

Jackson Public School District



630 South State Street
Jackson, MS 39201

Contact: Erin Mason, Director, Instructional Technology
Telephone: (601) 960-2778
E-mail: eclark@jackson.k12.ms.us

RFP Submission Date: December 21, 2018

Submission Deadline and Time: February 12, 2019

RFP 2019-03

Name of Proposal: Network Rack Replacements for Various Schools

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND ONE COPY IN THE
FORMAT/DESIGN ISSUED ALONG WITH OTHER DOCUMENTATION ATTACHED
TO THE BACK OF PROPOSAL**

If you would like the tabulation for rfp after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the rfp in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

PROPOSAL FORM

**Board of Trustees
Jackson Public School District
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this rfp shall be as specified or JPSP approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this rfp.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" rfp which in their judgment assures JPSP the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP or which are submitted after the deadline are subject to disqualification.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSP.
- See Page Five (5) for further instructions

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSP AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSP AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

RESPECTFULLY SUBMITTED,

COMPANY _____
ADDRESS _____

PHONE _____ FAX _____
E-MAIL ADDRESS _____
SIGNED _____
WRITE OUT
SIGNATURE _____
TITLE _____ Date _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED: WOMAN OWNED NON-MINORITY MINORITY



Post Office Box 2338 - Jackson, Mississippi 39225-2338
Telephone: 601-960-8799 ☎ Fax: 601-960-8967
Email: pagreen@jackson.k12.ms.us or bjones@jackson.k12.ms.us

REQUEST TO ADD VENDOR

To be completed by JPS School/Location:
School/Department Requesting Vendor Addition _____

To Be Completed by Vendor: Please complete all sections and return by fax or email.

Will your company accept purchase orders? ☐ Yes ☐ No

Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.

Are you an employee of the Jackson Public School District? ☐ Yes or ☐ No

Product Line _____

PARENT COMPANY NAME: _____

Doing Business As (dba) NAME: _____

Order Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

REMITTANCE ADDRESS:

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: (____) _____ Fax (____) _____

Email Address: _____

Parent Company Tax ID# _____

D/B/A Federal Tax ID/Social Security #: _____

Select One **This information will be used to track purchases from minority vendors.**

Minority Code: ☐ Woman & Minority ☐ Minority
☐ Non-Minority ☐ Woman

Select One
Type of Entity ☐ Individual/Sole Proprietor ☐ Corporation
☐ Partnership ☐ Other _____

****JPS accepts no responsibility for orders filled without a valid purchase order****

Submitted By: Signature _____ Date _____

FOR INTERNAL USE ONLY	
Vendor Number: _____	1099: <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed By: _____	Date: _____

Company's W-9 must accompany this form for IRS purposes. Revised 11-08-18 b

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal rfp proposals from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed rfps shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal rfp document), at which time all rfps shall be publicly opened and read aloud. Neither dating of the rfp form nor placing the rfp in the mail by this date shall meet legal requirements; the formal rfp document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all rfps received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this rfp document prior to submitting an rfp proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal rfp proposals submitted and base all decisions on the "lowest and best" rfp concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this rfp has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit rfps via this rfp document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this rfp document to clearly define "open" and "competitive" product or service rfp specifications. All items on this rfp are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this rfp. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the rfp (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the rfp at the time the rfp proposal is submitted. Receipt of the following Addendum issued during the course of this formal rfp is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable).

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only**. The JPSD mainframe computer database is designed to accept only pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent

(more than two places to the right of the decimal) shall be ignored in the rfp analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this rfp document; JPSPD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSPD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and/or performance of ALL services indicated in the contracted agreement between said vendor and JPSPD for that time period, following inspection if applicable.

Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSPD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSPD whether said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSPD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSPD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting an rfp under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSPD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this rfp for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's rfp proposal, once submitted and accepted as a valid rfp by JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the rfp specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSPD at any time within forty-five (45) calendar days following the rfp opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All rfps must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose rfp, conforming to the specifications, is deemed to be the most advantageous to JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD to reject the rfp, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from

JPSD (i.e., a duly issued purchase order or signed contract). All formal rfp proposals shall be approved by the Board of Trustees prior to the award of the rfp.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the rfp proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this rfp. However, if in the opinion of JPSD a contract document is required to authorize the award of the rfp, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the rfp proposal and shall become a part of the Vendor's rfp proposal.

