



REQUEST FOR PROPOSAL

AUBURN-WASHBURN USD 437
5928 SW 53RD ST.
TOPEKA, KS 66610-9451

DATE: February 8, 2012

RFP NO. 1112-Tech-1
Network Equipment Refresh Project

Auburn-Washburn USD 437 is requesting proposals for networking equipment, components, and support maintenance. Sealed proposals should include three copies, one proposal marked "original" and two marked "copy". Proposals should be addressed to USD 437 Business Office and will be received at 5928 SW 53rd St., Topeka, KS 66610-9451, until **2:00 P.M. March 13, 2012**. Proposal envelope shall be plainly marked:

SEALED PROPOSAL - RFP NO. 1112-Tech-1 Network Equipment Refresh Project
DO NOT OPEN BEFORE
DATE: March 13, 2012 2:30 P.M.

Any proposal received later than the specified time, whether delivered in person or mailed, shall be disqualified. The Auburn-Washburn USD 437 school district reserves the right to reject any/or all proposals and to accept the proposal deemed most advantageous to Auburn-Washburn USD 437 and to waive any formalities of bidding. For clarification Auburn-Washburn USD437 may be referred to as The District, District, School District or USD 437 in this Request for Proposal.

Bruce Stiles, Director of Business Services
Auburn-Washburn USD 437

INFORMATION AND CONDITIONS

General Conditions

Certain specifications are set forth herein for the purpose of establishing minimum standards. Variations which in the opinion of the Auburn-Washburn USD 437 Technology Department fall below the standards of these specifications will not be allowed, or accepted. Proposers may propose any material or process equal or superior to those specifications herein, but each deviation from the specifications listed must be set forth in detail, and the District shall be the sole judge as to whether such deviation is in fact equal or superior to those set forth herein. The opinion of the District shall be final.

Vendor Interviews: The District may schedule interviews with prospective vendors. If deemed necessary, interviews will be scheduled for the week of Monday, March 19, 2012. You will be contacted to schedule a time. The interviews are limited to 4 hours. The district reserves the right to interview any, all, or no companies.

This RFP and all proposals and documentation provided in response shall become part of any eventual contract which may be awarded. The requirements of the RFP shall take precedence over any conflicting language which may be present in any contract between USD 437 and the vendor. All proposals will be held in confidence by USD 437.

Items listed below apply to and become a part of the terms and conditions of this proposal unless superseded by any supplemental specifications or conditions enclosed or attached hereto; in which case the attached or enclosed conditions will prevail.

1. Inquires or protests concerning this proposal must be directed to Bruce Stiles @ 785-339-4000. All concerns, inquiries or protests to specifications need to be addressed in writing before the proposal opening.
2. Proposals must be received in the Business Office before the hour and date specified. Late proposals will be disqualified and returned unopened. Please include detailed specifications and information on all proposed items. Failure to include information may result in the vendor's proposal being considered not meeting the specifications.
3. Proposals cannot be altered or amended after opening time. Any alterations made before opening time must be signed by the vendor or their agent. No proposal can be withdrawn after opening time without the approval of the Purchasing Agent.
4. It is not the policy of Auburn-Washburn USD 437 to award contracts on the basis of low proposals alone. In evaluating proposals submitted; price, service, responsiveness to proposal instructions and conditions, and vendor qualifications will be taken into account. The district shall have the right to reject any or all proposals, and in particular to reject a proposal not accompanied by any required Security or data required by the proposal documents or a proposal in any way incomplete or irregular.
5. Price quoted should be F.O.B. destination (if applicable), inside delivery. The proposal must clearly state the number of days required to deliver the product to the specified location. Failure to state delivery time obligates the vendor to make delivery in thirty (30) days after approval of funding for the project. Deliveries shall be made during normal school hours unless prior approval has been obtained from the Business Director.

