - iii. All submitted proposals will become public record after award. Submission of a proposal is an official waiver of confidentiality.
 - iv. LPS makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirement of this RFP when deemed to be in LPS' best interest. Representations made within the proposal WILL BE BINDING on responding Vendors. LPS will not be bound to act by any previous communication or proposal submitted by the Vendors other than this RFP.
 - v. All responses should be clear and complete, avoiding unnecessary technical jargon. It is the responsibility of the Vendor to define any terms specific to the company or industry unless such terms have already been defined in this RFP.
 - vi. Specific terms may be defined in the RFP. The Vendor must use these terms in the same manner.
 - vii. Omission or deficiency in required information may cause the proposal to be considered incomplete and removed from consideration.
 - viii. This contract will not be awarded solely on the basis of the lowest cost proposal. Cost will be the primary deciding factor. However, selection will be made on the basis of a number of factors as shown in the section labeled "Evaluation".
- c. Compensation
 - i. Your proposal should include an outline of proposed payment terms.
 - ii. LPS will not provide compensation to respondents for any expenses incurred for proposal preparation or demonstrations. Respondents submit proposals at their own risk.
- d. Equipment and Services Required
 - i. The Contractor shall supply all materials, equipment, and labor, including supervision of the project, that are required to meet the specifications of this RFP.
- e. Legal compliance

- i. Contractor shall comply with any applicable federal, state and local laws and regulations, including, but not limited to, applicable building and electrical safety codes.
 - ii. Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.
- f. Records
 - i. Pursuant to the new requirements of the federal E-Rate program, the Contractor shall maintain documentation for all charges against LPS. The books, records, and documents of Contractor, insofar as they relate to work performed or money received under the contract, shall be maintained for a period of ten (10) full years from the latter of the date of final payment or of final services rendered, and will be subject to audit, at any reasonable time and upon reasonable notice by LPS or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles.
- g. Insurance
 - i. Contractor shall maintain comprehensive general liability and automobile liability, insurance both with limits of not \$1,000,000 and, if necessary, commercial umbrella insurance with limits of no less than \$1,000,000 per occurrence. Contractor shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000. A certificate of insurance, on a standard ACCORD form, evidencing said coverage shall be provided to LPS prior to commencement of performance of this Contract. LEAD Public Schools shall be included as an additional insured and this insurance shall apply as primary insurance with respect to any other insurance programs afforded LPS. There shall be no endorsement or modification to make this insurance excess over other available insurance. Throughout the term of this contract, Contractor shall provide an updated certificate of insurance upon expiration of the current certificate.
- h. Vendor qualifications and personnel
 - i. Vendor shall provide information as to:
 1. Its organizational structure
 2. Its local operations and administration
 3. The experience of the personnel who will be working on this project

- a. The proposed supervisor/project manager shall not change during the course of this project unless by mutual agreement
 - b. Full contact information will be provided for key Contractor personnel, as requested by LPS
 - ii. Vendor must provide proof of familiarity with the installation of all materials and equipment required to complete the project.
- i. Subcontractors
 - i. Any subcontractors whom the Contractor uses shall meet all requirements and qualifications to be met by the Contractor
 - ii. Vendors shall list all subcontractors in their proposals
 - iii. If a subcontractor is withdrawn the Contractor shall notify the designated LPS representative by the next business day as to the fact and reason(s).
- j. Warranties
 - i. The installed LAN/WLAN system will be warranted for the following:
 - 1. Against all defects of wire, cable, electronic components, and other materials in the system at the time of acceptance.
 - 2. To meet any and all specifications stated in this RFP or attached hereto and as presented in all system documentation.
 - ii. The proposal shall detail the warranty terms for all components and labor.
 - iii. Warranty: The Contractor agrees to repair or replace all defective components of the system for a period of not less than one year from the date of acceptance.
 - iv. LPS shall have the right to require the replacement, at the Contractor's expense, of any component that fails more than twice in a one year period following acceptance.
- k. Documentation
 - i. The Vendor shall detail in the proposal what documentation will be provided as part of the project.
 - ii. The Contractor will comply with an agreed upon labeling scheme. LPS will entertain feedback from Vendors on the labeling plan and work together to determine the final scheme. This scheme will be reflected in all documentation created by the Contractor.
 - iii. The Vendor shall propose as part of their response to this RFP a training plan for LPS staff to ensure their ability to understand and manage the new infrastructure.
 - iv. There shall be no additional charges for materials required to provide documentation and training to LPS representatives.
- l. System Acceptance
 - i. The Vendor shall detail in their proposal an acceptance testing plan consistent with the technical specifications and scope of work

associated with this RFP. All wiring and termination points will be fully tested and shown to meet the associated specifications.

