

BARROW COUNTY SCHOOL DISTRICT
CATEGORY 2 – LAN EQUIPMENT REQUEST
REQUEST FOR PROPOSAL
NOVEMBER 2, 2020

SECTION I – SCHEDULE OF EVENTS

EVENT	DATE
FCC Form 470 Posted/RFP Released	November 2, 2020
Questions from Bidders Due (in writing)	November 9, 2020, 12:00 PM
Q&A/Addendum(s) Posted in EPC	November 12, 2020, 5:00 PM
Bid Due Date	December 11, 2020, 10:00 AM
District Board Meeting Approval	Estimated January, 2021

All times are EST.

SECTION 2 – REQUEST FOR CLARIFICATION

From the time of receipt of this Request for Proposal (RFP) until the awarding of the contracts, bidders are hereby cautioned to limit any communications with the District. Please do not contact any personnel in the District and request a meeting or phone call. No phone calls will be accepted or returned. All questions must be provided **in writing** to the names and email addresses named below to ensure the integrity of the RFP process. Any attempt to circumvent the RFP process by contacting personnel at this institution by any other means could result in the disqualification of the bidder.

All questions regarding this RFP should be submitted in writing to John St. Clair at jstclair@barrow.k12.ga.us with a copy to Karen Allen at karen@eratespecialists.com **no later than Monday, November 9th, 2020 at 12 p.m.** No phone calls will be accepted or returned. Any questions received after this date and time will not be answered.

Any addendum(s) including Q&A documents will be uploaded to the E-Rate Productivity Center (EPC) portal no later than the end of day on **Thursday, November 12th, 2020**. We suggest that bidders “Follow” the Form 470 so that you are notified of any additional documentation that is associated with this Form 470.

SECTION 3 – SUBMISSION INSTRUCTIONS

Bids should be prepared simply and economically, providing a straightforward, concise description of the service provider’s capabilities to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of content.

Bidders should submit their proposals via email to John St. Clair at jstclair@barrow.k12.ga.us with a copy to Karen Allen at karen@eratespecialists.com

Proposals

Proposals must include:

1. Completion of the included itemized spreadsheet (Appendix F_Barrow County_FY2021 C2_Equipment List_FINAL) with pricing of your proposed solution with a total cost per site.
 - a) The bidder is requested to add any related components to Appendix F that might be missing from the list are priced separately but are required for the solution to be fully functional. This includes but is not limited to licenses, software, power supplies, power cords, GBic, stacking cables, mounting hardware, etc.
 - b) It is anticipated that the proposed solutions might require additional charges, including but not limited to, Georgia USF, Federal Universal Service Charges, and other eligible taxes. The bidder is required to indicate whether their proposed pricing includes all estimated taxes and fees. If the cost provided by the bidder does not include the estimated taxes and fees, the bidder must provide the expected percentage for these additional charges.
 - c) Proposals are to include the furnishing of all materials, equipment, shipping costs, delivery, taxes, fees, etc. **The District will not be liable for any costs beyond those proposed herein.**
 - d) Bidders are required to provide the E-Rate product eligibility (Not District's E-Rate percentage) of each piece of equipment on Appendix F. Additionally, bidders must identify any equipment costs that are not 100% E-Rate eligible. If unsure, please verify with the manufacturer before submitting the bid.
2. Company Description
Describe your company including the following information:
 - a) E-Rate SPIN number.
 - b) Provide a brief company history.
 - c) Describe your financial strength.
 - d) Describe what you consider to be your core competency.
3. Certificates of Insurance
4. Manufacturer's standard warranty will be required in writing with delivery of goods and services. (See Section 8 – PROJECT SCOPE)
5. Vendor response must include letter from manufacturer indicating that proposed products are from an authorized manufacturer supply chain and that vendor is an authorized reseller of products.

The following Appendices must be included in the proposal.

