

HOMER PLESSY REQUEST FOR PROPOSAL (RFP)

E-RATE

FUNDING
YEAR 2016-
2017
RELEASED
02/02/2016
Pre Bid
Meeting
02/11/2016
11:00 AM
CST
Submission
Deadline
3/11/2016
2:00 pm CST

1. Purpose

1.1 HOMER A. PLESSY Community School (HPCS) is seeking responses from interested E-Rate vendors for the following products and services:

Category 2-Internal Connections

- Managed Wireless Services (Option 1)
- Equipment needed to upgrade wireless infrastructure (Option 2)
- Basic Maintenance for all eligible equipment

1.2 The successful bidder (s) will have the capabilities and willingness to partner with (HPCS) on this endeavor to offer 21st technology to the school.

1.3 This Request for Proposal (RFP) is issued to invite Vendors to submit proposal(s). Issuance of this RFP in no way constitutes a commitment by HPCS to select a Vendor and/or reward a contract. The HPCS reserves the right to accept or reject any or all proposals submitted.

Event	Date & Time
RFP Release Date	02/02/2016
Pre Bid meeting and Site Pre Bid meeting 1400 Camp Street New Orleans, LA 70130	02/11/2016 11:00 am CST
Deadline for submitting proposals	03/11/2016 2:00 pm CST

2. Overview

2.1 This section is provided as a general overview of the Project and does not modify the more specific sections that will follow and are contained within this Request for Proposal

2.2 (HPCS) is located in city New Orleans Louisiana. The school provides services to approximately 207 students being located at 2021 Pauger St New Orleans 70116. The School technology goals specify that all of schools will provide campus-wide wireless and wired local area network and high speed Internet access to all students, faculty and stakeholders. The School will be relocating in the Fall of 2017 to a new campus

Homer Plessy School

- 2.3 It is important to (HPCS) that vendors meet the expectations as set forth in this RFP; especially the requirements for saturated wireless access. (HPCS) is advertising for two wireless solutions.
- 2.4 One solution is a turn-key “managed” Wi-Fi solution whereby the wireless components are furnished and maintained by the vendor. This solution is eligible for E-Rate funding in 2016-2017.
- 2.5 The second solution provides for the purchase of equipment by (HPCS).
- 2.6 With either solution, (HPCS) expects the capacity of the access points should allow students to conduct moderate to heavy Web access for research with minimal video streaming: such as all students being able to view a 2-4 minute online video in HD once every hour. (Vendors may assume that (HPCS) has sufficient Internet bandwidth to supply the requirements above) (HPCS) is seeking a partner to provide a solution that will provide campus saturation at its current location and its new location.
- 2.7 The primary objective is to ensure that bottlenecks do not occur at the wireless access point under the specified conditions. The Network should be able to support devices in classrooms, auditoriums, libraries, gyms, cafeterias and common areas. Clients must be able to roam across individual campuses without needing to refresh DHCP. Should any bidder propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that (HPCS)’s objective will be met with their solution.
- 2.8 Proposals should include a centralized method of managing and controlling wireless access to all wireless access points.
- 2.9 Proposals should include a realistic assessment of actual access points as well as cabling and other equipment necessary to support the wireless needs outlined above. Technical specifications of equipment should be provided with the proposal.
- 2.10 The proposal must guarantee performance sufficient to fulfill the needs of the school as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.
- 2.12 It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. (HPCS) will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment or design.
- 2.13 Because of the diversity of possible solutions, (HPCS) is asking for detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.
- 2.14 All prospective vendors must complete a mandatory Pre Bid Meeting, at 2021 Pauger St, New Orleans LA 70116 in order to be eligible to submit a bid. Pre Bid meetings must be

scheduled through the designated contact listed in this RFP. Proposals from vendors who do not attend the Pre Bid meeting **WILL NOT** be considered.

