

**Request for Proposals 2017-2018 E-Rate
Frontenac School District
Network Switch Project**

Notice to Bidders

Notice is hereby given to interested bidders that the Frontenac School District will receive written, sealed bids until the hour of **1:00 PM, on May 1st, 2017**, at the Frontenac School District Central Office at 208 S. Cayuga, Frontenac, KS 66763. Bids will be opened at **2:00 on May 1st, 2017**, in the District Central Office.

Schedule of Events: Event	Date(s)
Release of RFP to vendors	03/30/2017
Deadline for Submission of Proposals	05/01/2017 1:00 PM
Opening of Proposals (District Office)	05/01/2017 2:00 PM

The proposals must be submitted with the following tabs clearly marked:

Tab 1	Attachment A
Tab 2	Letter of Introduction stating interest in the project
Tab 3	Proof of eRate Green Light Status
Tab 4	3 references from similar project preferable in the k-12 setting
Tab 5	Detailed proposal of cost for items listed in the RFP

Network Switch Project

Frontenac Schools is looking to replace our existing HP Procurve 5412zl Core switch with an updated model. To maintain a seamless roll out we request the switch to be HP/Aruba, but other vendor proposals are welcome.

The switch needs to be the same size or larger than the 5412, with at least 12 bays. The switch needs to include 1 - 8 port 10G card with SFP modules, 1 card with at least 4 - 1G SFP ports and SFP modules, and the remaining card modules all gig ethernet ports. The switch should be easily managed via a web interface.

The quotes provided must include all materials, licenses, equipment and accessories required to complete our network upgrade as indicated on the parts list. **Any required non-eRate supported licenses need to be submitted separately from the hardware for e-Rate purposes.**

Bids will be due on **May 1st 2017, at 1:00 PM**. For more information, contact Brandon Belew, Technology Director at bbelew@frontenac249.org

General

The specifications herein are provided to convey the intent of the system and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

- Prices quoted shall be an all-inclusive solution including all applicable taxes, shipping costs with licenses split out separately if possible for e-Rate purposes. The district will handle the hardware installation and configuration.
- All equipment included in vendor's proposal must be new and include a manufacturer's warranty.
- Prices quoted in the vendor's response will remain in effect for a period of twelve (12) months from the time of the contract signing.

· Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify Frontenac School District. All questions should be addressed to Brandon Belew as outlined below. The preferred mode of contact is via email.

Brandon Belew,
Director of Technology
Frontenac School District
bbelew@frontenac249.org

BID SUBMISSION INSTRUCTIONS

Bids will be opened at **2:00 PM, Monday, May 1st, 2017** in the School District Central Office, 208 S. Cayuga, Frontenac, KS 66763.

Bids must be submitted marked as

follows:

Proposals must be submitted with the following tabs clearly marked:

Tab 1	Attachment A
Tab 2	Letter of Introduction stating interest in the project
Tab 3	Proof of eRate Green Light Status
Tab 4	3 references from similar project preferable in the k-12 setting
Tab 5	Detailed proposal of cost for items listed in the RFP

The Frontenac School District Board of Education reserves the right to reject any and/or all bids and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

“Frontenac School District 2017-2018 E-Rate Network Switch Project” should be clearly marked on the face of the binder as well as the opening date of **May 1st, 2017**.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Frontenac School District is not responsible for delays of any commercial carrier or delays incurred by the

respondents. Hand delivered or mailed proposals are preferred however email and fax proposals will accepted.

Signature on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

Evaluation Methodology

The Frontenac School District Board of Education will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services
- Adherence to the provisions in the RFP
- Preference will be given for prior positive experience with the Vendor
- Preference will be given to Kansas based vendors

Financing

Portions of this project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding commitment.

Vendor Qualifications

The Frontenac School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Frontenac School District all such information and data for this purpose as the Frontenac School District may request. The Frontenac

School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Frontenac School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Frontenac School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
 - Provide a minimum of three client references for projects of similar size and complexity, preferably in the k-12 setting.

Disqualification of Bidder

The Frontenac School District reserves the right to award to other than the lowest bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- Bidder being in litigation with the Frontenac School District.
- Bidder having defaulted on a previous contract.
 - Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Frontenac School District.
- Bidder's failure to include documentation for required certifications and authorizations.
- Bidder's failure to provide a minimum of three client references for projects of similar size and complexity.

The above is not an inclusive list.

E-Rate

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Right to Reject

The Frontenac School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Frontenac School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Frontenac School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Frontenac School District Board of Education, is not in a position to adequately perform the contract. The Frontenac School District Board of Education reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Frontenac School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Frontenac School District.

ATTACHMENT A

INFORMATION FORM (Type or Print ONLY)
Name of Company
Address of Home Office
City of Home Office
State of home Office
County of Home Office
Zip Code of Home Office

Phone Number of Home Office
Federal EIN
E-Rate SPIN Number
Total Cost of Proposal

Contact Name

Contact Phone Number

Contact Email Address

By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME _____

TITLE _____

SIGNED _____

DATE

Attachment B

**Equipment/Installation Listing
 DELIVERED TO
 Frontenac Schools
 Attn: Brandon Belew
 208 S. Cayuga
 Frontenac, KS 66763**

Manufacture Part Number/Product	Description	Quantity	Unit Price	eRate Eligible Price	eRate Ineligible Price

This form may be used to submit pricing for the proposal