

**Request for Proposals E-rate Category 2 Project**  
**Holly Springs School District**  
Category 2

**Notice to Bidders**

Notice is hereby given to interested bidders that the Holly Springs School District will receive written, sealed bids until the hour of **11:00 P.M., January 22, 2021**, at which time bids will be opened in the Board Room of the Holly Springs School District at 840 Highway 178 East, Holly Springs, MS.

**Bid Timeline**

Release of RFP	December 16, 2020
Letter of Intent to Bid Due Date	December 29, 2020 11:59 p.m.
Mandatory Pre-Bid Site Visit	January 5, 2021 9:00 a.m. (Vendors must attend)
Bid Due Date and Opening	January 22, 2021 11:00 A.M.

## **E-rate Category 2 Project**

### **(Description)**

The Holly Springs School District wishes to upgrade its E-rate eligible category 2 equipment and cabling.

In order to be eligible to bid, all prospective bidders must attend the mandatory pre-bid conference. The pre-bid conference will be held at the Holly Springs School District Office located at 840 Highway 178 East, Holly Springs, MS on January 5, 2021 at 9:00 a.m. Vendors must attend to be eligible to bid. Proposals from vendors who do not attend the conference WILL NOT be considered.

At the time of the pre-bid conference, all bidders will be expected to complete and turn in the "Site Visit Information Form" furnished in this document.

The RFP will consist of Cabling, Equipment, Managed Services and Basic Maintenance. Vendors may bid on any or all parts. For example, a vendor may bid managed service only, or Equipment, or Managed Service/Maintenance only, or all parts as a turnkey solution. Any discounts for bundled pricing or winning more than one portion of the RFP will be considered and allowed.

#### **Intent to Bid**

Holly Springs School Districts requests that all vendors interested in submitting a proposal complete the Letter of Intent to Bid that is provided at the end of this document. The Letter of Intent to Bid should be emailed to Joseph Selman at [jselman@hssdk12.org](mailto:jselman@hssdk12.org) prior to December 29, 2020 11:59 p.m. If an email reply is not received within 24 hours, it is the responsibility of the respondent to call Joseph Selman at 662-629- 0187 to confirm receipt of your Letter of Intent to Bid.

Submitting a Letter of Intent to Bid does not commit you to bidding. The Letter of Intent to Bid is not a requirement to submit a proposal, however the mandatory vendor meeting is a requirement to bid.

In the case of inclement weather or other unforeseen circumstances, all vendors who have submitted the Letter of Intent to Bid will be notified of a change to the mandatory vendor meeting date or time.

#### **General**

The specifications herein are provided to convey the intent of the District and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide. Technical specifications of all equipment and necessary components proposed should be provided with the bid.

Prices quoted shall be an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's

response will remain in effect for a period of twenty-four (24) months from the time of the contract signing.

Omissions in the proposal of any provision described herein 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 services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or be in doubt to its meaning, the vendor shall at once notify Holly Springs School District. All questions should be addressed to Joseph Selman and sent via email to [jselman@hssdk12.org](mailto:jselman@hssdk12.org).

If a response is not received within 24 hours, it is the responsibility of the respondent to call Joseph Selman at 662-629-0187 to confirm receipt of the questions. All questions and answers will be emailed to all vendors attending the mandatory vendor meeting.

### **Bid Submission Instructions**

**Bids may be hand delivered or mailed to the Holly Springs School District located at 840 Highway 178 East, Holly Springs, MS 38863.**

**Bids must be submitted in a sealed envelope with one USB drive containing the propose and one hard copy clearly marked as follows:**

**“2021 Erate Bid”**

**Bid Opening: January 22, 2021 at 11:00**

**a.m.**

Envelopes not so marked will not be considered. The Holly Springs School District Board of Trustees reserves the right to reject any and/or all bids and waive any informality.

**Bidders must submit one (1) original copies of their full response along with one (1) electronic (USB) copy.**

The first page in the bid submission packet must be the Bid Worksheet. The worksheet will show the vendor’s total cost for ALL schools. In addition to the Bid Worksheet, Vendors MUST provide quotes submitted on the vendor’s standard quote form and broken down by school to facilitate the new Erate C2 Requirements. Failure to comply may result in bid disqualification.

Bids must include the following:

The “Bid Worksheet” completed and signed by the bidder. Note, the “Bid Worksheet” is a total for all schools. Individual quotes divided by school must be provided to accommodate the new Erate C2 budget requirements. In the occurrence of discrepancies between the total costs and line item costs, the line item cost will be deemed to be the correct cost.

