

Jackson Public School District



**Jackson Public School District
662 South President Street
Jackson, MS 39201**

Contact Information:

Project Administrator: Mrs. Erin Mason, Executive Director, Technology
Telephone: 601-960-8831
E-mail: eclark@jackson.k12.ms.us

RFP 2024- 02

Title: E-Rate Licensing for School Switches

Issue Date: January 16, 2024

Submission Deadline: February 15, 2024

Time: 10:00 a.m. (Central Standard Time)

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED
ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE
PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO
www.centralbidding.com**

If you would like the tabulation for this RFP after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Finance and Operations. 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.

Questions regarding proposal specification are to be addressed to the Project Administrator, Mrs. Erin Mason listed above.

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 JPSPD 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 JPSPD 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 subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- 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 JPSPD.
- See Pages eleven (11) and twelve (12) 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 JPSPD AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSPD AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

RESPECTFULLY SUBMITTED,

COMPANY _____
ADDRESS _____
PHONE _____ FAX _____
E-MAIL ADDRESS _____
PRINTED SIGNATURE _____
WRITTEN SIGNATURE _____
TITLE _____ DATE _____

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



REQUEST TO ADD VENDOR

Post Office Box 2338 - Jackson, Mississippi 39225-2338
Email: mmays@jackson.k12.ms.us or bjones@jackson.k12.ms.us

School/Department Requesting Vendor Addition _____

To be completed by Vendor:

Please complete all sections and emailed or fax back to (601-960-8967).

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 ____ 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

Minority Code:

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

____ 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: ____ Yes ____ No

Completed By: _____

Date: _____

Company's W-9 must accompany this form for IRS purposes and Certificate of Insurance for not less than \$1,000,000 as stated in Mississippi Code Section 31-7-139v)

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) 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 RFP 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 RFP 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. Any agreement generated due to an award, may be terminated by the District without cause upon one week's prior notice to vendor.

Vendor must provide a current copy of their company's Certificate of Insurance with Workers Compensation included in the coverage for not less \$1,000,000.00 dollars. JPSD must be listed as an insurer under the coverage provided. It is imperative that this insurance is maintained throughout the duration of the contact. This coverage must be submitted and kept on file with JPSD.

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 Add RFP 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:

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

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

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.** JPSPD will only accept 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. **Any freight/shipping cost that may be incurred for tangible items, such as books, pamphlets, handouts, materials need for presentations, etc. must be included in the total price proposal price submitted if and applicable.**

Performance Penalty

The Vendor is subject to a 10% penalty on this agreement for the 2024-2025 school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

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 the 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 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 JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSD 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 JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD 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 RFPs shall be approved by the Board of Trustees prior to the final award.

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.

All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Printed Signature

CONFIGURATION SUMMARY

Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.

ASSURANCES AND SIGNATURE FORM

In submitting this application, I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

*For Educational/Instructional proposals



**JACKSON
PUBLIC SCHOOLS**
Transforming lives through
excellent education

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. (State/Other fund requirement)	

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Original Signature of Contractor or Authorized Official

Date



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

FEDERAL DEBARMENT CERTIFICATION:

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. (Federal fund requirement)	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. (Federal and State/Other fund requirement)	

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that all entities who are in partnership through this contract or grant with the Jackson Public School District (JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Original Signature of Contractor or Authorized Official

Date *Project is being supported with federal funds

Submission of RFP Proposals Instructions if not emailed to the email address listed:

- Responses, once completed, should be placed in an opaque, sealed envelope
- On the outside of the envelope, list the Company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along with Six (6) Copies and any Documentation submitted with the Proposal when Mailed or Hand Delivered to:
- Any proposal not received by the stated deadline/time will not be considered and/or opened. The proposal will be returned to the Vendor at the Vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service or any other delivery methods.

Page (32): Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented or evaluated. Place this page on the very front of the submitted documents. This is required on all submitted proposals weather mailed, hand delivery or electronically Uploaded. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted in the evaluation process and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page is located on page (32) of this document Please submit the proposal when mailed or hand delivered to the below address:

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

Or

Mailed or hand-delivered proposal must include the Original and six (6) copies. Proposals may be uploaded to www.centralbidding.com before the designated date and time. No copies are warranted if uploaded electronically.

Please follow the proposal submittal instructions.

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO www.centralbidding.com. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

In order for this proposal to be accepted for evaluation, all information must be completed and all instructions must be followed.

Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSD Board Room, 621 South State Street, Jackson, MS 39201.

RFPs openings will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.

REQUEST FOR PROPOSAL

ERATE FUNDING YEAR 2024-25

APPLICANT

School Name (BEN: 128645) |
Jackson Public School District
662 South President Street, Jackson, MS 39201

DUE DATE:

Sealed, written formal RFP proposals for the above RFP will be received by the Board of Trustees of the Jackson Public School District February 15, 2024, 10:00 A.M., Local standard Time.

Submit Questions no later than Thursday, February 8, 2024, 5:00 pm CST.

Questions must be emailed to eclark@jackson.k12.ms.us . All questions and answers will be posted online at <https://www.jackson.k12.ms.us/Page/2413> or by navigating to the direct link at <https://docs.google.com/document/d/1uV6i2MET0z-8W3VNISCgxCa8E-fkUmCtJurONLJBsAM/edit?usp=sharing> .

ONLINE SUBMISSION: <https://www.centralbidding.com>

THE FOLLOWING INFORMATION IS INCLUDED IN THIS RFP. All required elements must be included for the RFP to be scored:

- Bid Specifications
- Site List
- Proposal Requirements
- Vendor Registration
- Evaluation Criteria
- Required Forms
- Pricing Grid
- PROPOSAL FORM – Pricing Schedule – ATTACHMENT A
- PROPOSAL FORM – Experience & References – ATTACHMENT B

REQUIRED FORMS

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. Supporting detail and documentation may be submitted online at www.centralbidding.com or physically delivered following the specific directions outlined in the RFP.
5. Contracts or legally binding agreement 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. Quotations are not acceptable.*
6. Must complete Attachment A and include all applicable information.
7. Must complete Attachment B – Certifications, Experience and References
8. Must complete pricing grid.
9. **Bids submitted after the bid close date/time will be rejected.**

Selection Schedule

RFP Released	January 16, 2024
Final Day for Questions	February 8, 2024, 5:00 PM
Response Deadline – Bids Close	February 15, 2024, 10:00 am
Bid Opening	February 15, 2024, 10:00 am
Evaluation of RFPs Begins	February 16, 2024

BID SPECIFICATIONS

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

Applicant is seeking bids for the items listed below and estimated quantities shown for the term outlined in the proposal. The Applicant will work with the awarded bidder to specify items per site within the Applicant's E-Rate category two budget for E-Rate FY2024. The Applicant reserves the right to purchase some, all, or none of the products and services awarded under this contract for E-Rate FY2024 and subsequent E-Rate funding years covered by the agreement.

Bidders are requested to include all necessary installation and configuration, licenses, and any other applicable fees.

- The requirements below are in addition to those outlined previously RFP. Failure to follow the additional requirements below may result in the proposal response being rejected.
- 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 installation and migration of existing access points into an Aruba Central or equivalent dashboard that includes technical installation services.

The applicant is requesting basic maintenance for new equipment including manufacturer maintenance support services (MSS) and bundled warranty only for equipment listed on this request.

IMPORTANT NOTICES TO ALL RESPONDENTS

The Jackson Public School District may or may not be closing, opening, or reorganizing schools beginning in August 2024. Quantities may be reduced based on the school configuration(s) approved by the Jackson Public School District Board of Trustees for the school year beginning in August 2024.

The Jackson Public School District will be utilizing the SPI method. Vendors responding to this RFP must agree to use this method to be considered.

Installation Requirements

- The selected vendor must be able to meet onsite or virtually with the JPS IT staff to complete a schedule and scope of work before installations can begin.
- Vendor will coordinate with JPS to schedule deployments of software in such a way as to minimize the impact on network users.
- Vendor will coordinate with JPS IT staff to install and configure the dashboard software to move existing HP switches into the dashboard. The vendor will provide knowledge transfer to JPS IT staff to demonstrate functionality of the dashboard and its monitoring systems.
- Due to the complexity and the amount of knowledge required for successful deployment and configuration, JPS is seeking a complete “turnkey” solution that covers installation, configuration of the switches in the dashboard, transferring existing switches to the dashboard, and knowledge transfer of the dashboard and its monitoring systems.

Technical Requirements and Item Descriptions

JPS desires to purchase licenses to move the management of existing HP switches to the District’s current Aruba Central cloud-based solution, or an equivalent solution that provides the same cloud-based management functionality, including the ability to manage the switches in the cloud dashboard.

