



HARRIS COUNTY SCHOOL DISTRICT

Request for Proposal (RFP) HCBOERFP201

E-RATE FY20 Category 2 Projects

I. INTRODUCTION

Harris County School District (hereafter referred to as "Applicant") has Local Area Networks at each location comprised of multiple vendor network equipment that enable the school sites to communicate and access the internet. Applicant is requesting pricing to provide and install new Category 6 Ethernet cables, jacks, panels, fiber cables, switches, and cabinets throughout eight schools. Also, Applicant is requesting pricing to provide, install, and configure new wireless local area network (WLAN) controllers at seven schools.

II. POINT OF CONTACT

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Harris County School District
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Hamilton, Georgia 31811
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III. TIMELINE AND KEY MILESTONES

February 24, 2020	RFP issued
March 13, 2020	Site survey at Harris County School District Technology Office
March 16, 2020	Deadline for questions regarding bid specifications
March 23, 2020	Proposal deadline and bid opening

IV. SPECIFICATIONS

Applicant is requesting pricing to provide and install new Category 6 Ethernet cables, jacks, panels, fiber cables, switches, and cabinets throughout eight schools. Also, Applicant is requesting pricing to provide, install, and configure new wireless local area network (WLAN) controllers at seven schools.

Bidders will be given the opportunity to survey the schools to determine the equipment that is needed. No consideration will be given for the vendor's lack of information, and the site survey is designed to make sure that all potential bidders are creating designs based on the same survey. The survey will be held on March 13, 2020 at 9:00am. All Bidders are to report to the [Harris County School District Technology Office](#) located at 757 Carver Circle, Hamilton, Georgia 31811. The survey will start at the Technology Office and from there all school sites will be surveyed.

Locations and services requested:

Creekside School (BEN 16048894)

- WLAN controller: compatible with Cisco wireless access points (WAPs)
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- Ethernet drops in 33 classrooms, front office, and Technology Specialist's office
- Additional network switches in IDFs, if necessary to accommodate additional drops
- Network switches in 2 mobile units
- 5 WAPs
- Other network switches, Ethernet drops and uninterruptible power supply (UPS) units, as needed

Harris County Carver Middle School (BEN 34643)

- WLAN controller: compatible with Cisco wireless access points WAPs
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- 10 WAPs
- Ethernet drops in office and cafeteria
- Replace fiber between MDF and 2 IDFs, new SFPs as needed
- 1 Stack cable for network switch (compatible with Cisco 2960)
- Recable 2 computer labs
- Additional network switches in IDFs, if necessary to accommodate additional drops
- Other network switches, Ethernet drops, and UPS units, as needed

Harris County High School (BEN 34645)

- WLAN controller: compatible with Cisco wireless access points WAPs

- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- Replace internal Ethernet wiring for Mobile Units 1 through 4, Mobile Units 5 through 8, and Mobile-to-Mobile Ethernet wiring
- Replace fiber connections between MDF and IDFs, new SFPs as needed
- 26 Ethernet drops in mobile unit
- Network equipment cabinet with appropriate-sized network equipment cabinet with locking door. (1 each in 2 mobile units)
- Repair/replace classroom network wall connections at teacher desktop locations
- Power poles and 35 Ethernet drops each in 3 computer labs
- Replace UPS units in MDF and IDFs
- Other network switches, Ethernet drops, and UPS units, as needed

Mulberry Creek Elementary School (BEN 210258)

- WLAN controller: compatible with Cisco wireless access points WAPs
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- 2 outdoor WAPs
- Add switch and cabinet to computer lab, and run fiber to MDF or IDF, new SFPs as needed
- Replace network rack/cabinet in mobile unit, and run fiber to MDF or IDF, new SFPs as needed
- Ethernet drops in cafeteria and stage
- Replace UPS units in MDF and IDFs
- Replace network racks/cabinets in MDF and IDFs
- Other network switches, Ethernet drops, and UPS units, as needed

New Mountain Hill Elementary School (BEN 34641)

- WLAN controller: compatible with Cisco wireless access points WAPs
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- Outdoor WAPs by gym and in breezeway
- 5 indoor WAPs
- Ethernet drops in cafeteria, media center, and teacher's workroom
- Other network switches, Ethernet drops, and UPS units, as needed

Park Elementary School (BEN 34644)

