



EASTON VALLEY

COMMUNITY SCHOOL DISTRICT

121 S. MITCHELL STREET, PRESTON, IA 52069

WWW.EASTONVALLEYCSD.COM

(563) 689-3431 (563) 689-5823 (FAX)

E- Rate RFP
Entity # 16072077
Funding Year 16 – With Multi-Year Option
470 # 160005715
RFP: Easton Valley
Community School District
Category 2

**DUE DATE: January 18, 2016 by 12:00pm CST time. Please mail or email the proposal to Nathan Bormann nate.bormann@eastonvalleycsd.com
Fax: 563-682-7194.**

In the bid process of E-rate, we must stipulate that we are looking for vendors that are E-rate compliant. We request that submitted proposals be priced Line item, and include all applicable taxes and fees. This district may wish to enter up to a two-year contract with an option of one more year or may elect to take no action on responses received. A form 470 has been filed with the Schools and Library Division for E-Rate year 2016 requesting proposals for services required for this building project as well as for the rest of the district. E-Rate year 16 Form 470 Application number # **160005715**

All respondents must be eligible E-Rate providers and provide their SPIN Number with submission of their proposal. Any agreement which might lead to a commitment of funds on behalf of the Easton Valley Community School District can be voided if E-Rate funds or district funding becomes unavailable, or if Easton Valley Community School District decides the proposal does not meet the requirements as posted. All responses should be based on costs BEFORE E- Rate discounts are applied. Proposals shall clearly show which services and equipment are E-Rate eligible and which are not E-Rate Eligible.

Nathan E. Bormann
Director of Technology
nate.bormann@eastonvalleycsd.com
121 S. Mitchell Street, Preston, IA 52069
Phone: (563) 682-7131 ext. 3054
Fax: (563) 682-7194

RFP Requirements

RFP for High/Middle School Addition and District Year 16+

Easton Valley Community School District

Contact Person: Nathan E. Bormann

Title: Director of Technology

Posting Date: 12/22/2015

Billed Entity Number: 16072077

121 S Mitchell St. Preston, IA 52069

Phone: 563-682-7131 ext. 3054

Fax: 563-682-7194

Erate 470 # 160005715

Last day to submit your response to this RFP is: January 18, 2016

Service Type: Internal Connections Year 16+			
Description	Manufacturer	Model	Number Of Units
Wireless Access Points	Meraki or equivalent	MR32 or equivalent	24
Wireless Access Points	Meraki or equivalent	MR34 or equivalent	3
Cabling	N/A	CAT 6 UTP Solid PVC coated cable	5000 ft. minimum
CAT6 Jacks	Leviton or equivalent	5G108-RL5 or equivalent	250 minimum
Switch	Meraki or equivalent	MS-320-48LP (PoE) or equivalent	1
UPS/Battery Backup	APC or equivalent	SMX1000 X 1000VA or equivalent	5

Service Type: Basic Maintenance of Internal Connections Year 16+			
Switches	Cisco Systems	N/A	6 minimum

Note: **All bids must include specific details on both eligible and ineligible costs, including but not limited to software licenses and updates.**

The Easton Valley Community School District is requesting proposals for internal connections, installation, and initial configuration for our high/middle school addition as well as for the rest of the district.

(Year 16)

Section 1 - Instructions to Bidders

1. Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company. The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company ("USAC"), and/or the Schools and Libraries Division ("SLD"). Easton Valley Community School District (EVCSD) and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.
2. If a contract(s) is/are to be awarded as a result of this Request for Proposals, it shall be awarded to the bidder who is responsible and whose proposal provides the best potential value to the Easton Valley Community School District. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
3. Copies of RFP's including all required documents must be received by 12:00 pm local time (CST) on January 18th, 2016. Proposals received after this time and date will NOT be accepted for the bid process and returned to the vendor. Bidders are solely responsible for ensuring timely receipt of their proposal. Electronic copies must be submitted in PDF format.
4. The System Vendor Response Form is a required document and must be submitted as well, in PDF format.
5. Send proposals and electronic copies in a sealed envelope via postal service, FedEx, etc. to:

