

**QUITMAN SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
(RFP # QSD-LAN-YR22)**

ERATE Funding Year 2019-2020  
NETWORK UPGRADE PROJECT

Quitman School District  
Technology Department  
104 East Franklin Street  
Quitman, MS 39355

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RFP/E-Rate URL: [www.quitmanschools.org/?page\\_id=101](http://www.quitmanschools.org/?page_id=101) or  
<http://tinyurl.com/np3trdz>

*December 27, 2018*

**STATEMENT OF QUALIFICATIONS  
And  
REQUEST FOR PROPOSAL  
RFP # QSD-LAN-YR22**

**Subject**

RFP - The Quitman School District will accept sealed statements of qualifications (SOQ) and proposals from qualified firms/vendors to purchase necessary equipment for network equipment for the FY2019-20 (E-RATE) cycle. Bidders must have a Service Provider Identification Number (SPIN) and this SPIN must be included on the bid proposal.

Those interested shall submit a signed, sealed SOQ and cost proposal to the district on or before **10:30 AM local time, January 28, 2019** at The Quitman School District Central Office, located at 104 East Franklin Street, Quitman MS 39355.

**Purpose**

Proposals are being sought by The Quitman School District for the purpose of securing the most cost efficient way of upgrading the school district's network switches and other network electronic equipment in order to best support each school's classrooms, computer labs, and other support areas with adequate local area network functionality and performance.

**General Requirements**

The District will be looking for Cisco or equivalent network switches and Cisco or equivalent electronic network equipment for this project. Proposed equipment must integrate with the existing wired network environment to ensure seamless management functionality and design. The District does not want a "cloud-based" management system for network switches.

RFP# QSD-LAN-YR22 is a "Purchase Only" bid and shall not consist of the installation, mounting or configuration of the equipment being sought herein. Installation, racking/mounting or configuration of equipment shall be the responsibility of Quitman School District.

It will be the responsibility of the bidder to check the RFP website daily ([http://www.quitmanschools.org/?page\\_id=101](http://www.quitmanschools.org/?page_id=101)) for any changes to the RFP or listing of bidder questions and answers that may arise.

**Terms used throughout this RFP**

- QSD – The Quitman School District
- USAC – Universal Service Administrative Company
- SPIN – Service Provider Identification Number
- FCDL – Funding Commitment Decision Letter
- FCC – Federal Communication Commission
- SLD – School and Library District
- USF -- Universal Service Fund

**All proposals and supporting documentation must be sent to:**

*(Submittal should be clearly labeled on the outside of the submittal)*

Quitman School District  
 FY2019-20 Network Upgrade Project  
 RFP # QSD-LAN-YR22

Submittal should be addressed to:

Quitman School District  
 Attn: John Korzenko, Technology Coordinator  
 104 East Franklin Street  
 Quitman, MS 39355

One original and two copies of proposals and statements of qualifications are to be prepared and delivered either by mail or Federal Express to Quitman School District 104 East Franklin Street Quitman, MS. 39355 on or before **10:30 AM local time, January 28, 2019**, where they will be time and date stamped. In addition, the bid must be broken down per school campus as well as a grand total for the entire district project. All of the above bid documents must also be provided in electronic format on CD or Flash\USB drive. Please do not fax proposals.

**Selection Schedule**

<b>Event</b>	<b>Date(s)</b>	<b>Time</b>
<b>Release of RFP to vendors</b>	<b>12-27-2018</b>	
<b>Deadline for Submission of Proposals</b>	<b>01-28-2019</b>	<b>10:30 AM</b>
<b>Opening of Proposals (QSD District Office)</b>	<b>01-28-2019</b>	<b>11:00 AM</b>

*Proposers are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Questions regarding the RFP may be emailed to [jkorzenko@qsd12.org](mailto:jkorzenko@qsd12.org) before January 21, 2019. A response within 3-business days will be posted on the District's RFP web site, it will be the responsibility of the vendor/bidder to check the RFP website daily ([www.quitmanschools.org/?page\\_id=101](http://www.quitmanschools.org/?page_id=101)) for any changes to the RFP or listing of bidder questions and answers that may arise.*

**Basis of Award**

1. E-rate approval by USAC
2. Bidder must have SLD SPIN
3. Please see "Vendor Requirements" on following pages for additional information.
4. Please also see "Criteria for Selection" on more detail on pages 6-7.