Grievance Procedure

JPSD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSD's rfp process. If Vendor disagrees with any aspect of the rfp process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfp, including rfp number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfp that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon an rfp, no appeals or protests will be acknowledged by JPSD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Submission of RFP Proposals

RFPs, once completed, should be placed in an opaque sealed envelope. On the outside of the envelope, list the vendor's name/address, RFP number and title as they appear on the RFP proposal in order that the rfp may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the rfp to be valid and acceptable. An rfp which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSD. Please submit proposal to address listed below

Jackson Public School District
Business Office
Attn: Bettie Jones
662 S. President Street
Jackson, MS 39201

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS AND
ONE COPY IN THE FORMAT/DESIGN ISSUED ALONG
WITH ANY OTHER DOCUMENTATION ATTACHED
TO THE BACK OF PROPOSAL.**

REQUEST FOR PROPOSAL

ERATE FUNDING YEAR 2019-20 FCC FORM 470 # 190011850 (JACK 2019-C2 RACKS)

APPLICANT

Jackson Public School District (BEN: 128645)
662 S President St
Jackson, MS 39201
(601) 960-8831

DUE DATE: Tuesday, February 12, 2019

Bids must be submitted online no later than 10:00 AM CST
on the due date listed above.

Submit Questions no later than: Friday, January 11, 2019

Questions must be submitted online no later than 10:00 AM CST
on the due date listed above.

ONLINE SUBMISSION: <https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>

THE FOLLOWING INFORMATION IS INCLUDED IN THIS RFP:

- Proposal Guidelines
- Bidder's Conference
- Bid Specifications
- Supporting Schedule
- Applicant Sites
- Proposal Requirements
- PlanetBids Vendor Registration
- Evaluation Criteria
- Required Forms
- PROPOSAL FORM – Pricing Schedule
- PROPOSAL FORM – Experience & References – ATTACHMENT A

PROPOSAL GUIDE

Proposal Guidelines

The Jackson Public School District desires to purchase equipment and installation to replace existing networking cabinets.

Selection Schedule

RFP Released	December 21, 2018
Final Day for Questions	January 11, 2019 (10:00 AM)
Mandatory Bidder's Conference Office of Information Technology Services 630 South State Street 1 st Floor Professional Development Room	January 8, 2019 (9:00 AM)
Response Deadline – Bids Close	February 12, 2019 (10:00 AM)
Bid Opening	February 12, 2019
Evaluation of RFP Begins	February 12, 2019

Submit Proposal to:

Jackson Public School District
Business Office/Purchasing
Attn: Bettie Jones
662 S. President Street
Jackson, MS 39201

Note:

Bidders are requested to submit bids online prior to the Bid Close Date at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>

Bidders must also **submit (1) one original and (1) one copy of RFP**. No faxed or emails RFPS will be acknowledged or allowed. Please enclose RFP proposal in a sealed envelope with the vendors return address, RFP Number and title of proposal. One electronic copy of the spreadsheet must be submitted on media **(CD/DVD/flash drive)** with the proposal. Mail or hand deliver to the submit proposal address listed above.

BIDDER'S CONFERENCE

Date	Time	Location
TUESDAY, JANUARY 8, 2019	9:00 AM	Jackson Public School Information Technology Dept 630 South State Street Jackson, MS 39201
Mandatory? YES	Notes: Failure to attend the bidder's conference may result in the rejection of the proposal.	

BID SPECIFICATIONS

**** PROPOSALS REQUESTED FOR MANUFACTURER AS LISTED OR EQUIVALENT ****

RFP Specific Response Requirements

- Vendors **must include a printed copy of the completed Excel spreadsheet** with their proposal response.
- Vendors **must include ONE electronic copy in .xls compatible format on media (CD/DVD/flash).**
- Bidders must submit a description of their company's experience, qualifications, and the technical certifications of the personnel responsible for completion of the project. This should be no more than one page.
- Bidders must submit the names and contact information for three customers who can provide specific references for the installations of networking racks, including the services needed to complete the scope of work as outlined in the RFP.

Scope of Work & Project Requirements

The Jackson Public Schools seeks to purchase equipment and installation to replace up to **165** lockable networking racks to replace existing IDF racks in various schools in the District.

Each rack currently contains at minimum:

- HP 5400 series switch or Cisco 3750 switch
- Patch panels
- APC UPS

The number of patch panels and switch modules in each rack varies depending on the density of connections in each IDF. Sample photos are included to show examples of racks before and after a replacement project.