**(THE BID WORKSHEET MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)**

Required Documents as listed in this RFP.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Holly Springs School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or electronically transferred bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

PLEASE NOTE: Common Carriers, UPS and FedEx, in the Holly Springs Mississippi area generally do not deliver overnight packages on time. The Holly Springs School District will not be responsible for nor will it accept bid responses delivered after the deadline.

### **Evaluation Methodology**

The Holly Springs School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the Holly Springs School District with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price, based on 5-year cost of ownership estimate (to include base price, renewal fees and additional support fees)
- Strength of References
- Adherence to Technical Specifications
- Technical Certifications of Vendor Staff
- Number of Service Staff within close proximity to Holly Springs, MS
- Vendor response time
- Turnkey Solution
- Ease of Use
- Preference may be given for prior positive experience with the Vendor

### **Vendor Qualifications**

The Holly Springs School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Holly Springs School District all such information and data for this purpose as the Holly Springs School District may request. The Holly Springs School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Holly Springs School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Holly Springs School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services
- Be an authorized dealer in the State of Mississippi for all products
- Have current liability insurance and workers compensation insurance (certificates of insurance must be furnished by winning bidder within 10 days of award)
- Provide documentation of the vendor's employee certifications
- Participate in both days of the mandatory vendor meeting. Any bid submitted by a vendor who does not complete both days of the mandatory pre-bid conference will not be considered. There will be no exceptions.
- Provide an Erate SPIN
- Provide at least 3 references for projects of the same scope and size

### **Financing**

This project will be subsidized by the Erate program and is therefore subject to funding availability and contingent upon Erate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC for this project and possible unforeseen financial circumstances, any contract arising from this RFP will also be contingent upon the District's availability of funds at the time of funding for the non-erate portion of the project. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

The Holly Springs School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

### **Disqualification of Bidder**

The Holly Springs School District reserves the right to award to other than the lowest bidder when, in the judgment of the District administration, it is in the best interest of the District to do so. A Bidder may be disqualified for such reasons as:

1. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
2. Bidder's failure to attend and complete both days of the mandatory pre-bid conference
3. Bidder being in litigation with the Holly Springs School District

4. Bidder having defaulted on a previous contract
5. Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Holly Springs School District
6. Bidder's failure to include documentation for required certifications and authorizations

The above is not an inclusive list.

**The Holly Springs School District will strictly adhere to the rules and regulations of the Erate program when evaluating bid responses.**

## **Cabling and Rack Specifications**

### **Cabling**

All copper cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated.

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, racks, etc.)
- If the racks in the IDF or MDF are not large enough to accommodate the additional Cat 6 Patch Panel, racks should be quoted. All racks and/or cabinets should be of sufficient size to accommodate the proposed switches and erate eligible equipment.
- Racks should be wall mount enclosed racks unless otherwise specified at the site visit.
- Bid must include cost of labor and installation.
- Any cables run by the vendor will be terminated into a patch panel and labeled.
- Colors of Cabling and Patch Cabling will be supplied at the Vendor Conference.
- Vendor must supply 20-year manufacturer's warranty.
- Proposed fiber runs should be Multimode unless distance requires Singlemode.
- Fiber run proposals should include all necessary components for termination, connection to equipment and full functionality of the fiber connection.

## **Wiring Information**

### **Drop Ceilings**

Cable can be bundled without any conduit but it must be off the ceiling using hooks or cable trays

### **Open Ceilings**

The cable may be run out-of-sight along the beams if needed or in cable trays.

### **Walls**

If cable is run along an open wall, it must be in Panduit or similar enclosure to match wall.

### **Cable**

New, additional Cable must be rated as Cat 6. Fiber types will support 1G with 10G option quoted as an alternative.

## **Equipment Specifications**

The Holly Springs School District is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty-four (24) months from the time of the contract signing.

The vendor will be required to configure all equipment in this proposal. They will configure VLANs to the specifications of the Holly Springs School District Information Technology Department as part of this proposal. Currently there are multiple VLANS operating on the District network. The Vendor will also be required to communicate and work with the WAN and Internet vendor at time of installation so that the WAN and Internet vendor at time of installation owned and controlled WAN switch works properly with the VLAN configurations on the proposed switches.

The below specified equipment does not include every part, piece, and accessory necessary for the system to be fully functional. Please ensure that all bids include all support, warranty, cables, power cords, etc. necessary for a total solution. Please ensure any ineligible items are clearly marked as ineligible on the bid. If any item quoted is partially eligible, please provide cost allocation showing the eligible amount and the ineligible amount with justification for the cost allocation method.

