

Great Falls Public School Districts 1 & A

1100 4th Street South
Great Falls, MT 59405
January 28, 2020

Request for Quote for E-rate Category 2 Equipment

SLD Entity Number: 134909

Applicant Form 470 Identifier: Great Falls Public Schools _ 2021 _ Cat 2 _ Form 470 C

Technology Department Contact

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Overview

Great Falls Public School District 1 and Great Falls School District A (hereafter collectively referred to as GFPS) seeks Request for Quote (RFQ) for E-rate Category 2 Equipment as specified in this RFQ. Quotes must state all recurring and non-recurring costs to GFPS associated with the proposed product(s). Vendors are asked to submit quotes for any or all specified items. GFPS reserves the right to award on an item-by-item basis, or as whole to the best advantage of the School District, to the responsive and responsible vendor in accordance with the specifications set forth in this request for quote. GFPS reserves the right to reject any and all proposals and to waive any informality in quotes received.

The objective of this RFQ is to accomplish a fair, open, and competitive procurement. A copy of this RFQ may be obtained from the GFPS Technology Department contact listed, and it is accessible electronically at www.gfps.k12.mt.us on the Technology Department webpage.

Consummation of this RFQ is contingent upon GFPS being awarded E-rate funding, District, and/ or Board Approval.

Bidding

Sealed bids must be received in the office of the District Executive Director of Business, Brian Patrick, at the GFPS District Office Building located at 1100 4th Street South, Great Falls, MT, prior to 9:00 AM on the 29th day following the certification of the Form 470 or latest posted RFP Amendment, whichever is later. Bids will be publicly opened at 9:30 AM, at the GFPS District Office Building located at 1100 4th Street South, Great Falls, MT, 59405.

Only written paper copies of proposals will be accepted; no proposals will be accepted by electronic means (i.e., fax, email). GFPS may cancel the procurement or reject any or all bids in accordance with MCA 18-4-303. Applications from vendors without an e-rate SPIN will be disqualified.

GFPS assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late proposals will not be accepted.

Clarification Requests

Questions are welcome for the first 14 days of the competitive bidding period. Questions should be emailed to Nicole Jones at njrwj@midrivers.com. Calling District or emailing alternative contacts may be deemed circumventing the competitive bidding process and grounds for dismissal of bid.

Q&A that is not addressed in the RFP or Form 470 and is within the scope of the posted Form 470 and RFP will be posted as an amendment to the Form 470 or a newly posted Form 470.

If a new Form 470 is posted or a 470 RFP Amendment, the bid due date will be the allowable contract date of the latest posted 470 or 28 days after latest posted 470 RFP Amendment, whichever is later. If a service provider has already submitted a bid, it is the responsibility of the service provider to submit a new bid within the scope and competitive bidding period of the newly posted Form 470.

It is the responsibility of the service providers to monitor RFP amendments and/ or newly posted Form 470s.

The District reserves the right not to respond to inquiries that are not relevant to the requested equipment and/ or services on the posted Form 470 or are already addressed in the posted documents.

Any clarifying questions and associated answers will also be posted on the website at www.gfps.k12.mt.us on the Technology Department webpage.

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

- [Service Provider Identification Number \(SPIN\) and FCC Registration Number \(FCCRN\)](#)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The Vendor also shall provide the company's FCC Registration Number.

- [Green Light Status](#)

Bids will only be accepted from Vendors with "Green Light Status." The vendor shall provide proof of status in the Proposal submitted in response to this bid opportunity.

- [Service Provider Annual Certification Form](#)

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <https://www.usac.org/e-rate/resources/forms/> in the Forms section.

- **The District's Reimbursements**

The Vendor agrees to allow the District to choose which method of invoicing is preferred (BEAR – Billed Entity Applicant Reimbursement versus SPI – Service Provider Invoicing). If District chooses SPI, Vendor agrees to provide discounts on the bills for eligible services.

- **Cooperation with District's Preparation of E-rate Applications**

The Vendor must agree to provide information on a timely basis that the District requests in order for the District to timely apply for E-rate applications.