Scope of Work

Each installation shall include:

- Removal of the existing networking equipment from the cabinet
- Removal of the existing networking cabinet
- Determinate existing copper and fiber if necessary
- Install the new network cabinet
- Reinstall all existing networking equipment in the new cabinet
- Reterminate existing copper and fiber if necessary
- Install/replace old patch cables with new, green Cat6 cables in either 3 ft. or 5 ft. length as required
- Arrange all new patch cables in a manner as to provide a neat, professional appearance

Installation Requirements

- The selected vendor must be able to meet onsite with the JPS IT staff to complete a schedule and scope of work before installations can begin.
- Vendor will coordinate with JPS to schedule the cabinet replacements in such a way as to minimize the impact on network users.
- Vendor may be required to deliver all equipment to the JPS Fixed Asset department to have asset tags affixed if necessary. JPS will coordinate with the vendor to schedule the delivery and installation. Vendors may be required to pick up devices from the JPS Fixed Assets warehouse for delivery to school locations if required.
- Vendor will remove and dispose of all packaging and miscellaneous materials left over from any part of the project and place all trash in an identified on-site dumpster or taken by the vendor to an off-site location. JPS personnel will not dispose of any packing materials.
- All additional cables, connectors, screws, labor, miscellaneous plug parts, ladders, etc. needed to properly install the new cabinets and ensure the existing networking gear is reinstalled in the new cabinets and in 100% working order shall be provided by the vendor. Any costs not outlined in the vendor proposed budget that may be required for the successful completion of the installation of cabinets and equipment are assumed to be provided by the vendor and at no cost to JPS.
- An inventory of cabinets will be provided to JPS by the vendor including but not limited to cabinet model number and/or description, manufacturer, serial number, JPS asset tag number (if required), and location if requested and available.

Cabinet Specifications

The District will purchase up to a total of 165 Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 36"H X 24"W X 30"D, Black, or equivalent, Part Number: EWMW362430

or

Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 60"H X 24"W X 30"D, Black, or equivalent, Part Number: EWMW602425-U3042

Technical Specifications for the Hoffman 36"H X 24"W X 30"D cabinet with window door

Cabinet Type	Communication Cabinet
Enclosure Height	36"
Enclosure UL Rating	UL 2416 Listed
Enclosure Rack Size	19" Rack
Enclosure Rack Holes	10-32 Tapped Holes
Enclosure Rack Angles	Included
Enclosure Cooling	Sold Separately
Enclosure Rack Units	32 RU
Enclosure Color	Black
Enclosure Width	24"
Enclosure Depth	30"
Enclosure Nema Rating	Type 1
Enclosure Environment Rating	Indoor
Enclosure Door Type	Window
Enclosure Number of Door	1 Door
Enclosure Latch Type	Quarter-Turn
Enclosure Lock Type	Keylocking
Enclosure Hinge Type	Double Hinge
Enclosure Line	ACCESSPLUS
Enclosure Composition	Steel
Enclosure Mount Type	Wall Mount
Enclosure Brand	400 lbs.
Enclosure Grade Rating	Premium Grade

If bidding an equivalent rack, please identify the rack below. Please include a cut sheet and/or technical specifications for the alternate rack.

