
2016

Godfrey-Lee Public Schools

*Request for Proposals for E-rate Network Infrastructure
Project*



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1. Introduction

1.1. Purpose of RFP

This Request for Proposal (RFP) solicits proposals from vendors who can provide the required network equipment to complete Godfrey-Lee Public School's network switching and wireless implementation. Godfrey-Lee Public Schools will herein be referred to as GLPS.

1.2. Procuring and Contracting Agency

This RFP is issued by GLPS, which is the sole point of contact during the selection process. The Contract resulting from this RFP will also be administered by GLPS. Dan Townsend (see below) is responsible for managing the vendor selection process.

1.3. RFP Contacts

All general correspondence and inquiries about this RFP should be submitted in writing to the project team. See sections below for more information about submitting inquiries.

The primary RFP contact is: Dan Townsend

Director of Technology and Media Services
Godfrey-Lee Public Schools
1324 Burton St SW
Wyoming, MI 49509
Phone: 616-241-4722 x 5327
Email: dtownsend@godfrey-lee.org

The alternate RFP contact is: Mark Provost

Director of Finance
1324 Burton St SW
Wyoming, MI 49509
Phone: 616-241-4722 x 5323
Email: mprovost@godfrey-lee.org

1.4. Proposal Due Date

The proposal will be due at the closing of the district's posted Form 470 in accordance with the Universal Service Administrative Company. (USAC) All proposals must be submitted by April 4, 2016 by 4:00pm EST.

2. Description of Infrastructure, Products, and Services Sought

2.1. Overview

This Request for Proposal (RFP) solicits proposals from vendors who can provide the required network equipment to complete Godfrey-Lee Public School's network switching and wireless implementation. A complete equipment list is provided in Section 2.2.2. All quantities listed are guidelines and GLPS has discretion to purchase quantities that fit within their available budget. All potential purchases will also be contingent on E-Rate funding and GLPS Board of Education approval.

2.2. Equipment Technical Requirements / Specifications

2.2.1. General Requirements

Godfrey-Lee is a small public school district consisting of 5 educational buildings and 1 administrative building. We serve approximately 1,950 students K-12. We currently have a wireless infrastructure utilizing a Cisco WLAN Controller with 93-access points district wide. With the intense load balance of our one-to-one program and other mobile devices on our network, we are looking to upgrade our infrastructure to best serve our district needs.

We are looking to provide strong, reliable and efficient connections for a minimum of 6,000 wired and wireless devices on our district's network. This would mean a complete refresh of our network switches and controllers as well as our core infrastructure and firewall. GLPS is looking to accommodate a 10GB connection between all buildings and the district plans to increase its Internet bandwidth speeds from 150Mbps to 1Gbps. GLPS is also looking to increase the licensed amount of access points to accommodate up to 125 access points district wide. The district is looking for accompanying installation services and appropriate cable and connecting accessories to fully implement the project. All proposals will include the necessary SFP Transceivers, connectors, modules (Including switch stacking), Mounting brackets for AP's, patch cables for every connection and any other necessary components to implement the project.

As an attachment to its response to the RFP, the vendor must provide manufacturer specification/data sheets for all hardware that is proposed. Specification sheet should outline what items are E-rate eligible.

2.2.2. Summary of Equipment and Hardware Required or Equivalent

Note: *The following is requested, but the district expects proposals to vary based on evaluation of needs and pending a site survey of building locations.*

Item	Equal or Better Than*	Quantity
48 Port GigE PoE 2 x 10G SFP+	Cisco Catalyst 2960-X	Up to 20
16 Port 10G IP Base Core Switch	Cisco Catalyst 4500-X	1
48 Port GigE PoE 4 x 1G SFP	Cisco Catalyst 2960-X	Up to 12
24 Port GigE PoE 2 x 10G SFP+	Cisco Catalyst 2960-X	Up to 4
802.11ac Access Points	Cisco Aironet 2800 series	Up to 125
Wireless Controller for High Availability	Cisco 5508 Series	1
Firewall (graded for 1G traffic)	Cisco ASA 5545-X	1

** Vendors may propose different equipment but all equipment must meet specifications and have equal or better feature sets than models listed above.*

2.3. Warranty

Lifetime hardware warranty at no additional cost

Lifetime software feature updates, bug fixes, and patches at no additional cost

If the vendor is proposing any refurbished equipment, comparable warranty is required.

GLPS prefers to install new equipment.

2.4. Delivery/Shipping

The vendor is responsible to deliver all items in good condition to Godfrey-Lee Public Schools. The vendor is responsible for replacing any items damaged during shipping or that otherwise arrive not in good working order. Shipment tracking information must be sent to the project team once it is available.

All items should be shipped to:

Godfrey-Lee Public Schools
ATTN: Dan Townsend
1335 Lee Street SW
Wyoming, MI 49509

3. Ownership and Project Commencement

3.1. Ownership of Equipment

All equipment will become the property of Godfrey-Lee Public Schools once it is delivered and accepted by GLPS.

