

REQUEST FOR PROPOSAL
FOR
SOUTH KITSAP SCHOOL DISTRICT 2025
INTERNAL CONNECTION EQUIPMENT UPGRADES

RESPONSES DUE 28 DAYS FROM USAC E-RATE POSTING DATE



SOUTH KITSAP
SCHOOL DISTRICT

South Kitsap School District #402
2689 Hoover Ave SE
Port Orchard, WA 98366

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OVERVIEW

The South Kitsap School District #402 (the “District”) is requesting proposals to upgrade the network infrastructure equipment at the South Kitsap High School and Sidney Glen Elementary as provided under Priority 2 / Internal Connections of the Federal E-rate program. The District will entertain proposals in the following categories:

- 1) EQUIPMENT: New Cisco network switching hardware

Vendors must be able to provide products and services in compliance with Federal E-rate regulations, including having a valid SPIN number. Proposals from vendors without a SPIN number will not be considered.

This RFP is being posted and advertised in compliance with Washington State RCW 39.04.270.

INSTRUCTIONS TO VENDORS

1. INTERPRETATION OF PLANS AND DOCUMENTS:

If any person contemplating submitting a response for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omissions from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the response due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on the district web site next to the original RFP document. South Kitsap School District will not be responsible for any other explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any vendor or binding on South Kitsap School District.

2. PREPARATION OF PROPOSAL:

Each proposal shall include the following items:

- Vendor’s Name, Address, Contact Information (including Agent’s Name and Telephone Number), SPIN Number
- Pricing for equipment and services listed by school with taxes, fees, permits and labor on separate lines for each building, signed by a person authorized to provide pricing and enter contracts, with the signature in full. (Failure to sign the response shall be deemed non-responsive.)
- References of at least three (3) customers of similar size and scope, with at least one (1) of those being a school district in the State of Washington and at least one (1) of them where you have provided services that generated Federal E-Rate funding for at least two years.
- Appendix A – Certifications
- Any additional documents that would be required by your organization to enter into this contract (including sample terms and conditions)

Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, at the sole discretion of the District. When not responding on an item, specify by a N/A in the appropriate space.

No vendor may withdraw a proposal after the date and hour set for the delivery of responses thereof and before the award of the contract, unless said award is delayed for a period exceeding forty-five (45) days.

3. DELIVERY OF PROPOSAL:

- A. Each proposal shall be completely sealed in a separate envelope, properly addressed to the South Kitsap School District at the address indicated on the proposal form, with the name and address of the vendor and the name of the project for which the response was submitted, plainly written on the outside of the envelope.
- B. Sealed proposals will be received at the time and place stated in this Request for Proposal. It is the sole responsibility of the vendor to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the vendor unopened.
- C. Proposals shall be submitted intact, including all proposal documents and acknowledgment of all addenda posted on the South Kitsap School District web site.
- D. Upon delivery, proposals become the property of the South Kitsap School District.

PROPOSALS ARE DUE at 4:00 p.m. on the CLOSING DATE (USAC POSTING DATE + 28 DAYS), and MUST BE MAILED/DELIVERED TO:

South Kitsap School District -- Reception Desk
2689 Hoover Ave SE
Port Orchard, WA 98366

ENVELOPE MUST BE CLEARLY MARKED:

Request for Proposal for SKSD 2025 Internal Connection Equipment Upgrades,
Attn: Kerry Melcher

NOTE: Faxed, e-mailed or electronic copies will NOT be accepted.

4. TAXES:

Proposals shall include any applicable taxes, listed separately. South Kitsap School District is exempt from certain Federal Taxes, and exemption certificates will be furnished. Vendor is responsible for any taxes that are applicable to the services and products provided.

5. CONTRACT DEFAULT:

Proposals are subject to all terms and conditions as herein established in this request for proposal and includes price, quality, and delivery. Failure to provide items by the agreed project timeline and at the prices proposed will be considered contract default and the Purchasing Department reserves the right to declare the contract terminated and to purchase the merchandise on the open market. If a greater price than the contract price has been paid by the South Kitsap School District Purchasing Department, such increase shall be the vendor's responsibility.

6. VENDOR E-RATE ELIGIBILITY:

Vendors must have an active Service Provider Identification Number (SPIN) assigned by the Schools and Libraries Division (SLD), and maintain the valid SPIN number for the duration of the contract. Failure to maintain a valid SPIN number may result in default of this contract.

7. VENDOR/SOUTH KITSAP SCHOOL DISTRICT RELATIONSHIP:

Vendor’s relationship to South Kitsap School District in the performance of services that may be required for certain items shall be that of an independent contractor. The personnel performing services under this contract shall at all times be under vendor’s exclusive direction and control and shall be employees of vendor and not employees of South Kitsap School District. Vendor shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers’ liability insurance.