6. The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Proposals on items equal to or superior to the above are invited, but vendors must submit complete specifications and descriptive materials in order to have their proposals considered. Failure to submit adequate printed documentation with the proposal may result in the determination of the proposal being incomplete and non-responsive.
7. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the firm name of the vendor and the proposal number.
8. All items contained in proposal are bid as separate items unless otherwise stated. In case of error in computations or totals, the unit price shall govern.
9. Termination: Should the awarded contractor be sold, merged or dissolved at any time during the contracted period, the District shall retain the right to withdraw and cancel any/all contract agreements without recourse from the original contracted entity. In such case, the District may solicit proposals for services from eligible firms.
10. Pursuant to the Kansas Act Against Discrimination, K.S.A. 44-1001 et seq., the following provisions are made a part of the terms and conditions of USD 437's contract-purchase orders, except where the contractor, vendor or supplier employs fewer than four (4) employees during the term of the contract-purchase order or whose contracts with this school district cumulatively totals five thousand dollars (\$5,000) or less during the fiscal year of the school district. Acceptance of such contract-purchase orders by the contractor shall constitute agreement to these terms and conditions. Contractor agrees that: (1) The contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract-purchase order because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry; (2) In all solicitations or advertisements for employees the contractor shall include the phrase, "equal opportunity employer", or a similar phrase to be approved by the Kansas Commission on Civil Rights; (3) If the contractor fails to comply with the manner in which the contractor reports to said commission in accordance with the provisions of K.S.A. 1976 Supp. 44-1031, as amended, the contractor shall be deemed to have breached the terms of this contract-purchase order, and it may be canceled, terminated or suspended, in whole or in part, by this purchaser; (4) If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Kansas Commission on Civil Rights which has become final, the contractor shall be deemed to have breached the terms of this contract-purchase order, and it may be canceled, terminated or suspended, in whole or in part, by this purchaser; (5) The contractor shall include the provisions of paragraphs (1) through (4) inclusively of this paragraph in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
11. Sales tax will not be charged on School District's purchases. When materials are purchased by a contractor for use on a school district project, the School District will obtain an exemption certificate number for the State Tax Division. Proper tax exemption certificates will be issued by the School District and the Contractor shall extend certificates to all suppliers, and keep a record of same.

SCOPE OF PROPOSAL

Auburn-Washburn USD 437 is soliciting proposals for equipment, components, and support maintenance for a network equipment refresh project for all existing sites including 7 elementary schools, 1 middle school, 1 high school, 2 alternative schools and an administrative center. Additional network electronics will be needed to provide PoE and greater bandwidth capabilities for all existing phones and new wireless infrastructure components on RFP Number 1112-Tech-2 Wireless Electronics Enhancement.

Auburn-Washburn USD 437 will file an E-Rate application for this project, as such Auburn-Washburn USD 437 cannot receive equipment before July 1, 2012, nor be invoiced until that date or later. The selected vendor must fill out required documents for E-Rate. Additional funding is dependent upon Board of Education Approval and contingent upon e-rate funding.

1. PROJECT SOLUTION EVALUATION CRITERIA

Auburn-Washburn USD 437 will use the following criteria to evaluate proposed solutions.

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| • Price | 30% |
| • Completeness of solution | 20% |
| • Technical specifications of solution | 20% |
| • Hardware solution | |
| • Vendor Certifications | |
| • Long Term cost of Solution | 10% |
| • Previous Vendor – relationship with the district | 15% |
| • References | 5% |

A key component to the evaluation of any switches will be the ability to support key feature sets in the district's existing Cisco VoIP phone and voicemail system without re-architecting Auburn-Washburn USD 437's existing IP scheme.

2. VENDORS SHALL USE ASSOCIATED SPREADSHEET RFP 1112-TECH-1.XLSX TO PROVIDE PRICING INFORMATION.

The spreadsheet is used to facilitate Auburn-Washburn USD 437's ability to apply for E-Rate funding. Any additional information the vendor finds relevant may be provided on other documents.

2.1 Auburn-Washburn USD 437 will seek to trade-in existing networking equipment and components as part of this RFP. The existing equipment is listed in the RFP 1112-Tech-1.xlsx workbook. The worksheet is titled "Trade-In Equipment".

3. TECHNICAL REQUIREMENTS

The equipment provided must meet the following minimum requirements in order to provide a working network for the district.

- Auto-sensing and/or configurable 10/100/1000 megabit half/full duplex connections on all ports.
- Provide support for 10 gigabit up-link connections between the district administrative center and all locations.
- Provide support for 10 gigabit up-link connections between the main building wiring closet and all access closets.
- Provide support for at least 802.3at Power over Ethernet (PoE).

- Provide a voice VLAN for Cisco IP phones while allowing for connected computers to communicate through the phone.
- Provide Cisco IP phones with VLAN information automatically at connection so each phone does not need to be hand configured.
- Provide 802.1x security on all ports that facilitates dynamic VLAN assignment based upon values returned from a RADIUS server.
- Provide layer 3 routing at the aggregate switch located in the building.
- Provide for the forwarding of DHCP requests to a centralized server at the district office.
- Provide the ability to apply Access Control Lists (ACLs) at ports, uplinks, and VLANs.
- Provide the ability to support a minimum of 30 VLANs.

4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

4.1. GENERAL REQUIREMENTS

A. RFP Response:

In order to be considered for selection, Proposers must submit a complete response to this RFP. One (1) marked "Original" and 2 marked "copy" of. Each proposal shall be submitted to the District as indicated on the cover sheet. No other distribution of the proposal shall be made by the Proposer.