**VENDOR REQUIREMENTS**

Vendors who respond to this Request for Proposal (RFP) must be willing to provide the Network Upgrade Project (RFP # QSD-LAN-YR22) to Quitman School District (The District). The District will be looking for Cisco or equivalent network switches and Cisco or equivalent electronic network equipment for this project. Bidders who are responding to this RFP with Cisco equipment must state their Cisco Partner certification and must have immediate access to a Cisco qualified high-level support engineer for any technical questions. *It will be the responsibility of the bidder to check the RFP website daily ([www.quitmanschools.org/?page\\_id=101](http://www.quitmanschools.org/?page_id=101)) for any changes to the RFP or listing of bidder questions and answers that may arise.*

**NON-APPROPRIATION OF FUNDS**

In the event funds are not appropriated by The Quitman School District governing body in any fiscal period for payments due under RFP # QSD-LAN-YR22, then the Technology Coordinator or Superintendent's designee(s), will immediately notify the successful vendor(s), or designee(s), of such occurrence and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the School District of any kind whatsoever, except other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

**AWARD OF SOME OR THE ENTIRE PROJECT MAY BE SUBJECT TO AVAILABILITY OF DISTRICT FUNDING AND PROJECT NEEDS.**

**The school district's vision for this technology project calls for the PURCHASE ONLY (no installation and configuration of new technology equipment, software and no additional services will be required from the successful bidder).** The Quitman School District reserves the right to waive any informality and to reject any or all proposals.

Proposals and statements of qualifications are to include the information requested in the following questionnaire precisely in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

One original and two copies of proposals and statements of qualifications are to be prepared and delivered either by mail or Federal Express to Quitman School District 104 East Franklin Street, Quitman, MS. 39355 on or before **10:30 AM local time, January 28, 2019**, where they will be time and date stamped. In addition, the bid must be broken down per school campus as well as a grand total for the entire district project. All of the above bid documents must also be provided in electronic format on CD or Flash\USB drive. Please do not fax proposals. *(see page 3).*

Written questions will be allowed for any vendor interested in responding to District's RFP and responses again will be posted on the RFP web site. The district will accept only ONE bid per vendor.

This Network Upgrade Project will be awarded to a SINGLE vendor that can quote all requested network equipment. Requested paper copies and one CD or Flash\USB drive of the proposal and other required documentation (*see page 3*) must be sent in a sealed envelope clearly marked with the words **“FY2019-20 Network Upgrade Project RFP # QSD-LAN-YR22”**

**STATEMENT OF QUALIFICATIONS FORMAT**

Please provide the following information in in the same format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format and sequence. Please provide succinct responses to the following questions and limit those responses to the page allowances set out in each item.

**1. FIRM INFORMATION: (LIMIT 1/2 PAGE)**

Name of Firm:

Address of Home Office and Address of Branch Office if Applicable:

Telephone Number(s):

Fax Number(s):

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other):

Year Founded:

Primary individual to contact:

**2. ORGANIZATION: (LIMIT 1/2 PAGE)**

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, and Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership, if applicable, names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

**3. LICENSING: (LIMIT 1/2 PAGE)**

3.1 List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

**4. EXPERIENCE: (LIMIT 2 PAGES)**

4.1 Describe your firms experience with completing this scope of work for public entities, if any.

4.2 Provide a list of the public entities previously assisted with contact names and phones numbers.

5. FEES:

5.1 Based on the requested network equipment outlined herein please describe your firm’s full price associated with the Network Upgrade Project (RFP # QSD-LAN-YR22).

**Additional Warranty Instructions**

Warranty for “outright purchase” of equipment and software should include at least one year (with optional five year warranty to be listed separately from bid total, for purchase of equipment and software should be included for second through fifth years). **No re-furbished or “gray market” equipment will be accepted. All equipment must be new and “out-of-box” with full warranty and support.**

**CRITERIA FOR SELECTION**

The District will utilize the following criteria (as the basis for the proposal evaluations & selection).

