

Request for Proposal

Category 2 – Internal Connections (Small Switches)

Levy County School District

February 12, 2019

Levy County School District, Florida (LCSD)

Levy-ERYR21C2IC-01-RP

The Levy County School District (LCSD) invites vendors to submit proposals in accordance with the terms and conditions of this RFP. This RFP provides the requirements and evaluative criteria for Category 2 (internal connections) and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format. Vendors submitting proposals for these services & equipment do so with the understanding that E-Rate funding must be available and approved in full for the district's FY 2019-2020 funding request.

The intent of this RFP is to solicit proposals for network hardware equipment that is eligible for E-Rate discounts as specified and as needed district-wide.

RFP Submission

RFPs should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **12:00 p.m. March 15, 2019**. No faxed or emailed copies will be accepted.

Send RFPs to:

Levy County School District

Attention: Ronald Perez, Coordinator of MIS/Technology

480 Marshburn Drive

Bronson, FL 32621

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to **LevyRFP@levyk12.org**. Submitted questions must be received not later than **March 1, 2019** and will be forwarded to all vendors along with the accompanying answer. **Again, please do not call with questions.**

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

Service Provider Annual Certification Form

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification (SPAC) form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

The District's Reimbursements

The Vendor agrees to provide reimbursements to the District for discounts on eligible services received on or after the effective date of discounts and already paid for by the District.

Cooperation with District's Preparation of E-rate Applications

The Vendor must agree to provide information on a timely basis that the District requests in order for the District to timely apply for E-rate applications.

Guarantee to Meet Service Start Date

The Vendor must be prepared to provide service starting July 1, 2019. If Vendor does not meet this service start date, the Vendor must guarantee to cover the loss of E-rate filing for the total discount that would have otherwise been received from the current provider during the interim period until Vendor is able to provide service.

Weighted Factors

The contract will be awarded based on best-value to Levy County School District, as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following breakdown:

Factor	Weight*	Raw Score**	Weighted Score***
Pricing	35%		
Prior Experience with Vendor	30%		
Vendor's Post Sales Service and Support	15%		
Vendor's Understanding of District Needs	10%		
Vendor's Financial Stability	5%		
Local (in-state or in-county) Vendor	5%		
Total	100%		

NOTES:

*Percentage weights must add up to 100%. Price will be weighted the heaviest, according to E-Rate rules

**Each vendor will be evaluated on a raw score from 1 to 10 on each line item of the selection criteria 1-lowest, 10=highest

***Weighted score equals weight x raw score

Proposal Requirements

1. Technical Specifications:

Switches

12 Gigabit PoE Ethernet Ports with 2 Gigabit SFP ports

SCHEDULE OF EVENTS

RFP Released	February 12, 2019
Deadline for questions and inquiries	March 1, 2019
Deadline for submission	March 15, 2019
Intent to award released	March 20, 2019

ITEM	COST
Price for 206 – 12 port Gigabit PoE Switches	
Counts: (BES – 40, BMHS – 1, CKS – 12, CES – 49, CMHS – 7, JBES – 32, WES – 41, YTS – 24)	
Total Cost of Project	

Formal Quote Form - SIGNATURE PAGE

Date _____

To: Levy County School District

This quote is submitted in accordance with your RFP inviting quotes to be received for the project identified as “Internal Connections.” Having carefully examined the RFP, all Instructions, specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this quote is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items that has been contracted to supply or perform.

In submitting this quote, it is understood that the unrestricted right is reserved by the Levy County School District in making the award to reject any and all quotes or parts thereof, or to waive any informalities or technicalities in said quotes.

The undersigned hereby certifies that this quote is genuine and made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from quoting, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other vendor

Print Name: _____

Signature: _____

Company/Title: _____

Email Address: _____

Phone Number: _____