- ii. The Contractor and LPS will establish a timetable for acceptance testing of the wiring system. Prior to this activity, the Contractor will submit a plan for acceptance testing of all components of the new system. LPS reserves the right to amend this plan by requesting additional tests.
- iii. For a period of one year from the day of acceptance, the Contractor will correct any problems and malfunctions that appear. This will be done without additional charge to LPS.

m. Vendor/Manufacturer

- i. LPS prefers using a single manufacturer and for this project prefers to use Cisco Meraki.
- ii. The Contractor will accept complete responsibility for the installation, certification, and support of all equipment and cabling, as well as compatibility/interoperability with existing systems if they differ. Vendor must show proof that the Vendor has the certifying Manufacturer's support on the aforementioned issues.
- iii. Manufacturer/model information for all components shall be included with the proposal
- iv. In the event that a subcontractor is used for any portion of the work, the customer will look to the Contractor for all corrective action.
- v. All work shall be performed and supervised by technicians and project managers who are qualified to install voice and data cabling systems or associated Wi-Fi hardware, and to perform related tests as required by the manufacturer in accordance with the manufacturer's methods.
- vi. Evidence that the vendor is a current, certified installer of the manufacturer is requested in writing as part of the proposal.

2. Scope of Work

a. Summary

- i. LEAD Public Schools requires a network infrastructure (access points, switches and cabling) upgrade capable of supporting its growing network of schools. The solution should be centrally managed, allowing control of the wireless infrastructure across the LPS environment from a single console, and must be highly fault tolerant. In locations where WAPs did not previously exist, cabling will also need to be installed between the AP and wiring closet. UPS systems providing clean battery power in closets will need to be replaced. Existing WAPs should be removed, where they are being replaced, and turned over to LPS.
- ii. Wi-Fi will be built for a capacity rather than coverage model. WAPs will be installed in classrooms, providing one WAP for each classroom of 25-30 students. WAP radios will be shut-down/detuned where necessary to prevent interference. The following numbers are estimates only, and subject to change.
- iii. Product Specifications

Access Points – Cisco Meraki or Equivalent

- Support for QoS and VLANs
 - Capable of supporting up to 2 uplink-side RJ45 connections, with Power-over-Ethernet (PoE+), 10/100/1000BaseT, auto sensing, auto-MDX, for a nominal combined bandwidth capacity of 1 Gb.
 - Sufficient density of access points to have seamless coverage at any location in the network coverage area, capable of supporting an average nominal throughput of 32 Mbps for each of up to 64 connected devices, with increased bandwidth per device when there are fewer connections. A minimum of one AP per classroom is required.
- Wireless access points must support 802.11g/n/ac, Wave 2 Technology
- Dual Radios or a mix of interoperable APs supporting both commonly used frequencies
- Please provide volume tiered unit pricing noting any applicable packaging bundles
- At least a 3 year term Limited Licensing Contracts

Copper Cabling

- All wiring must be in compliance with TIA/EIA 568/569-C standards
 - Please quote per-drop pricing, preferably including all eligible parts, labor, taxes, and shipping costs.
- All necessary racks, cabinets, patch panels, patch cables, raceways, surface mount boxes, junction boxes and similar items needed for a complete and working system should be included in cabling bids; and racks should be large enough to accommodate other eligible equipment such as switches, routers and servers that need to be co-located with patch panels, whether or not provided by same Vendor.
 - All wiring must be labeled on both ends and tested, with wiring maps supplied. Copper and fiber test results and wire maps are to be supplied to the Applicant in electronic format.
- All necessary additional patch cables should be supplied, in appropriate lengths.
- All runs should be properly terminated at the patch panel unless otherwise indicated.
 - Bids should summarize average per-drop pricing, including all parts, labor, taxes, and shipping
 - For completion of the Form 470, estimated feet of cabling is ~3936 feet (based on about 12 runs of at most 328 feet each).