The solution must ensure the District will be able to manage the current HP Aruba access points and the current HP switches in the Aruba Central dashboard and ensure the management of all current HP/Aruba APs and HP/Aruba switches in that dashboard, including configuration of switches in the online dashboard.

JPS desires to purchase all installation and configuration services required for the successful completion of the project from a single provider.

Requested Items

Item 1:

Hewlett Packard Enterprise - Aruba Central On-Premises Foundation - Subscription License To Use - 1 Switch - 3 Year - Electronic - compatible and equivalent

Part Number: R8L81AAE

Quantity = 50

Installation and configuration services

Quantity = 1

Item 2:

Hewlett Packard Enterprise - Aruba Central Foundation - Subscription License - 1 Switch (24 Ports) - 3 Year - Electronic - compatible and equivalent

Part Number: Q9Y74AAE

Quantity = 500

Installation and configuration services

Quantity = 1

****Pricing Grid – Required****

Please complete the following grids. If proposing a compatible alternate, please identify it in the description.

If bidding an equivalent, vendors must identify the alternate equipment and include all technical specifications for the alternate equipment with your proposal. Include all technical descriptions include how switches and APs can be managed and configured in the alternate solution. Failure to clearly identify the alternate in the description and/or the failure to include all technical specifications within the RFP response will result in the response not being considered. **Links to online technical documentation is/are not acceptable. Documentation for the exact equivalent devices must be included with the proposal response.**

Description	TOTAL COST
Item 1: Hewlett Packard Enterprise - Aruba Central On-Premises Foundation – Subscription License To Use - 1 Switch - 3 Year - Electronic - compatible and equivalent Part Number: R8L81AAE Quantity - 50	\$
Item 1: Total Installation Cost	\$

Item 2: Hewlett Packard Enterprise - Aruba Central Foundation - Subscription License – 1 Switch (24 Ports) - 3 Year - Electronic - compatible and equivalent Part Number: Q9Y74AAE Quantity - 500	
Item 2: Total Installation Cost	
Alternate Item 1:	
Alternate Item 2:	
Grand Total for Items 1 and 2	\$

APPLICANT SITES

Number of Sites	Site Name	Entity #	Physical Address	City	ST	Zip
1	Bailey Apac Middle School	43398	1900 N State St	Jackson	MS	39202
2	Baker Elementary School	43467	300 E Santa Clair St	Jackson	MS	39212
3	Barr Elementary School	43405	1593 W Capitol St	Jackson	MS	39203
4	Blackburn Middle School	43408	1311 W Pearl St	Jackson	MS	39203
5	Boyd Elementary School	43429	4531 Broadmeadow Dr	Jackson	MS	39206
6	Brinkley Middle School	43486	3535 Albermarle Rd	Jackson	MS	39213
7	Callaway High School	43422	601 Beasley Rd	Jackson	MS	39206
8	Capital City Alternative	185037	2221 Boling St	Jackson	MS	39213
9	Cardozo Middle School	16053391	3180 McDowell Rd Ext	Jackson	MS	39212
10	Casey Elementary School	43460	2101 Lake Cir	Jackson	MS	39211
11	Chastain Middle School	43428	4650 Manhattan Rd	Jackson	MS	39206
12	Clausell Elementary School	43451	3330 Harley St	Jackson	MS	39209
13	Barack Obama Magnet Elementary School	43403	750 N Congress St	Jackson	MS	39202
14	Dawson Elementary School	43478	4215 Sunset Dr	Jackson	MS	39213
15	Forest Hill High School	43462	2607 Raymond Rd	Jackson	MS	39212
16	Galloway Elementary School	43401	186 Idlewild St	Jackson	MS	39203
17	Bates Elementary School (Gladys Noel)	16053390	3180 McDowell Rd Ext	Jackson	MS	39204
18	Green Elementary School	43423	610 Forest Ave	Jackson	MS	39206
19	Hardy Middle School	43446	545 Ellis Ave	Jackson	MS	39209
20	Isable Elementary School	43411	1716 Isable St	Jackson	MS	39204
21	French Elementary School	17022587	311 Joel Avenue	Jackson	MS	39209
22	Hill High School (Jim Hill HS)	43410	2185 Fortune St	Jackson	MS	39204
23	John Hopkins Elementary School	43440	170 John Hopkins Rd.	Jackson	MS	39209
24	Johnson Elementary School	43487	1339 Oak Park Dr	Jackson	MS	39213
25	Key Elementary School	43419	699 W McDowell Rd	Jackson	MS	39204
26	Kirksey Middle School	16053392	5677 Highland Drive	Jackson	MS	39206
27	Lake Elementary School	43446	472 Mount Vernon Ave	Jackson	MS	39209
28	Lanier High School	43409	833 West Maple St	Jackson	MS	39203
29	Lee Elementary School (Shirley)	43472	330 Judy Drive	Jackson	MS	39212
30	Lester Elementary School	43417	2350 Oakhurst Dr	Jackson	MS	39204

