Peoria School District 150

E-Rate FY2016
School Year 2016-2017 RFP
Peoria School District 150 (the District) is soliciting proposals for equipment and services for E-Rate Funding Year 2016. Funding for this project is contingent on the acceptance of the district’s submission for E-Rate funding from the SLD.

The District reserves the right to accept or reject any or all Proposals (as hereinafter defined) and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and fee structures. All information included in a Proposal may be incorporated, at the District’s sole option, into the contracts for proposed goods and service to be entered into between the District and the successful Bidder (as hereinafter defined).

**RFP Timeline:** The deadlines below will be strictly enforced. All correspondence regarding this RFP must be via email to erate@psd150.org.

- **RFP Release Date**  
  Friday, March 18, 2016
  
  RFP will be posted on District website at [www.psd150.org/erate](http://www.psd150.org/erate)

- **Written Questions Due**  
  Friday, April 1, 2016
  
  Questions will only be received via email to erate@psd150.org. Answers to questions will be posted on the District website as questions are received, and all answers will be posted by end of business on Monday, April 4, 2016. The District will not accept questions via phone.

- **RFP Responses Due**  
  4pm, Friday, April 15, 2016
  
  Proposals can be hand-delivered to Ricketts Center, 520 East Lake Street, Peoria, IL 61614, or respondent may email the RFP response to erate@psd150.org. Proposals shall be in a sealed package clearly labeled “E-Rate Year 2016-2017 Category 2 RFP” (if hard-copy); for emailed proposals, the subject line must be “E-Rate Year 2016-2017 Category 2 RFP”.

Any questions submitted after the dates and times listed above shall not be considered or answered.

Responses received after the Due Date will not be considered.

The District may revise this RFP by issuing written addenda. Addenda will be posted to the District’s website at [www.psd150.org/erate](http://www.psd150.org/erate). Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP. Bidders are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty
to communicate addenda to Bidders beyond the posting of addenda on its website.

The District will submit one or more funding requests to the SLD based on this RFP. Submissions will be completed before the SLD 471 filing deadline. Per SLD/E-Rate guidelines the effective dates are July 1, 2016 through June 30, 2017. The District reserves the right to cancel any/all sections of this RFP at its sole discretion.

**To facilitate these funding requests, all proposals shall provide detailed part numbers, descriptions and unit. Respondents shall clearly identify any goods or services not considered “eligible items” under current E-Rate guidelines.**

The District currently has a large installed base of equipment to support Voice, Data and Video services in all schools. The District will maintain strict compliance with SLD guidelines regarding specification of ‘manufacturer’ in this RFP. All references to manufacturer, part numbers or technician certifications in this RFP are the result of the District’s pre-planning design or are based on existing equipment. The District will consider substitutions of **strictly equivalent** equipment and services. However, since not all equipment will be replaced, all new proposed equipment must **seamlessly interoperate** with the existing environment including all wired and wireless, voice data and video components. In addition, during the cutover process and beyond, all proposed equipment must be manageable using the same tools, systems etc. as the current installed systems. Vendor shall describe their detailed plans for the transition/cutover process as part of their response.

Respondent must assure that its response is in compliance with all current E-Rate program guidelines established by the Federal Communications Commission (FCC). Information regarding eligibility of goods and services, invoicing requirements, documentation requirements and other program rules are available from the SLD by calling Schools and Libraries Division (SLD) of the Universal Service Administration Corporation (USAC) at 1-888-203-8100 or see their website at [www.sl.universalservice.org](http://www.sl.universalservice.org)

Goods and services provided shall be clearly designated as “E-Rate Eligible”. Non-Eligible goods and services shall be clearly called out as 100% non-eligible or shall be ‘cost-allocated’ to show the percentage of eligible costs per SLD guidelines.

Due to the possible extended approval process required by the E-Rate program, Vendor’s response pricing shall remain in effect for a period of one year from response.

Respondents agree to conform to all E-RATE guidelines for the billing of discounts to the SLD and the processing of Billed Entity Application for Reimbursement (BEAR) Forms by the District. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions.
Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) as part of their response.

Respondents shall document the compliance with E-Rate program guidelines by supplying their current FCC Registration Number (FRN) as part of their response.

The E-Rate program requires that all records be retained for at least five years. Respondent hereby agrees to retain all books, records, and other documents relative to this contract for ten (10) years after final payment, or until audited by SLD and or District, whichever is sooner. District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the contractor and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

For each section of this RFP, a contract will be awarded to the respondent who submits the best overall proposal in accordance with the specifications and all required documents. Failure to provide any of the information asked for in this RFP will result in immediate disqualification. All proposals will be reviewed and graded by district personnel.

Winning respondent shall work with the district to develop and sign a preliminary contract that satisfies E-Rate requirements prior to April 25, 2016.