- A. Completed Statement of Eligibility and Compliance
- B. Completed Contractor Affidavit
- C. Certificate of Eligibility
- D. References
- E. E-Rate Supplemental Terms and Conditions
- F. Barrow County_FY2021 C2 Equipment List_FINAL

Bids are due no later than **Friday, December 11, 2020 by 10:00 a.m.** Any bids received after this date and time will be rejected and not considered in the evaluation process.

Discussions may be conducted with responsive bidders who submit bid for the purpose of clarification to assure full understanding of the requirements of the RFP. All bidders, whose bids in the District's sole judgement require clarification, shall be accorded such an opportunity.

SECTION 4 – RIGHT TO REJECT ANY AND ALL QUOTES

The District reserves the right to reject any or all bids submitted if requirements of this RFP are not met. The Service Provider's submission is recognition of this right.

In addition, the District may choose to do all, part, or none of the project, regardless of E-rate funding approval.

SECTION 5 – TRADE NAMES AND ALTERNATIVES

Proposals are requested on products that are the functional equivalent, comparable to or better than the brands or items listed in this document. References to brand names, trade names, model numbers, or other descriptions are made to establish an approximate level of quality and functional capabilities and are not intended to exclude other products of similar capabilities. Specific names of products listed in this document are intended to convey the type of equipment sought.

Comparable products of other manufacturers will be considered if proof of comparability and compatibility is contained in their proposal. Bidders, if proposing other than specified, are to clearly identify the manufacturer and the model number and must provide written, complete justification as to how the product complies with all specifications outlined within this RFP and how the product integrates with existing devices as well as the complete list of manufacturer-published specifications related to the requested products. It shall be the responsibility of the bidders to furnish descriptive literature with their proposal such that specifications, catalog pages, brochures or other data will provide an adequate basis for verifying the quality and functional capabilities of the product offered.

The District reserves the right to be the sole determiner of functional equivalency and to select the proposal it believes to be in its' best interest.

SECTION 6 – EVALUATION CRITERIA

It is the intent of the District to award a contract to the most cost-effective provider based on the Evaluation Factors below. Per FCC guidelines, cost will carry the greatest weight but other factors important to the District will be considered.

There are three types of equipment being requested in this RFP. Bids received for each type of equipment will be evaluated separately according to the evaluation grids below.

Switches and Related Components

FACTOR	POINTS
Cost of E-rate Eligible Goods and Services	40
Scope of Work and Specification Compliance <ul style="list-style-type: none"> - Proposal meets or exceeds all technical requirements - Compatibility with existing systems - Ease of interoperability with existing systems - Met bid requirements - Proof of product equivalency 	35
Prior Experience <ul style="list-style-type: none"> - Similar K-12 implementations/references - District's experience with this vendor - District's experience with this manufacturer 	25
Total Possible Points	100

Wireless Controllers

FACTOR	POINTS
Cost of E-rate Eligible Goods and Services	50
Scope of Work and Specification Compliance <ul style="list-style-type: none"> - Proposal meets or exceeds all technical requirements - Compatibility with existing systems - Ease of interoperability with existing systems - Met bid requirements - Proof of product equivalency 	40
Prior Experience <ul style="list-style-type: none"> - Similar K-12 implementations/references - District's experience with this vendor - District's experience with this manufacturer 	10
Total Possible Points	100

Universal Power Supplies

FACTOR	POINTS
Cost of E-rate Eligible Goods and Services	50
Scope of Work and Specification Compliance <ul style="list-style-type: none"> - Proposal meets or exceeds all technical requirements - Compatibility with existing systems - Ease of interoperability with existing systems - Met bid requirements - Proof of product equivalency 	40
Prior Experience <ul style="list-style-type: none"> - Similar K-12 implementations/references - District's experience with this vendor - District's experience with this manufacturer 	10
Total Possible Points	100

SECTION 7 – TERM OF CONTRACT

The contract for equipment will start on April 1, 2021 and terminate on September 30, 2022. The District reserves the right to order quantities in any size lot or lots of quantities. Pricing must remain firm for the term of the contract from April 1, 2021 through September 30, 2022.