Switches

- At least 1 per MDF/IDF, as needed to support fan-out at each school location with additional units in multiples of 24 or 48 ports as most cost-effective to meet required port count and interconnect with 20% spare capacity
- All switches must support Layers 2-3-4, POE, QoS, RJ-45 ports. Prefer identical 48-port models (or 24-port where less capacity is needed), stackable
- All fiber-capable equipment must support four 10Gb mini-GBIC SFP+ modules with LC connections, unless otherwise noted in the equipment list
- All RJ45 ports of any switch must be auto-sensing 10/100/1000 Mbps capable.
- All equipment must be mountable on standard 19-inch racks
- Ensure that any licenses that are needed for switches are at least for a 3 year term

Patch Panel(s) as needed

- Please allow for 20% spare capacity.
- Need for copper and fiber optic cabling (if needed)

UPS(s) as needed

- At least 1500VA per unit

- Sufficient UPS capacity and outlets to protect all eligible equipment at each MDF, IDF or other school location such as a classroom/lab “local distribution frame” [LDF]
- UPS systems should support smart shutdown, where applicable and 30 minutes of uptime given the anticipated loads

Copper Patch Cables as needed

- At least 200 cables of various lengths mostly 1 meter long
- Estimated for completion of Form 470 at ~650 feet.

SFP+ Modules as needed

- See equipment list below

iv. Anticipated equipment to be purchased and installed:

School/Building Name	Category	Manufacturer Name	Description (optional)	Estimated Quantity
LEAD Southeast	Access Points	Meraki Or Equivalent	MX100 Firewall	1
LEAD Southeast	Access Points	Meraki Or Equivalent	MX100 Firewall Advanced Security License	1
LEAD Southeast	Switches	Meraki Or Equivalent	Meraki 48pt Full Power POE switches with 10-gig SFP Ports	3
LEAD Southeast	Switches	Meraki Or Equivalent	48pt 5-Year licenses	3
LEAD Southeast	Cabling	Meraki Or Equivalent	40gb Stacking Cables	3
LEAD Southeast	Switches	Meraki Or Equivalent	24pt POE Switches with 1 or 10-gig SFP Ports	1
LEAD Southeast	Switches	Meraki Or Equivalent	24pt POE License	1
LEAD Southeast	Access Points	Meraki Or Equivalent	Wave2 Access Points	22
LEAD Southeast	Access Points	Meraki Or Equivalent	5 Year Licenses for APs	22
LEAD Southeast	Access Points	Meraki Or Equivalent	Wave2 Access Points	17
LEAD Southeast	Access Points	Meraki Or Equivalent	AP 5-Year Licenses	17
LEAD Southeast	Switches	Meraki Or Equivalent	48pt Full Power POE switches with 10-gig SFP Ports	2
LEAD Southeast	Switches	Meraki Or Equivalent	48pt 5-Year Licenses	2
LEAD Southeast	Cabling		40gb Stacking Cable	1
LEAD Southeast	Access Points	Meraki Or Equivalent	Wave2 Access Points	5

LEAD Southeast	Access Points	Meraki Or Equivalent	AP 5-Year Licenses	5
LEAD Southeast	Switches	Meraki Or Equivalent	24pt Full Power POE switch with 1 or 10-gig SFP Ports	1
LEAD Southeast	Switches	Meraki Or Equivalent	24pt 5-Year License	1
Cameron	Access Points	Meraki Or Equivalent	Firewall MX100	1
Cameron	Access Points	Meraki Or Equivalent	MX100 Firewall Advanced Security License	1
Cameron	Access Points	Meraki Or Equivalent	Wave 2 APs	62
Cameron	Access Points	Meraki Or Equivalent	AP 5-Year Licenses	62
Cameron	Switches	Meraki Or Equivalent	48pt Full Power POE switches with 10-gig SFP Ports	5
Cameron	Switches	Meraki Or Equivalent	48pt 5-Year Licenses	5
Cameron	Cabling		40gb Stacking Cables	1
Cameron	Switches	Meraki Or Equivalent	24pt POE Switches with 1 or 10-gig SFP Ports	4
Cameron	Switches	Meraki Or Equivalent	24pt 5-Year Licenses	4
Cameron	Switches	Meraki Or Equivalent	8pt POE Switch	1
Cameron	Switches	Meraki Or Equivalent	8pt 5-Year License	1
Cameron	Cabling		40gb Stacking Cable	1
Brick Church	Access Points	Meraki Or Equivalent	Firewall MX100	1
Brick Church	Access Points	Meraki Or Equivalent	MX100 Firewall Advanced Security License	1