3.1. Project Start Date and Invoice Requirements

After a vendor has been awarded a contract work may begin as soon as June 20, 2016 with the understanding that GLPS will not be invoiced before July 1, 2016.

4. Preparation and Submission of Proposal

Each vendor must submit its proposal in hard copy and electronic format:

- At least two (2) sealed hard copies of the proposal will be delivered to 1324 Burton St SW Wyoming, MI 49509 in care of Dan Townsend. An electronic copy should also be submitted to dtownsend@godfrey-lee.org

4.1. Vendor Qualifications

All vendors submitting proposals must meet the following minimum qualifications:

- The vendor must be a manufacture authorized vendor of all the equipment proposed.
- The vendor must have a current FCC Registration Number (FRN). More information about obtaining an FRN can be found at <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>.
- The vendor must have a current USAC Service Provider Identification Number (SPIN). More information about this process can be found at <http://www.usac.org/sl/service-providers/step01/default.aspx>
- The vendor must be in “good standing” with the FCC, the State of Washington, and local governments in the service area. Any bidder found to be in FCC

“Red-Light Status” will be automatically disqualified.

- The vendor must be thoroughly familiar with any and all laws, statutes, rules or regulations related to this project, including, but not limited to:

4.2. Inquiries about the RFP

Other than the methods described in this document, no other communication between prospective vendors and the project team is permitted during the bidding process, from the time the RFP is posted until award of the contract.

Any questions concerning this RFP must be submitted in writing to the project team. Vendors are strongly encouraged to review this RFP and submit inquiries. Questions may be submitted:

- By e-mail at dtownsend@godfrey-lee.org OR
- By mail to: Godfrey-Lee Public Schools

Attn: Dan Townsend
1324 Burton St SW
Wyoming, MI 49509

Each question and answer will be posted on the project website (tech.godfrey-lee.org) GLPS will do its best to respond in a timely manner, but an answer may require a response from USAC or the FCC.

GLPS will not identify the source of the question. However, vendors are responsible for phrasing questions in a way that does not reveal their identity, if possible.

GLPS will hold a public walkthrough of building facilities on March 11, 2016 at 4:00 pm EST. All vendors are encouraged to attend to view the facilities and ask questions.

4.3. Mandatory Proposal Content

4.3.1. Cover Letter

A cover letter must accompany the proposal documents. The letter should clearly identify this RFP, the vendor; the primary contact for the vendor’s proposal; and his or her contact information, especially an e-mail address. The cover letter must be signed by an individual authorized and empowered to bind the vendor to the provisions of this RFP and any Contract awarded pursuant to it. Each proposal shall stipulate that it is

predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

4.3.2. Executive Summary

Provide an executive summary with the following information:

- Overview of the vendor's proposed solution(s);
- Vendor Capabilities. Describe the firm's experience and capabilities in providing products similar to those requested in this RFP.
- Provide a cost summary outlining E-rate eligible and non-eligible products.

4.3.3. Technical

In this section vendors must respond in full and with specificity to Part 2 of this RFP ("Description of Infrastructure, Products, and Services Sought"). The vendor's proposal must detail how the proposed equipment will meet all of the requirements of this RFP.

Responses should include the manufacturer's hardware specification/data sheet for each proposed model of equipment. These items may be provided as attachments to the proposal.

5. Evaluation / Selection / Award Process

5.1. Evaluation Procedure

The evaluation and selection of a vendor will be based on the information submitted in the proposal, and any required oral presentations and/or demonstrations. Vendors should respond to ALL requirements of the RFP. Failure to respond completely may lead to rejection of a proposal.

5.2. Evaluation Committee

GLPS's Evaluation Committee will consist of GLPS Technology Staff Members. GLPS is not required to accept the lowest priced bid. A rubric with cost being the highest individually weighted criteria will be used in selecting the vendor. A public bid opening will be held on April 5, 2016 at 11:00 am EST. A brief overview of vendor submissions and total project cost will be announced.

Vendors may not knowingly contact members of the Evaluation Committee (other than the primary and alternate RFP contacts) regarding this RFP or the wireless project except at GLPS's request. Any intentional, unauthorized contact may disqualify the vendor's proposal.

After contract has been awarded to a vendor, GLPS has the discretion to make further modifications to the project in consultation with the vendor.

5.3. Summary of Dates and Deadlines

- Friday, March 4, 2016 – E-rate Form 470 Submitted
- Friday, March 11, 2016 – Vendor Walkthrough
 - Arrive at Lee Middle and High School on 1335 Lee St SW Wyoming, MI 49509 at 4:00 pm EST.
- Monday, April 4, 2016 – Bid Window Closes
 - All proposals must be submitted by 4:00 pm on this day.
- Tuesday, April 5, 2016 – Public Bid Opening
 - All interested vendors arrive at the GLPS Admin building on 1324 Burton St SW Wyoming, MI 49509 at 11:00 am EST.