<u>Factor</u>	<u>Weight</u>
Price of the ELIGIBLE Equipment, Services & Warranties	50%
Prior Experience with the District	15%
Integration with existing network equipment	20%
Preference to Mississippi Based Companies	10%
Company Provides all Products	5%
Total	100%

The District reserves the right to select outright a single Proposer, and to waive the finalists’ state of the evaluation process in the event a Proposer has total points scored significantly higher than all the other Proposers responding to this RFP.

The District in its sole discretion may accept or reject any or all responses to this RFP and may waive all formalities, technicalities and irregularities. All bidders are placed on notice that award of the RFP will be based upon the products and services best suited to the District. The sole judgment of the District on such matters shall be final.

The District has identified the factors itemized above under scoring criteria as critical to a company’s ability to effectively assist the District’s purchase of stated network equipment. To be considered for evaluation, bidders must provide relevant responses to all sections of this RFP. (100 evaluation points are possible). A separate response is requested for each criteria section. Appropriate labeling required. (See details of each factor below and on the following pages).

A. Pricing (All Eligible Equipment, Cabling, Installation and Warranty)

- Proposer must abide by the district's bid policy.
- Proposer must abide by the state of Mississippi bid laws.
- Proposer must provide specific price quotes for stated network equipment. Proposer must allocate to the extent that a clear delineation can be made between eligible and ineligible components. Proposer(s) must provide school campus bid totals, as well as total cost for the entire project.

#### B. Prior Experience with the School District

The District has also determined that a company's background, experience, and financial stability are essential for the success of a long-term relationship with its selected Proposer(s). Proposers responding to this RFP should include information about their company's experience, financial stability, and quality of services and products and satisfaction of their clients. A minimum of three (3) references (school districts preferred) should be included in bid document.

#### C. Company provides all Products

The District is interested in providers that provide all components of the requested products for this RFP.

#### D. Mississippi Based Companies (K-12 Experience)

The District is interested in providers that understand the technology, administrative, and instructional challenges facing today's educators, children and administrators. The education environment is vastly changing with challenges that make technology decisions more important as they reach the District constituencies. The respondent must show that their solutions are sustainable within the framework of the District's resources to implement and maintain ongoing operations and that future support is local and Mississippi based.

## ADDITIONAL TERMS AND CONDITIONS

### A. CONTRACT TERM

The term of the contract term shall begin when the school board approves and a written contract is signed by both the District and the vendor/bidder selected. The term of the contract award will begin July 1, 2019. **Initiation of the contract is dependent on E-Rate funding, in the event E-Rate does not fund the project then the contract will be null and void. In addition, a Funding Commitment Decision Letter (FCDL) does not guarantee the District will proceed with this project and may only be able to proceed with portions of the project on a per school campus basis. The District also reserves the right to not purchase any specific line items or to make any necessary changes to the quantities of any line item in order to meet available e-Rate funding budgets based on individual schools.**

### B. CONTRACT/PURCHASE ORDER TERMINATION

The District shall reserve the right to terminate any contract/purchase order entered into as a result of the REQUEST FOR PROPOSAL at any time by giving thirty (30) days written notice of its intent to cancel. In the event the Proposer fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, the District will notify the Proposer, in writing, of such failure or default. In the event the necessary corrective action has

not been completed within a 10-day period, the Proposer must submit, in writing, why such corrective action has not been performed. The District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

**C. INDEMNIFICATION**

The Proposer shall be responsible for all damage persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. Proposer shall save and hold harmless the District and its School Board against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract/purchase order.

The successful Proposer will undertake and agree to indemnify and hold harmless the District and its board, individually or collectively, and the officers, agents, and employees of the District and its Board, from any and all such losses, expenses, damages (including loss of use), and to pay all damages, judgments, costs and expenses, including attorney's fees in connection with said demands and claims resulting thereof. Any claims against the District must be filed with the State of Mississippi in the county of the District.

**D. ATTORNEYS STATEMENT**

In the event that the District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Proposer agrees to pay the attorney's fees and expenses incurred by the District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney's fees and court costs.

**E. NEGOTIATIONS**

The District reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.

