

Lake Michigan Catholic

Request for Proposal

Allowable Contract Date: January 6, 2016

Bids received after January 6, 2016 may not be considered

915 Pleasant St.

St. Joseph, MI 49085

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Important Notes

- Please **email** all quotations to the above email addresses clearly marked "E-rate bid."
- All quotes must be submitted with the understanding that implementation may be dependent upon:
 - E-rate funding approval by the SLD
 - Enrollments
 - Existing budgetary requirements
- The intent is that *contingent* contracts will be let between January 6, 2016 and January 18, 2016. Purchase and installation of products and services must be between July 1, 2016 and June 30, 2017.
- Hardware must allow for distribution of voice, video, or data signal to other buildings within the district as necessary. Capacity must allow for all users.
- The following specifications are to be used as *guidelines* in quoting a solution. Although specification changes are permitted, *the quality of the product/ service requested must be based upon industry standards at time of delivery.*
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2016 USF Eligible Services List located on the USAC website (<http://www.usac.org/sl/>) for guidance. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)
- All bidders must adhere to the Lowest Corresponding Price (LCP) guidelines (as dictated by the SLD).
- All bidders will understand that if the entity closes, contract termination fees will not be incurred by the entity.
- All bidders will understand that the entity may choose more than one provider for one type of service.
- Multi-year contracts may be considered.
- All bidders must have an E-rate SPIN.
- All bidders must have the 2016 Service Provider Annual Certification Form 473 on file with USAC by September 1, 2016.
- The district reserves the right to accept or reject any or all quotations.
- Implementation and completion of the services are contingent upon the district receiving approved funding from the Universal Services Fund. The services may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of the entity. If requested, the vendor will complete the SPI (Form 474)

application. It is the vendor's responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Corporation and the Universal Services Fund.

- The Board reserves the right to:
 - Reject any or all bids without assigning any reason thereto
 - Be the sole judge of equivalency
 - Waive any bid requirement in accepting or rejecting bids.

Bid Evaluation

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. **Do not assume the lowest bid will be awarded the project.**

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Financial stability
- Personnel qualifications
- Comply with the spirit of the district's long range technology plan
- Compatibility with district hardware/software standards as set forth within district's long range technology plan
- Provide lower long-term cost of ownership
- Ability to upgrade and adapt to technological advances
- Completeness of response and adherence to bid specifications
- Summary of project implementation plan
- Capability of the bidder to successfully complete the installation within the required timeframe

Category 1 Services

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Internet Access - Minimum of 25/10Mb**
 - Domain name registration
 - Provide 99.97% uptime guarantee (if possible)
 - Static IP addresses
 - Minimum of 1
 - 4-hour maximum service response time (24/7)
 - Include itemization of ISP-owned equipment necessary for connectivity that will be placed within the district
 - Provide proof of worker's compensation insurance
 - Provide proof of \$2 million liability insurance umbrella upon award of the bid

- Bids must include line itemization of all components to allow for the use of E-rate funds on all approved items. Itemization should include, but not be limited to:
 - Statistical analyses access via web interface
 - End-to-end maintenance on equipment used to deliver services

Category 2 Services

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Wireless Access Points**

- 802.11ac or equivalent
- Must include the cabling, software, and controller(s)
- Approximately 6 needed
 - Fortigate or equivalent
- An onsite survey may be necessary to accurately quote the project

- **Firewall**

- Minimum of 1
 - Fortigate or equivalent
- Must include the necessary software

- **UPS**

- Approximately 2 needed
- Must include the necessary software

- **Caching Server**

- Minimum of 1
- Must include the necessary software