

**Coffee County School System
Douglas, GA**

Request for Proposal Caching Server Support

E-rate Funding Year 2022-2023
USAC Form 470 #220012451



INTRODUCTION and INSTRUCTIONS TO VENDORS

The Coffee County School system invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for a Caching Server and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Invoicing

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for products and/or services associated with the projects and seek reimbursement of the discount according to the invoicing guidelines of the Schools and Libraries Division. The Owner will pay for the discounted portion of all invoices when all products and/or services listed on the invoice are delivered in accordance with the contract. Should E-rate funding not become available, the Owner stands ready to pay the full contracted amount.

Background Information

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our enrollment is approximately 7700 students, and we employ 1200 staff members in 14 separate locations. All sites are connected to our central data center by leased fiber.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits Coffee County School System to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on the Coffee County School System's E-Rate application which, if approved, will entitle us to discounted services through the Universal Fund.

Valid Period of Offer

The pricing, terms, and conditions stated in your submitted proposal must remain valid for 60 days from the date of delivery of the proposal to Coffee County School System.

Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of the Coffee County School System.

Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

Instructions and Target Dates

The following section includes information governing the preparation and due dates of the proposal to be submitted.

PROPOSAL DELIVERY

RFP Submission

RFPs should be submitted in a sealed envelope addressed to the following no later than **3 PM EST, Thursday, February 10, 2022**. Bids must be received at the Coffee County Board of Education by this date. **Envelopes should be marked "CACHING SERVER SUPPORT BID."** No faxed or emailed copies will be accepted. The acceptance of any or all alternatives will be at the discretion of the School System.

Send RFPs to:

Logan Evans
Director of Information Systems
Coffee County School System
1311 Peterson Avenue South
Douglas, GA 31533

Feel free to call or e-mail (logan.evans@coffee.k12.ga.us) if you have any questions.
Phone: 912-389-6778.

Schedule of Events	
Date	Event
5:00 PM, Wednesday, January 12, 2022	Distribute RFP via www.coffee.k12.ga.us
3:00 PM, Thursday, February 10, 2022	Receipt of Proposals
11:00 AM, Friday, February 11, 2022	Opening of Bids, Committee Review of Bids
5:30 PM, Thursday, February 24, 2022	Vendor Selection presented to Board of Education at work Session and Approval at Regular Meeting
10:00 AM, Friday, February 25, 2022	Announcement of Vendor Selection

PROPOSAL PREPARATION

Required Proposal

Each proposal must include the information requested on the specified RESPONSE FORM that follows.

EVALUATION CRITERIA

Coffee County School System evaluates and weighs the following criteria when considering our future provider of a caching server solution. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	30 points
Adequacy of the response to this RFP	20 points
Satisfactory previous business/working relationship with the provider or its staff	20 points
The level of service/support/maintenance provided in the proposed services without additional cost	15 points
References	10 points
Local or in-state vendor	5 points
Total	100 points

Caching Server

The Coffee County School System (CCSS) is requesting proposals for basic maintenance support for our current Caching Server (ApplianSys Cachebox) or equivalent. Please include pricing options for one year support terms.

Server Specifications

- Appliansys CACHEBOX440 or Equivalent

RESPONSE FORM

STATEMENT OF VENDOR'S QUALIFICATION

To accompany Caching Server proposals submitted for the Coffee County School System.

Name of Vendor's Firm: _____

Name of Company Representative: _____

Business Address: _____

Phone Number: _____

When Organized? _____

Where Organized? _____

Partnership _____

Corporation _____

Vendor must provide a Service Provider Information Number (SPIN) assigned by the Schools and Libraries Division (SLD).

SPIN Number: _____

How many years have you been engaged in this business under the present firm name?

Please attach to this statement at least five references, including: (name, address, title, phone number and brief description of work performed, including dates of work)

The above statements must be subscribed and sworn before a Notary Public.

Date: _____

Firm Name: _____

By: _____

Title: _____

(Notary Public)

CONTRACT PRICE FORM

Name of Vendor’s Firm: _____

SPIN Number: _____

By: _____

Title: _____

Date: _____

(Notary Public)

To accompany proposals submitted for installing a caching server support solution for Coffee County School System.

Caching Server Support (1-Year Option)	\$ _____
Caching Server Support (5-Year Option)	\$ _____

LIST OF VENDOR'S EXCEPTIONS

Contractor shall list any exceptions to these specifications or general conditions.

The Owner reserves the right to reject any or all bids and to waive any informality in the bidding. No bid may be withdrawn for a period of thirty days subsequent to the opening of bids without written consent of the Owner.