

Paso del Norte Charter Technology RFP 071803-2-19

Introduction

Objective

Paso Del Norte Charter (hereinafter referred to as "The Customer") is seeking bids for our E-rate application for our school system.

The Customer herewith requests proposals for these services as described in the attached specifications from interested persons (hereinafter known as "The Vendor"). The vendor can choose to bid on any portion of this project. The Customer requires that any proposal include seamless conversion of any existing data (if applicable), complete documentation of work done and transfer of ownership with training when needed. The Customer reserves the right to reject any and all proposals, waive any technicalities, and award all or part of the Contract in a manner that is in the best interest of Paso Del Norte Charters

All aspects of each project must comply with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services. Vendor bidding on E-rate projects must supply SPIN number in the response.

Other information may be made available to interested persons by contacting the Technology Director.

Technical Contact for this RFP is:

Toby Wimberley
toby.wimberley@sapicsc.org

Shawn Warrick
Shawn.warrick@sapicsc.org

Myriam Rios
Finance Officer
myriam.rios@sapicsc.org

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

Event	Date
1. Release of RFP	February 15, 2019
3. Deadline for Proposal Submission	March 18, 2019
4. Evaluation of Responses	March 19, 2019

Projects are for these locations

Basis of Award

In keeping with the guidelines of USAC and school policy, this RFP will be awarded to the most cost effective provider. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the RFP's. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. The customer does not guarantee any award of contract by submitting an RFP.

These factors may be utilized in weighing the RFP responses as follows:

Factor	Weight
Cost Effective	50%
Prior Experience	20%
Personnel Qualifications as related to project	10%
Service Response Time (Local 24/7 support)	10%
E-Rate Experience	5%
Ownership transfer plan/ documentation	5%
TOTAL	100%

E-rate Eligible Work

Section 1: Equipment / Services

Requirements:

Category 2:

Provide the following equipment including documentation but not mounting or configuration.

PDNC Vista Del Sol Campus

- ◆ 1 - Cisco Meraki MX100 Firewall with 5 year licenses or equivalent to.
- ◆ 1 - Cisco Meraki 48 port (Full power 740 PoE) switches - all ports IGbps; switches also need 2 GBIC port (for fiber connection); switches are managed with 5 year licenses or equivalent to.

PDNC Mesa Campus

- ◆ 1 - Cisco Meraki 48 port (Full power 740 PoE) switches - all ports IGbps; switches also need 2 GBIC port (for fiber connection); switches are managed with 5 year licenses equivalent to.
- ◆ 1 - Cisco Meraki 24 port (Full 740 PoE) switches - all ports IGbps; switches also need 2 GBIC port (for fiber connection); switches are managed with 5 year licenses equivalent to.
- ◆ 1 - Cisco Meraki 24 port (Full 740 PoE) switches - all ports IGbps; switches also need 2 GBIC port (for fiber connection); switches are managed with 5 year licenses equivalent to.

Section 2: Maintenance

Requirements:

Service provider must be capable of providing service with no more than a 2-hour response time.

Provide basic maintenance contracts.

Response Submission

Responses to this RFP may be mailed to South Plains Academy, 707 Lindberg Ave., McAllen, TX 78501, no later than April 3rd 2019 by 3:00 pm, so that this RFP is in compliance with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services.

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. Failure to comply with this may cause the RFP to be misdirected and therefore not to be considered. No substitutions or partial RFP's will be allowed. Oral or telephone RFP' s shall not be considered, nor will modifications of RFP' s by such communication be considered. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. RFP's made out in pencil will NOT be accepted.

Costs Associated with Preparation of the Vendor's Response

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Interpretation and Changes

The intent of this RFP is to communicate the customers' requirements to any qualified and interested vendor. Our intention is to receive RFP's for the system as previously stated this RFP. The Customer may make corrections, or changes to the RFP. If the customer makes changes or corrections to the RFP it will be via a written ADDENDUM. All efforts will be made by the customer to mail or deliver any ADDENDUM to all parties who have requested and received the RFP. ADDENDUMS will be issued as expeditiously as possible (by FAX, if necessary, followed by original documents). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and The Vendor shall not rely upon such interpretations, corrections, or changes.

Questions

Questions concerning this RFP should be directed to Toby Wimberley
toby.wimberley@sapicsc.org

Proposal Binding Period

Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least 90 business days from the issuance date of The vendor's response. However, any taxes, whether local, state, or federal, imposed on services herein provided instituted after the date of RFP response may be passed on to the customer from the vendor. The Vendor must understand that the customer may use E-rate discounts for these services so that the prices remain in effect for the length of the contract. The SLD funding cycle may take as long as 12-18 months. In the event funding is not available, the RFP will become void.

Omissions

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 and all equipment or services.

Vendor Registration and Compliance with The Schools and Libraries Corporation

The Vendor must provide proof of registration with the Schools and Libraries Division (SLD) a division of the Federal Communications Commission (FCC), for reimbursement under E-Rate guidelines and maintain a Green Light status with the FCC. If The Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number (SPIN) or fails to remain in good standing with FCC, *South Plains Academy* is not responsible for the discounted portion of The Vendor's bill. All proposed E-rate work will be on discounted basis.

Vendor Required Documentation for Schools and Libraries Division {SLD} Form 471 Filing (Project 3)

The Vendor must provide Item 21 Attachment documentation ready for filing for Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) Form 471. Vendor will itemize the cost between eligible and ineligible services and or products.

Price Quotations

Price quotations are to include the furnishing of all materials, equipment , maintenance and training manual, tools, and the provision of all labor and services necessary or proper for the completion of the work.

Evaluation of Responses

The Customer may, at its discretion and at no fee to The Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by South Plains Academy. Proposals will first be screened based upon compliance with the base requirements.

References

The Customer may request references of similar school systems that are using the requested service. If requested the Vendor must supply customer a list of references within two (2) working days.

Equal Employment Opportunity

In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

Right to Reject

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of *South Plains Academy*. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Customer reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the Customer is not in a position to adequately perform the contract. The Customer reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities or informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of South Plains Academy. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of South Plains Academy.

In event E-Rate funding is not approved by the SLD any/all/ contracts or agreements shall be null and void.

RFP Response Form

Vendors must use the following form to quote its price:

TO: Myriam Rios - SPA E-Rate Response
707 Lindberg Ave.
McAllen, TX, 79501

VENDOR:

Name of Firm

Mailing Address

City, State, Zip Code

SPIN Number

Required Pricing Format

For accounting purposes, the monthly cost and one time cost per service is to be broken down below.

Product/Service	Total One time cost	Total Monthly Cost	Total E-Rate Eligible Cost	Total non E-Rate Eligible	Tax on Services

Please list cost before E-rate discount for project - E-rate discount will be determined ASAP and is expected to be 90% but is subject to change.

Specify if these charges are monthly, annually, or one-time only charges. Provide a description of services (E-Rate Eligible and Non E-Rate Eligible).

Having carefully examined the invitation to RFP documents prepared by South Plains Academy and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total lease price shown and under the terms of the attached lease. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The undersigned declares that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of this Invitation to RFP, the undersigned proposes to furnish all items for a total sum of:

Signature:

Title: _____

Date: _____