B. Proposal Preparation and Submission:

1. Proposals shall be signed by an authorized representative of the Proposer. All information requested must be submitted as called for in the instructions and conform to all the requirements of this RFP.
2. Ownership of all data, materials and documentation originated and prepared for the District pursuant to the RFP shall belong exclusively to the District and be subject to inspection in accordance with the Freedom of Information Act unless marked Confidential.
3. The District may make a final determination regarding a proposal's acceptability solely on the basis of the proposal submitted. However, the District may request additional information from firms and may discuss any facet of the proposal with any firm.
4. Include a reference list of at least 2 Kansas school and 2 equivalent-size Kansas school district contracts, including name, address and telephone number.
5. Proposals should be as thorough and detailed as possible so that the District staff may properly evaluate the firm's capabilities to provide the required services.
6. Any proposal which modifies or fails to conform to the essential requirements or specifications of the request for proposals shall be considered non-responsive and deemed unacceptable. Notwithstanding the foregoing, the District reserves the right to waive any and all irregularities and award the contract to the firm or firms, which, in the sole opinion of the District, best fulfills the terms and conditions of this request and the needs of the District.

C. Oral Presentation:

Proposers who submit a proposal in response to this RFP **may** be required to give an oral presentation of their proposal to the District. This provides an opportunity for the Proposer to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Contract Administrator will schedule the time and location of these presentations. Oral presentations are an option of the District and may or may not be conducted.

5. STATEMENT OF CAPABILITIES

Describe in detail how your firm will meet each of the following key capabilities and performance criteria.

5.1. Statement of Background and Experience

Proposers are to provide information adequately describing their specific areas of expertise and other background information which may be useful in the evaluation process. This section should include a discussion of the experience and qualifications of the firm, evidence of its capability to provide the required service and to meet the desired schedule, its past performance record and résumés of essential individuals who would, in all probability, be involved providing the services requested.

6. MISCELLANEOUS: Provide any additional information you feel may be relevant in evaluating your proposal.

7. E-RATE INFORMATION

The district desires to initiate an agreement with a single vendor to provide the following equipment and services that meets the guidelines for Priority Two Services as defined by the School and Libraries Divisions' approved Eligible Services List for the 2012-2013 Funding year. This program is commonly known as the Federal E-Rate Program.

This contract will be awarded to one vendor as determined to be the **best value** to Auburn-Washburn USD 437. Auburn-Washburn USD 437 reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals, to waive any formalities and/or irregularities and to award in the best interest of the School District.

The vendor shall provide equipment and services as requested for the period from July 1, 2012 to September 30, 2015. The agreement shall include the option to extend the agreement for two consecutive single-year extensions by mutual agreement between Auburn-Washburn USD 437 and the Vendor. Said renewal shall be automatic unless specifically terminated by either party 60 days prior to the termination date. If the contract is renewed, the same terms and conditions shall apply or as otherwise negotiated prior to the renewal. Price may be negotiated to prices below the current pricing. Prices shall not exceed the current best price provided to the State of Kansas Division of Purchasing at any time during the length of contract for educational entities or political subdivisions of the State of Kansas.

It is Auburn-Washburn USD 437's intent to submit the contract, or a portion thereof for priority two services (Internal connections and/or Internal Connections Basic Maintenance Categories) that is awarded to the successful vendor to the Federal Communications Commission's (FCC) Universal Service Fund (USF) for E-Rate funding. The Vendor is responsible for cooperating with the District and/or districts' designee on all submittals and information required by the Schools and Libraries Division.

The Vendor shall invoice Auburn-Washburn USD 437 for the services and equipment delivered to Auburn-Washburn USD 437. Auburn-Washburn USD 437 will submit a Form 472, Billed Entity Applicant Reimbursement to USAC for reimbursement from the program. The successful vendor agrees to cooperate with Auburn-Washburn USD 437 and/or Auburn-Washburn USD 437's designee in submitting the Form 472.

In the event E-Rate funding is not approved, withdrawn, or if qualifications and terms are changed resulting in ineligibility for E-Rate funding, Auburn-Washburn USD 437 will have the right without prejudice and penalty to cancel its agreement with the Vendor in whole or in part should it deem necessary.

The Universal Service Fund is administered by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). This not-for-profit corporation was appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach students and communities across the country. Service providers responding to this RFP must be currently registered with the SLD and provide valid SPIN identification in the proposal response. For more information, visit the Schools and Libraries Division Website at: www.sl.universalservice.org

SIGNATURE PAGE

Having carefully examined the Proposal Notice, Terms, Conditions, Specifications, and Proposal Form, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions at the prices quoted unless noted in writing.

The undersigned affirms that they are duly authorized to execute this proposal and that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other proposer.

The undersigned hereby proposes and agrees to furnish, and deliver the goods and services in accordance with the terms, conditions, specifications and prices herein quoted.

Proper name of Individual, Company or Corporation

Authorized Signature

Type or Print Signer's Name

Title

Address

E-mail Address

Telephone

Fax

Date

REFERENCES

Sample format for reference information:

Name of Organization

Address City State Zip

Telephone Fax Number

E-mail Address