Number of Sites	Site Name	Entity #	Physical Address	City	ST	Zip
31	Marshall Elementary School	43465	2909 Oak Forest Dr	Jackson	MS	39212
32	McLeod Elementary School	43456	1616 Sandlewood Pl	Jackson	MS	39211
33	McWillie Elementary School	234764	4851 McWillie Circle	Jackson	MS	39206
34	Morrison Center	16075344	1224 Eminence Row	Jackson	MS	39213
35	Murrah High School	43399	1400 Murrah Dr	Jackson	MS	39202
36	North Jackson Elementary School	43421	650 James M Davis Drive	Jackson	MS	39206
37	Northwest Jackson Middle School	43475	7020 Highway 49 N	Jackson	MS	39213
38	Oak Forest Elementary School	43463	1831 Smallwood Dr	Jackson	MS	39212
39	Pecan Park Elementary School	43444	415 Clairborne Ave	Jackson	MS	39209
40	Peeples Middle School	43466	2940 Belvedere Drive	Jackson	MS	39212
41	Poindexter Center (fka Poindexter ES)	43407	1017 Robinson St	Jackson	MS	39203
42	Powell Middle School	43479	3655 Livingston Rd	Jackson	MS	39213
43	Power Elementary School (Wells)	43400	1120 Riverside Dr	Jackson	MS	39202
44	Provine High School	43450	2400 Robinson St	Jackson	MS	39209
45	Raines Elementary School	43441	156 Flag Chapel Rd	Jackson	MS	39209
46	Rowan Reap (fka Rowan MS)	43406	136 W Ash St	Jackson	MS	39203
47	Siwell Road Middle School	43453	1983 N Siwell Rd	Jackson	MS	39209
48	Smith Elementary School	43483	3900 Parkway Ave	Jackson	MS	39213
49	Spann Elementary School	43457	1615 Brecon Dr	Jackson	MS	39211
50	Sykes Elementary School	43470	3555 Simpson St	Jackson	MS	39212
51	Timber lawn Elementary School	43454	1980 N Siwell Rd	Jackson	MS	39209
52	Van Winkle Elementary School	43445	1655 Whiting Rd	Jackson	MS	39209
53	Walton Elementary School	43484	3200 Bailey Ave	Jackson	MS	39213
54	Watkins Elementary School	43426	3915 Watkins Dr	Jackson	MS	39206
55	Whitten Middle School	43471	210 Daniel Lake Blvd	Jackson	MS	39212
56	Wilkins Elementary School	43416	1970 Castle Hill Dr	Jackson	MS	39204
57	Wingfield High School	43415	1985 Scanlon Dr	Jackson	MS	39204
58	Career Development Center	43447	2703 First Ave	Jackson	MS	39209

Number of Sites	Site Name	Entity #	Physical Address	City	ST	Zip
59	Brown Warehouse (fka Brown Bottling Company)	16038924	2550 Medgar Evers	Jackson	MS	39213
60	Transportation North	16029990	4015 Watkins Dr	Jackson	MS	39206
61	Transportation South	16029988	1525 Linde Rd	Jackson	MS	39204
62	Enoch Complex	16029989	101 Near St	Jackson	MS	39203
63	Environmental Learning Center	16029991	6190 Hwy 18	Jackson	MS	39204
64	Exception Education Bldg	16038923	1520 West Capitol Street	Jackson	MS	39203
65	Central Office	16041303	662 South President St	Jackson	MS	39201
66	Bradley Center (Old Bradley ES)	17005686	2601 Ivanhoe Ave	Jackson	MS	39206
67	Henley Young Juvenile Justice Center	17005688	940 East McDowell Rd	Jackson	MS	39204

PROPOSAL REQUIREMENTS (C2)

Proposal Requirements

1. **E-Rate Program Compliance.** 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.

