

**Coffee County School System  
Douglas, GA**

**Request for Proposal #01202023Switch  
Coffee Switches**

E-rate Funding Year 2023-2024



## **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 Switch project 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 7500 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 right 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 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, Tuesday, February 21, 2023**. Bids must be received at the Coffee County Board of Education by this date. **Envelopes should be marked "CHS SWITCH 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 Ave. South**  
**Douglas, GA 31533**

Feel free to call or e-mail ([logan.evans@coffee.k12.ga.us](mailto:logan.evans@coffee.k12.ga.us)) if you have any questions.  
 Phone: 912-389-6773.

Schedule of Events	
Date	Event
5:00 PM, Friday, January 20, 2023	Distribute RFP via <a href="http://www.coffee.k12.ga.us">www.coffee.k12.ga.us</a>
3:00 PM, Tuesday, February 21, 2023	Receipt of Proposals
3:15 PM, Tuesday, February 21, 2023	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, February 23, 2023	Vendor Selection presented to Board of Education at February Work Session
7:00 PM, Thursday, February 23, 2023	Board of Education Approval of Vendor at February Regular Meeting
10:00 AM, Friday, February 24, 2023	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 network infrastructure. These standards are listed in descending order of importance.

<b>Evaluation Criteria</b>	<b>Weight</b>
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
<b>Total</b>	<b>100 points</b>

## Network Infrastructure Upgrade

The Coffee County School System (CCSS) is requesting sealed proposals from Authorized Aruba Resellers for a turnkey solution for three switches for the school district. Proposals should include installation and configuration of the new equipment. This switch purchase will finish out a network upgrade that the system has ongoing.

### SPECIFICATIONS

#### Network Switches

CCSS is seeking to purchase 3 Aruba switches and accessories. Our preferred switch brand is Aruba, due to the flexibility and scalability offered by the chassis-based design. The Aruba JL559A is our preferred model switch for these nodes. Vendors may submit alternative equipment as long as the equipment is an equivalent make and model and serves a similar functionality. **Bid Responses should have switch, power supplies, mounting kits, licenses, cables, and installation/configuration costs listed as separate line items.** Bid responses should have non-Erate eligible items on separate lines. General switch specifications are as follows:

- 3 Aruba JL558A 48 port Switches
- Power Supplies to support POE in configuration if separate
- Management Module (If needed)
- Mounting and wiring Kit
- OpenFlow Support (most current Version)
- Installation and Configuration
- Licenses (Aruba Central)
- Supports ClearPass Policy Manager, Airwave & Aruba Central Network Management

#### Other Conditions

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 factory-sealed with all original manufacturer warranties. Only authorized Aruba resellers may place bids for consideration. The District reserves the right to adjust quantities prior to purchasing based on availability of funding, and shall have the sole discretion to evaluate, ascertain, and determine whether any item proposed or offered by any bidder is in fact an equivalent or better for any item listed. It is the vendor’s responsibility and obligation to provide documentation and other evidence that alternative equipment is functionally equivalent or better. Failure to show equal functionality may result in the disqualification of the bid.

## RESPONSE FORM

### STATEMENT OF VENDOR’S QUALIFICATION

To accompany Switch and WAP 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 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 three 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 Switches and WAPs for Coffee County School System. Please include an itemized breakdown of equipment separately as needed.**

Network Switches Package Pricing	\$ _____
Non E-rate Line Items Pricing	\$ _____
Total Price	\$ _____

#### 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.