

REQUEST FOR PROPOSAL (RFP)

Network Infrastructure Upgrade

School/Library Name: Hamilton Southeastern Schools

Issue Date: November 7, 2018

470 #: 190004166

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for Network Infrastructure upgrades.

The goods and services requested in these documents are part of the E-Rate filings for Funding Year 2019 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.
- 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

- Fishers High School is the site for this project.
- This project will facilitate the replacement of 332 existing Aruba access points along with the addition of 18 access points to provide increased density in larger venue areas. Five outdoor rated access points will also be included to provide coverage to outdoor areas.
- Access points will be configured to be in non-instant mode and controlled by on premises Aruba wireless controllers.
- All access points will be installed and configured by internal HSE staff.

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. Answers to questions may be shared with other vendors, if necessary, to provide clarification to the RFP process.
- This project will not be implemented until an E-rate Funding Commitment is received.

DUE DATE

Proposals will be received in the Hamilton Southeastern Schools Administration Building at the following address, 13485 Cumberland Rd., Fishers, IN 46038 until 2 o'clock (2:00 p.m.) EST Wednesday, December 5th, 2018. An electronic copy of the proposal should also be sent to Tom Kouns at tkouns@hse.k12.in.us. Proposals will be opened and publicly read at the hour of two o'clock at the Hamilton Southeastern Schools Administration Building. The Hamilton Southeastern Schools Board of Trustees reserves the right to reject any or all bids.

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.

**Fishers High School
13000 Promise Rd.
Fishers, IN 46038**

Function	Part Number	Description	Quantity
WAP	JZ033A Aruba AP-345	Dual 4x4:4 MU-MIMO Radio Internal Antennas Smart Rate Unified Campus AP	350
WAP	JZ183A Aruba AP-377	802.11n/ac Dual 2x2:2/4x4:4 Radio Integrated Directional Antenna Outdoor AP	5
WAP	JW054A	AP-270-MNT-H1 AP-270 Series Outdoor AP Hanging or Tilt Install Mount Kit	5

PRICING

- Proposal should itemize cost for Indoor and Outdoor access points 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.
- Licenses, software, 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

- Bids Due: December 5, 2018 by 2:00pm EST.
- Target date for review of proposals: December 10, 2018
- Anticipated selection of vendor December 14, 2018

POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

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