

REQUEST FOR PROPOSAL (RFP)

Network Switch Upgrade

School/Library Name: MSD Warren Township

Schools Issue Date: November 21th, 2019

470 #: 190005633

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for Network Infrastructure upgrades. The goods and services requested in these documents are part of the E-Rate filings for Funding Year 2019 for MSD Warren Township Schools.

Further information is located at the USAC Website <http://www.usac.org/sl/>.

- The vendor must provide their E-Rate **Service Provider Identification Number (SPIN)** number on the proposal to be eligible for consideration.
- The vendor must agree to comply with the rules and regulations of USAC. Vendors must be familiar with billing methods and timelines associated with USAC.
- Bids and awards related to this RFP are subject to receiving approval for funding through the E-Rate process. In the event projects are not funded, MSD Warren Township Schools reserves the right to modify the scope of the project or cancel the project.
- The winning vendor must complete the necessary FCC Form 471 templates required for each school/entity, i.e. Internal Connections, Basic Maintenance of Internal Connections and Managed Internal Broadband Services.

BACKGROUND

- MSD Warren Township is currently accepting proposals for hardware, licensing and installation services for updating and replacing its IDF switches at the following building.
 - **Warren Central High School - 9500 E 16th St, Indianapolis, IN 46229**

SITE VISITS

- MSD Warren Township Schools will hold a **mandatory** vendor meeting and site visit on **January 3rd, 2019 at 9:00 AM (EST)** for any vendors who wish to bid on The Warren Central High School Switch replacement project.
- The meeting will be at Warren Central High School, vendors should enter the building at Door 1 off of 18th street. No proposals will be accepted from vendors who do not attend this mandatory meeting and walk through. This project will not be implemented until an E-rate Funding Commitment is received.

DUE DATE

Proposals must be signed and submitted in a sealed envelope with Attention to: Edward Sasser, Assistant Director of Technology Infrastructure and support. Proposals will be received at the MSD Warren Township Schools Administration Building at the following address, 975 North Post Rd, Indianapolis, IN until 2 o'clock (2:00 p.m.) EST Tuesday, January 22nd 2019. An electronic copy of the proposal should also be sent to Edward Sasser esasser@warren.k12.in.us. Proposals will be opened and publicly read at the hour of two o'clock at the MSD Warren Township School Administration Building.

SPECIFICATIONS

1. Listed on the following pages are part numbers and quantities for the bid. All vendors are required to bid on the complete package of required equipment and accessories.
2. Installation for the Warren Central High School switch replacement includes the following:
 - a. Removal of existing switches, patch cables, and wire management.
 - b. Install and cabling (fiber uplink and patch cables) of new switches.
 - c. Setting up and configuring the new switches in the Meraki dashboard.
 - d. Clean up of boxes or any other material used during the install/ removal process.
3. Upon completion of the Warren Central High School switch installation, the vendor is to provide MSD Warren Township Schools an accurate and thorough documentation of all installed Switches. The vendor will provide MSD Warren Township Schools a spreadsheet with the make, model, location, serial, and Asset tag of all installed switches.
4. All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and All work performed and all material equipment furnished under this contract shall be warranted to be free from defects and shall remain so for a period of at least three (3) year from the date of installation
5. MSD Warren Township Schools reserves the right to adjust quantities prior to purchasing to meet the needs of the corporation.
6. If a contract is to be awarded as a result of the Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to MSD Warren Township Schools. Responsible means the capability in all respects to perform the contract requirements and the integrity and reliability to assure performance of the contract obligation.

Cisco Meraki (or equivalent model)	Count
MS225-48FP-HW	110
LIC-MS225-48FP-10YR	110
MA-CBL-40G-50CM	68
MA-CBL-40G-1M	21
MA-SFP-10GB	96
Cat5e 1' Patch Cable	5,000
Fiber Patch Cable 1m	22
Fiber Patch Cable 2m	64

Warren Central 1st Floor

Room	Switch Count	Fiber cable length	Stacking Cable 50 cm	Stacking Cable 1m	SFP
1A1	1	1m	0	0	1
1A2	3	1m	3	0	1
1B1	2	2m	2	0	1
1C1	8	2 @ 2m	6	2	2
1D1	1	1m	0	0	1
1E1	1	1m	0	0	1
1H1	2	1m	2	0	1
1H2	1	2m	0	0	1
1J1	3	1m	3	0	1
1L1	2	1m	2	0	1
1M1	4	1m	3	1	1
1Q1	5	2m	4	1	1
1V1	2	1m	2	0	1
1W1	1	1m	0	0	1
1U1	2	1m	0	0	1
1U2	1	2m	0	0	1
1U3	1	1m	0	0	1
1Y1	5	1m	4	1	1
1Y2	5	1m	4	1	1
1Y3	2	2m	2	0	1
Media A	5	2m	3	2	1
Media B	5	2m	3	2	1

Warren Central 2nd Floor

Room	Switch Count	Fiber cable length	Stacking Cable 50 cm	Stacking Cable 1m	SFP
2C1	6	2m	3	3	2
2D1	6	2m	3	3	2
2H1	1	1m	0	0	1
2J1	5	1m	3	2	1
2M1	3	1m	3	0	1
2Q1	4	1m	3	1	1
2V1	2	1m	2	0	1
2X1	1	1m	0	0	1
2Y1	5	1m	4	1	1
2Y2	5	2m	4	1	1
2Y3	1	1m	0	0	1

Warren Central Out Buildings

Room	Switch Count	Fiber cable length	Stacking Cable 50 cm	Stacking Cable 1m	SFP
Dome	1	2m	0	0	3
Dome LR	1	2m	0	0	1
Track LR	1	2m	0	0	1
Stadium	1	2m	0	0	1
Football LR	1	2m	0	0	1
Annex	1	2m	0	0	1
S.W. Ticket booth	1	2m	0	0	1
Visitor Press Box	1	2m	0	0	1
Health Clinic	1	2m	0	0	1

PRICING

- Proposal MUST separate E-Rate eligible and E-Rate ineligible products/services by line item. **The vendor is responsible to clearly indicate all ineligible costs by line item for all services and equipment associated with this RFP.**
- Any ongoing subscription pricing must be listed separate.
- Licenses, software, and basic maintenance for the adequate performance of eligible components should be included in proposal.
- If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- If applicable, vendor is to specify the manufacturer’s warranty provided as an integral part of an eligible component without separately identifiable cost.
- While price will be the most heavily weighted factor in our evaluation of the bids, the School Corporation reserves the right to award the proposal to the best-qualified vendor.

REFERENCES

The vendor must include a list of at least three (3) clients for whom the vendor has provided products and/or services within the last 3 years that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, email and phone/fax numbers of a person who may be contacted for further information. In addition, a brief description of services rendered for the reference should be included.

EVALUATION CRITERIA

Criteria	Points
Cost	30 points
Adequacy of the responses to this RFP	20 points
Satisfactory previous business/working relationship with the provider	20 points
The level of service/support/maintenance provided in the proposed service without additional cost	15 points
References from three other schools supporting satisfactory performance of the service from the vendor	10 points
Local or in-state vendor	5 points
Total:	100 points

TIMELINE

- Bids Due: January 22, 2019, by 2:00 pm EST.
- Anticipated selection of vendor January 28, 2019.

POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Edward Sasser
Assistant Director of Technology and Support
975 North Post Rd,
Indianapolis, IN 46219
esasser@warren.k12.in.us