

**Request for Proposal**  
**Franklin Community Schools 2020 E-Rate Layer 3 Switch/Router**  
**Franklin Community Schools**  
**998 Grizzly Cub Drive**  
**Franklin, Indiana 46131**

Franklin Community Schools (Corporation) is requesting proposals for layer 3 switch/router upgrades at each of its schools/campuses. The primary objective of this request for proposal is to identify interested vendors (Vendor) that are highly qualified in network infrastructure design and engineering. The secondary objective is to provide a competitive means in which to select a qualified vendor. Each Vendor must submit three (3) copies of their proposal in their packet. The proposal should also be e-mailed to the Corporation at [erate@franklinschools.org](mailto:erate@franklinschools.org) prior to or on the day of opening the sealed packet (March 20, 2020 at 9am).

After review of the proposals, the Corporation reserves the right to interview selected vendors.

**Details for Potential Vendors:**

The following items are important for the Vendor to understand as the proposal response is prepared:

1. Any requirements of the Corporation by the Vendor must be included in the proposal.
2. The proposal should list hardware costs and installation costs separately as ERATE and other funding will determine if hardware and installation is accepted or just hardware.
3. Accepting a proposal is based on ERATE and other funding. Depending on funding none of the proposals may be accepted, a purchase of hardware may be accepted, or both hardware and installation may be accepted.
4. It is the Vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the stated requirements. The proposal must guarantee performance sufficient to fulfill the needs of the Corporation as requested within this RFP.
5. The Corporation will not release the Vendor from the performance guarantee required herein, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.
6. If after the completion of this project, during normal operation of the network, the Corporation discovers that the equipment does not meet the minimum specifications stated in the objectives of this RFP, the Vendor will then be required to do whatever is necessary to meet the specifications with no additional cost to the Corporation.
7. All prospective vendors must complete a district walkthrough/onsite survey in order to be eligible to submit a proposal. During the walkthrough all detailed questions will be answered. Proposals from vendors who do not complete the walkthrough/onsite survey WILL NOT be considered. The walkthrough will occur by scheduled appointment during the week of February 17, 2020. Please contact Sue Ann Kruger to schedule a district walkthrough for ERATE Project. She can be reached at 317-346-8737.

8. The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.
9. Proposals must include references from other schools in the surrounding area.
10. Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, user training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary.
11. Prices quoted in the Vendor's response will remain in effect through the E-Rate funding year (September 20, 2021).
12. 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.
13. 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 the Corporation.
14. Clarifying questions that don't affect the scope may be submitted to the email address [erate@franklinschools.org](mailto:erate@franklinschools.org) until March 6, 2020. If a response is not received within 1 (one) working day, it is the responsibility of the Vendor to call Matt Sprout at the contact information listed below.
15. All questions and responses will be posted immediately on the Corporation's E-Rate Procurement page at <http://www.franklinschools.org>. It is the sole responsibility of an interested Vendor to visit this page prior to proposal submission to ensure they have the latest information.
16. There is no expectation that additional layer 1 (physical layer) additions/changes will be needed. Any layer 1 additions/changes must be fully detailed as to the need and quoted independently in the proposal.
17. If installation is accepted, all equipment must be named (in the configuration) and physically labeled using Corporation's naming standard. Naming standard will be given after a signed agreement.
18. All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties. No proposal can be submitted that includes equipment or components for equipment from companies deemed to provide a national security risk as defined by FCC Order 19-121.
19. Vendor must be familiar with the E-Rate program including a complete understanding of the invoicing requirements and program timing. Vendor must have a SPIN and must submit their FY 2020 SPAC before invoicing the Corporation for any work.

**Contact Information:**

|  |   |
|--|---|
| Matt Sprout<br>Director of Technology<br>erate@franklinschools.org<br>Office: 317-346-8710<br>Cell: 317-507-2309 | Franklin Community Schools<br>998 Grizzly Cub Drive<br>Franklin, Indiana 46131<br><br><a href="http://www.franklinschools.org">http://www.franklinschools.org</a> |
|--|---|

**Timeline:**

| Event                  | Date(s)                                   |
|------------------------|---|
| RFP Published          | Friday, January 31, 2020                  |
| Day of Site Visit      | Schedule during week of February 17, 2020 |
| Submission of Proposal | Friday, March 20, 2020 at 9am             |

**Specifications:**

| School                    | Address   | Closet Count  |
|---------------------------|---|---------------|
| Creekside Elementary      | 700 East State Road 44<br>Franklin, IN 46131      | MDF:1; IDF:3  |
| Needham Elementary        | 1399 Upper Shelbyville Road<br>Franklin, IN 46131 | MDF:1; IDF:0  |
| Northwood Elementary      | 965 Grizzly Cub Drive<br>Franklin, IN 46131       | MDF:1; IDF:2  |
| Union Elementary          | 3990 West Division Road<br>Bargersville, IN 46106 | MDF:1; IDF:1  |
| Webb Elementary           | 1400 Webb Court<br>Franklin, IN 46131             | MDF:1; IDF:1  |
| Custer Baker Intermediate | 101 West State Road 44<br>Franklin, IN 46131      | MDF:1; IDF:5  |
| Franklin Community Middle | 625 Grizzly Cub Drive<br>Franklin, IN 46131       | MDF:1 IDF:5   |
| Franklin Community High   | 2600 Cumberland Drive<br>Franklin, IN 46131       | MDF:1; IDF:12 |

1. It is during the Vendor's site visit that power requirements, existing network infrastructure, connections and other criteria are to be evaluated.

