

**LAWRENCE COUNTY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL FOR LAWRENCE COUNTY SCHOOL DISTRICT  
E-RATE CATEGORY 2**

RFP # 2017-001

The Lawrence County School District, hereinafter referred to as “LCSS,” is accepting quotations for Category 2 eligible items as defined by Schools and Libraries Division (SLD) of the Universal Services Administration Company (USAC) -- <http://www.usac.org/sl/>.

**Response Deadline:** Midnight, 03/01/2017

**Opening of Bids:** 03/06/2017

**Service Start Date:** 07/01/2017

**Project Completion Date:** 08/01/2017

**Service Period:** 5 years

**Contract Period:** 1 year

The following services are sought:

**Category 2 Eligible Items**

**REQUIREMENTS:** Vendor will provide LCSS Category 2 Eligible Items compatible with existing LCSS systems. These items include, but are not limited to, the following:

<b>Brand</b>	<b>Model</b>	<b>Description</b>	<b>Quantity</b>
Meraki	MR42	Wireless Access Point	110

1. Meraki or equivalent access points (Meraki MR42 etc., or equivalent), including Meraki cloud-based functionality of this equipment.
2. Price for above will include any and all licenses.
3. Upfront charges as part of the contract will be provided in writing.
4. The vendor will provide multi-year licenses to be paid in full in first year.
5. LCSS does not plan to purchase installation or other services.
6. Update information will be posted on the LCSS district’s E-Rate Procurement bid site at <http://www.lcss.us> .

**Response Delivery Location**

A Respondent must ensure that LCSS receives a Response to this RFP no later than the Response Deadline time and dates detailed in the RFP. Envelopes containing bids must be sealed and sent postpaid or hand delivered, marked on the lower left-hand corner with name and address of bidder, and identified as “**E-Rate Category 2 Bid**” to be opened at date and time specified in the invitation. All responses must be delivered to: Lawrence County Board of Education, Jay Ridgway, Supervisor of Technology, 700 Mahr Ave, Lawrenceburg, TN 38464

**Terms used throughout this RFP:**

USAC – Universal Service Administrative Company  
SPAC - Service Provider Annual Certification  
SPIN – Service Provider Identification Number  
LCSS – Lawrence County School System District, Buyer  
SLD – Schools and Libraries Division of USAC  
\*Respondent, Service Provider, Contractor, and Vendor are interchangeable terms within this document.

**RFP Amendments & Cancellation:**

LCSS reserves the right to amend this RFP at any time, provided that it is amended in writing. However, prior to any such amendment, LCSS will consider whether it would negatively impact the ability of potential respondents to meet the deadlines and revise the RFP Schedule of Events if deemed appropriate. If a RFP amendment is issued, LCSS will convey it to potential respondents. A respondent must respond, as required, to the final RFP (including its attachments) as may be amended. LCSS reserves the right, at its sole discretion, to cancel or to cancel and reissue this RFP in accordance with applicable laws and regulations.

**Right of Rejection**

Subject to applicable laws and regulations, LCSS reserves the right to reject, at its sole discretion, any and all proposals.

LCSS may deem as non-responsive and reject any proposal that does not comply with all terms, conditions, and performance requirements of this RFP. Notwithstanding the foregoing, LCSS reserves the right to seek clarifications or to waive, at its sole discretion, a response's minor variances from full compliance with this RFP. If LCSS waives variances in a response, such waiver shall not modify the RFP requirements or excuse the respondent from full compliance with such, and LCSS may hold any resulting vendor to strict compliance with this RFP.

LCSS will review the response evaluation record and any other available information pertinent to whether or not each respondent is responsive and responsible. If the evaluation team identifies any respondent that appears not to meet the responsive and responsible thresholds such that the team would not recommend the respondent for potential contract award, then said respondent will not be considered further. ("Responsive" is defined as submitting a response that conforms in all material respects to the RFP. "Responsible" is defined as having the capacity in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.) If the Contractor fails to properly perform its obligations under this Contract in a timely or proper manner, or if the Contractor materially violates any terms of this Contract ("Breach Condition"), LCSS shall have the right to immediately terminate the Contract. The District reserves the right to terminate any contract and/or agreement even with SLD funding approval. The District reserves the right to accept the pricing proposal solely dependent upon SLD approval.

**Existing Conditions:** The Service Provider, in submission of this proposal, will be provided the opportunity to visit the premises and will be assumed to have taken into consideration all conditions, which might affect this RFP. The location of the data racks shall be in the server closet or another location specified by LCSS technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit or a phone conference, contact Jay Ridgway by phone at 931-762-2273 or by email at [jay@lcss.us](mailto:jay@lcss.us) .