- WLAN controller: compatible with Cisco wireless access points WAPs
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- Ethernet drops in teacher's lounge at bus ramp
- Outdoor WAP in playground area
- Ethernet drops in front office, receptionist area, cafeteria and stage
- Add switch and cabinet to computer lab, and run fiber to MDF or IDF, new SFPs as needed
- Replace UPS units in MDF and IDFs
- Replace network racks/cabinets in MDF and IDFs
- Other network switches, Ethernet drops, and UPS units, as needed

Pine Ridge Elementary School (BEN 34640)

- WLAN controller: compatible with Cisco wireless access points WAPs
- Move existing WAPs to from datacenter WLAN controller to new WLAN controller at school
- Ethernet drops in front office, STEAM lab, conference room, media center, and cafeteria
- Replace 12 indoor WAPs
- Ethernet drops in 2 mobile units to be used as classrooms. Network racks/cabinets as needed, UPS units as needed
- Recable 2 mobile units that are used as computer labs. Power poles, network racks/cabinets as needed, UPS units as needed
- Other network switches, Ethernet drops, and UPS units, as needed

PLC/EOC (Harris County Crossroads Alt) (BEN 34646)

- 1 network switch
- Network switches, Ethernet drops, and UPS units, as needed

Vendor will perform all work necessary to make all equipment fully operational; vendor must explicitly state any exceptions in the bid. Vendor will be responsible for providing any necessary conduit, grounding blocks, network racks/cabinets, and cable trays. Vendor will be responsible for documenting, labeling, and testing all new Ethernet and fiber connections. Vendor will remove and dispose of any cables, jacks, panels, etc., that are replaced. Vendor will provide school district assigned project manager with list of equipment installed per building, location,

and serial number. Vendor will power up and verify networking equipment is operational. Vendor will provide a list of IP addresses of all new equipment.

In various parts of this RFP, including any attachments and amendments, references may have been made to particular brands of products and services, typically in the context of providing information about the Applicant's existing infrastructure. The Applicant strongly believes in open and fair competitive bidding, compliant with E-rate rules as well as applicable state and local rules. There is neither any brand preference nor any intent to imply a bias toward any particular brand. Such references are purely intended to help convey functional or configuration information about the products and services in use. For each such reference, the phrase "compatible with" or the phrase "or equivalent functionality," if not explicitly stated, is hereby included by reference, as appropriate to the context. Applicant seeks the most cost-effective solutions consistent with the RFP requirements and E-rate program rules.

In the event of significant delays, such as due to late Funding Commitment Decision Letter (FCDL), should the project eventually proceed, Vendor agrees to use best efforts as necessary to substitute equivalent or better parts or services at equivalent or better pricing, so as to enable compliant Service Substitutions where necessary (such as due to "product end of life" situations caused by the delay). Labor rates, where applicable, should not increase by more than is justifiable by an objective third-party measure of inflation such as the Consumer Price Index (CPI) during the period of delay.

Service Provider Qualifications

Harris County School District prefers the following certifications:

- Certified in all recommended products.

Project staffing should include manufacturer-qualified engineers to field supervise all infrastructure installation work. (For example, Vendors of Cisco or equivalent functionality equipment should provide a Cisco CCNP/CCNA/CCIE or comparably certified engineer. Cabling offerings should provide an RCDD or comparably certified engineer to field supervise any installation work on this project.)

A copy of the certifications MUST be included in the bid package. These vendor certifications will help ensure Applicant of adequate support and expertise throughout the project. These certifications must remain in place and current throughout the contract period.

Vendor must provide a toll-free number for emergency technical support Monday-Friday 7:00 a.m. to 5:00 p.m. Eastern as a minimum.

Vendor must have verifiable accounts and provide references for a minimum of 3 other customers for whom the company has provided similar size and scope of services.

V. QUESTIONS CONCERNING SPECIFICATIONS

Vendors that have questions regarding bid specifications must submit their questions in writing to Jonathan Smith, Director of Technology, email: smith-jonathan@harris.k12.ga.us no later than March 16, 2020 by 4:00 p.m. Eastern. Questions submitted after the question deadline will be ignored. Answers to all questions will be posted on the [HCSD E-rate FY20 Category 2 Projects web page](#).