8. NON-DISCRIMINATION AGREEMENT:

Vendor agrees not to discriminate against any client, employee or applicant for employment because of race, creed, color, national origin, sex, or age and agrees to comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of South Kitsap School District.

9. BILLING:

Vendor must be willing to accept direct payment from the Schools and Libraries Division (SLD) of the Universal Service Administration Company (USAC) for the eligible portion of services provided.

Funding Commitment Considerations

As described in e-rate program rules, both the South Kitsap School District (District) and the vendor will receive a Funding Commitment Decision Letter (FCDL) stating how much of the Service Cost will be paid for by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The portion of the Service Cost paid for by USAC is defined on the FCDL and is referred to as the Discounted Portion. The difference between the Service Cost and the Discounted Portion is referred to as the Undiscounted Portion. In some cases, the FCDL may state that the funding is completely denied. A “Funding Year” is synonymous to USAC’s definition of a funding year, which is generally from July 1st until June 30th of the next year. An FCDL will be issued for each Funding Year, and is only applicable to that Funding Year.

Price and Payment if Funding is Approved

If the FCDL shows that funding is approved then the District, at its discretion, may choose to have the Amount Due be the Undiscounted Portion instead of the total Service Cost.

Price and Payment if Funding is Denied

If the FCDL states that funding is completely denied for the Services, then the District may terminate the Services on or after the date it receives the FCDL by providing a request in writing (“Termination Request”) to the Vendor. The date that the District requests to terminate the Service (“Termination Date”) will be at least 15 days after the Termination Request.

10. REJECTION OF PROPOSALS:

South Kitsap School District reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by South Kitsap School District, will be made to the qualified vendor submitting the most satisfactory proposal based on the criteria in section 11, if it is to South Kitsap School District's best interest to accept such proposal. The right is reserved by South Kitsap School District to waive any informalities or errors in the proposal that, in the sole opinion of South Kitsap School District, do not materially affect the proposal (RCW 43.19).

11. AWARDING BASIS:

The District will award the contract on the following basis:

Price	50 %
Integrates with Existing Infrastructure	35 %
Technical Specifications and Design	10 %
Customer References	10 %

12. CONFLICTS OF INTEREST:

No director, employee or agent of the vendor shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District's Superintendent may audit all records of the vendor, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

13. PRICE GUARANTEE:

Prices must remain firm for the duration of the contract as specified in Section 14.

Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Program. The successful vendor agrees to receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Fund ("USF"), and/or its agents, the National Exchange Carrier Associations ("NECA"), and/or the Schools and Libraries Division ("SLD"). The District and the successful vendor will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements as described under Section 254 of the Communications Act of 1934, as amended, 47 C.F.R. #254, and any competitive bidding requirements contained in 47 C.F.R.#54.504.

14. DURATION OF CONTRACT:

All purchasing, delivery and invoicing shall be in accordance with Federal E-Rate guidelines, and shall commence no sooner than July 1, 2025. Purchase orders will be issued upon successful funding commitment from USAC. If funding commitment is not received by January 1, 2026, the District reserves the right to terminate the contract.

15. ASSIGNMENT OF CONTRACT:

The vendor shall not assign this contract, any part thereof, nor any monies owing thereunder, without the prior written approval of the District.

The vendor shall have total responsibility for meeting the terms and conditions of this contract.

16. ADVERTISING:

Award of this contract does not grant the right to the vendor to utilize the award in any advertising media without written consent of the District.

17. CONTACT INFORMATION:

For information about this RFP, please contact IN WRITING / E-MAIL:

Kerry Melcher (kmelcher@skschools.org)
South Kitsap School District #402
2689 Hoover Ave SE
Port Orchard, WA 98366
Phone (360) 874-7047 (for communication difficulties only)

Questions will be documented, routed to an appropriate staff member for response, and the response will be e-mailed and posted on the web site. Vendors are reminded that questions must be submitted in writing or e-mail, and questions and responses will be posted on the South Kitsap School District web site at <https://www.skschools.org/erate>

PROJECT REQUIREMENTS

South Kitsap School District is requesting proposals to upgrade the network infrastructure at the South Kitsap High School and Sidney Glen Elementary School. This is the first phase of equipment upgrades to replace Cisco 3850 and Cisco 2960 switches that are at or near end of life with new Cisco 9300 and Cisco 9200 switches. Timing for additional phases of equipment replacements at the other schools has not been determined. This first phase will add new features at the two schools and will create a spare switch inventory for the remaining sites until they can be scheduled in the next three to five years.