Vendor must agree to respond in a timely manner (within assigned deadlines) to any requests for information from District, USAC, FCC, State Agencies, or other agencies as needed and related to the E-Rate Program.

- **Separate Itemization of E-rate Eligible and Ineligible Products and Services**

Vendor shall separately itemize the cost of E-rate eligible and ineligible products and separate installation costs, if any. To determine what items are eligible, visit the E-rate Eligible Services List at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100.

- **Compliance with E-rate Contract Signing Rules**

The Vendor must acknowledge in its Proposal that the Vendor will make every effort to have any contracts and/ or addendums that may arise from this RFP signed in accordance with the E-rate contract signing rules. Further, the Vendor must acknowledge in its Proposal that if the contract or addendum is signed outside of the e-rate contract signing window, the vendor will disclose to the District, before soliciting the District's execution of the contract, that the contract is not eligible for E-rate funding.

- **Non-Collusion Affidavit**

The Vendor shall execute an Affidavit of Non-Collusion in the form prescribed by the District to confirm that the Vendor is not in violation of the anti-bid rigging state law provisions of the state procurement law, or in violation of the Federal Communication Commission's Fifth Report and Order, as codified in 47 C.F.R.

- **Guarantee to Meet Equipment Delivery Date**

The Vendor must be prepared to deliver products described in this RFQ as soon as possible but no later than 30 days after receipt of purchase order from the Great Falls Public Schools. Failure to comply with the requirements may invalidate a vendor's proposal for any or all items. Exception for weekends and holidays, deliveries shall be F.O.B. DESTINATION to the location specified on purchase order. The term "F.O.B. destination" as used in this clause means free of expense to GFPS and delivered to the location specified. All arrangements for shipping shall be made by the vendor.

The vendor shall:

- Deliver the shipment in good order and condition to the point of delivery specified.
- Be responsible for any loss or and/or damage to the goods occurring before receipt of the shipment by the School District at the delivery point specified.
- Pay and bear all charges to the specified point of delivery.

- Pricing

Pricing shall be quoted on a per item basis, accounting for and considering the total order size as stated in specifications. Pricing shall show any recurring and non-recurring costs to GFPS associated with the proposed product(s).

Preference may be given to bidders that can honor their pricing until receipt of a funding commitment decision letter.

Required Notice to Proceed and Funding Availability

GFPS will follow the purchasing policies of the GFPS Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the District's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed.

District reserves the right to accept or reject any and/ or all bids and/ or parts of any one bid including late bids including allowing the contract to expire without implementation.

Actual quantities may vary from initial estimates. It is anticipated District will only be billed for services and/ or equipment actually provided. Preference may be given to bids that specify acceptance of this condition.

Weighted Factors

The contract will be awarded based on best-value to GFPS and its constituent districts, as well as evaluation criteria set forth in this document. Weighted factors contributing to the award are included in the following breakdown:

Weighted Factor Breakdown: Totals 100%

Mandatory	*E-Rate eligible recurring and one-time circuit costs	30%
Mandatory	Positive Past experiences with vendor	10%
Mandatory	Ability to support requirements as laid out in the RFP	10%
Mandatory	Proposed contract terms, conditions, and insurance	10%
Mandatory	Meeting Technical Specifications	10%
Mandatory	Compatible with Existing Systems	10%
Optional	Ineligible Costs (higher points = lower percentage of ineligible cost)	10%
Optional	Use of a Scalable Solution	5%
Optional	Provider references	5%
Optional	Risk for the District	5%
Optional	Vendor is Well-Established within Montana	5%
Optional	GFPS Vendor Familiarity	5%

Bid Judging Process

At minimum of three (3) district employees will be used in the judging process.

The judges will weigh all factors in five-point increments, up to the maximum points available in each weighted factor. Example: for “Proposed contract terms, conditions, and insurance”, judges will award either: 0, 5, 10, or the maximum applicable points.

*Points awarded for Cost of Services will not be subjective but will be based on a fixed formula. The formula for awarding points for the factor of cost will be:

Lowest priced vendor = LPV Each Responding vendor = RV

Each Vendor’s Cost of Services points awarded = $30 * LPV / RV$

Therefore, the lowest priced vendor will be awarded 30 points for the Cost of Services factor. All other vendors will be awarded points based on their proximity in price to the lowest priced vendor. Example: A vendor with a bid twice as expensive as the lowest priced vendor will mathematically receive 15 points.

