



Roger W. Liddell
Superintendent of Education



Earl Stewart, Chairperson
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Joann Grassaree
Secretary

Switch Upgrades

Request for Proposal

Switches and Cabling Bid under the FCC E- Rate Program

Bid
#2018Erate-NCSD

**Noxubee County School District
Vandora Johnson
PO Box 540
37 Gandy Tindal Rd
Macon, MS 39341
www.noxcnty.k12.ms.us**

1. Introduction

1.1 Objective

Notice is hereby given that the Noxubee County School District (hereinafter referred to as "District") intends to upgrade our existing network with switches and cabling at several of our school locations. Upgrading these systems will allow us to deliver better network services to our students and prepare us for initiatives such as one- to-one device-to-student ratio deployment. Over the past few years we have replaced and upgraded various locations to Cisco switches. These locations have established the current standard for the entire district and the Noxubee County School District plans to continue developing this standard to the remaining locations. Building upon this system will create system unity, increase management efficiency, allow seamless visibility, and reduce hardware costs.

The major portions of this project are:

Network Cabling

It is our intention to update a fiber connection between all network closets.

Network Switches

Our intention is to update/replace our network switches in areas that have not been updated/replaced with Cisco (or equivalent) as standardized throughout the Noxubee County School District. These will include PoE+, stacking cables, and fiber modules for connection up to 10Gbps. Existing Cisco switch models are Cisco Catalyst 2960X-48 Port POE Gigabit Ethernet Switches

THE NOXUBEE COUNTY SCHOOL DISTRICT reserves the right to reject any and all proposals, as well as, the rights to make this a single or multiple awards.

All aspects of this project must comply with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services.

Service is to coincide with Educational Discount Rate (E-Rate) for Internal Network Services funding (07/01/18 – 06/30/19). The successful bidder agrees to receive a portion of the payment directly from the Universal Service Fund (USF), and/or its agents, the National Exchange Carrier Association (NECA), and/or the Schools and Libraries Corporation (SLC). The Noxubee County School District and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal

Service Fund Program requirements. Should E-Rate funding become no longer available, the Noxubee County School District may terminate this agreement at any time throughout the term of the agreement by notifying contractors in writing.

Contact Person for this RFP is:

Vandora Johnson
vjohnson@noxcnty.k12.ms.us

1.2 Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor. The bids should be submitted on or before **March 20, 2018, 10:00 a.m. CDT**. Bids not received by this date and time are automatically disqualified from consideration.

Bid Proposals must be submitted in a sealed envelope with the company name, bid due date and time, and the words "**Bid #2018Erate-NCSD**" all clearly noted on the outside. All bids **MUST** be submitted, to Vandora Johnson, Noxubee County School District at PO Box 540 or 37 Gandy Tindal Rd, Macon, MS 39341 or by hand at the BID opening.

Event	Date
Release of RFP to Bidders	February 20, 2018
Scheduled Site Visit of School Locations	Optional
Deadline for Proposal Submission	10:00 a.m. CDT March 20, 2018
Evaluation of Responses	Completed by March 20, 2018
Contract Award	March 20, 2018

1.3 Scope of Work

This scope of work includes but is not limited to the items below:

- Coordinate scheduling with consideration of impact on the instructional programs or existing services to include after normal school and work hours
- Cat6 and Fiber Certification. Results shall be published and given to the Noxubee County School District. Must also provide maps with port names and locations.
- Install and configure network switches.

WORK SITE CONDITIONS

Unless specifically directed otherwise by the Noxubee County School District, The vendor shall:

1. Perform the work under this contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work.
2. Store its apparatus materials, supplies, and equipment in such orderly fashion at the site of the work as not to interfere with the progress of its work or the work of the Noxubee County School District or any other vendor.
3. Clean up frequently all refuse, rubbish, scrap materials and debris caused by its operations, to the end, that at all times the site of the work shall present a neat, orderly and workman-like appearance.
4. Prevent damages or endangerment to any portion of the work or existing structure as may be caused by cutting, patching, excavating or other alterations to the work or existing structure during the course of the work.

