

REQUEST FOR PROPOSAL

Structured Cabling

Caldwell School District

RFP Number: NCCE.ID.2019.002

470 Number: 190021578

RFP Release Date: February 4, 2019

Non-Mandatory Walk-Through: February 27, 2019; 2PM MST

Deadline for Questions: March 2, 2019; 12PM MST

Proposal Due By: March 5, 2019; 9AM MST

1 Introduction

1.1 Purpose

Caldwell School District (hereinafter, District) is seeking a contract with a company (hereinafter, Respondent) for the following purposes:

Replace structured cabling at three schools: Caldwell High School, Jefferson Middle School, and Wilson Elementary School.

The Northwest Council for Computer Education (hereinafter, NCCE) has been retained by the District to manage its E-Rate application and to conduct a fair and competitive bid for the products and/or services outlined in this Request for Proposal (RFP).

The aim of this Request for Proposal (RFP) is to solicit proposals and enter into a contract or contracts with qualified Respondents to obtain the equipment and services described below.

1.2 Background

The District seeks bids from qualified Respondent(s) to replace structured cabling at three schools. Any Respondent(s) awarded a contract based on a proposal submitted in response to this RFP will be required to comply with all FCC program regulations as well as any rules established by the Universal Services Administrative Company (USAC) and the Schools and Libraries Division.

1.3 About the District

Caldwell School District is located in Canyon County, Idaho, in the Boise metropolitan area. Approximately 6,400 students attend six elementary schools, two middle schools, and two high schools.

2 Request for Proposal (RFP) Detail

2.1 RFP Number

The reference number for this RFP is NCCE.ID.2019.002. This number must be referenced on all proposals, correspondence, and documentation relating to this RFP.

2.2 Important Dates

RFP Release Date:	February 4, 2019
Non-Mandatory Walkthrough:	February 27, 2019; 2PM MT
Deadline for Questions:	March 2, 2019; 12PM MT
Proposal Due By:	March 5, 2019; 9AM MT

Late proposals will not be accepted under any circumstances.

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2.3 Questions about this Proposal

All questions, comments, or concerns regarding this RFP must be submitted to Eric Chambers at: <https://web1.infinitespace.ca/etegri/paccess.do?pal=SEJRUkZNR0U>.

Attempts to contact anyone else regarding this RFP shall be viewed as an attempt to circumvent the competitive bidding process and may result in the disqualification of your bid(s).

Phone calls regarding this RFP will not be accepted.

3 Scope of Work

The District is requesting proposals for structured cabling of three schools as follows:

School	Number of Cable Runs
Caldwell High School	778
Jefferson Middle School	420
Wilson Elementary School	284

Additional Information:

- All runs are replacing existing cabling.
- Currently, all runs between MDFs and IDF's are fiber and do not need to be replaced.
- Respondents are encouraged to submit pricing for both CAT6 and CAT6a.
- Bids should include the cost to remove existing cable.
- Bids should include similar number of 3' and 7' patch cables. Patch cables should match the color used for the main cable. Winning respondent must coordinate with District on final color selection.
- Must include new face plates at all locations.
- All runs must be labeled at both ends using the District's numbering scheme.

4 Contents of Proposal

All proposals must have the following sections in their submission:

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Brief Agency Background (Required)

No page limit but you are limited to one file (such as a PDF). Please ensure this document includes sufficient information to determine if your organization has the background and experience to complete this project if selected.

Project Proposal (Required)

No page limit but you are limited to one file (such as a PDF). Please include product specifications, timelines, warranties, testing protocols,

Proposed Contract (Required)

No page limit but you are limited to one file (such as a PDF). Please include a sample contract that outlines all the general terms and conditions associated with this work.

Price of Eligible and Ineligible Goods and Services (Required)

Pricing must be submitted on the attached spreadsheet (Attachments A).

References (Required)

Respondents must provide three references, preferably from customers of similar size/need. References shall include the following required items:

- Full name
- Company/organization name
- Position at company/organization
- Full address (street address, city, state, zip)
- Telephone number
- Email address
- Name of project or projects completed
- Value of project or projects completed

Additional information (Optional)

No page limit but you are limited to one file (such as a PDF). You may include white papers, technical specifications, and other information. *This will not be scored.*

Submitting a Proposal

Proposals shall be submitted online at

Proposals submitted using any other method will be deemed non-responsive.