Brick Church	Access Points	Meraki Or Equivalent	Wave 2 APs	55
Brick Church	Access Points	Meraki Or Equivalent	AP 5-Year Licenses	55
Brick Church	Switches	Meraki Or Equivalent	48pt Full Power POE switches with 10-gig SFP Ports	3
Brick Church	Switches	Meraki Or Equivalent	48pt 5-Year Licenses	3
Brick Church	Switches	Meraki Or Equivalent	24pt POE Switches with 10-gig SFP Ports	1
Brick Church	Switches	Meraki Or Equivalent	24pt 5-Year License	1
Brick Church	Cabling		40gb Stacking Cables	3
Brick Church	Switches	Meraki Or Equivalent	8pt POE Switch	1
Brick Church	Switches	Meraki Or Equivalent	8pt 5-Year License	1
Neely's Bend	Access Points	Meraki Or Equivalent	Firewall MX100	1
Neely's Bend	Access Points	Meraki Or Equivalent	MX100 Firewall Advanced Security License	1
Neely's Bend	Switches	Meraki Or Equivalent	48pt Full Power POE switches with 10-gig SFP Ports	4
Neely's Bend	Switches	Meraki Or Equivalent	48pt 5-Year Licenses	4
Neely's Bend	Switches	Meraki Or Equivalent	24-pt Full Power POE switches with 10-gig SFP Ports	1
Neely's Bend	Switches	Meraki Or Equivalent	24pt 5-Year Licenses	1
Neely's Bend	Cabling		40gb Stacking Cables	2
Neely's Bend	Switches	Meraki Or Equivalent	24pt POE Switches with 1 or 10 gig SFP Ports	4
Neely's Bend	Switches	Meraki Or Equivalent	24pt 5-Year Licenses	4

Neely's Bend	Switches	Meraki Or Equivalent	8pt POE Switches	2
Neely's Bend	Switches	Meraki Or Equivalent	8pt 5-Year Licenses	2
Neely's Bend	Cabling		40gb Stacking Cables	2
Neely's Bend	Access Points	Meraki Or Equivalent	i Wave 2 APs	56
Neely's Bend	Access Points	Meraki Or Equivalent	i AP 5-Year Licenses	56

b. Responsibilities

- I. Any items not mentioned but required for the installation of a fully operational LAN/WLAN system shall be provided by the Contractor, including patch panels and faceplates, where appropriate. The Contractor shall immediately bring to the attention of LPS any omission of items necessary to the installation of the system.
 - i. The Contractor is responsible for:
 1. Full labeling and documentation of the system, said documentation to be provided not more than three (3) weeks after work is complete.
- II. Including appropriate service loops for flexibility of not less than 3 meters in any IDF and the ceiling for copper cabling.
- III. Daily disposal of all trash associated with the work for which the Contractor is responsible.
- IV. Keeping their portion of the job site neat, clean, and professional at all times

3. Project Management

a. Overview

- i. Contractor will review all schedules relating to the installation with LPS and their assigned representatives.

b. Project Manager

- i. The Contractor shall assign a Project Manager. This person will have the responsibility and authority to make the necessary decisions to ensure a successful installation. LPS may request the replacement of a Project Manager for any reason.
- ii. The Contractor shall ensure that this person or a responsible alternative is available at all times during the project. The Project Manager will be on-site during the acceptance and testing phases of the project.
- iii. All communications that concern this project in any manner, including changes, will be relayed in a timely manner to LPS's Project Manager, Nathan Madigan.

4. BID/Pricing

a. General

- i. Complete pricing information shall be provided and included.
- ii. The Vendor should provide detailed pricing sheets for all items in the proposal. Pricing sheets should identify, at a minimum: item, quantity, material unit cost, labor unit cost, and extended material and labor cost.
- iii. Unless explicitly stated otherwise in the final contract, Contractor is not guaranteed any specific quantity of purchase during the contract term. Pricing of labor, equipment, and related services submitted in response to this RFP will apply to any incremental quantity purchased.
- iv. Pricing should include preparation, packaging, and delivery to the job site.
- v. Optional services or materials may be included in the proposal and should be identified as such.
- vi. It is the Vendor's responsibility to include pricing on all materials and equipment required to install the Wi-Fi and wiring system, whether they are specifically stated in this section or not.
- vii. LPS is a tax-exempt organization and no taxes should be billed to them.
 1. See Attachment D.