Bids for all equipment must include cost of configuration, installation and training on configuration and maintenance for the Holly Springs School District Information Technology Department. Bids should also include any necessary accessories, parts or components required to make the system work, i.e., patch cables, SFPs, support, licenses, etc.

### **Switches**

Proposed Switches must be Cisco with PoE+ or EQUIVALENT for Layer 3 Switches and with PoE+ or EQUIVALENT for Layer 2 switches. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all switches, SFPs, licensing, cabling, support and startup service needed for the project upgrades. Quantities per school will be available at the mandatory site visit.

### **Access Points**

Proposed Access Points must be Cisco/Meraki MR34 Series or EQUIVALENT for classrooms and Cisco/Meraki MR42E or EQUIVALENT for high density areas such as gyms or auditoriums equipment. Any alternative quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, cabling, support and startup service needed for the project upgrades. Quantities per school will be available at the mandatory site visit.

## **Wireless Controller**

Proposed Controller must be Cisco or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, cabling, support and startup service needed for the project upgrades.

## **UPSs**

Proposed UPSs must be APC Back-UPS Pro or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, support and startups service needed for the project upgrades. Quantities per school will be available at the mandatory site visit.

## **Firewall**

Proposed Firewall must be Fortnet Fortigate or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, support and startups service needed for the project upgrades. Proposed Firewall must support a minimum bandwidth of 1 Gig with upgrade capabilities.

## **Network Management Software (Non-Erate Eligible)**

Proposed Network Management Software must be Cisco/Meraki or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, support and startups service needed for the project upgrades. Any annual renewal fees should be included in proposal. Please quote Network Management Software separately as an ineligible item.

## **Managed Internal Broadband Services**

In addition to the equipment purchases to include installation, configuration and training, the Holly Springs School District is seeking proposals for Managed Internal Broadband Services as defined in the 2019 Erate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc.

All Contracts should be quoted as a Monthly Recurring Charge (MRC). Please indicate any erate eligible costs and all erate ineligible costs in proposal. Include any up front costs (NRC) and indicate which portion of that cost are erate eligible and any erate ineligible costs.

Contracts will have a 5-year term from July 1, 2021 through June 30, 2026. If the project is not funded until after July 1, 2021, the contract will be in effect from the day of notification of funding from USAC until June 30, 2026. The Holly Springs School District will not be responsible for the Monthly Recurring

Fees for months prior to a funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.

If proposal is totally or mostly on site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

### **Basic Maintenance of Internal Connections**

The Holly Springs School District is seeking a Category 2 Basic Maintenance Contract as defined by the Erate Eligible Services List for 2021. This Contract is for Break/Fix type service only. This quote should also include eligible support and warranties for all erate eligible equipment quoted in vendor's proposal.

All Contracts should be quoted as a Monthly Recurring Charge (MRC). Please indicate any erate eligible costs and all erate ineligible costs in proposal. Include any up front costs (NRC) and indicate which portion of that cost are erate eligible and any erate ineligible costs.

Contracts will have a 5-year term from July 1, 2021 through June 30, 2026. If the project is not funded until after July 1, 2021, the contract will be in effect from the day of notification of funding from USAC until June 30, 2026. The Holly Springs School District will not be responsible for the Contracts Monthly Recurring Fees for months prior to a funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Basic Maintenance Services to include trouble-ticketing procedures, availability and response time if an engineer is required on site. Please also include the number of network engineers available within 100 miles of the District's Schools.

If proposal is totally or mostly on site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

### **Other Considerations**

The Holly Springs School District welcomes proposals that may not meet these specifications exactly. However, such proposals must explain in detail how the alternative proposal will meet the general specifications of this RFP and why the District should consider such an alternative. If the explanation and reasoning satisfies both the District Administration and members of the IT department of the Holly Springs School District, then the proposal will be considered as if it meets specifications.

Due to the fast pace of technology, equipment and new technology is constantly emerging. Since the earliest the Holly Springs School District expects to receive funding for their Category 2 project is August 1, 2021, and because many things can change with technology and within the School District, the Holly Springs School District will require that the awarded vendor or vendors complete a new walkthrough of

all facilities after funding notification to reassess the technologies quoted and the schools' needs. If technology and needs have changed from the time of acceptance of the winning proposal, Service Provider agrees to work with the School to submit a service substitution to USAC for updated equipment and services.