The contract for Basic Maintenance of Internal Connections (BMIC) for the Wireless Controllers will start on July 1, 2021 and terminate on June 30. The year of termination will depend on if the District selects the one year contract or multi-year contract.

SECTION 8 – PROJECT SCOPE

The District is seeking bids for switches to supplement the existing network, wireless controllers to supplement the existing network and Universal Power Supplies to support network switches, wireless controllers, and servers.

For each type of equipment request, each of the following applies:

- The District is seeking equipment only with no installation services. Installation will be performed by District personnel.
- As stated in **SECTION 6**, each type of equipment will be evaluated separately. The District reserves the right to select the same or a different vendor for each type of equipment.
- For all requests, no refurbished or grey-market equipment will be accepted. All equipment must be new and should be compatible with existing equipment/infrastructure.

- Quantities stated in this document are approximate and final numbers may change with final request.
- Appendix F lists the locations for the equipment, type of equipment, quantity and functional equivalent sought by the Barrow County School District. Pricing for these components and all others should be entered and submitted on this spreadsheet. Please return in Excel format.
- Vendor is requested to add any related components that are not listed on the Excel spreadsheet that have a separate line item cost and are required for the solution to be fully functional. This list could include but is not limited to licenses, software, power supplies, power cords, GBic, stacking cables, mounting hardware, etc. **The District will not be liable for any costs beyond those proposed herein.**
- Warranties - E-Rate rules allow a manufacturer's multi-year warranty for a period up to three years that is provided as an integral part of an eligible component, without a separate identifiable cost, to be included in the cost of the component. Vendors are required to provide details on warranties.
- Contingencies - All contracts awarded will be contingent upon the receipt of a Federal E-Rate Program Category Two Funding Commitment Decision Letter. All contracts awarded will be contingent upon approval by the Barrow County School District Board of Education.

TYPES OF CATEGORY 2 EQUIPMENT

SWITCHES

Current Environment

The existing environment consists of (JL728A) Aruba 6200F switches stacked and connected via 10gig fiber to Aruba CX8325 Switches. All switches are managed through Aruba Airwave & Aruba NetEdit.

Desired Solution

This request for equipment is planned to supplement an existing network. Therefore, compatibility and ease of integration of the proposed equipment is very important to the District.

Below are requirements for the switch types being requested. Per **SECTION 5**, the reference to the make and model are only to establish a level of functionality being requested. See Appendix F for quantities of each type of switch.

Switches: (Equivalent to the Aruba 8325 Series)

- 48 1G/10G/25G SFP/SFP+/SFP28 ports
- At least 8 40G/100G SFP+/SFP28 ports
- 6.4Tbps or greater switching capacity, 2,000 Mpps or greater forwarding capacity
- Industry standard VxLAN protocol support
- Power Cables
- All mounting hardware
- Hot-swappable dual power supply units

Switches: (Equivalent to the Aruba CX6200F Series)

- All access ports should be POE+/POE
- At least four 10GB SFP+ Ports
- Stackable
- Industry standard VxLAN protocol support
- 740W POE Budget
- Power Cables
- All mounting hardware
- 48 port (RJ-45)

Per previous instructions, the bidder is requested to add any related components to Appendix F that might be missing from the list and are priced separately but are required for fully functional switches. This includes but is not limited to licenses, software, power supplies, power cords, GBic, stacking cables, mounting hardware, etc.

Basic Maintenance of Internal Connections (BMIC)

The District is not specifically requesting a BMIC agreement for the switches. We are requesting documentation for the manufacturer's Limited Lifetime warranty. BMIC is listed only as a backup in the event the USAC determines that any support function falls under BMIC.

WIRELESS CONTROLLERS

Current Environment:

The existing environment consists of Aruba 305,315,505, & 515 wireless access points. They're controlled by Aruba Mobility Master and Aruba Airwave.

Desired Solution:

This request for two wireless controllers: One at the Barrow Arts and Science Academy (BASA) and one at the Barrow County Alternative School. The equipment is planned to supplement an existing wireless network infrastructure. Therefore, compatibility and ease of integration of the proposed equipment is very important to the District.