Other RFP Requirements

Quantities are estimates and looking for service provider recommendations. If service provider is uncertain, please make recommendation based upon the make and model provided or bid all applicable recommended options and let the District decide.

The District is not accepting demos, test packs, webinars, SPAM, marketing inquiries, etc.

Preference may be given for bids that include all terms and conditions in which there are no additional terms and conditions applied once winning bid(s) is accepted. Additional terms and conditions applied after bid submission may be grounds for bid dismissal.

It is the responsibility of the service provider/ bidder to know, understand, and act within guidance of the E-Rate rules.

Facilities must be returned to pre-installation condition once installation and/ or any work is complete. Bids should acknowledge this requirement.

It is the responsibility of the service providers to have all required equipment including any type of lift/ ladders, garbage disposal, clean-up, that may be required for a full-service bid.

It is the responsibility of the service providers to adhere to all applicable laws, licensing, permits, insurances, etc. (District, local, state, and/ or federal) as may be required for such a project and may be required to readily verify documentation at request of District.

The winning bidder may be required to adhere additional policies and/ or procedures, rules, regulations, etc. as required by District (i.e., installation after school hours or during vacation months, background checks, etc.) that may or may not be listed in this RFP document.

All E-Rate equipment must be from manufacturing companies that are eligible for E-Rate. Bids and/ or equipment from companies that are listed on the FCC’s list as a National Security Risk are not considered eligible for E-Rate and will not be accepted.

Scope of Services

Attached is an equipment list (spreadsheet) with specific details, quantities, preferred make and model or equivalents. Below are the specifications and additional information for each service request.

- **Cabling:**
 - Approximately 183,914 +/- feet of cabling and fiber.

All bids are estimates. Bids must be all inclusive and include all connectors and related components such as raceway, if needed, face plates, end points, ties, conduit, etc. for clean runs. Installation to include removal of old cabling and installation of new cabling.

- Approx. 3,738 +/- Antennas, connectors, and related components

Requesting Basic Maintenance in case is needed for cable maintenance or configuration changes to existing drop(s). Services for basic maintenance and technical support appropriate to maintain reliable operation when provided for eligible broadband internal connections.

The following basic maintenance services are eligible:

- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone-based technical support
- Software upgrades and patches including bug fixes and security patches

- **Racks:**
 - Approximately 9 +/- Racks with 26 +/- associated Leviton or equivalent connectors and related components.

Bids should be all inclusive including any required connectors or related components that may be needed for a turn-key installation solution.

- **Switches:**
 - Approximately 8 +/- switches with approximately 18 +/- Transceivers

Must be compatible with existing Brocade network.

Bids should be all inclusive including any possible transceivers, fiber modules, POE injectors, licensing, power cords, fan modules, external battery modules, etc. that may be needed. Requesting approx. 5 antennas, connectors, and related components per switch to meet this need.

Requesting licensing as 1 license per eligible switch as both Basic Maintenance and Internal Connections (listed as duplicate equipment in Form 470 table) to meet licensing needs. If bidding licensing as internal connections then will accept bids for 1, 3, and 5-year terms of services. If bidding licensing as basic maintenance, then will accept bids for 1-year terms of services.

- **WAPs:**
 - Approximately 25 +/- Wireless Access Points with approximately 34 +/- Mounting Brackets
 - Approx. 1 +/- controller/ WAP if needed. Ruckus or equivalent.

Must be compatible with existing Ruckus network.

Bids should be all inclusive including any possible POE injectors, licensing, controller, mounting brackets, etc. that may be needed. Requesting approx. 5 antennas, connectors, and related components per WAP to meet this need.

Requesting licensing as 1 license per eligible WAP/ Controller as both Basic Maintenance and Internal Connections (listed as duplicate equipment in Form 470 table) to meet licensing needs. If bidding licensing as internal connections then will accept bids for 1, 3, and 5-year terms of services. If bidding licensing as basic maintenance, then will accept bids for 1-year terms of services.