**F. ORDER OF PRECEDENCE**

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order: (1) The REQUEST FOR PROPOSAL, and (2) Proposer Response.

**G. PROJECT START DATE**

The District reserves the right to start the project on or after July 1, 2019, even if the project has not yet received funding. All pricing proposed will be considered valid.

**EXHIBIT E-1 (PROPOSER'S CONTRACT DOCUMENTS)**

Proposer shall provide a contract for products to be offered.

**EXHIBIT E-2 (REFERENCES)**

<b>Reference List</b>		
1	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	<b>Scope of Work</b>	
2	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	<b>Scope of Work</b>	
3	Company	Contact Name
	Phone Number	Fax Number
	E-Mail Address	Physical Address
	<b>Scope of Work</b>	

## **SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS**

**Please Note: This is hardware/software/licensing only RFP. The District will handle the installation and configuration of all equipment.**

The following section provides more specific technical requirements/specifications for **RFP # QSD-LAN-YR22**. The Quitman School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason specific network equipment (or equivalent) is being requested on this RFP. The District will standardize on Cisco or equivalent network switches and Cisco or equivalent network electronic equipment for this project.

The District does not want a “cloud-based” network switch management system. The District has previously equipped the schools with Cisco 2960S Layer 2 switches. As mentioned already in the RFP, the proposed solutions must integrate with the existing network environment to ensure a seamless management and design.

<b>School (Campus)</b>	<b>Quantity</b>	<b>Equipment</b>
Quitman Lower Elem. School	4	Cisco WS-C2960X-48LPS-L Switch (or Equivalent)
Quitman Lower Elem. School	2	Cisco WS-C2960X-48TS-L Switch (or Equivalent)
Quitman Lower Elem. School	6	Cisco C2960X-Stack= Stacking Modules (or Equivalent)
Quitman Lower Elem. School	6	Cisco CAB-STK-E-0.5M= Stacking Cables (or Equivalent)
Quitman Lower Elem. School	4	Cisco GLC-SX-MMD= (or Equivalent)
Quitman Lower Elem. School	1	Cisco GLC-LH-MMD= (or Equivalent)
Quitman Upper Elem. School	1	Cisco WS-C2960X-48LPS-L Switch (or Equivalent)
Quitman Upper Elem. School	2	Cisco WS-C2960X-48TS-L Switch (or Equivalent)
Quitman Upper Elem. School	2	Cisco C2960X-Stack= Stacking Modules (or Equivalent)
Quitman Upper Elem. School	2	Cisco CAB-STK-E-0.5M= Stacking Cables (or Equivalent)
Quitman Upper Elem. School	4	Cisco GLC-SX-MMD= (or Equivalent)
Quitman Upper Elem. School	1	Cisco GLC-LH-MMD= (or Equivalent)
Quitman Junior High School	1	Cisco WS-C2960X-24PS-L Switch (or Equivalent)
Quitman Junior High School	1	Cisco GLC-SX-MMD= (or Equivalent)
Quitman High School	1	Cisco WS-C2960X-24PS-L Switch (or Equivalent)
Quitman High School	1	Cisco GLC-SX-MMD= (or Equivalent)

The awarded vendor shall:

- (1) Provide new network switches and all other requested network electronic equipment to support the wired infrastructure and network backbone upgrade.
- (2) Submit a bid that includes total price of entire project AND must include breakdown list of all equipment and cost of each in a line item (*with total cost*) PER school site.
- (3) Handle the acquisition/transfer of any license(s) required for functionality.
- (4) Provide a solution for the network switches to include fiber modules, stacking modules, stacking cables and other components necessary. Furthermore, the district would like the Cisco equivalent to the WS-C2960X-24PS-L, the WS-C2960X-48LPS-L and the WS-C2960X-48TS-L for layer 2 switches.

**REMINDER: Warranty of the network equipment solution**

For all network equipment offered in this bid, the District requires the bidder to provide one, three, and five-year warranty options on the bid/quote, to include all hardware and/or software upgrades and technical assistance to the District local IT support staff as a part of the bid price. Vendor will provide explanation of manufacturer's warranty on the one-year quote.