Technical Specification

Below are requirements for the wireless controllers and BMIC. Per **SECTION 5**, the reference to the make and model are only to establish a level of functionality being requested.

The District is requesting wireless controllers functionally equivalent to the Aruba 7205 Series Controller. The controller at BASA will need to support a minimum of 128 access points. The controller at the Alternative School will need to support a minimum of 64 access points.

Basic Maintenance of Internal Connections (BMIC)

The District is requesting quotes for maintenance and support on these two controllers. The requested support should be functionally equivalent to Aruba's Foundation Care Support. The District is request quotes for one year of support as well multi-year agreements up to five years.

UNIVERSAL POWER SUPPLIES

Current Environment

The existing environment consists of Eaton 5PX1500RTN UPSs with network cards. They're monitored using Eaton Intelligent Power Manager.

Desired Solution

The District is requesting quotes for UPSs to support existing equipment and the new equipment contained in this RFP. See Appendix F for quantities of each type of switch.

Technical Specification

Below are requirements for the Universal Power Supplies (UPS) being requested. Per **SECTION 5**, the reference to the make and model are only to establish a level of functionality being requested.

UPSs: Functionally equivalent to Eaton 5PX1500RTN

- Input connect: NEMA 5-15P
- Output: 8x NEMA 5-15R
- Network Card Included
- SNMP Manageable
- Rack mountable
- Mounting Hardware included
- At least 3 minute runtime on full load

Appendix A
STATEMENT OF ELIGIBILITY AND COMPLIANCE

I certify that I have read and understand the terms and conditions herein. I further 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 response, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid 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 RFP and certify that I am authorized to sign this bid for the Service Provider.

SUBMITTED BY _____ DATE _____

TITLE _____ EMAIL: _____

COMPANY NAME _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

COMPANY WEBSITE _____

SIGNATURE _____

**Appendix B
CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Barrow County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor 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 information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

(Federal Work Authorization User Identification Number)

(Date of Authorization)

(Organization Name)

I hereby declare under penalty of perjury that the forgoing is true and correct. Executed on _____, 20__ in _____(city), and _____(state).

Signature of Authorized Officer or Agent

Name(s) and Title(s) of Authorized Representative(s)

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

Appendix C
CERTIFICATE OF ELIGIBILITY
(Certificate Regarding Debarment, Suspension, Ineligibility)

The Barrow County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

DUNS Number

Name(s) and Title(s) of Authorized Representative(s)

**Appendix D
REFERENCES**

References should be for client school districts or else clients with similar requirements and service levels.

1. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

2. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

3. School or Company Name _____

Description of Service(s) _____

Service Start Date _____

Contact Person _____

Contact Phone _____

Contact Email _____

Appendix E

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with Letter of Acceptance.

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. E-RATE CONTINGENCY

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. 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.

2. SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-Rate program.

- a. 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.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number).
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted.
- d. 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.
- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2021.
- f. 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).

- g. Goods and services provided shall be clearly designated as “E-Rate Eligible”. Ineligible goods and services shall be clearly called out as 100% ineligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.
- h. Within two (2) weeks of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Bulk Upload Template”, if applicable. Subsequent schedules of values and invoices for each site must match the Bulk Upload template or subsequent service substitutions.
- i. 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.
- j. 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.
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price (“LCP”).
- l. 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.

3. SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that 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.
- b. 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).
- c. 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 the lowest corresponding price.
- d. This offer is in full compliance with USAC’s Free Services Advisory. 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.
- e. The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract “effective date”, E-Rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2021 funding year (July 1, 2021). We

amend our rules for Category Two non-recurring services to permit applicants to seek support for Category Two eligible equipment purchase on or after April 1, three months prior to the start of the funding year on July 1.

4. INVOICING

- a. 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). 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.

- b. 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.

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: _____

Service Provider Identification Number ("SPIN"): _____

FCC Federal Registration Number (FRN): _____