



Dietrich School District Request for Proposals (RFP)

E-Rate Category Two Funding Network Equipment Replacement

Funding Year 2017-2018

Application Number: 170079711

Administrative Items:

This request for proposals (RFP) is being issued by Dietrich School District 314. It is being conducted in accordance with federal E-Rate rules and applicable state and local procurement.

Objective:

DIETRICH SCHOOL DISTRICT 314 (DSD) is seeking proposals for the upcoming Year 2017 - 2018 round of E- Rate. DSD will be applying for Category 2 E-rate funding and is soliciting proposals for the purchase of wired networking equipment. Attached to this message is a list of the equipment and services (or their functional equivalent) for which we are seeking proposals. All products and services are to be delivered within the guidelines and regulations of local, state, and E-Rate programs.

General instructions:

All interested vendors must register with the district in order to receive communications. To register, send an email to the Technology Director with your name, company, and email address with a subject line of "DSD E-Rate LAN" to erate@dietrichschools.org. Please be sure to include the correct subject line in order to receive communications associated with this RFP.

Proposals which are incomplete, incorrect, or submitted by unqualified vendors shall be considered non-responsive and may be rejected at the sole discretion of the District.

The formal bidding process is regulated by the FCC E-Rate Schools and Libraries Division program rules, [Idaho Code §67-2803](#) and [§67-2806](#) and the district purchasing policies.

Proposals must be received by 12:00 PM, May 5, 2017 either hand, ground delivery or email to:

Dietrich School District
2017-18 E-rate Switches
406 N. Park St
Dietrich, ID 83324

erate@dietrichschools.org

Proposals submitted by means other than hand, ground, email or after the deadline will not be considered.

Definition of Terms

- **District:** The term “District” refers to the Dietrich School District 314.
- **DSD:** The term “DSD” refers to the Dietrich School District 314
- **Non-Responsive:** The term “non-responsive” refers to proposals which are incomplete, incorrect, or submitted by unqualified vendors. These proposals may be rejected at the District’s sole discretion.

Scope and History of Project:

The aim of this project is to standardize on one manufacturer and provide gigabit POE Ethernet with 10 backbone throughout. In accordance with E-Rate rules all equivalent product line will be considered.

The RFP reflects the current proposed products and services requested on the E-Rate 470 forms. All equipment will be installed by DSD technology staff throughout the district. No Ethernet drops or fiber runs are being sought at this time.

Service Provider Criteria and Contract Requirements

DSD wishes to take advantage of E-Rate Category 2 funding discounts.

The successful bidder(s) will be responsible for qualifying in the Federal E-Rate program. Items not eligible for E-Rate shall be itemized in the bid. DSD will pay the vendor using district funds for these non- eligible E-Rate purchases. Prices must be held firm for the duration of the E-Rate fiscal year ending June 30, 2018 or until all products associated with the project(s) are delivered (including any SLD approved extensions), whichever is later. These projects and services depend on partial funding from the E-rate program.

- The quantities shown on the attachment are estimates. The District reserves the right to increase or decrease quantities as is needed to meet District needs.
- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for AND DSD Board of Trustee approval AND DSD availability of funds for the 2017-2018 school year.
- NO billing or work can take place before July 1, 2017.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted.
- No change orders will be allowed for the work resulting from this posting.
- Vendor understands that they may be asked to work around school schedules to avoid impacting classroom or busy office times.
- Proposals must include a description of the manufacturer's equipment warranty for each component listed. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for NO MORE than a 3-year manufacturer’s warranty to be included as long as the costs are seamlessly bundled with the cost of the equipment and not broken out separately.
- Vendor shall maintain copies of all proposals, correspondence, receipts, purchase orders,

delivery information, memoranda and other data relating to Vendor's equipment and services related to this procurement. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.

Submission Costs:

Dietrich School District, nor their representatives are liable for any costs incurred by a vendor or subcontractor in preparing or responding to this RFP.

Procurement Schedule

Note: DSD reserves the right to adjust this schedule as necessary.	Date
Issue Erate form 470	April 7, 2017
Issue of RFP	April 7, 2017
Final Proposals Due	May 5, 2017 12pm MST

Evaluation Procedures

The evaluation will be performed by the RFP Coordinator and evaluation staff for services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of DSD.