5. Walk Through

- a. A Vendor "Walk Through" will be held at the **date** and **time** and **locations** shown on the **cover page above**. The walk through will commence at Cameron Middle School and continue to LEAD Southeast. There will NOT be a walk through at Neely's Bend or Brick Church. Sign-in and a business card or similar contact information will be expected upon arrival. Attendance at the walk through is **optional**; answers to clarifying questions not adequately explained in the existing RFP materials will be posted as RFP Addenda or Amendments on the same web site as this document and available to all vendors. Please note that, depending on the bid evaluation criteria indicated above, where attendance is optional, non-attendance might still affect scoring on a secondary proposal evaluation factor. All vendors coming to the Walk Through are expected to RSVP via email to the email address on the cover page above. This will allow us to notify all interested parties of any unanticipated, last minute changes in scheduling or starting location. Please do not request a special appointment for a different time; all vendors should attend at the same time to help ensure that everyone has the same information. Vendors should never offer gifts or favors of any kind, however small, to anyone associated with the Applicant or to their family members. Submission of a proposal constitutes a presumptive certification that there is no conflict of interest.

6. Evaluation of proposals

- a. Award, if made, will be to the "Responsive" and "Responsible" Vendor whose proposal is most advantageous to LPS, taking into consideration the evaluation criteria set forth in this RFP. LPS will not use any other factors or criteria other than those listed.
- b. LPS reserves the right to negotiate price and contract terms with the most qualified firms to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, LPS reserves the right to enter into contract negotiations with the next highest ranked firm, and continue this process until an agreement is reached.
- c. An award of contract does not guarantee any volume or dollar amount of purchase. Awarded vendor(s) will receive a Purchase Order from LPS to signal intent to place an order. No equipment or services should be delivered without a LPS Purchase Order.
- d. General criteria to be considered "Responsive"
 - i. Include all required information in the proposal
 - ii. Deliver proposal before the stated deadline
 - iii. Accept contract terms without significant exception
 - iv. Respond promptly to requests for clarification
 - v. Vendor must be in compliance with Federal E-Rate program and provide a SPIN
- e. General criteria to be considered "Responsible"
 - i. Demonstrate an understanding of LPS needs and goals
 - ii. Demonstrate ability to provide the services required
 - iii. Demonstrate the integrity, reputation, judgment, and experience required
- f. Proposal should include the following
 - i. Cover letter
 - ii. Table of contents
 - iii. Contact information
 - iv. Information on proposed solution

- v. Acknowledgement of Insurance Requirements
 - vi. Signature of an officer or employee with the legal authority to bind the Vendor
- g. Evaluation procedure
- i. Proposals that do not meet the requirements of the RFP will be rejected
 - ii. Remaining proposals will be scored based on the evaluation criteria which immediately follows
 - iii. Requests for clarification may be made by LPS
 - iv. Contract negotiations will begin
 - v. Contract awarded
 - vi. RFP may be withdrawn at any time and for any reason as deemed appropriate by LPS. LPS reserves the right to reject, in whole or in part, any and/or all proposals submitted.

h. Evaluation criteria

i. Proposed Technical Approach (30 points)

1. Provide a detailed description of your solution. Include, at a minimum:

- a. Manufacturer, model number and specifications of any equipment
- b. Proposed locations of equipment
- c. Feature set of solutions
 - i. Features and specifications such as MIMO/multistream support, meshing, QoS, Filtering, beam-forming, theoretical throughput, multiuser authentication options, rogue detection, client location tracking, etc. should be mentioned as well as limitations thereof
 - ii. Include information on which features may be dependent on ancillary or optional hardware or software
- d. Degree of decentralization of actual network service, fault tolerance
- e. Ease and robustness of management solution
- f. Wiring requirements to achieve full performance
- g. PoE requirements to achieve full performance
- h. Detailed description of any extra equipment/software needed to manage the solution
- i. Details on licensing requirements

ii. Price of E-Rate Eligible goods (35 points)

1. Provide per item pricing, as specified in this RFP
2. Provide pricing on recommended extra equipment/software needed to manage the solution or obtain optimum performance or manageability
3. Provide pricing for any optional 'managed Wi-Fi' service which may be available for the solution
4. Provide pricing for any warranty/maintenance coverage which must/may be purchased
5. Any additional costs not specified

iii. Support (20 points)

1. Provide details on any optional Wi-Fi management service which may be available, including SLA terms, which services or features are covered or excluded, and degree to which LPS would be able to monitor and/or control the managed equipment while utilizing the service.