Easton Valley Community School District
High/Middle School E-rate Proposals Year 16
Attention: Nathan E. Bormann
121 S. Mitchell Street
Preston, IA 52069

6. All received RFP's will be opened when received and if clarification is necessary Easton Valley Community School District has the right to request clarification. NO CHANGES MAY BE MADE TO THE CONTRACT AT THAT TIME.
7. Bidders may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by Easton Valley Community School District, but may withdraw their proposal at any time.
8. Bidders may withdraw their RFP prior to the bid closing date.
9. All questions or inquiries concerning this Request for Proposals must be submitted to Nathan E. Bormann, EVCSD Technology Director:

nate.bormann@eastonvalleycsd.com
563-682-7131 Ext. 3054
Fax: 563-682-7194

10. Detailed, line-item quotation(s) must be provided by the bidder. All quotations must be labeled to show the section(s) of the RFP that the quotation corresponds to. Bidders must also fill in the total amounts on this RFP for

each section and submit this RFP with their proposal.

11. Bidders must complete all forms that are part of this RFP. EVCSD will not accept bids unless these forms are completely filled out.
12. The Easton Valley Community School Board reserves the right to accept or reject any and all proposals, to negotiate with any or all responsible bidders, and to waive any irregularities or informalities in this RFP.
13. EVCSD has the right to purchase items and services over and above the quantities specified in this RFP in accordance with USAC rules and regulations.
14. EVCSD has the right to purchase items and services specified in this RFP if the district does not receive funding from the Schools and Library Division. Pending limited or no funding from the Schools and Library Division, the district at its option may purchase all or part of the items and services agreed to in the signed contract(s) for this RFP.
15. All equipment and material must be new. Used, refurbished or repurposed equipment or material shall not be acceptable.
16. Protests must be submitted in writing to the district Business Manager and will be addressed on an individual basis in a timely manner.
17. A contract with the selected vendor(s) and EVCSD will be executed by both parties once the EVCSD School Board awards it. If agreement on the terms and conditions that are acceptable to EVCSD cannot be achieved by that timeframe, the district reserves the right to continue negotiations or to award the proposal to another vendor and begin negotiations with that vendor.
18. The District fully reserves the right to cancel this Agreement due to non-availability or non-appropriation of sufficient funds. The District shall notify the Vendor of its intention to terminate at the earliest possible time.
19. List of documents to be completed and submitted to EVCSD with this RFP:
 - a. E-rate Certification
 - b. References
 - c. Designation of Subcontractors
 - d. System Vendor Response Form
 - e. E-rate Service Provider Contact Information
 - f. This RFP with bidder's responses
 - g. Itemized and detailed quotations and labeled according to instructions.

Section 2 - Evaluation Factors for Award

1. Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements.
2. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.
3. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:
 - a. Price of the eligible products and services
 - b. Prior experience with the vendor and quality of work performed
 - c. Prices for ineligible services, products, and fees
 - d. Number of services and options that can be provided
 - e. Local or in-state vendor
4. EVCSD may, at their discretion and without explanation to the prospective vendor's, at any time chose to discontinue this RFP without obligation to such prospective vendors.

District E-Rate Contact:

Nathan E. Bormann
Director of Technology
Easton Valley Community School District
nate.bormann@eastonvalleycsd.com

Section 3 - Proposal Requirements

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for 24 Meraki MR32 or equivalent ac compliant WAPs and 3 MR34 or equivalent ac compliant WAPs and must be E-rate eligible. WAPs must be cloud manageable and must be 2.4 GHz, 5 GHz and dual-band capable. The quotes must include specific details on both eligible and ineligible costs, including but not limited to all available software licenses and updates. Quotes must include specific installation and initial configuration costs as well. We are looking to replace the current WAPs that are in place in our entire High/Middle School building including the new addition currently under construction. We are currently constructing a 120 ft. x 105 ft. addition onto our existing High/Middle School (see attached construction drawing).

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for a minimum of 5000 ft. of high quality CAT 6 UTP Solid PVC coated cable for the new High/Middle School building addition. The quotes must include specific details on both eligible and ineligible costs and must include installation costs.