3. Scope of Services

Category 2-Internal Connections Wireless Managed Service with Bundled Equipment

- 3.1 (HPCS) is seeking pricing for a seamless wireless saturation solution for the entire campus. The school is seeking pricing to saturate the new campus. The school would like to compare pricing between managed Wi-Fi services (Option 1) and purchasing the equipment without the management services (Option 2). For this reason the school is seeking bids in the form of two options:
1. A Turn Key managed Wi-Fi Solution
 2. Pricing for the purchase and installation of equipment only.
- 3.2 We would like all vendors to provide a complete description of the services, diagrams and clear explanation of the solution being proposed. At the Pre bid meeting (HPCS) will provide floor maps, square footage of buildings and other documentation that may be needed to prepare a cost-effective proposal.
- 3.3 The E-Rate program has provided the school with a 5-year budget of \$150 per student. Although the school desires saturated wireless throughout the campus, cost may exceed this budget. It is for that reason (HPCS) would like vendors to provide separate pricing for classrooms. Common instructional areas from non-instructional areas such as gyms, cafeterias outdoor spaces, and campus relocation need to be priced separately. (HPCS) Intends to utilize E-rate funding to offset the total cost of this project.
- 3.4 Any cables run by the vendor will be terminated into a patch panel at one end and in a wall mounted full box jack on the other.
- 3.5 Vendors may use existing infrastructure currently in place if there is sufficient capacity and the speed can be delivered to maximize capacity of the wireless access points. HOWEVER, if the current infrastructure is rated anything lower than Cat 6 and the vendor chooses to use it, the vendor will ensure that the bandwidth is delivered to the end user.
- 3.6 If the vendor chooses to install a new patch panel and there is not room in the rack, the vendor will be required to install another, larger rack, placing all of the equipment currently in the small rack into the larger rack.
- 3.7 If current cables are used, the vendor will be allowed to use the same patch panels regardless of the rating category.
- 3.8 The vendor will be responsible for labeling and testing all connections and providing a document showing all drop locations, as well as, test results.

- 3.9 (HPCS) recognizes that suppliers of wireless managed services may find it necessary to work with other partners to propose a cost-effective solution. The proposal must describe how it will use subcontractors and local resources if awarded a contract. (HPCS) will not accept agreements that require multiple billing agents to be paid. (HPCS) expects to pay one vendor and that vendor will serve as the primary point of contact. The winning vendor will assume all responsibility for the solution. Contract “out clauses” for continued poor performance of the solution will be included in any final agreement or award.

4. Specifications for Option 1:

Turn Key managed Wi-Fi Solution

4.1 Specification of Wireless Managed Service Infrastructure:

- a) Must provide centrally managed and high availability controllers to support all access points
- b) Provide Advanced RF and radio resource management
- c) Support Multicast video delivery across WLAN
- d) Support Guest access
- e) Must support hardware-based feature provisioning
- f) Must include a management system with the access points capable of 802.11 AC
- g) Powered via 802.3af PoE.
- h) Capable of connecting to wired network via 10/100/1000BASE-T RJ-45.
- i) Must be IPv6/IPv4 dual stack capable and able to manage IPv6/IPv4 clients
- j) Wireless management application shall allow roll-based access to user defined groups
- k) Proposals should include a realistic assessment of actual access points as well as cabling and other equipment necessary to support the wireless needs outlined above.
- l) Technical specifications of equipment should be provided with the proposal
- m) The proposal must guarantee performance sufficient to fulfill the needs of the school as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

4.2 Interior Access Points

- a) Support 802.11 N and AC and AC wave 2 at 2.4GHz and 5GHz
- b) Use enterprise-class radios for maximum RF performance and coverage
- c) Support rogue access point detection and denial of service attack protection
- d) Support management frame protection
- e) Support coverage for legacy 802.11 N/AC clients
- f) Support client load-balancing across frequencies in mixed client environments
- g) Support multicast video delivery across WLAN
- h) Support radio resource monitoring, dynamic channel assignment, interference detection

- i) Cable of at least 300 Mbps on 5 Ghz 802.11 AC connections, preferably dual radio.
- j) All wiring must be concealed either in wall, ceiling or conduit. No exposed cable runs will be allowed.
- k) Be IPv6/IPv4 dual stack capable and able to manage IPv6/IPv4 clients.
- l) Support 802.11N/AC (both 2.4 GHz and 5 GHz)
- m) Be capable of supporting autonomous and central control operation
- n) Offer features to optimize multicast, quality of service, and video delivery
- o) Be certified for use with antenna gains up to 6 dBi (2.4 GHz and 5 GHz)

