

**Coffee County School System  
Douglas, GA**

**Request for Proposal  
WAP & Switch Licenses**

E-rate Funding Year 2026-2027

Associated 470: #260009135



## **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 set of **Aruba Foundation WAP Licenses and a set of Aruba Class 1 & 4 Switch Licenses, or equivalent**. The district requests a detailed response from all prospective certified 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 the invoice when the 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 nearly 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 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

### Proposal Submission

Proposal responses should be submitted in a sealed envelope addressed to the following no later than **3:00 PM, Friday January 16, 2026**. Bids must be received at the Coffee County Board of Education by this date. **Envelopes should be marked "WAP & Switch Licenses."** Hand delivery of bids is an option if mailing will not result in receipt of timely bid documents. 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 Proposals to:

**Coffee County Board of Education**  
**ATTN: Logan Evans - Director of Information Systems**  
**211 Gaskin Ave South**  
**Douglas, GA 31533**

Feel free e-mail by January 9, 2026 ([logan.evans@coffee.k12.ga.us](mailto:logan.evans@coffee.k12.ga.us)) if you have any questions. The district is closed between December 19, 2025 and January 5, 2026, so emails questions may be addressed on or after January 5, 2026.

Calls may be made December 9-19, 2025 and on or after January 5, 2026 to Logan Evans at 912-389-6773.

Schedule of Events	
Date	Event
1:00 PM, Tuesday, December 9, 2025	Distribute RFP via <a href="http://www.coffee.k12.ga.us">www.coffee.k12.ga.us</a> ; USAC Form 470
3:00 PM, Friday, January 9, 2026	End of questions to the district about the bid
3:00 PM, Friday, January 16, 2026	Receipt of Proposals
3:15 PM, Friday, January 16, 2026	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, January 22, 2026	Vendor Selection presented to Board of Education at January Work Session**
7:00 PM, Thursday, January 22, 2026	Board of Education Approval of Vendor at January Regular Meeting**
10:00 AM, Friday, January 23, 2026	Announcement of Vendor Selection

**\*\* Board Meeting date for January 2026 is tentative at time of RFP distribution. If the date changes, qualified bidders will be notified.**

## PROPOSAL PREPARATION

### Required Proposal

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

### Evaluation Criteria

Coffee County School System evaluates and weighs the following criteria when considering our future provider of WAP and Switch Licenses. These standards are listed in descending order of importance.

<b>Evaluation Criteria</b>	<b>Weight</b>
Cost effectiveness of Product	60 points
Adequacy of the response to this RFP	20 points
Satisfactory previous business/working relationship with the provider or its staff	10 points
References	5 points
Local or in-state vendor	5 points
<b>Total</b>	<b>100 points</b>

## Licenses

The Coffee County School System (CCSS) is requesting sealed proposals for:

- A) A set of eight hundred (800) Aruba Foundation WAP Licenses, or equivalent. The district would like a price quoted for 1 year and 3 year terms.
- B) A set of four (4) Aruba Switch Class-1 Foundation licenses, or equivalent. The district would like a price quoted for 1 year and 3 year terms.
- C) A set of seventy-five (75) Aruba Switch Class-4 Foundation licenses, or equivalent. The district would like a price quoted for 1 year and 3 year terms.

## Specifications

CCSS is seeking sealed proposals from Authorized Aruba resellers to purchase Foundation Wireless Access Point and Switch Licenses, or equivalent for the fleet of WAPs and Switches deployed in the school district.

### Other Conditions

Any and all equipment, if applicable, 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. 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 proposals submitted for the Coffee County School System.**

Name of Vendor's Firm	
Name of Company Representative	
Business Address	
Phone Number	
Email Address	
When Organized	
Where Organized	
How many years engaged in this business under the current firm name?	
Partnership <input type="checkbox"/>	*SPIN Number:
Corporation <input type="checkbox"/>	

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

### **Attachments**

Please attach to this statement at least three references, including: (Key Contact name, address, title, phone number and brief description of work performed for the organization, including dates of work)

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

Firm Name	_____
Representative	_____
<i>(printed name)</i>	_____
Signature	_____
Title	_____
Date	_____

Notary Signature	_____
Notary State	_____
Commission Expiration Date	_____
Date of Notarization	_____

**SEAL/STAMP**

**CONTRACT PRICE FORM**

Vendor Firm Name \_\_\_\_\_

SPIN Number \_\_\_\_\_

Representative \_\_\_\_\_  
(printed name)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Notary Signature \_\_\_\_\_

Notary State \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

Date of Notarization \_\_\_\_\_

SEAL/STAMP

**To accompany proposals submitted for Aruba Foundation WAP and Switch licenses, or equivalent for the Coffee County School System.**

**Service Date Options:**

July 1, 2026 – June 30, 2027 (1-Year)

July 1, 2026 – June 30, 2029 (3-Year)

**Wireless Access Point License Options**

800 Foundation WAP Licenses Pricing (1-Year) \$ \_\_\_\_\_

800 Foundation WAP Licenses Pricing (3-Year) \$ \_\_\_\_\_

**Switch License Options**

4 Switch Class-1 Foundation licenses (1-Year) \$ \_\_\_\_\_

4 Switch Class-1 Foundation licenses (3-Year) \$ \_\_\_\_\_

75 Switch Class-4 Foundation licenses (1-Year) \$ \_\_\_\_\_

75 Switch Class-4 Foundation licenses (3-Year) \$ \_\_\_\_\_

**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.