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for a minimum of 250 Leviton 5G108 – RL5 (GigaMax Cat 5e UTP QuickPort Connectors) or equivalent. These connectors will be used in the High/Middle School addition as well as throughout the district. The quotes must include specific details on both eligible and ineligible costs and must include installation costs.

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for a maximum of 1 Meraki MS320-48LP PoE or equivalent switch. The quotes should include details on both eligible and ineligible costs, including but not limited to software licenses and upgrades, initial installation and configuration.

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for basic maintenance services for up to 6 Cisco switches located throughout the school district. The quotes must include specific details on both eligible and ineligible costs.

The Easton Valley Community School District (EVCSD) is requesting quotations from qualified vendors for up to 5 American Power Conversion (APC) Smart-UPS SMX1000 X 1000VA Rack/Tower LCD 120V UPS System or equivalent for 100% use for battery backup of the district's switches.

1. Describe the previous 5 years' experience of vendor providing the services requested of similar size and function.
2. Provide a listing of customers currently using this service/product.
3. Provide at least 3 examples of recent implementations including planning, implementation, training and maintenance of the type of equipment requested for school districts of similar size. Provide references for each of those school districts.
4. Costs
 - a. Provide a line-item quotation for all items that are eligible for E-rate funding including any startup costs (set-up, training, consulting, programming fees)
 - b. Provide a line-item quotation for all items that are not eligible for E-rate funding.
 - c. Provide a line-item quotation for options (e.g. training, maintenance, extended warranty)

Easton Valley Community School District
E-Rate Program Year 16+

E-Rate Certification

I, _____, certify that _____,
(Print or type name) (Company name)

Is a service provider as defined by the E-Rate Program and has not been suspended or disbarred from participating by the Federal Communications Commission. Our SPIN # is _____, and we have operated under this SPIN for _____ years.

I also certify to the acceptance of the following:

1. All information necessary to respond to any E-Rate request for information such as PIA (Program Integrity Assurance), Item 25 Selective Review, Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet any response deadlines;
2. In the event an appeal is necessary, all information necessary to complete the appeal will be furnished completely and in a timely manner to the Easton Valley Community School District, its attorney(s) or authorized agent;
3. Any contract awarded for E-Rate Program Year 16 is contingent upon the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD that awards the requested discounts in full. In the event of a partial funding or no funding is granted, the District reserves the right to cancel the contract in whole or in part;
4. The District will be invoiced for only the matching funds portion and it is our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining "non-discount" portion;

In the event the Easton Valley Community School District wishes to perform a SPIN change, permission will be granted within the contract terms, provided 14 days prior written notice is given.

(Original signature in blue ink)

(Today's date)

(Print or type name)

(Title)

Easton Valley Community School District

E-Rate Program Year 16+

References

Please provide a minimum of 3 professional references, specifically related to your past performance of projects of similar size and scope with other public school district in Iowa. The Easton Valley Community School District requests that these references be directly related to work performed within the guidelines of the E-Rate program.

Name of Client _____

Type (School District, etc.) _____

Contact Person's Name _____

Contact Person's Title _____

Contact Person's Phone _____

Contact Person's Email _____

Total Project Cost _____

Description of Work Performed

Name of Client _____

Type (School District, etc.) _____

Contact Person's Name _____

Contact Person's Title _____

Contact Person's Phone _____

Contact Person's Email _____

Total Project Cost _____

Description of Work Performed

Name of Client _____

Type (School District, etc.) _____

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Total Project Cost _____

Description of Work Performed

Name of Client _____

Type (School District, etc.) _____

Contact Person's Name _____

Contact Person's Title _____

Contact Person's Phone _____

Contact Person's Email _____

Total Project Cost _____

Description of Work Performed

Easton Valley Community School District
E-Rate Program Year 16+

Designation of Subcontractors

Description or Portion of Work _____
Name of Designated Subcontractor _____
Location and Place of Business _____
License Number _____

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Easton Valley Community School District E-rate Service Provider Contact Information – Year 16+

Vendor must provide the following information:

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and EVCSD.

Name: _____

Title _____

Company: _____

Address: _____

City, State, Zip code: _____

Phone: _____

Fax: _____

Email: _____

Include other important contact information below.

End of RFP