4.3 Exterior Access Points

- a) Use rugged exterior housing. Vendor must distinguish between interior and exterior access points on their proposal.
- b) Provide cabling for Access Points
- c) Other Considerations: Vendor installed Switches, Patch Panels and Cabling
- d) Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other.
- e) If current cables are used, the vendor will be allowed to use the same cable and patch panels regardless of the rating category.
- f) Vendor will be responsible for labeling and testing all new connections and providing a document showing all drop locations, as well as, test results.
- g) All wiring must be concealed either in wall, ceiling or conduit. No exposed cable runs will be allowed.
- h) Vendor may use any available open port on any PoE switch currently in use in the school if the switch has the capacity to take full advantage of the 802.11 AC wireless devices. Not all switches used in the network are PoE switches.
- i) With the exception of only installing one AP in a specific IDF, if there are not enough open PoE ports available, vendor will be required to provide and install PoE switches compatible with existing switches.
- j) Determination should be made during the mandatory Pre Bid meeting. In the case that only one AP is needed in an IDF, a switch will not be required; a power injector may be used.
- k) Any power injector used by the vendor in their solution must meet the standards of the Access Point manufacturer for the Access Point being powered.
- l) Vendors must explain in detail the methodology for managing both the new and existing WiFi network equipment.

5. Specifications for Option 2:

Pricing for the purchase and installation of equipment only

- 5.1 Upgrading the local and wireless network is a priority. (HPCS) is seeking bids from vendors on cost-effective proposals to upgrade and expand the current infrastructure while allowing for complete saturation of its new campus once completed. Creative solutions may include replacement or relocation of UPSs, Wireless LAN Controller, firewall, network switches, routers, cabling and additional racks and other networking components.

- 5.2 Vendors will use the 2016-2017 ESL to identify any equipment that is necessary to provide a solid network. The school realizes the upgrade may include components that are ineligible for E-Rate funding. Vendors must identify those ineligible components or services and provide separate pricing.
- 5.3 Wireless equipment specifications must meet the criteria listed in Section B. on Page 4. Only 802.11 AC wireless access points and a compatible controller(s) will be considered.

6 Basic Maintenance

- 6.1 (HPCS) is seeking pricing for basic maintenance to maintain all E-Rate eligible equipment listed in *the 2016-2017 proposed Eligible Services List*

7. 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. No administrative charges related to the USAC method for invoicing (SPI or BEAR) will be accepted. This project is subject to funding availability and may be contingent upon E-Rate funding commitment.

8. Vendor Qualifications

(HPCS) 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 (HPCS) all such information and data for this purpose as (HPCS) may request. (HPCS) reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy (HPCS) 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.

- 8.1 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 (HPCS).

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

- a) Be able to supply all products and services.
- b) Be an authorized reseller in the State of Louisiana for all products being proposed.
- c) Hold a current liability insurance policy and workers compensation insurance (please enclose a copy of each with your bid).
- d) Provide the documentation of the vendor's wireless, switching and cabling certifications. A qualified engineer with a minimum certification of CCNA or equivalent shall perform all configurations.
- e) Participate in a mandatory site Pre Bid meeting. Any bid submitted by a vendor who does not complete the mandatory Pre Bid meeting will be returned unopened. There will be no exceptions.

- f) Provide a minimum of three K-12 client references for projects of similar size and complexity.
- g) Registered and in good standing with the Louisiana Secretary of State's Office.
- h) Must be eligible to participate in the Universal Service Schools and Libraries Program (E-rate)

9. Right to Reject

(HPCS) reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. (HPCS) reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. (HPCS) 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 (HPCS), is not in a position to adequately perform the contract. (HPCS) 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 (HPCS). Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of (HPCS).

10. Right to Disqualify

(HPCS) reserves the right to award to other than the lowest cost bidder when, in the judgment of the school administration, it is in the best interest of the school do so. A Bidder may be disqualified for any of the following reasons:

- a) Bidder's failure to comply with requirements regarding Certificate of Responsibility
- b) Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
- c) Bidder's failure to attend and complete the mandatory site Pre Bid meeting
- d) Bidder being in litigation with (HPCS)
- e) Bidder having defaulted on a previous contract
- f) Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the
- g) Bidder's failure to fulfill the warranty obligations of a previous contract with (HPCS)
- h) Bidder's failure to include documentation for required certifications and authorizations
- i) Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity

11. Evaluation Methodology

(HPCS) 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 may be considered when evaluating responses

- a) Price of goods and services
- b) Preference will be given for prior positive experience with the Vendor
- c) Preference will be given to Louisiana based vendors

- d) Preference will be given for vendors proposing a solution that maximizes the use of (HPCS)'s current infrastructure

12. Clarification

If after the completion of this project, during normal operation of the network, (HPCS) discovers the services will not perform to the capacity required in this RFP as stated in section 1.3 on page one of this document, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to (HPCS).

13. Terms

Any contract may be contingent upon the approval of E-Rate funding and governing board approval. The Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission will fund a portion of this RFP.