2. Site Summary

Noxubee County High School: 12 -- Cisco Catalyst 2960X-48 Port POE Gigabit Ethernet 3 -- UPS	BF Liddell Campus: 2 -- Fiber runs between closets 100 -- Data Drops 3 -- UPS
Earl Nash Elementary: 4 -- Cisco Catalyst 2960X-48 Port POE Gigabit Ethernet 2 -- UPS	Virgil Jones Jr., Elementary: 1 -- Fiber run between closets 60 -- Data Drops

3. Maintenance and Support Services

3.1 Performance Guarantee

If the vendor fails to meet performance specifications or provide such support services, the Noxubee County School District can request the termination of the contract with written notice. After written notice has been given, the vendor will have 14 days to correct the situation. Failure of the vendor to correct the situation will be just cause to terminate the contract. Unsatisfactory service will be reported to the Schools and Libraries Division E-Rate Services.

3.2 Insurance

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. Within ten (10) days after notification of award, the vendor shall furnish to the Noxubee County School District a signed contract and Certificate of Insurance showing compliance within the following limitations:

The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi. It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the Noxubee County School District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

The vendor shall maintain other insurance that shall protect the vendor and Noxubee County School District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

3.3 Workmanship

All work shall be performed in a professional manner. Personnel from the Noxubee County School District may observe the work procedures and workmanship of the vendor, but such observation will not relieve the vendor from any responsibility of performance or constitute acceptance of the work performed. The vendor shall be required to maintain a clean and safe work environment.

The vendor and his representatives shall follow all applicable school district regulations while on the Noxubee County School District property, including the no smoking, no weapons, and drug free policy. No work shall

interfere with school activities or environment unless the Noxubee County School District Director of Technology gives permission. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. The Noxubee County School District reserves the right, with sole discretion, to refuse to allow any representative of the vendor to service the contract in any manner. In this event, the vendor shall furnish another representative that is acceptable to the Noxubee County School District. Examples of reasons for refusing to allow a vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students
- Unclean or unkempt appearance
- Intoxication or obvious drug use
- Threatening behavior towards any school personnel or students

4.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

4.1 *Response Submission*

Responses to this RFP must be submitted in sealed packages and delivered to Noxubee County School District, Vandora Johnson, PO Box 540 or 37 Grandy Tindal Rd, Macon, MS 39341, no later than **10:00 a.m. CDT on March 20, 2018**, so that this RFP is in compliance with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals.

Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bid must be notarized.

4.2 *Costs Associated with Preparation of the Vendor's Response*

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

4.3 Vendor Registration with the Schools and Libraries Corporation

The Vendor is to provide their USAC E-Rate SPIN Number along with their Green Light Status. The Vendor is required to file with the Schools and Libraries Division (SLD) for reimbursement under E-Rate guidelines. If the Vendor fails to file the appropriate forms with the SLD, the Noxubee County School District is not responsible for the discounted portion of the Vendor's bill. The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. Vendor is responsible for supplying SLD SPIN with this proposal and applying to the SLD for payment of the SLD discounted portion of the cost. District will ONLY pay the Noxubee County School District discounted portion of the costs.

4.4 Funding

Noxubee County School District desires to purchase services using funds made available to the School System through the Federal Communications Commission E-Rate. This project will be subsidized by the E-Rate program and is therefore subject of funding availability and contingent upon E-Rate funding.

Acceptance of the proposal by the Noxubee County School District will initiate a contract with the Vendor, which will include an option to dissolve the agreement in writing if the Vendor does not provide quality and dependable Network Infrastructure and Switches. The Noxubee County School District will not pay its portion until service has been successfully completed. It is the Vendor's responsibility to request funds from the SLD for approved e-rate funds. The Noxubee County School District will not be required to pay the portion to be paid by the SLD. Vendor is responsible for filing necessary e-rate vendor paperwork. THE NOXUBEE COUNTY SCHOOL DISTRICT is not going to be responsible for timeliness of payment by SLD. Because THE NOXUBEE COUNTY SCHOOL DISTRICT is Mississippi tax-exempt, no taxes, whether local or state, imposed on services herein provided may be passed on to THE NOXUBEE COUNTY SCHOOL DISTRICT by the vendor.

4.5 Price Quotations

Price quotations are to include the furnishing of all materials, equipment and tools, and the provision of all labor and services necessary or proper for the completion of the work

4.6 Evaluation of Responses

The Customer may, at its discretion and at no fee to The Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the Noxubee County School District. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

Evaluation Criteria	Points
Price Considerations	40
Vendor's ability to meet all the requirements detailed in the RFP	10
Previous history with the Noxubee County	20
Vendor's overall experience and performance record based on available references, reliability, and evaluation of Vendor qualifications	20
Vendors E-Rate Experience	10
Total Evaluation Points	100

4.7 *References*

The Vendor must include a minimum of 3 customer references of similar size and scope preferably utilizing E-Rate funding.