2. Following a three layer hierarchical model, wiring closets must contain enough access layer switches to meet connectivity needs with each of these switches independently connecting to a distribution layer switch. All distribution switches will then independently connect to the core switch in the building.
3. An itemized list of switches in need of being replaced will be given to each vendor at time of Vendor's site visit.
4. Proposed switches need to be fully managed by Cisco Prime Infrastructure or equivalent.
5. Switches should support at least 740W PoE power budget without an external RPS
6. Switch should support dedicated stacking port.
7. Stacking module should be hot-swappable.
8. Stacking should support a minimum of 5 switches.
9. Stacking should support 80 Gbps of bi-directional throughput.
10. The switches should support software image update and switch configuration without user intervention.
11. Minimum of 10 Gbps fiber uplink.
12. Minimum port speed of 100/1G.
13. Additional and clarifying specifications may be given during the Vendor site visit.

**Submission Instructions:**

Proposals will be opened at 9:00am on March 20, 2020, in the conference room located at Franklin Community School's Central Office. The address of this location is: 998 Grizzly Cub Drive, Franklin, Indiana 46131. Proposals must be submitted in a sealed packet clearly marked as follows:

"Franklin Community Schools 2020 E-Rate Layer 3 Switch/Router"

Packets not so marked will remain sealed. The Franklin Community Schools Board of Trustees reserves the right to reject any and/or all proposals and waive any informalities.

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

Proposals must include the following:

1. Attachment A Completed and Signed by the Vendor.  
(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)
2. "Franklin Community Schools 2020 E-Rate Layer 3 Switch/Router" should be clearly marked on the face of the envelope.
3. A spreadsheet listing all included buildings and proposed improvements to the buildings.
4. Scope of the Project – Included, but not limited to:
  - a. Proposals must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation.

- b. Responses shall include a table of contents properly indicating the section and page numbers of the requested information.
- c. Executive Summary
- d. Responses shall include a concise review stating the Vendor's understanding of the project contained on no more than three pages. Also, include responses to the following statements in the Executive Summary
  - i. Describe the methodology or strategies you intend to employ to gather the information.
  - ii. Describe your approach to quality.
- e. Provide any additional information you wish for us to consider as we evaluate the proposal.
- f. Company Qualifications
- g. Vendor Contact Information
  - i. Vendor Name and Address
  - ii. Contact Person
    - 1. Name
    - 2. Phone/Fax/Mobile Phone
    - 3. Email Address
  - iii. Provide the Name(s) of the Vendor's Owner(s)
  - iv. Provide a Brief History of Vendor
  - v. Provide a simple Organizational Chart for this project
  - vi. Indicate the person who will provide overall project leadership and be the primary contact.
- h. Start and Completion dates
- i. Past performance is a critical component in the selection process of this project. Provide a list of references with the following information:
  - i. School name, contact, telephone number
  - ii. Description of the scope of work

The Corporation reserves the right to reject any or all proposals; and further reserves the right to eliminate from further consideration any RFP response deemed to be substantially or materially unresponsive to the request for information contained herein. Any proprietary information in submittal must be designated clearly with the words  
—Proprietary Information--

All proposals become the sole and unrestricted property of the Corporation.

Attachment A  
INFORMATION FORM

|   |  |
|---|--|
| Name of Vendor                                    |  |
| Street Number and Street Name of Vendor's Address |  |
| City of Vendor's Address                          |  |
| State of Vendor's Address                         |  |
| Zip Code of Vendor's Address                      |  |
| Main Phone Number of Vendor                       |  |
| Federal EIN of Vendor                             |  |
| E-Rate SPIN Number of Vendor                      |  |

|                |  |                |  |
|----------------|--|----------------|--|
| Contact Name:  |  | Contact Title: |  |
| Contact Phone: |  | Contact Email: |  |

Total Project Hardware Cost: \$ \_\_\_\_\_

Total Project Installation Cost: \$ \_\_\_\_\_

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. Depending on funding none of the proposals may be accepted, a purchase of hardware may be accepted, or both hardware and installation may be accepted.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment A--Continued

PRICING INFORMATION

Given the following information is listed on a quote, a vendor may use a quote in place of the information requested below. If the Vendor chooses to enter the information below but needs additional space, please make a copy of this page and indicate quote pages.

| Line # | Manufacturer's Part Number | Description | Quantity | Unit Price | Extended Price |
|--------|----------------------------|-------------|----------|------------|----------------|
| 1      |                            |             |          |            |                |
| 2      |                            |             |          |            |                |
| 3      |                            |             |          |            |                |
| 4      |                            |             |          |            |                |
| 5      |                            |             |          |            |                |
| 6      |                            |             |          |            |                |
| 7      |                            |             |          |            |                |
| 8      |                            |             |          |            |                |
| 9      |                            |             |          |            |                |
| 10     |                            |             |          |            |                |

Vendor Quote Page \_\_\_\_ of \_\_\_\_

Shipment Address:  
(See building addresses listed on Page 3)