13.1 This proposal may be funded only if approved by USAC and if USAC appropriates the fund.

13.2 Term of this agreement shall be July 1, 2016 through June 30, 2019 (36 months. (HPCS) reserves the right to extend the contract annually with (2) one-year extensions; not to exceed a total of five (5) years. In addition, the school reserves the right to fund, (proceed with project or purchase) or not to deploy any or all services, regardless of E-Rate approval.

13.3 Vendor must agree to invoice the school using the service provider invoicing method or (SPI)

14. Format

Proposals should be submitted in letter-size (8-1/2" x 11") format. Proposals should follow the format and order of presentation described below:

14.1 Cover Page:

The following information should be included under the title "Request for Proposals for (HPCS) "FY 2016-2017":

Name of the firm

Firm address

Firm telephone number

Firm federal tax identification number

Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm

14.2 Proposal

1. Introduction (Cover Letter)

By submitting a proposal, the Proposer certifies that the signor is authorized to bind the Proposer. The proposals must include:

Provide a brief statement regarding the vendor's understanding of the scope of the work to be performed.

2. Executive Summary

Provide an executive summary of the Proposer's proposed plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of (HPCS) as stated in the scope of work.

This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (1) year from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet (HPCS)'s overall requirements.

It shall include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied.

14.3 Qualifications and Experience

Vendors must be authorized resellers of the equipment being proposed. This information must contain: proof of authorization to resell the products proposed, reference name, name of contact person, telephone number and email address.

Vendors must provide proof of proper license (if required) to perform all work cited in their response

Vendor must provide a current certificate of General Liability Insurance

Additionally vendors must provide at least 3 references from K-12 schools. References shall include name of school, contact person's telephone number, address and email address.

14.4 In order to submit a proposal the vendor:

Must be eligible to participate in the E-Rate Program, have or apply for a service provider identification agree to obtain or have a current Service Provider Annual Certification Form (SPAC) on file with the SLD, and comply with all SLD service provider requirements

Since (HPCS)'s relies on E-Rate funding to pay for requested services, vendor must be a "green light" company and agree that should the status change to "red light" at any time during the bid process or contract period that they will immediately notify the (HPCS) in writing.

14.5 Approach and Methodologies

Vendors may provide proposals for the provision of equipment, installation of equipment or provision and installation of equipment

Proposals for provision of equipment: Vendors bidding on drop-shipments of equipment must provide a complete description of this process to include estimated lead times for delivery.

Proposals for installation of equipment: Vendors bidding on installation only must provide a general description of methodologies for installation of equipment.

Provision and installation of equipment: Vendors must provide a complete description of this process to include estimated lead times for delivery as well as methodologies for installation of such equipment.

14.6 Proposed Plan

Proposals should include any resources for project implementation or deployment.

Present creative solution or innovative concepts to meet the needs of the school for consideration.

14.7 Project Schedule

Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected.

14.8 Proposed Fees

Pricing of equipment must be a separate quote from installation on all proposals. Vendors may provide proposals for the provision of equipment, installation of equipment or provision and installation of equipment. If the proposal includes a cost for warranties beyond the first year, a cost should be assigned for each year. All cost ineligible for E-rate funding must be clearly indicated

If a managed wireless solution is being proposed, the proposal must describe all leasing terms and or annual fees for the duration of the agreement.

If there are any E-Rate ineligible items or services contained in the equipment list, vendors must provide a detailed itemized list the ineligible cost and clearly distinguishable from the E-Rate eligible part of the bid. Vendor bid submissions that do not clearly describe a fair and reasonable cost allocation where it is apparent that ineligible elements exist will not be accepted for review.

Any additional material or equipment necessary for installation and operation of the service not specified or described the vendor's proposal will be deemed to be part of the service at no additional charge to (HPCS). Furthermore, claims for compensation will not be allowed for

extra work resulting from the lack of knowledge of any existing condition on the part of the service provider.

14.9 Financial Qualifications (minimum)

A proposer submitting a proposal shall demonstrate proof of the ability to obtain a performance bond in an amount equal to 100% of the total annual contract amount.

14.10 Electronic Copy – Failure to provide a readable electronic copy of the response may result in proposal disqualification.

15. Submission of Proposals:

All proposals must be submitted by 3/11/2016 2:00 pm CST. Time and Date stamp and email response will validate receipt.

All proposals must be uploaded to: <https://eratesupport.sharefile.com/r-r84df8790c1d4ec5b>

16. For questions please contact:

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