DSD will evaluate proposals from vendors using a 0 – 100 point scale on the basis of the following matrix:

1. 55 points- The vendor's cost proposal. The lowest price proposal that meets all specifications will receive the maximum points available for cost proposal.
2. 10 points - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
3. 5 points - The uniqueness or innovative aspects of the vendor's proposal, which are not contained in this request for Proposals but are advantageous to the DSD.
4. 30 points - The vendor's relevant experience, qualifications and success in providing these services/equipment.

Communications, Amendments and Addenda

Email will be the only means of communication and will be considered an office means of communication between potential bidders and DSD. Please register to receive email communications by sending an email with your name, company name and email address with a subject line of *DSD Network/WLAN RFP* to erate@dietrichschools.org

All questions must be submitted to erate@dietrichschools.org

For this RFP, an amendment is defined as an official communication that changes a stated requirement, including any of the associated deadlines. If it becomes necessary to issue an amendment, it will be uploaded to the Form 470 as well as emailed to all the registered vendors.

An addendum clarifies items without changing requirements. As questions are submitted and items are explained, addenda will be uploaded to the Form 470 and may also be emailed to all registered vendors.

Rejection or Acceptance of Responses

The District reserves the right not to award any contracts in response to the proposals submitted in response to this RFP. Vendors are required to comply with the procedural requirements set forth in this RFP. Any failure to comply with these requirements can result in proposal being rejected.

Proposals that are submitted after the deadline may be rejected. Proposals by a company that is not recognized by the E-Rate Administration, or a company who has not applied to be recognized by the E-Rate Administration will be rejected. Also, proposals that do not complete the pricing sheet in Appendix 1 (Appendix 2 if proposing different equipment) may be disqualified.

News Releases

Dietrich School District requests that any news releases or planned publicity that mentions the District pertaining to this project not be made without prior coordination with the Superintendent.

Notification of Selected Vendor(s)

The selected vendor will be advised of the intention to award contract subject to contract negotiation and Board of Trustee approval by the Technology Director through the email issuance of a *Notification of Intention to Award Letter*. Unsuccessful vendors will also be notified by letter via email.

Tax Exempt Status

The schools in this RFP are exempt from state sales and use tax and enjoy other federal and state tax exemptions afforded to public school entities and/or similar other political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Providers must ensure that their cost proposals include all applicable taxes and surcharges from which the schools are not exempt.

Products/Services Requested:

- Network Switches
- Optical Transceivers

Preferred Equipment

The preferred manufactures for several categories of equipment are listed below. However, equivalent equipment may be proposed and will be considered. Any brands and models specified are included to establish the level of quality and/or feature set being sought.

If you are proposing equipment other than the brand and model listed, please include documentation

demonstrating that the proposed equipment is equivalent or superior to the listed equipment. Use blank Pricing Sheet in Appendix 2.

Preferred LAN equipment manufacturer:

- **HP is the preferred LAN equipment manufacturer**

Project

Hardware only (DSD to provide installation and configuration labor) to include:

- a) Delivery of each component to its designated secured location.
- b) Provide documentation listing all equipment, part numbers, quantities and serial numbers.
- c) Tax and shipping is to be included on all quotes.

Equipment List

Dietrich School District, 406 N. Park St, Dietrich, ID 83324

Estimated Quantity	Manufacturer	Description	Model Number
5	HP	Aruba 2920 48G POE+ 740W Switch	J9836A
6	HP	Aruba 2920 2-port 10GbE SFP+ Module	J9731A
14	HP	HP X132 SFP+ LC SR Transceiver	J9150A

*Compatible transceivers may be used as long as they meet or exceed OEM specifications and do not void any warranties

Equipment Condition

All equipment must be new, unused, unopened and in its original packaging with original packaging materials included. Original protective wrapping, if any, must be intact. Original manufacturer’s warranty must be included and valid.

Current Technology

All equipment supplied must be currently available technology from the manufacturer. No discontinued equipment may be quoted or installed.

No used, remanufactured or refurbished equipment will be considered. All necessary software licenses must be included.

Additional Information

The district reserves the right to require providers to submit any additional information necessary for the purpose of clarifying their RFP proposals.

Submission of Proposal

See General Instructions section for details.