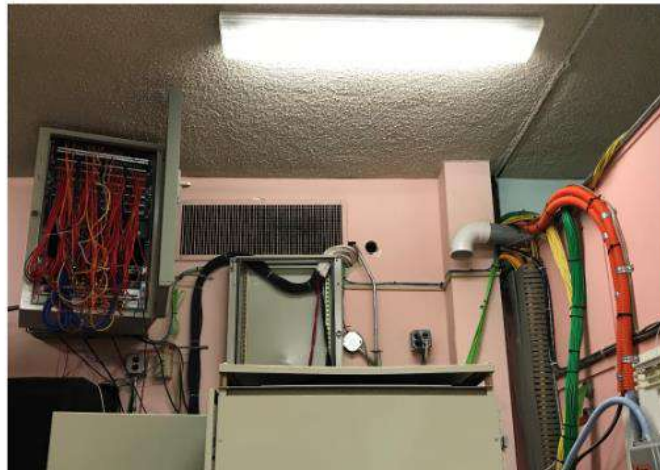
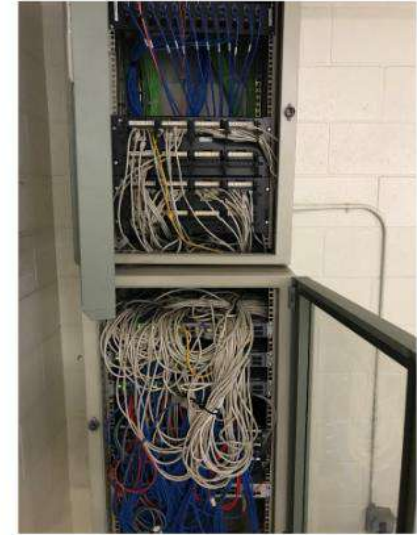
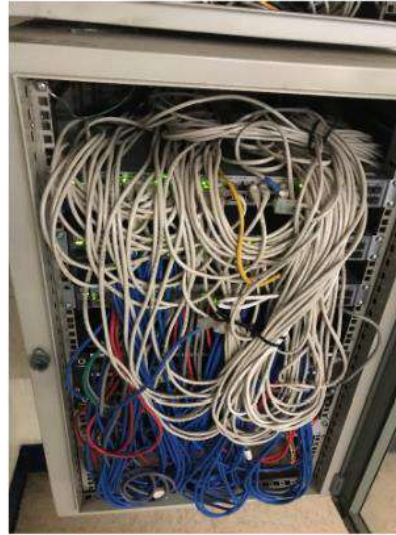
Item Description of Alternate Rack	
Manufacturer	
Manufacturer Part number	

SUPPORTING SCHEDULES

Please see the following photographic examples of project expectations upon successful completion as well as current representation of IDF Racks before replacement.

After Networking Rack Replacement





**Current IDF Example Racks
Before Replacement**

APPLICANT SITES

Site Name	Entity #	Physical Address	City	ST	Zip
Bailey Apac Middle School	43398	1900 N State St	Jackson	MS	39202
Baker Elementary School	43467	300 E Santa Clair St	Jackson	MS	39212
Barr Elementary School	43405	1593 W Capitol St	Jackson	MS	39203
Blackburn Middle School	43408	1311 W Pearl St	Jackson	MS	39203
Boyd Elementary School	43429	4531 Broadmeadow Dr	Jackson	MS	39206
Brinkley Middle School	43486	3535 Albermarle Rd	Jackson	MS	39213
Callaway High School	43422	601 Beasley Rd	Jackson	MS	39206
Capital City Alternative	185037	2221 Boling St	Jackson	MS	39213
Cardozo Middle School	16053391	3180 McDowell Rd Ext	Jackson	MS	39212
Casey Elementary School	43460	2101 Lake Cir	Jackson	MS	39211
Chastain Middle School	43428	4650 Manhattan Rd	Jackson	MS	39206
Clausell Elementary School	43451	3330 Harley St	Jackson	MS	39209
Davis Magnet Elementary School	43403	750 N Congress St	Jackson	MS	39202
Dawson Elementary School	43478	4215 Sunset Dr	Jackson	MS	39213
Forest Hill High School	43462	2607 Raymond Rd	Jackson	MS	39212
Galloway Elementary School	43401	186 Idlewild St	Jackson	MS	39203
Bates Elementary School (Gladys Noel)	16053390	3180 McDowell Rd Ext	Jackson	MS	39204
Green Elementary School	43423	610 Forest Ave	Jackson	MS	39206
Hardy Middle School	43446	545 Ellis Ave	Jackson	MS	39209
Isabele Elementary School	43411	1716 Isable St	Jackson	MS	39204
Hill High School (Jim Hill HS)	43410	2185 Fortune St	Jackson	MS	39204
John Hopkins Elementary School	43440	170 John Hopkins Rd.	Jackson	MS	39209
Johnson Elementary School	43487	1339 Oak Park Dr	Jackson	MS	39213
Key Elementary School	43419	699 W McDowell Rd	Jackson	MS	39204
Kirksey Middle School	16053392	5677 Highland Drive	Jackson	MS	39206
Lake Elementary School	43446	472 Mount Vernon Ave	Jackson	MS	39209
Lanier High School	43409	833 West Maple St	Jackson	MS	39203
Lee Elementary School	43472	330 Judy Drive	Jackson	MS	39212
Lester Elementary School	43417	2350 Oakhurst Dr	Jackson	MS	39204
Marshall Elementary School	43465	2909 Oak Forest Dr	Jackson	MS	39212
Mcleod Elementary School	43456	1616 Sandlewood Pl	Jackson	MS	39211
McWillie Elementary School	234764	4851 McWillie Circle	Jackson	MS	39206
Morrison Center	16075344	1224 Eminence Row	Jackson	MS	39213
Murrah High School	43399	1400 Murrah Dr	Jackson	MS	39202