In the next switch upgrade cycle, we see the need for these features in every MDF and IDF closet.

- PoE++/UPOE 60W power over ethernet
- 10G multi-rate interfaces
- Capability to upgrade the LAN back bone to 25G ethernet, if needed

As part of the replacement, we are also standardizing on a specific set of switches so that we can keep the number of spares need to a minimum.

EXISTING NETWORK CONFIGURATION:

South Kitsap High School is running a stack of four Cisco 3850 layer 3 switches as the core providing 10G twisted pair and SFP interface to the HS servers and edge switches. The edge switches in the IDFs are Cisco 2960 layer 2 switches with dual dedicated 10G uplinks to the core. The edge switches support 1GB ethernet and PoE+ to the edge devices.

Sidney Glen Elementary School is running a stack of two older Cisco 3850 layer 3 switches as the core providing 1GB twisted pair interfaces and four 10G interfaces to the servers and edge switches. The edge switches in the IDFs are Cisco 2960 layer 2 switches with single or circular 10G uplinks to the core. The edge switches support 1GB ethernet and PoE+ to the edge devices.

The Cisco network equipment at both sites support the district's Cisco voice, video and data network. The switches support Power-over-Ethernet (PoE) for Cisco VoIP handsets, Ruckus wireless access points, surveillance cameras, intercoms and door controls. We are looking to replace the old equipment while preserving the investment in our existing equipment and staff resources, so integration and compatibility are very important.

The district's VoIP telephony services that supports approximately 1200 handsets are provided by Cisco CallManager and Unity messaging services. Switches are configured to support E-911 emergency response locations (ERL) for proper and timely reporting of 911 calls to insure student and staff safety. The E911 system is tightly integrated with the switching infrastructure. While telephony isn't eligible for eRate anymore, the switch infrastructure compatibility with the Cisco E911 system is critical.

The new Cisco switches do not support the SFP-10G-LRM with the mode dispersion and offset fiber jumper to allow the continued use of the older OM1 FDDI grade fiber. The district as a sperate RFP in install new OM4/5 fiber to replace the OM1 fiber. The fiber at the HS was replaced in the last upgrade so now fiber replacement is needed. We are adding a new IDF at Sidney Glen Elementary. The cable RFP has provision to install a new OM4/5 fiber run.

DESIRED NETWORK EQUIPMENT:

Network Switching Equipment

The district is looking to standardize on these four switches to meet the features and support needs.

- Core switches
 - Cisco 9300x P/N C9300X-48HX-A
 - 48 port 10G Multigigabit TWP (10G/5G/2.5G/1G/100M)
 - Full Cisco UPOE+ with 90W
 - Modular uplinks
 - Cisco 9300x P/N C9300X-24Y-A
 - 24 port 25G/10G/1G SFP28
 - No PoE
 - Modular uplinks
 - Interface module P/N C9300X-NM-8Y
 - 8 port SFP28 25/10/1 G
- Edge switches
 - Cisco 9300L P/N C9300LM-48UX-4Y-E
 - 48 ports (8 mGig ports up to 10G, 40 ports up to 1G)
 - UPOE (60w)
 - 4 ports 1/10/25G fixed uplinks
 - Cisco 9200L P/N C9200L-48PXG-2Y-E
 - 48 ports (8 mGig ports up to 10G, 40 ports up to 1G)
 - Full PoE+ (30w)
 - 2 ports 1/10/25G fixed uplinks

The switches need to support the following features to be able to integrate into the existing infrastructure:

- Integrate and work with the Cisco Emergency Responder E-911 system for automatic phone ERL locations and assignments.
- At Layer 3 it must support:
 - Support Cisco's EIGRP routing protocol natively to integrate with the rest of the district's routers.
 - Support Multicast routing (PIM, IGMP...)
- At Layer 2 it must support:
 - Standard base PoE 802.3af, PoE+ 802.3at, PoE++ 802.3bt (Type 3)
 - IGMP snooping
 - Spanning tree (Port fast, per VLAN spanning tree, rapid spanning tree,...)
 - VLAN Trunk Protocol (VTP)

Provide options for support and software updates that are eligible under the E-rate.

Given the critical nature of emergency 911 calls, the District is specifying Cisco-brand switches to insure full compatibility with the Cisco ERL reporting system.

For Cisco licensing, the core switches will use the Network Advantage level and the Edge switches will use the Network Essential level. For the DNA licenses use the minimum required term.

The District is requesting equipment items for purchase, and will take responsibility for installation and configuration. Equipment will be shipped to a central district location.

