Jefferson County North USD 339
310 5th St
PO Box Q
Winchester, KS 66097

Project Overview
USD 339 requests bids on the following Cat 2 equipment:
Quantity 7 - Ubiquiti Unifi Pro XG 48 PoE USW-Pro-XG-48-PoE (1080W) switches or equivalent
Quantity 2 - Ubiquiti Unifi UPS-2U-Pro-US UPS-2U-Pro power supplies (used strictly to power eligible network hardware (such as switches, routers, and wireless access points) or equivalent
Quantity 38 - Ubiquiti Unifi E7 access points or equivalent

Bidding Instructions & Terms

- **Submission Method:** All proposal responses must be submitted via email to the primary contact at **traci.taylor@swplains.org**.
- **Submission Deadline:** Responses must be received prior to the Allowable Contract Date specified on the Form 470. November 26, 2026 11:59 PM
- **Itemized Pricing:** Proposals must include detailed, line-item pricing compatible with E-Rate Item 21 requirements, clearly separating E-Rate eligible costs from any non-eligible services or equipment. **Note: The vendor is responsible for checking the USF Eligible Services List for updates and corrections before submitting bids/quotations.** All offered equipment must be brand new; refurbished or remanufactured items will not be accepted.Bidders must hold active authorized reseller status from the manufacturer.
- **Taxes and Fees:** Bids must include estimated line items for applicable taxes, surcharges, and regulatory fees to reflect true total cost.
- **Installation & Start-Up:** All one-time installation, activation, or initial construction costs must be explicitly itemized. Fees and surcharges that apply but are not listed on the bid will be the responsibility of the bidding company, should their bid be awarded. **Note: the district does not need installation but any other costs to start up must be included in the quote.**
- **Lowest Comparable Price (LCP):** Service providers must comply with USAC rules regarding Lowest Comparable Price.
- **Evaluation & Selection:** In accordance with E-Rate rules, the cost of E-Rate eligible services will be the primary factor in bid evaluation. Other evaluation factors may include technical merit, vendor references, prior experience with vendors, location of vendor in relation to providing support, and quality of proposal.
- **Invoicing:** Service providers must be willing to cooperate with standard USAC invoicing processes (SPI or BEAR). The bidder must agree to provide the applicant with the choice of discount methods (SPI or BEAR). The district prefers SPI method when possible.
- **Scope of Work:** The district reserves the right to modify requested quantities or decline optional installation services prior to contract execution. The bidder may provide bids for any or all portions of this proposal. The applicant reserves the right to purchase all, none, or a portion of the quoted equipment/services and may choose more than one provider for one type of service.
- **Disqualification Criteria:**
    - Bids received after the Allowable Contract Date.
    - Generic marketing materials or blanket service listings that do not directly address the specifications outlined in this RFP / Form 470.
    - Automated spam or robotic bid submissions.

    - Proposals failing to separate eligible and ineligible costs.
    - The bidder must be in good standing with the Federal Communications Commission (FCC) and not have a Red Light status. If there is a Red Light status, the contract will become null and void without penalty to the applicant.
- **Board Approval & Funding:** Final purchase commitments are contingent upon district School Board approval and receipt of an E-Rate Funding Commitment Decision Letter (FCDL). All bids must be submitted with the understanding that implementation may be dependent upon the following: (i) Final approval of next year's fiscal budget; (ii) Contract confirmation by next year's board of education; (iii) Award of associated E-Rate funding; (iv) terms and provisions of the Kansas Cash Basis Law K.S.A 10-1101.