Site Name	Entity #	Physical Address	City	ST	Zip
North Jackson Elementary School	43421	650 James M Davis Drive	Jackson	MS	39206
Northwest Jackson Middle School	43475	7020 Highway 49 N	Jackson	MS	39213
Oak Forest Elementary School	43463	1831 Smallwood Dr	Jackson	MS	39212
Pecan Park Elementary School	43444	415 Clairborne Ave	Jackson	MS	39209
Peebles Middle School	43466	2940 Belvedere Drive	Jackson	MS	39212
Poindexter Center (fka Poindexter ES)	43407	1017 Robinson St	Jackson	MS	39203
Powell Middle School	43479	3655 Livingston Rd	Jackson	MS	39213
Power Elementary School	43400	1120 Riverside Dr	Jackson	MS	39202
Provine High School	43450	2400 Robinson St	Jackson	MS	39209
Raines Elementary School	43441	156 Flag Chapel Rd	Jackson	MS	39209
Rowan Reap (fka Rowan MS)	43406	136 W Ash St	Jackson	MS	39203
Siwell Road Middle School	43453	1983 N Siwell Rd	Jackson	MS	39209
Smith Elementary School	43483	3900 Parkway Ave	Jackson	MS	39213
Spann Elementary School	43457	1615 Brecon Dr	Jackson	MS	39211
Sykes Elementary School	43470	3555 Simpson St	Jackson	MS	39212
Timberlawn Elementary School	43454	1980 N Siwell Rd	Jackson	MS	39209
Van Winkle Elementary School	43445	1655 Whiting Rd	Jackson	MS	39209
Walton Elementary School	43484	3200 Bailey Ave	Jackson	MS	39213
Watkins Elementary School	43426	3915 Watkins Dr	Jackson	MS	39206
Whitten Middle School	43471	210 Daniel Lake Blvd	Jackson	MS	39212
Wilkins Elementary School	43416	1970 Castle Hill Dr	Jackson	MS	39204
Wingfield High School	43415	1985 Scanlon Dr	Jackson	MS	39204
Career Development Center	43447	2703 First Ave	Jackson	MS	39209
Brown Warehouse (fka Brown Bottling Company)	16038924	2550 Medgar Evers	Jackson	MS	39213
Transportation North	16029990	4015 Watkins Dr	Jackson	MS	39206
Transportation South	16029988	1525 Linde Rd	Jackson	MS	39204
Enoch Complex	16029989	101 Near St	Jackson	MS	39203
Environmental Learning Center	16029991	6190 Hwy 18	Jackson	MS	39204
Exception Education Bldg	16038923	1520 West Capitol Street	Jackson	MS	39203
Central Office	16041303	662 South President St	Jackson	MS	39201
Bradley Center (Old Bradley ES)	17005686	2601 Ivanhoe Ave	Jackson	MS	39206
Henley Young Juvenile Justice Center	17005688	940 East McDowell Rd	Jackson	MS	39204

PROPOSAL REQUIREMENTS (C2)

Proposal Requirements

1. Service providers (bidders) must comply with E-rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

Disqualification – FCC Form 498 ID Status. If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified by the applicant school or library.

2. Equivalent products and services. Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT.
3. Mandatory Bidders' Conference or Walk Through

☒ APPLIES TO THIS RFP

☐ DOES NOT APPLY FOR THIS RFP

Disqualification – Mandatory Bidders' Conference. If the bidder does not attend a mandatory bidders' conference, walk through, or other mandatory meeting listed in the Bidders' Conference section, the bidder may be disqualified by the applicant school or library.

4. Questions. Questions must be submitted prior to the end of the question period.

Questions can be submitted online:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>, Under "Project Title" double click on the School District you want to submit a bid for, choose Q&A tab, then choose "Ask Question" on the top right-hand side. Must be a registered vendor and download all RFP documents before you will be allowed to submit a question.