4.8 *Equal Employment Opportunity*

In connection with the execution of this Contract, The Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

4.9 *Safety*

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on The Customer because of The Vendor or supplier's failure to comply with the regulations stated herein.

4.10 Right to Reject

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Noxubee County School District. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Customer reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the Customer is not in a position to adequately perform the contract.

The Customer reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, award single or multiple awards and award any or all of the contract in a manner that is in the best interest of the Noxubee County School District. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Noxubee County School District

This bid contract is subject to the approval of E-Rate funding from the Schools and Libraries Division (SLD).

4.11 STORED MATERIALS

Any materials stored on the job site shall be the Vendor's responsibility.

4.12 EQUIVALENT PRODUCTS

The Noxubee County School District will consider equivalent products or alternate products provided that the proposed solution seamlessly integrates into the existing standard with no loss of efficiency, features, or functionality. The sole and final decision regarding equivalence will reside with the customer.

6.0 POTENTIAL VENDOR PROFILE

Please see 'Vendor Profile' in Section 1

Information may be typed below or attached to this document.

Corporate Name and Address

The vendor shall list their full corporate name and address. The vendor shall also state their status, i.e. manufacturer, distributor agent, contractor, etc.

SPIN Number (from Schools and Libraries Division E-rate) Sales, Installation and Support Office

The vendor shall list their office that will support the installation.

Product/Services Offerings

The vendor shall briefly describe its products and services and lines of business.

Warranty Information

Vendor should list warranty coverage and any additional cost for warranties as well as any reoccurring operating costs for updating and maintaining the system and accessing support. Vendor should include any requirements for specialty techs to operate or maintain the solution.

***Bid
Response***

Vendors must use the following form/format to quote its price.

Item 21 Attachments are required to be submitted with proposal.

**Price
Sheet
Switches and Cabling**

**Price Table Per Location – All Items
Itemized**

Location	Part Number	Description	Qty	Price	Ext Price

Certification of Compliance with Specifications

Having carefully examined the Request for Proposal documents prepared by The Noxubee County School District entitled, **Bid #2018Erate-NCSD** and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The Undersigned person declares that he/she is the legally authorized to bind the firm herby represented, and that the firm being represented is authorized to do business in the State of Mississippi, and herby certifies that he/she has examined and fully comprehends the requirements of and specifications for the Noxubee County School District

We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise stated.

Authorized Agent Name

Title

Authorized Agent Signature

Date

The Undersigned person declares that the firm being represented is in “green light” status with the FCC.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

Authorized Agent Name

Title

Authorized Agent Signature

Date

Email Address

SPIN Number

Authorized Agent Telephone Number

**This RFP Must Be
Notarized**

Sworn and subscribed before me
this

_____ Day of _____

Drug Free Workplace Certification

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the vendor's workplace, and specifying the actions that will be taken against employees for violations of such prohibitions.
- Establishing continuing drug-free awareness program to inform its employees about:
 - The dangers of drug abuse in the workplace.
 - The vendor's policy of maintaining a drug-free workplace.
 - The available drug counseling, rehabilitation and services.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- Giving all employees engaged in performance of the contract a copy of the statement concerning drug-free workplace.
- Notifying employees in writing, of the statement concerning a drug-free workplace and the employee shall abide by the terms of the statement.
- The vendor shall make a good faith effort to maintain a drug-free workplace program through implementation of all of the above, but not limited herein, in this certificate.

Company: _____

Address: _____

City/State/Zip Code: _____

Authorized Person: _____ **Title:** _____
Type Name

Authorized Signature: _____ **Date:** _____

Certifications of Bidder

Full legal name of Business Submitting this Bid (printed):

Full legal name of person(s) completing the bid documents (printed):

Position(s) of the person(s) completing the bid documents (printed):

Further, this business and the person completing this bid do certify by their signatures below that there has been no collusion with any other vendor(s) who provide like equipment to either fix pricing or to not bid competitively.

Printed Name

Certifying Signature

Date