



Mr. Randy Scott
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South Delta School District

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South Delta School District
2014-2015 ERATE REQUEST FOR PROPOSAL

Date: 02-18-2014
RFP# 2014-2015 E-rate IC
CONTACT: Randy Scott
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Notice to Bidders

Notice is hereby given to interested bidders that the South Delta School District will receive written, sealed bids until the hour of 10:00 o'clock a.m. on March 18, 2014 at the following location:

South Delta School District Office
106 Athletic Drive,
Rolling Fork, MS 39159
Phone: (662) 873-4302 Fax: (662) 873-6114

Bids will be opened at said time and to be accepted or rejected by the South Delta School District, for sale to the district, pending availability of funds, for South Delta High School, South Delta Middle School, South Delta Elementary School and South Delta Vocational School, the following:

2014-2015 E-Rate Internal Connections

South Delta School District is currently accepting bids for a turn-key project including Network Switches, network cabling, Access Points, Wireless Controller Upgrade, VoIP Phone System, Labor and Installation. A MANDATORY Pre-bid conference on March 6, 2014 has been scheduled for interested bidders at 9:00 a.m. The Pre-bid conference will begin at the District Office located at 106 Athletic Drive, Rolling Fork, MS 39159

More detailed specifications will be distributed at the pre bid conference, and will be distributed to all vendors in attendance. All equipment quoted must be compatible with the existing Cisco 3750X Switches, Cisco 5508 Controller, and Cisco 3502I Access Points. Bids will be due on Monday, March 18, 2014. For more information, contact Randy Scott, Technology Coordinator via e-mail rscott@southdelta.k12.ms.us.

Requirements for proposals are as follows:

1. The Vendor must include and complete all parts of the cost proposal in a clear and accurate manner. South Delta School District reserves the right to request additional information or clarification of a Vendor's proposal. The Vendor's cooperation during the evaluation process in providing School District staff with adequate responses to requests for clarification will be considered a factor in the evaluation of the Vendor's overall responsiveness. Incomplete proposals will not be considered. Of the complete proposals, cost will be the primary factor in selection of a Vendor.
2. Purchases of contract/service agreements are dependent upon E-rate funding and district needs. Proposals must be valid for 2014-2015 E-rate funding year and must include the statement "contingent upon E-Rate Funding".
3. Complete contact information is required with proposals to include the Vendor's E-rate SPIN (Service Provider Identification Number).

4. The Vendor must provide at least three (3) references consisting of Customer accounts that have received similar services. Required information includes: name, address, telephone number, and length of time the account has been a reference.
5. The Vendor must propose contracts/services which are entirely E-Rate eligible, or the ineligible components must be cost allocated to determine the percent of eligibility.

Vendor Requirements:

- Option for Discount Billing must be provided
- Turn Key Solution Provider
- Certifications in Cat 3, 5, 6 Cabling, RCDD, Fiber Cabling; Microsoft Certified Professionals; Network +; Security +
- Cisco Premier partner or higher
- Cisco Advanced Wireless Certified
- Microsoft MCITP Server Administrator and Enterprise Administrator certifications
- Mississippi based company
- E-rate experience; over 5 million in E-rate sales since 2007
- Must participate in the MANDATORY pre-bid conference which will be held on March 6, 2014 at 9:00 a.m. Any bids from Vendors who did not attend the pre bid conference will not be opened or scored in the bid evaluation process.

General

Provide internal connections as specified herein.

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the Proposing Vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary.

The South Delta School District reserves the right to reject any or all proposals. The South Delta School District reserves the right to check any references including any not listed in the reference section of this document. Vendors who receive negative references may be removed from consideration.

All equipment must be compatible with the existing network and should be in working order before the job is determined as "complete."

All cabling should be terminated should be installed in each wiring closet. All equipment should be properly labeled switches, ups, etc.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the Vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt, to its meaning, the Vendor shall at once notify the South Delta School District. All questions should be addressed to Randy Scott as outlined below. The preferred mode of contact is via email.

Randy Scott
Technology Coordinator
South Delta School District
106 Athletic Drive,
Rolling Fork, MS 39159
rscott@southdelta.k12.ms.us

Certificate of Responsibility

- A. Each Bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.

When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has no Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.

- B. Each subcontractor who's Subcontract exceeds \$50,000.00 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- C. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

Financing

Portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding. The South Delta School District reserves the right to less equipment than the winning bidders quotation due to any limitation in district funding. All payments by the South Delta School District for Internal Connections are dependent on the South Delta School District's receipt of E-Rate discounts for the term of contracted services. The South Delta School District reserves the right to reject all quotations.

Evaluation Methodology

The Board of Education will award a contract based on the Vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be a priority factor. The following factors will be considered when evaluating responses:

- Price of Goods and Services
- Preference will be given for Prior Positive Experience with South Delta School District
- Preference will be given to Local and Mississippi Vendors
- Preference will be given to vendors with a recent working knowledge of the South Delta School Districts existing network.
- Preference will be given to vendors with a proven service history.
- Preference will be given to vendors with three Mississippi References

Pre Bid Conference Form

DATE _____

VENDOR NAME _____

CONTACT INFORMATION FOR CHANGES / UPDATES / CLARIFICATIONS

CHECK PREFERED
CONTACT METHOD

Name _____

Address _____

City _____ State ____ Zip _____

Phone Number _____

Email Address _____