5. Proposal Acceptance. The applicant school or library reserves the right to accept some, all or none of the items included in the proposal. Notification of bid acceptance or bid rejection will be provided at the discretion of the applicant school or library.
6. All Costs. Pricing proposed by the bidder must include all costs. All costs to provide the product or service should be included in the pricing schedule. Price increases will not be allowed during the term quoted.
7. Cost Allocation. Bidders must clearly separate E-rate eligible costs from ineligible costs.
8. Contracts. Bidders for services other than tariff or month-to-month arrangements, must include a contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after bids are awarded by applicant and negotiations completed as applicable. *Quotes are not considered a legally binding agreement.*

9. Contract Terms. Bidder must clearly define contract terms for all pricing submitted. The applicant school or library may consider multi-year contracts featuring voluntary renewals. The term should include as a minimum the period July 1, 2019 through September 30, 2020 for non-recurring services and July 1, 2019 – June 30, 2020 for recurring services.

The applicant will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E- rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission (FCC) and/or the Universal Service Administrative Company (USAC).

10. Description of Proposal. Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and any other details that may be useful or necessary for proper evaluation of the proposal.
11. Required Notice to Proceed and Funding Availability. The applicant will follow the purchasing policies of their governing board and requirements and procedures of the FCC's E-rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the applicant's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The applicant will have the right to allow the contract to expire without implementation if appropriate funding does not become available.

12. Bids for Category Two products and services.

- Bids should meet industry standards and comply with applicable local, state and federal codes and regulations. For example, network wiring/cabling should meet or exceed EIA/TIA standards and national Electrical code standards.
- Equipment should be properly configured, installed and tested.
- Include all items necessary for equipment to be fully operational including necessary cabling, connectors, components, installation, configuration, travel, per diem, and any other applicable fees.
- All installed equipment and cabling should be labeled.
- In addition to standard labeling (i.e. patch panels labeled with cable number), equipment should be labeled with E-Rate information as follows:

Funding Request Number (FRN)
Form 471 Application Number
Purchase Order Number
Installation Date

- Bids for ON-SITE maintenance services must include the quantity, make, and model number of all E-rate eligible equipment to be maintained.
- Bids for managed internal broadband services must specify whether or not the equipment is owned by the applicant or the provider
- Bids for uninterruptible power supplies (UPS) must include a list of equipment that will be supported by the UPS, including quantity, make and model number.
- Bidders must include a statement of work (SOW)
- Bids for new equipment should include standard manufacturer's warranty (up to three years)

- Bids for firewall appliances or firewall services must clearly cost allocate the ineligible portion related to content filtering, virus protection, DDOS or other ineligible functions.
- The value of any free products and/or services must be deducted from the cost of the proposal.
- Bids should include installation and configuration unless otherwise noted
- Bids should clearly describe all costs including installation, configuration, shipping and handling charges on a per site basis unless otherwise noted.

13. Category Two Budget Requirements.

Once a bidder is selected for category two products and services, the applicant will then have to review the awarded bid on a site by site basis and make changes to the quantities and items selected in order to stay within their category two budgets by each individual site. The applicant may contact the awarded bidder to adjust quantities by site in order to meet the Category 2 budget.

The selected service provider is expected to respond timely with revised proposals and contracts for the applicant to ensure that the selected products and services are at or below the per site budget and that the service provider has provided all information necessary regarding reduction in quantities and associated installation, configuration, shipping and handling charges on a per site basis.

14. Documentation and Audit Compliance.

- Service provider shall provide all warranty and product documentation related to products or services sold to the applicant.
- Service provider shall retain all documentation related to the purchase and payment, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of TEN years from the last date of service.
- If the applicant is audited by the Administrator of the program, the service provider shall fully cooperate with the applicant to provide any documentation related to the provision of discounted products and services as requested.
- The service provider and/or applicant is solely responsible for verifying the accuracy of information submitted to Kellogg & Sovereign® Consulting, LLC (KSLLC). KSLLC disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the service provider or applicant to KSLLC.
- By submitting bids for KSLLC client schools & libraries, the service provider agrees and understands that KSLLC will forward the information to USAC, and the service provider is responsible for verifying the accuracy of information submitted to KSLLC.
- Kellogg & Sovereign® Consulting, LLC shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of profits, data or other intangible losses (even if KSLLC has been advised of the possibility of such damages), resulting from the service provider's non-response or incomplete response and/or the service provider's inaccurate, invalid, incorrect, or incomplete provision of information.