VI. BASIS OF AWARD

Evaluation is a two-step process. The first step involves determining if the submission is complete, accurate, and meets the requirements. The second step is comparing the cost-effectiveness of the proposed solutions which have successfully passed the first step process. In keeping with the guidelines of this RFP, the bid will be awarded to the most cost-effective provider. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors considered are prior experience, including past performance; personnel qualifications, including technical excellence; management capability, including schedule compliance and environmental objectives. Harris County School District does not guarantee award of a contract and reserves the right to reject all bids.

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-rate"). Vendor shall submit with its proposal a valid Service Provider Identification Number (SPIN) and a valid Federal Communications Commission Registration Number (FCCRN). Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal

Service Administrative Company (USAC), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor's services and/or products. Vendor shall provide to District staff and/or the District's E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

In general, Applicant prefers "discount" invoicing method and Service Provider Invoicing (SPI). Unless specifically negotiated with vendor, SPI is the applicant's choice. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

Vendor understands that, due to circumstances beyond the District's control, the District may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

Applicant reserves the right to determine, on a case by case basis, whether or not implementation shall be contingent on receipt of a favorable FCDL for approximately the amounts anticipated; and in the case of multi-year contracts, this right may be newly asserted for each successive year of the contract. In the event of funding at a lower level than anticipated, Applicant reserves the right to reduce the scope of work accordingly or to cancel the project entirely, at its sole discretion. Applicant also reserves the right to start service immediately upon contract award, with the understanding that services before dates allowed by E-rate program rules would not be eligible for E-rate discounts, to wait until dates allowed by E-rate program rules preceding the funding year or July 1 of the funding year, so as to ensure that

all goods and services remain potentially eligible for E-rate discounts, or to wait for FCDL, after July 1, for the strongest assurance of discounts.

These factors may be utilized in weighing the RFP responses:

Factor	Weight
Price	35%
Prior experience with the District	20%
References	20%
Personnel qualifications/expertise	15%
Bid proposal criteria	10%
TOTAL	100%

Harris County School District may elect to award all, some, or none of the services bid.

Required attachments:

- Completed and signed Bid Response Forms (all pages)
- References of a minimum of 3 other customers for whom the company has provided similar size and scope of services
- Vendor qualification/certifications
- Vendor also must submit product specs and options for training on all products
- Outline of training proposal on all products

Failure to provide the required information in the specified manner may be a basis for the bid in its entirety to be thrown out without consideration.

Qualified vendors offering these products and services should submit proposals including detailed descriptions, with all costs associated with the delivery of the products and services (parts, labor, installation, testing, acceptance, configuration, turn-up, applicable taxes/fees, shipping, and so on). Any line items not 100% eligible for E-rate discounts according to program rules should be isolated, with separate subtotals. Items that are conditionally or partially eligible should also be noted. Ineligible items should be eliminated when possible (or minimized where necessary but ineligible) and broken out as separate line items or separate proposals.

VII. MISCELLANEOUS

- A. The Harris County School District/Board of Education intends to contract for WAN connectivity and Internet access up to 10 GBPS with firewall with a responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Harris County School System.
- B. If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
- C. It is the bidder's responsibility to comply with all local, state and federal laws as they apply to this bid.
- D. All bidders must submit a list with all required equipment/supplies needed for the project.
- E. Applicant is exempted from all sales and use taxes as outlined for all State of Georgia governmental agencies.
- F. Bid price is to be all inclusive with no further charges made against Applicant.
- G. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations.
- H. Applicant is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
- I. The final awarding of this bid will be made by the Board of Education based on a recommendation from the Superintendent.
- J. All requirements specified in this RFP become part of any awarded contract.
- K. Applicant reserves the right to reject all bid proposals.
- L. The System reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.
- M. Applicant will review all proposals for service utilizing guidelines outlined by the Georgia

State Bid Law.

- N. Any changes, additions, modifications to the bid request will be posted to the Harris County School System's web site at [HCSD E-rate FY20 Category 2 Projects web page](#). It is the responsibility of the vendor to check the website for any changes to the bid request.
- O. Sealed bids must be submitted in one (1) printed copy and one (1) electronic copy (PDF format) along with any required supporting documentation to the bid opening scheduled for March 23, 2020 at the HARRIS COUNTY BOARD OF EDUCATION office, 132 Barnes Mill Road, Hamilton, Georgia 31811. If mailed, the envelope must be marked "Bid Harris County Technology" on the front and "SEALED BID DO NOT OPEN" near the seal. Mail to Attention: Jonathan Smith at the address listed above.**

*****Late bids will not be opened or considered. No faxed bids will be accepted.*****