If at any time during the contract period the service provider is red lighted, debarred, or otherwise no longer eligible to participate in the E-Rate program, the applicant reserves the right to terminate the contract.

2. **Kellogg & Sovereign® Consulting (K&S) authorized.**
The applicant has engaged the services of K&S to assist with the E-Rate filings for the applicant. The applicant

has authorized K&S to act on its behalf regarding this procurement. K&S may request information directly from Proposer(s) as well as conduct the competitive bidding process on the e-procurement site, <https://kelloggllc.bonfirehub.com>.

3. **Equivalent products and services.** Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT.
4. **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.

5. **Questions.** Questions must be submitted online via email to eclark@jackson.k12.ms.us prior to the end of the question period. All questions and answers will be posted on the JPS website at <https://www.jackson.k12.ms.us/Page/2413> or by navigating to this direct link <https://docs.google.com/document/d/1uV6i2MET0z-8W3VNISCgxCa8E-fkUmCtJurONLJBsAM/edit?usp=sharing>
6. **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.
7. **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. Prices may be lowered based on market conditions.
8. **Cost Allocation.** Bidders must clearly separate E-Rate eligible costs from ineligible costs.
9. **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.*
10. **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 the period April 1, 2024 through September 30, 2025 for non-recurring services and July 1, 2024 – June 30, 2025 for recurring services. The applicant may consider voluntary terms to purchase products and services from the contract awarded from this RFP over an extended period through September 30, 2029.

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).

11. **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.
12. **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.

13. Bids for Category Two products and services.

- Bids for equipment should clearly list the location where the equipment will be installed.
- 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
- 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.
- 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.

14. Site and Service Substitution (Contract Modification)

The District hereby provides notice to all interested vendors that site and/or service substitutions may be necessary during the term of the contract. Any agreement signed as a result of this RFP should contemplate the possibility of the District changing products or services within the guidelines set forth by the FCC. All vendors are also hereby provided notice that the District may add new locations to its network during the life of the contract, and existing sites may move or close. The contract(s) entered into as a result of this RFP should allow for said site/service substitutions. Vendors are to describe their process for amending the contract to accommodate site/service substitutions during the contract term.

15. Category Two Budget Requirements.

During the E-Rate application process and prior to issuance of E-Rate funding, the applicant may need to make changes to the quantities and items selected in order to stay within their category two budgets. The applicant may contact the awarded bidder to adjust quantities 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 applicant's budget cap. The selected service provider will need to provide all information necessary regarding reduction in quantities and associated installation, configuration, shipping and handling charges.

16. 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 (K&S). K&S 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 K&S.
- By submitting bids for K&S client schools & libraries, the service provider agrees and understands that K&S will forward the information to USAC, and the service provider is responsible for verifying the accuracy of information submitted to K&S.
- Kellogg & Sovereign® Consulting 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 K&S 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.

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.

ATTACHMENT A

Switch Licenses

Name of Company: _____

Name of Applicant: _____

Form 470# _____

Pricing submitted by: _____

TOTAL AMOUNT PROPOSED \$ _____

Signature acknowledges review of the e-bidding program for the issuance of any related addenda:

Signature: _____

Title: _____

Date: _____

Include this page as the cover sheet for your pricing proposal.

Clearly list the cost of products and services to include the following. Failure to clearly identify each applicable item in the proposal may result in the proposal being deemed not responsive.

1. Description of Services
2. Monthly (recurring) charges , if applicable
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

ATTACHMENT B
Certifications, Experience & References: Switch Licenses

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: _____

¹ <https://slweb.usac.org/Spin/Search>

² <https://apps.fcc.gov/cores/userLogin.do>

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

Attach a printout of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS)³

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.

³ ibid

REFERENCE #1	
Company Name	
Project Name	
Contact Name Person	
Title	
Email	
Phone	
REFERENCE #2	
Company Name	
Project Name	
Contact Name Person	
Title	
Email	
Phone	
REFERENCE #3	
Company Name	
Project Name	
Contact Name Person	
Title	
Email	
Phone	

Certifications:

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

AUTHORIZED BY:

Signature

Date

Printed Name

Title

Jackson Public School District Proposal Submission Cover Page



Jackson Public School District
662 South President Street
Jackson, MS 39201

RFP Proposal # _____

RFP Title _____

Submission Deadline Date and Time: _____

Participating Vendor Name _____

Address _____

Hand written Signature _____

Addendums Acknowledge Yes _____ or No _____

Combined Proposal Total Cost _____

This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.