PlanetBids Vendor Registration

1. Navigate online to the Kellogg & Sovereign PlanetBids Vendor Portal:
<https://www.planetbids.com/portal/portal.cfm?CompanyID=30242>
2. Select the “New Vendor Registration” icon on the home page.
3. Complete the Vendor Profile as thoroughly as possible. It is not necessary to complete the “Other Business Info” or “Emergency Operations” tabs.
4. Complete the “Classifications” tab, enter your [SPIN](#) and [FCC RN](#).
5. On the “Category/Description” tab, please select one, some or all of the categories listed below:
 - 000001 – Telecommunications Services
 - 000002 – Leased/Tariffed Facilities or Services
 - 000003 – Network Design
 - 000004 – Network Equipment
 - 000005 – Infrastructure/Outside Plant
 - 000006 – Network Management/Maintenance/Operation
 - 000007 – Internet Access Services
6. The above-listed categories are the **only** categories that will be used for the purposes of Kellogg & Sovereign and the FCC Universal Service Fund programs. It is not necessary to select any other categories. These categories will be used to alert you of bid opportunities as they are simultaneously posted to the USAC website and PlanetBids.
7. If more than one representative from your organization would like to register as a vendor, please let your account manager know and we will enable the system to allow for multiple registrations.
8. You will set your password on the “Company Info” tab and will need to use the password to place a bid in the PlanetBids portal.
9. Your profile will allow you alerts and access to all RFPs posted by Kellogg & Sovereign – schools, libraries and healthcare.

Special reminders:

Be sure to enter your [SPIN](#) and [FCC RN](#) under the Classifications tab

Click on any bid opportunities you are interested in, then click on the prospective bidders tab, click Place ebid, then Done to indicate you are a prospective bidder.

Click on the Addenda & Emails tab and Acknowledge addenda, if any.

Bidding instructions and video guides are available: <https://www.kelloggllc.com/eratebid1.aspx>

EVALUATION CRITERIA

Applicants will select the most cost-effective bids with price of the E-Rate eligible products and services being the primary factor (most heavily weighted).

Factor	Possible Points	Description
Price-E-rate eligible items	30	Price of E-rate eligible products & services (primary factor)
Price-Other Costs	5	Other costs (items not eligible for E-rate discount)
Prior Experience	20	-Experience with similar projects and references (10 points) -Experience with this applicant (10 Points)
Personnel Qualifications	10	-Qualifications of management (5 points) -Qualifications of staff (5 points)
Responsiveness	15	-Responsiveness of the bidder-replied promptly to emails, attended optional on-site walk through if applicable (5 points) -Proximity of sales and service offices (5 points) -Assigned representative is available locally (5 points)
Technical Merit	20	-Quality / technical merit of the proposed solution to meet needs of the applicant. Service level agreement if applicable (10 points) -Compliance with listed requirements of the project scope and bidding requirements, whether or not the proposal includes all information requested; timelines met, services will commence as requested by applicant (10 points)

In order for applicants to properly evaluate your bid, please provide details specific to the evaluation criteria areas along with your proposal.

REQUIRED FORMS FOR E-RATE BIDS

BID REQUIREMENTS:

1. FCC Form 498 ID (Service Provider Identification Number).
2. FCC registration Number (FCC RN).
3. Service Providers must comply with local, state, and federal requirements including agreement to fully cooperate with audit and ten-year document retention requirements.
4. Bid submitted online, <https://www.planetbids.com/portal/portal.cfm?CompanyID=30242> in compliance with instructions.
5. Item 21 Templates must be completed by awarded bidder for Category 2 services within 5 days of request.
6. Supporting detail and documentation may be submitted online.
7. Contracts for all products and services must be submitted with the bid. (Exception for tariffed or month to month service.) *Agreements will be completed AFTER bid award and final negotiations are completed.*
8. Must attend mandatory bidders' conferences IF applicable to this RFP.
9. Complete vendor forms per requirements on Applicants' purchasing web site IF applicable
10. Must complete and provide detailed Pricing Schedule.
11. Must enter total project costs online in line item pricing schedule if applicable.
12. Must complete and provide Attachment A – Certifications, Experience and References.
- 13. Bids submitted after the bid close date/time will be rejected.**

Pricing Schedule

Name of Company: _____

Name of Applicant: _____

Form 470# : _____

Pricing submitted by: _____

Signature: _____

Date: _____

REQUIRED –

(1) Include your custom pricing schedule along with this cover sheet and upload in the same document as your RFP response. One document with all of your required information must be uploaded to the RFP Response item in Planet Bids.