NETWORK SWITCHING EQUIPMENT:

South Kitsap High School

Part Number	Description	QTY	Unit Cost	Ext. Cost
	Core Switches			
C9300X-48HX-A	Cisco 9300x 48 port 10G Multigigabit TWP (10G/5G/2.5G/1G/100M)	2		
C9300X-24Y-A	Cisco 9300x 24 port 25G/10G/1G SFP28	2		
C9300X-NM-8Y	Interface module 8 port SFP28 25/10/1 G	4		
	Network Advantage and DNA license as required by Cisco	4		
	Edge Switches			
C9300LM-48UX-4Y-E	Cisco 9300L 48 ports (8 mGig ports up to 10G, 40 ports up to 1G), UPoE (60w), 4 ports 1/10/25G fixed uplinks	17		
C9200L-48PXG-2Y-E	Cisco 9200L 48 ports (8 mGig ports up to 10G, 40 ports up to 1G), Full PoE+ (30w), 2 ports 1/10/25G fixed uplinks	9		
	Network Essential and DNA license as required by Cisco	26		
	Basic Maint			
	Cisco SmartNet 9300x CON-SW	4		
	Ant,Con,Rel Cop			
CAB-SPWR-150CM=	Cisco Power share cables (150cm)	1		
CAB-SPWR-30CM=	Cisco Power share cables (30cm)	3		
STACK-T1-1M=	Cisco Stack cables (1M)	1		
STACK-T1-50CM=	Cisco Stack cables (50cm)	3		
SFP-10/25G-CSR-S	Cisco 10/25GB SFP Module	100		
	Site Sub-Total			
	Taxes			
	Fees			
	Site Total			

Sidney Glen Elementary

Part Number	Description	QTY	Unit Cost	Ext. Cost
	Core Switches			
C9300X-48HX-A	Cisco 9300x 48 port 10G Multigigabit TWP (10G/5G/2.5G/1G/100M)	2		
C9300X-NM-8Y	Interface module 8 port SFP28 25/10/1 G	2		
	Network Advantage and DNA license as required by Cisco	2		
	Edge Switches			
C9300LM-48UX-4Y-E	Cisco 9300L 48 ports (8 mGig ports up to 10G, 40 ports up to 1G), UPoE (60w), 4 ports 1/10/25G fixed uplinks	3		
C9200L-48PXG-2Y-E	Cisco 9200L 48 ports (8 mGig ports up to 10G, 40 ports up to 1G), Full PoE+ (30w), 2 ports 1/10/25G fixed uplinks	2		
	Network Essential and DNA license as required by Cisco	5		
	Basic Maint			
	Cisco SmartNet 9300x CON-SW	2		
	Ant,Con,Rel Cop			
CAB-SPWR-30CM=	Cisco Power share cables (30cm)	2		
STACK-T1-50CM=	Cisco Stack cables (50cm)	2		
SFP-10/25G-CSR-S	Cisco 10/25GB SFP Module (Reusing the existing SFP-10G-SR modules from SG and 10 from the HS)	0		
	Site Sub-Total			
	Taxes			
	Fees			
	Site Total			

APPENDICES

APPENDIX A. CERTIFICATIONS:

Debarment:

As per the Code of Federal Regulation, this certification is required when federal funds are being utilized. Service Provider certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency and has authorization to enter into the attached contract.

Non-Collusion:

Service Provider certifies proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not thereon, named, and further, that the Service Provider has not directly or indirectly induced or solicited any other service provider on the foregoing work or equipment to put in a sham proposal, or any other person or corporation to refrain from responding, and that Service Provider has not, in any manner, sought by collusion to secure himself, or to any other person, an advantage over any other Service Provider or Service Providers.

Non-Discrimination:

Service Provider agrees not to discriminate against any client, employee or applicant for employment because of race, creed, color, national origin, sex, or age. The service provider must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of South Kitsap School District.

Crimes Against Children

Pursuant to RCW 28A.400.303, any employees or subcontractors of the Service Provider who will have unsupervised access to children as part of installation, shall be required to have successful completion of a background record check through the Washington State Patrol Criminal Identification System, under RCW 43.43.830-.834, RCW 10.97.30.50, and through the Federal Bureau of Investigation, prior to having unsupervised access to children. Service Provider shall provide for, and pay all costs associated with the background checks for their employees or subcontractors.

Contract Addendums:

Service Provider has reviewed any addendums to this document as posted on the district's web site (<https://www.skschools.org/erate>) and response includes any applicable information from those addendums.

As an authorized agent of this company, I certify the pricing provided and all of the above statements are true and correct.

Signature of Service Provider Agent

Date

Service Provider Name: _____

Service Provider Agent Name: _____

APPENDIX B. IDF LOCATIONS:

The IDFs are located through out the buildings. The specific locations should not be needed for this RFP.