### **Current Equipment**

- All current equipment will remain the property of the Holly Springs School District regardless of its use or non-use in the successful proposal.
- The vendor will be responsible for reconfiguration of the Holly Springs School District's existing switches if any switch configuration is required to make the new wired or wireless system function properly or to integrate the LAN Switch upgrade with the existing equipment

### **Current Network Bandwidth and WAN Configuration**

The Holly Springs School District is currently using C-Spire WAN Circuits and Internet and AT&T Voice Services.

The winning vendor for the Category 2 project must be willing to work with the Category 1 providers to ensure that the Category 2 equipment will integrate and work seamlessly with the Category 1 services and demarcation equipment.

### **E-Rate**

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application AND approval by Holly Springs School District for the District's non-erate portion. If District funds are not available for the District portion, all contracts will become null and void and the project will not be implemented.

### **Right to Reject**

The Holly Springs School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the District. The Holly Springs School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Holly Springs School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Holly Springs School District Board of Trustees, is not in a position to adequately perform the contract. The Holly Springs School District Board of Trustees reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Holly Springs School District. Contracts will be awarded for each part of the RFP to the vendor or vendors submitting the proposal determined to be in the best interests of the Holly Springs School District.

**SITE VISIT INFORMATION FORM**

**(Type or Print ONLY)**

*(Vendors should bring this completed to the site visit)*

<b>NAME OF COMPANY</b>	
<b>ADDRESS OF HOME OFFICE</b>	
<b>CITY OF HOME OFFICE</b>	
<b>STATE OF HOME OFFICE</b>	
<b>COUNTY OF HOME OFFICE</b>	
<b>9 DIGIT HOME OFFICE ZIP</b>	
<b>PHONE # OF HOME OFFICE</b>	
<b>Federal EIN</b>	
<b>DUNS Number</b>	
<b>Erate SPIN number</b>	

**CONTACT Name** \_\_\_\_\_

**CONTACT Phone Number** \_\_\_\_\_

**CONTACT Email Address** \_\_\_\_\_

**By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from Erate Funds. This project is subject to funding availability and contingent upon Erate funding.**

**PRINTED NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

# BID WORKSHEET

## PRICING INFORMATION (Total Cost for ALL Schools)

**(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH school in addition to this worksheet.

**MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE ERATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

**Erate Eligible PROJECT TOTAL PRICE for Cabling** \_\_\_\_\_

*(This is the total of all schools)*

**Erate Eligible PROJECT TOTAL PRICE for Equipment** \_\_\_\_\_

*(This is the total of all schools)*

**Erate Eligible TOTAL PRICE for Managed Service Contract** \_\_\_\_\_

*(This is the total of all schools for 60 months including any upfront costs)*

**Erate Eligible TOTAL PRICE for Basic Maintenance Contract** \_\_\_\_\_

*(This is the total of all schools for 60 months including any upfront costs)*

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR ERATE ELIGIBLE PRODUCTS AND SERVICES ONLY**

In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

## Required Documents

Bid Worksheet and Service Provider Quotes broken down by School

Specifications for the proposed hardware and software

References

Documentation of the vendor's certifications

Erate SPIN number

Qualifications and training of vendor technical staff

Trouble Ticketing Procedures and Escalation Process

Any other documentation required previously in this document

If the proposal does not meet the stated specifications, the vendor must include a detailed proposal along with a detailed explanation as to why the vendor believes the proposal will meet the stated needs of the Holly Springs School District and why the District should consider their proposal.

## DISTRICT BUILDING INFORMATION

Name	Address	City/State/Zip
Holly Springs School District Central Office	840 Highway 178 East	Holly Springs, MS 38635
Holly Springs Junior High School	325 East Falconer Street	Holly Springs, MS 38635
Holly Springs Primary School	405 South Maury Street	Holly Springs, MS 38635
Holly Springs High School	165 North Walthall	Holly Springs, MS 38635
Holly Springs Intermediate School	655 South Maury Street	Holly Springs, MS 38635
Holly Springs Career and Technical Center	410 East Falconer Street	Holly Springs, MS 38635
Holly Springs Alternative School	325 East Falconer Street	Holly Springs, MS 38635

**LETTER OF INTENT TO BID**

Joseph Selman  
Holly Springs School District  
[jselman@hssdk12.org](mailto:jselman@hssdk12.org)  
662-629-0187

Reference: Holly Springs School District 2019 Erate Bid

This letter is to notify you that it is our present intent to submit a proposal in response to the above referenced RFP. The individual to whom information regarding this RFP should be transmitted is:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*