(2) Download and complete the PRICING SCHEDULE in Excel then upload the completed Excel spreadsheet as your Pricing Schedule online in PlanetBids.

Clearly list the cost of products and services to include the following:

1. Description of Services
2. Monthly (recurring) charges
3. One Time (non-recurring) charges
4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, 0% eligible for E-rate discount. This is NOT the applicant's E-rate discount %.
5. Quantity
6. Unit of Measure (Each, Feet)
7. Bandwidth level, if applicable
8. Contract Term
9. Make, Model and part number, if applicable
10. Installation and Configuration
11. Shipping and Handling
12. Travel and Per Diem
13. Estimate of Surcharges and Fees

ATTENTION CATEGORY TWO BIDDERS:

Pricing details in a spreadsheet format in [USAC's Bulk Upload Format](#) will be required for awarded category two products and services.

Please provide one cost per item described below.

Item Description	Item Cost
Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 36"H X 24"W X 30"D, Black or equivalent	
Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 60"H X 24"W X 30"D, Black or equivalent	
1 ft Cat6 Snagless Ethernet Patch Cable - Green	
3 ft Cat6 Snagless Ethernet Patch Cable - Green	
5 ft Cat6 Snagless Ethernet Patch Cable - Green	
<p>Cost per rack to complete the following installation tasks:</p> <ul style="list-style-type: none"> • Removal of the existing networking equipment from the cabinet • Removal of the existing networking cabinet • Determine existing copper and fiber if necessary • Install the new network cabinet • Reinstall all existing networking equipment in the new cabinet • Reterminate existing copper and fiber if necessary • Install/replace old patch cables with new, green Cat6 cables in either 3 ft. or 5 ft. length as required • Arrange all new patch cables in a manner as to provide a neat, professional appearance 	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SERVICE PROVIDER COMPANY NAME:	ABC Company			Jackson Public School District								
2	SERVICE PROVIDER COMPANY REPRESENTATIVE NAME:	ABC Company Sales Representative			BEN: 128645								
3													
4	Description of Item Requested - Item Specified by the Vendor Should Be Equivalent and Compatible	Mfg Part#	Quantity	Make / Mfr	Proposed Model	Part Number	Description	Unit Cost \$	Extended Cost \$	Installation Cost \$	Total \$	Erate Eligible %	Erate Eligible \$
5	Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 36"H X 24"W X 30"D, Black	EWMW362430											
6	Hoffman Accessplus II Type 1 Wall Cabinet, 19U, Double Hinge, Window Door, 60"H X 24"W X 30"D, Black	EWMW602425-U3042											
7	1 ft Cat6 Snagless Ethernet Patch Cable - Green												
8	3 ft Cat6 Snagless Ethernet Patch Cable - Green												
9	5 ft Cat6 Snagless Ethernet Patch Cable - Green												
10	Cost per rack to complete the following installation tasks:												
11	Removal of the existing networking equipment from the cabinet												
12	Removal of the existing networking cabinet												
13	Determinate existing copper and fiber if necessary												
14	Install the new network cabinet												
15	Reinstall all existing networking equipment in the new cabinet												
16	Reterminate existing copper and fiber if necessary												
17	Install/replace old patch cables with new, green Cat6 cables in either 3 ft. or 5 ft. length as required												
18	Arrange all new patch cables in a manner as to provide a neat, professional appearance												

Certifications, Experience & References

ATTACHMENT A

Name of company: _____

Address of principal location: _____

Phone: _____ Fax: _____

FCC Form 498 ID (SPIN)¹: _____

FCC Registration Number²: _____

Responsible contact personnel:

Name	Phone	Email

How many years has your company been in business in its current capacity? _____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated? _____

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs?

Yes: _____ No: _____

Does the Vendor's FCC Registration Number have RED light status? Yes: _____ No: _____

Attach a print out of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS)

¹ [http://www.sl.universalservice.org/Forms/SPIN Contact_Search.asp](http://www.sl.universalservice.org/Forms/SPIN>Contact_Search.asp)

² <https://apps.fcc.gov/coresWeb/publicHome.do>

<https://apps.fcc.gov/redlight/login.cfm>

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes: _____ No: _____

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Vendor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

Experience:

Vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include additional information with proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes or No	Date

References:

Proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

For each reference include the following:

Company Name
Project Name
Contact Person Name, Title, Email, and Phone

Certifications: Employees' certifications pertaining to work are to be included in submittal.

AUTHORIZED BY:

Signature Date

Printed Name Title