

REQUEST FOR PROPOSAL (RFP)
Network Infrastructure Upgrade
Hamilton Southeastern Schools
Issue Date: December 14, 2021

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for upgrades to network infrastructure. The goods and services requested in these documents are part of the E-Rate filings for Funding Year 2022 for Hamilton Southeastern Schools.

Further information can be found at the USAC Website <http://www.usac.org/sl/>.

- The vendor must provide their E-Rate **Service Provider Identification Number (SPIN)** number on proposal in order to be eligible for consideration.
- The vendor must agree to comply with rules and regulations of USAC. Vendors must be familiar with billing methods and timelines associated with USAC.
- The vendor must be willing to utilize the “SPI” (Service Provider Invoicing) method of obtaining approved E-Rate funds.
- Bids and awards related to this RFP are subject to receiving approval for funding through the E-Rate process. In the event projects are not funded, Hamilton Southeastern Schools reserves the right to modify the scope of the project or cancel the project.
- The winning vendor must complete the necessary FCC Form 471 templates required for each school/entity, i.e. Internal Connections, Basic Maintenance of Internal Connections and Managed Internal Broadband Services.

BACKGROUND

- HSE will be soliciting bids for new access points for 13 Elementary Schools.
- HSE will be soliciting bids for network switches for three Junior High Schools and an elementary school.

SITE VISITS

- Hamilton Southeastern Schools will be performing all equipment installations so a site visit will not be necessary. Any questions may be submitted to Tom Kouns, Director of Infrastructure Technologies, through email at tkouns@hse.k12.in.us by 2:00pm EST January 14th, 2022. Answers to questions will be posted as a document to this project’s FCC Form 470. It is the sole responsibility of the Service Provider to check for any addenda that may be issued.
- This project may not be implemented until an E-rate Funding Commitment is received.

DUE DATE

Hamilton Southeastern Schools will receive sealed bids at the Hamilton Southeastern Administration Building, 13485 Cumberland Road, Fishers, IN 46038 until 2:00pm EST on February 15, 2022 at which time they will be publicly opened and read aloud. Envelopes containing bids shall be plainly marked "Bids – E-Rate Category 2." Bids received after the designated time will be returned unopened.

Bidders must submit a hard copy of their bid and any required forms, AND an electronic version of the bid response (including any required forms) on a USB flash drive in a sealed envelope, with their firm's name and address clearly indicated on the envelope. An electronic copy of the proposal should also be sent to Tom Kouns at tkouns@hse.k12.in.us. Note that FAXED bids are not acceptable and will be rejected as non-responsive.

Hamilton Southeastern Schools reserves the right to reject any and all bids, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the project will be cancelled or re-bid.

SPECIFICATIONS

Listed below are part numbers and quantities for proposal. **Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality.**

All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties.

Hamilton Southeastern School Corporation reserves the right to adjust quantities prior to purchasing to meet the needs of the corporation, and shall have the sole discretion to evaluate, ascertain, and determine whether any item proposed or offered by any bidder is in fact an equivalent or better for any item listed below. It is the vendor's responsibility and obligation to provide documentation and other evidence that alternative equipment is functionally equivalent or better. Failure to show equal functionality may result in the disqualification of the bid.

Elementary Schools - Wireless Access Points

Function	Part Number	Description	Quantity
WAP	Q9H63A	ARUBA AP 515	562
WAP	JZ337A	ARUBA AP 535	21
Mounting Bracket - (10 Pack)	Q9G69A	AP-MNT-MP10-B mount bracket: Suspended ceiling rail, flat 15/16	58
Mounting Bracket - (Individual)	R3J16A	AP-MNT-B AP mount bracket: Suspended ceiling rail, flat 15/16	3
WAP	R4H23A	Aruba AP 577	16
Mounting Bracket	R6W11A	AP-270-MNT-H3 OUTDOOR AP HANGING OR DUAL TILT MOUNT KIT	16

Junior HS / Elementary locations - Network Switches

Function	Part Number	Description	Quantity
SWITCH	JL665A	Aruba 6300F 48G CL4 PoE Switch	23
SWITCH	JL659A	Aruba 6300M 48SR5 CL6 PoE 4SFP56 Switch	30
SWITCH	JL700A	Aruba 8360-32Y4C Prt2Pwr 3F2PS Bundle	4
SWITCH	JL660A	Aruba 6300M 24SR5 CL6 PoE 4SFP56 Switch	3
FAN TRAY	JL669A	Aruba 6300M Fan Tray	3

RACK KIT	JL602A	Aruba X412 2-post Rack Kit	4
POWER	JL670A	Aruba X372 54VDC 1600W Power Supply <i>*includes power cord</i>	60
POWER	JL086A	Aruba X372 54VDC 680W Power Supply <i>*includes power cord</i>	6
TRANSCEIVER	JL485A	Aruba 25G SFP28 LC eSR 400m MMF Transceiver	68
TRANSCEIVER	J9151E	Aruba 10G SFP+ LC LR 10km SMF Transceiver	4

PRICING

- Proposal should itemize costs for indoor access points and switches / accessories separately.
- Proposal MUST separate E-Rate eligible and E-Rate ineligible products/services by line item. **The vendor is responsible to clearly indicate all ineligible costs by line item for all services and equipment associated with this RFP.**
- Any ongoing subscription pricing must be listed separate.
- Warranty information for hardware should be listed.
- Licenses, software, connectors and basic maintenance for the adequate performance of eligible components should be included in proposal.
- If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- If applicable, vendor is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.
- While price will be the most heavily weighted factor in our evaluation of the bids, the School Corporation reserves the right to award the proposal to the best-qualified vendor.

REFERENCES

The vendor must include a list of at least three (3) clients for whom the vendor has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, email and phone/fax numbers of a person who may be contacted for further information. In addition, a brief description of services rendered for the reference should be included.

EVALUATION CRITERIA

Criteria	Points
Cost	30 points
Adequacy of the responses to this RFP	20 points
Satisfactory previous business/working relationship with the provider	20 points
The level of service/support/maintenance provided in the proposed service without additional cost	15 points
References from three other schools supporting satisfactory performance of the service from the vendor	10 points
Local or in-state vendor	5 points
Total:	100 points

TIMELINE

- Questions Due: January 14, 2022 by 2:00pm EST
- Bids Due: February 15, 2022 by 2:00pm EST

POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be submitted by 2:00pm EST January 14, 2022 and directed to:

Tom Kouns, Director of Infrastructure Technologies
13485 Cumberland Road
Fishers, IN 46038
tkouns@hse.k12.in.us

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