All part numbers listed herein are current at time of RFP. Substitutions are allowed for obsolete and end-of-life equipment which are approved with communication with district personnel. Respondent shall include any additional components required to make systems operational. Throughout the life of this contract, contractor shall adhere to the requirements as stated below:

- Assign a single point of contact to manage all Contractor activity throughout this contract.
- Coordinate all site activity with District designated project manager.
- All patch cables must be secured via cable management.
- The Contractor is responsible for providing and managing all Fiber and UTP patch cables required for completion of maintenance work.
- Contractor is responsible for all site scheduling and site survey and installation appointments at each district location.
- Contractor shall pre-schedule all site visits. No Contractor employee will make an un-announced site visit to a school.
- Contractor employees will check in with the main office upon arriving at a school site.
- Contractor will wear company picture identification at all times.
- The Contractor will make every effort to minimize disruption and will
not interfere with instruction. Any network interruptions or down time required for installation or cutover shall be scheduled and approved in advance by the District.

- Adhere to all District and Government required background checks and personnel procedures.
- Obtain all necessary permits and inspection sign off from relevant authority.
- Ensure all codes and standards are followed.
- Proposer shall be responsible for delivering and storing all materials and equipment and any costs necessary to cover loss or damage of materials.

The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The following criteria will be used:

- 30% Total Price and Cost Effectiveness of Solution
- 25% Meeting Overall Requirements
- 25% Vendor’s Experience and Demonstrated Expertise with PSD150
- 15% Vendor’s Demonstrated Ability to work with E-Rate
- 5% MWBE Participation

There are two sections included in this RFP. Indicate below which sections you are proposing for by completing the associated pricing page attachments. If not proposing on any section, leave the pricing sheets blank, or indicate ‘NO PROPOSAL’:

1. Cisco LAN Equipment
2. Cisco Wireless Controller & Licenses

Prices for all equipment proposed shall include installation, shipping and all other costs required to make the devices operational within district facilities.

Respondents shall show separate hardware and installation pricing in their proposals. Each section shall be priced separately. The district reserves the right to award each section separately and to award individual sections to a different respondent.
Proposal Number 1 – Cisco LAN Equipment

Prices for all equipment proposed shall include hardware, software, installation, shipping and all other costs required to make the devices operational within DISTRICT facilities. Respondents shall show separate hardware and installation pricing in their proposals.

All references to manufacturer, part numbers or technician certifications in this RFP are the result of the District’s pre-planning design or are based on existing equipment. The District will consider substitutions of strictly equivalent equipment and services. However, since not all equipment will be replaced, all new proposed equipment must seamlessly interoperate with the existing environment including all wired and wireless, voice data and video components. In addition, during the cutover process and beyond, all proposed equipment must be manageable using the same tools, systems etc. as the current installed systems. Vendor shall describe their detailed plans for the transition/cutover process as part of their response.

Respondents to this section shall include a scope of work (SOW), which shall include, but not be limited to the following:

- Current IP Communications certifications from Cisco (or equivalent) are a requirement. Indicate your level of certification and list your local engineering team resources with their experience.

- Upgrade/ downgrade the OS if necessary

- Make, test and save all hardware and startup configuration changes needed to conform to the DISTRICT standard architecture.

- Document the installation and testing process

- Coordinate installation with DISTRICT staff to minimize network interruptions during normal business hours

- Contractor will be responsible for providing list of new serial numbers and locations of devices (as installed), using a DISTRICT-approved database for asset tracking and management. Provide pricing information on the pricing sheet included as Attachment A-1. Pricing sheet is in MS Excel format. Proposer shall completely fill out all ‘tabs’ in detail showing all detailed costs and transfer totals to the Cost Summary tab.
Proposal Number 2 - Cisco Wireless Controller Licenses

Prices for all equipment proposed shall include hardware, software, installation, shipping and all other costs required to make the devices operational within DISTRICT facilities. Respondents shall show separate hardware and installation pricing in their proposals.

All references to manufacturer, part numbers or technician certifications in this RFP are the result of the District’s pre-planning design or are based on existing equipment. The District will consider substitutions of strictly equivalent equipment and services. However, since not all equipment will be replaced, all new proposed equipment must seamlessly interoperate with the existing environment including all wired and wireless, voice data and video components. In addition, during the cutover process and beyond, all proposed equipment must be manageable using the same tools, systems etc. as the current installed systems. Vendor shall describe their detailed plans for the transition/cutover process as part of their response.

Respondents to this section shall include a scope of work (SOW), which shall include, but not be limited to the following:

- Current IP Communications certifications from Cisco (or equivalent) are a requirement. Indicate your level of certification and list your local engineering team resources with their experience.
- Document the installation and testing process
- Coordinate installation with DISTRICT staff to minimize network interruptions during normal business hours

  Contractor will be responsible for providing list of new serial numbers and locations of devices (as installed), using a DISTRICT-approved database for asset tracking and management.

- Provide pricing information on the pricing sheet included as Attachment A-2. Pricing sheet is in MS Excel format. Proposer shall completely fill out all ‘tabs’ in detail showing all detailed costs and transfer totals to the Cost Summary tab.