2. Provide detailed information on Mfg. and Vendor support options included and available, including SLA terms, and duration of initial warranty
 3. Provide information on how long the proposed hardware will receive manufacturer support and at what level (updates, phone support, etc.)
 - iv. Experience and Qualifications (10 points)
 1. Include the following
 - a. How long, and with what scope has the respondent been selling and supporting the proposed products and services?
 - b. Certifications and resumes of the Vendor and key personnel who will be involved with fulfilling the contract
 - c. Level of experience and familiarity with the Federal E-Rate program
 - d. References of other schools for whom similar solutions have been implemented.
 - i. Customer name and address
 - ii. Contact name and title
 - iii. Contact phone# and email
 - iv. Brief description of project
 - v. Time period of project
 - v. Exceptions to LPS contract terms (5 points)
 1. List any exception to the terms and conditions of this RFP. If exceptions are not listed and accepted, the terms of this RFP will be considered binding.

7. Supplemental

- a. Signature pages
- b. E-Rate Supplemental terms and conditions

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PLEASE RETURN THIS DOCUMENT SIGNED WITH PROPOSAL

Quote submitted by:

Sign: _____

Print name: _____

Vendor name: _____

Vendor SPIN: _____

Address: _____

City: _____

State/Zip: _____

Telephone: _____

FAX: _____

Email: _____

Acknowledgements:

1. Vendor warrants that they have sufficiently informed themselves in all matters affecting the performance of the work, obtained all necessary documents and drawings, made themselves aware of all details specific to the sites and terms, and have completely executed these bid documents
2. All costs associated with the project are included in the Vendor's price
3. Vendor agrees to operate according to the agreed upon timetable.
4. In no event shall changes be permitted without the express prior written authorization of LPS. Any such authorizations shall be in the form of a contract modification.
5. Respondent affirms that they have not given, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to an employee in connection with the submitted proposal.
6. Respondent certifies that neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation, partnership, or institution has violated antitrust laws nor communicated

directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

7. Respondent represents and warrants that:
 - a. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP;
 - b. Respondent has the necessary technical experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFP;
 - c. Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances;
 - i. Respondent is in compliance with the FCC e-Rate program.
 - d. Respondent understands the requirements and specifications set forth in this RFP;
 - e. Respondent, if selected, will maintain insurance as required by the contract;
 - f. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Respondent acknowledges that LPS will rely on such statements, information, and representations in selecting a Contractor. If selected, Respondent will notify LPS immediately of any material change in any matters with regard to which Respondent has made a statement or representation.
8. Respondent certifies that the individual signing this document is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements that may result from the submission of the proposal.
9. Respondent has visited the site, or otherwise become familiar with the local conditions under which work is to be performed, and has correlated the Respondent's personal observations with the requirements set forth in the RFP.
10. Respondent represents and warrants that all articles and services quoted in response to this RFP meet or exceed the standards established under OSHA
11. Respondent agrees to defend, indemnify and hold harmless LPS, all of its officers, agents, and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts of omissions of Respondent or any agent, employee, subcontractor, or supplier thereof in the execution or performance of any agreements which may result from the submission of the Respondent's proposal.

E-Rate Supplemental Terms and Conditions

(Signed copy to be returned with bid response)

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

- 1 The project herein [is/may be] contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate.
- 2 The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- 3 Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- 4 Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website:
<http://www.usac.org/sl/providers/step01/>
- 5 Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- 6 Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website:
http://www.fcc.gov/debt_collection/welcome.html
- 7 Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2017.
- 8 Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).

- 9 The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- 0 All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
- 1 Service provider shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.
- 2 Even after award of contract(s) and/or e-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.
- 3 **Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.**
- 4 In the event of questions during an e-rate pre-commitment review, post commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- 5 No change in the products and/or services specified in this document orders will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- 6 The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- 7 The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding

price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

- 8 This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
- 9 The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- 0 Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ Title: _____

Phone Number: _____ Email: _____

Service Provider Name: _____

