**Deming Public Schools
1001 S. Diamond
Deming, New Mexico 88030
Vicki Chavez, Superintendent**

**Commodity Code: 91551**

 **RFP #24-04**

**Memorial Elementary Network Refresh

Closing Date: March 4, 2024, 3:00 pm MST**

1. **Introduction**

Deming Public Schools intends to network electronics to refresh the existing switch infrastructure at Memorial Elementary School.

The District currently has Cisco POE+ switches in the MDF and IDFs in this location with 10Gbps single mode fiber between each network closet and back to the core switch, and is seeking replacement as follows:

* MDF A.1 (Replacing WS-C3750X-48P-S

WS-C3750X-48P-S

WS-C3750X-48P-S)

* MDF A.2 (Replacing WS-C2960S-48LPD-L

WS-C2960S-48LPS-L

WS-C2960S-48LPS-L

WS-C2960S-48LPS-L)

* MDF A.3 (Replacing WS-C2960S-24PS-L

WS-C2960S-48LPS-L)

* IDF B.20 (Replacing WS-C2960X-48LPS-L)
* Transceivers, stacking modules, UPSs, and black patch cables for each closet

The District is seeking Cisco switches or equivalent that can replace the existing switches.

**Vendor is required to be able to deliver the service no later than June 30, 2025. Provided purchase order is received by March 22, 2024.**

**Vender is required to submit the signed CAMPAIGN CONTRIBUTION DISCLOSURE FORM (Attachment B) with their proposal. Proposals that do not include the Campaign Contribution Form cannot be considered.**

Payment will only be made for services rendered.

Deming Public Schools reserves the right to award some, all, or none of the items listed as budget allows.

Vendors must assume the risk of the method of dispatching any communication or proposal to the District. The District assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or digital “postmarking” of a communication or proposal to the District by a specified deadline date will not substitute for the District’s actual receipt of a communication or proposal.

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the vendor on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, New Mexico state constitutional, or statutory law. The vendor pursuant to this RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

The District reserves the right, at its sole discretion, to cancel and/or reissue this RFP in accordance with applicable laws and regulations.

The vendor resulting from this RFP will be responsible for the completion of all services set out in this RFP or may be amended. All service is subject to inspection and evaluation by the district. The District will employ all reasonable means to ensure that service is progressing and being performed in compliance with the contract, and the vendor must cooperate with such efforts.

If the vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the vendor violates any terms of this contract, the District shall have the right to immediately terminate the contract. Notwithstanding the above, the vendor shall not be relieved of liability to the District for damages sustained by virtue of any breaks of this contract by the vendor.

An 8% in-state resident or native American resident preference will be given to all resident New Mexico businesses that have been issued certification by the State of New Mexico. A 10% resident veteran or native American resident veteran preference will be given to all resident New Mexico businesses that have been issued certification by the State of New Mexico. To qualify for the preference, the bidder must list a valid resident business certificate number and shall submit a copy of the certificate with the bid. If you have a question regarding a Resident Business (or Resident Veteran Business or Native American resident/veteran) Certification, or wish to be given a number, you may contact the New Mexico State Department of Taxation and Revenue at 505-827-0951. This number is valuable to have as it allows the Schools to consider your bid at five to ten percent less than the amount submitted, and could mean a difference in award. Please note that this number is NOT your State CRS Number (i.e. 01‑503047‑004).

**II. Proposal Format**

The proposal should include, at minimum, the following sections:

(The proposal format should correlate with the RFP format. Format and ease of reading proposal will be considered). Please include at least one (1) hard copy of your proposal and one (1) electronic copy of

your proposal in a sealed response.

1. Specifications

This section should describe how your proposal meets particular requirements.

1. Records of Performance:

This section should include references of local users within the county.

1. Price:

All cost information must be in this section.

**Gross receipts tax or shipping charges must be indicated on the proposal.**

**III. Evaluation Process and Timelines**

1. It is a vendor responsibility to ensure compliance with the RFP including any addendums.
2. All responses must reference the Universal Services Administration Company (USAC) Form 470, and the district will only consider responses that will be processed through E-rate. Acceptance is contingent on being able to use E-rate.
3. Proposals which do not include the Campaign Contribution Disclosure Form will be considered incomplete and will not be included in the evaluation process.

D. Proposals will be evaluated on a 100 – point basis. The scoring will be as follows:

1. **35 points – Specifications**
2. **Includes consideration of District familiarity of management interface, costs (in time and funding) to train on new interface and ease of integration with current systems.**
3. **25 points- Performance**
	1. **Includes consideration of reliability, solution meeting upload/download requirements on a consistent basis, meeting of contract length needs, references, and feasibility in Luna County.**
4. **40 points – Total cost of equipment & service agreement, including consideration of ineligible E-rate service cost**
	1. **E-rate eligible cost must be highest weighted factor.**

E. Timelines –

a. Questions will need to be submitted to Procurement management via email to procurement@demingps.org, subject line: RFP 24-04 **Memorial Elementary Network Refresh.**  Question submittals are due no later than February 16, 2024 3:00 pm MST. All questions will be responded to and published by February 20, 2024 3:00 pm MST.

**IV. School District Contacts**

1. Sealed proposals must be direct to:

Deming Public Schools

1001 South Diamond

Deming, New Mexico 88030

Subject line must state: RFP 24-04 Memorial Elementary Network Refresh

Or

 Electronic Submission:

 Bidnet Direct

 <https://www.bidnetdirect.com/new-mexico/demingpublicschools>

1. All Sealed proposals are due no later than **March 4, 2024 by 3:00 pm MST** to the District Office at 1001 S. Diamond. Either mailed or hand delivered. Faxed or emailed submissions will be deemed unresponsive.

ATTACHMENT B (Mandatory)
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official’s employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political

committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural

person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement proces**s” means the time period commencing with the

public notice of the request for proposals and ending with the award of the contract or the cancellation of

the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive

sealed proposal process set forth in the Procurement Code or is not required to submit a competitive

sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a

corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR: Contribution Made By:

Relation to Prospective Contractor:
Date Contribution(s) Made:

Amount(s) of Contribution(s) Nature of Contribution(s) Purpose of Contribution(s) (Attach extra pages if necessary)

Signature Date

Title (position)

**--OR—**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS ($250) WERE MADE** to an applicable public official by me, a family member or representative.

Signature Date

Title (