**Bid Evaluation Criteria (Note: These factors will determine the evaluation of the bid response.)**

The District will evaluate and select the winning bid based on the following criteria:

- **Price (and Other Cost Factors)**– The price of eligible goods and services will be the highest weighted factor. The District will be evaluating price based on the eligible monthly and eligible “one-time” costs. The District will also evaluate the other cost factors, if any, based on, but not limited to, the cost of service for “ineligible” goods and services, the cost of early termination for existing contract(s), any additional training required by District staff to implement, any additional costs incurred by the District for the start of the requested service, the projected life expectancy of the product in years. (i.e. Within the bid there should be ONE (1) line item for the quoted access points, including licensing and delivery.)
- **Compatibility and Ease of Use** – The District will evaluate the equipment to determine the compatibility of the equipment with the District’s existing systems. The District will also evaluate the equipment to determine the ease of use on the equipment interface and ease of installation.
- **FCC Evidence and E-rate Expertise** – Bidders will demonstrate effectiveness of their FCC qualifications, statement of good standing, and management of e-Rate conditions.
- **Accuracy of Bid Response** – The District will evaluate the prospective bidder’s bid response for, but not limited to, completeness of bid package, terms and conditions of Service Agreement, amendments and/or exceptions to the requested Service.
- **Experience** – The District will evaluate prospective bidder’s experience based on, but not limited to, the bidder’s ability to successfully provide the requested service, prior history with the District, and the quality of the respondent’s List of References.

## RESPONSE REQUIREMENTS:

To receive the highest consideration by the District, it is desired that each bidder will provide, at a minimum, the following information in their RFP response:

- **Vendor Information** – Bidder will provide in their bid package documentation that details; firm name, business address and phone/fax numbers of the office and corporation facilities, a brief overview of the bidder's organization, a brief history of your firm, the primary contact person to support this contract(s), and the bidder's Service Provider Identification Number (SPIN).
- **List of References** – Bidder will include client references, school district references preferred. References will include Contact Name, Organization Name, Telephone and email information for Contact.
- **Vendor Qualifications** – Bidder will provide in their bid package sufficient documentation that demonstrates the bidder's ability to provide the equipment as requested in this RFP.
- **Contract** - The bidder to whom the award is made shall be required to enter into a written contract with the District. These bid specifications and the bidder's proposal will be attached to, and become a part of, the final contract documents.
- **Brands** - When a particular brand or brand and model number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its model number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and model number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility.
- **Samples** - Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.
- **Delivery** - All items shall be delivered in quantities specified in the contract, at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder.
- **Inspection of Items Furnished** - All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.
- **Product Warranty** - Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from District's normal use.

**Vendor Business Qualifications:**

- Provide evidence of registration with the FCC and has obtained a FCC registration number.
- Provide evidence of good standing with the FCC via a PDF of the report produced by the FCC and that the Vendor is not on Red Light Status.
- Provide statement of agreement to comply with the FCC's Lowest Corresponding Price (LCP) rule and not charge a price above the LCP for E-rate eligible services. See 47 C.F.R. Section 54.511 and 47 CFR Section 54.500(f). The Vendor is obligated to provide the LCP not just in this bid response, but throughout the course of the contract. Vendors may refer to USAC guidance at <http://www.usac.org/sl/> for additional information.
- Provide a description of how your organization manages e-Rate expertise internally and stays abreast of changing E-Rate conditions. Your response should include a description of how your internal e-Rate expertise will be leveraged in your response to this RFP and how you take actions to help LCSS meet its goal of zero adverse audit findings.
- Provide a written statement that their proposal meets the requirements of the USAC Category 2 requirements.
- Prepare and provide a proposal that is prepared in a straightforward manner and shall describe your offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
- Provide information regarding your flexibility in invoicing and securing funding from LCSS upon approval of contract is also an important consideration in this RFP. (i.e. FCC Form 472 or FCC Form 474).
- The Service Provider will be responsible to invoice USAC for the balance, using the Service Provider Invoicing method. Prior to invoicing USAC for services rendered on this project, Contractor agrees to provide the District a copy of their USAC invoice to verify that the material has been delivered and accepted by the District before Contractor bills USAC. Service Provider will be responsible for their E-rate reimbursement and for properly filing the required E-rate forms pertaining to their reimbursement.
- The Vendor is a manufacture's authorized dealer of all products listed in the bid.

**Vendor Technical Qualifications:**

- Provide a detailed plan and scope of work, including timelines (i.e. Schedule of Events).
- Provide documentation of qualifications for performing said work, such as industry certifications.
- Provide a statement of vendor support program, specifically: preventative maintenance plan; remedial maintenance response time; availability of trained technicians and parts; system hardware enhancements and upgrades; software maintenance and support; engineering support; maintenance agreements; training and certification of district personnel; and any other factor that should be considered in evaluating this area of the vendor's quotations.
- Provide complete disclosure concerning configuration expectations of LCSS.
- Included in this proposal there should be given consideration for 24 hours per day, 365 days per year support both via email and telephone, including access to engineering support.
- Vendor will provide a list of brand name and model of equipment that is compatible with LCSS existing systems. LCSS will consider the quality and compatibility of the brands selected in the evaluation.

**Vendor Experience:**

- Provide evidence of experience providing the services of this RFP to K-12 public school districts in this state.
- Provide evidence of customer satisfaction from current references which are comparable to LCSS. Also, provide disclosure of all dissatisfied customers.
- Provide evidence of your existing and past relationship(s) with LCSS.

**Cost Proposal:**

- The proposed cost shall incorporate ALL costs for services under the contract for the total contract period.
- A respondent must sign and date the Cost Proposal.

## E-RATE CATEGORY 2 RFP Response Form

RFP # 2017-001

Vendors must include a price summary sheet with this form.

VENDOR:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
SPIN Number

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 LCSS to reject any or all proposals and waive all technicalities/informalities in connection therewith.

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.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_