Proposers will be required to create an account through Etegrī to submit a bid response. If you have not previously created an account, you will be prompted to do this when you follow the link above.

Bids will remain sealed until the bidding has been closed at which point they will be released to the District for evaluation.

5 Scoring Criteria

Respondents who fail to provide all required information as outlined in Sections Three and Four above will be deemed non-responsive and will not be scored.

The following criteria shall be used to evaluate responsive bids:

40 points	Price of eligible goods and services
35 points	Quality of proposal and proposed contract
15 points	References
10 points	Prior experience with Respondent

Non-Response Bids

In addition to the criterion listed in Sections Three and Four, the Respondent's bid responses will be deemed non-responsive by the District and will be rejected without further consideration or evaluation if statements *such as* the following are included:

- "This bid does not constitute a binding offer."
- "This bid will be valid only if this offer is selected as a finalist or in the competitive range."
- "The Respondent does not commit or bind itself to any terms and conditions by this submission."
- "This document and all associated documents are non-binding and shall be used for discussion purposes only."
- "This bid will not be binding on either party until incorporated in a definitive agreement signed by authorized representatives of both parties."
- A statement of similar intent.

6 Additional Information

Any modification of this RFP that results in substantial changes to the Statement of Work will be published in an Addendum to this RFP. This RFP and subsequent addendum, if any, shall be published at the Schools and Libraries Divisions EPC system. It is the responsibility of the Respondent to ensure they have reviewed the RFP and any addendum prior to submitting a proposal.

Proposers may submit questions through the Etegri bid management portal at <https://web1.infinitiesource.ca/etegri/paccess.do?pal=SEJRUKZNR0U>. Generally, questions will be answered within two business days and all answers will be distributed to all Proposers via email.

The District reserves the right to not answer some questions if, in the opinion of the District and their agents, the answer is not necessary to provide a qualified bid.

Please see the deadline for submitting questions, above.

It is the responsibility of the Respondent to ensure that they have reviewed all questions and answers prior to submitting their proposal.

6.1 Authorized Signature

Every proposal must be signed by the person or persons legally authorized to bind the Respondent to a contract. Proposals submitted by a third-party agent for equipment or services on behalf of another entity, must include a valid letter of authorization, power of attorney, or other documentation sufficient to certify the agent's authority to bind the Respondent.

6.2 Availability of Funds

The District's obligation under this RFP and subsequent contract(s) is contingent upon the availability of funds from which payment for contract purposes can be made including funds from the Federal e-rate program, State matching funds, and the District's general fund.

8.3 Award Rights

The District retains the right to award all or part of the work described in this RFP, to one or more Respondents.

8.4 Cancellation

The District retains the right to cancel this RFP and all supporting documents at any time. Cancellation notices shall be posted as an addendum in the Schools and Libraries Division EPC system.

8.5 Clarifications

The District reserves the right to obtain clarification of any point in the proposal obtaining information necessary to properly evaluate the proposal, including contacting subcontractors if listed in the proposal. Failure of a Respondent or subcontractors to respond to such a request for additional information or clarification may result in the rejection of the proposal. The District's retention of this right shall in no way reduce the responsibility of the Respondent to submit a complete, accurate, and clear proposal.

8.6 Compliance with Local, State, and Federal Laws

The Respondent must know, understand, and comply with all local ordinances and state and federal rules, regulations, and laws related to the competitive bid process.

8.7 Confidentiality

Proposals received in response to this RFP may be subject to public records requests. It is the responsibility of the Respondent to clearly mark any information that is proprietary or otherwise exempt from federal, state, or local public information requests. (c.f. The Freedom of Information Act, 5. USC § 552). Marking the entire proposal as “proprietary” may result in the rejection of your proposal.

Any information marked as “proprietary” shall be protected to the best of the District’s ability. However, the decision to release proposals remains with the District.

8.8 Conflict of Interest

Potential conflicts of interest shall not automatically result in the rejection of the proposal, but they must be declared with the proposal.

8.9 Cost Allocation and Ineligible Products/Services

The Respondent is responsible for correctly applying cost allocation to otherwise eligible products and services and correctly identifying ineligible products/services on the bid form.

8.10 Cost of Preparing Proposal

All costs incurred in the preparation of the proposal(s) shall be the responsibility of the Respondent and shall not be reimbursed by the District.

8.11 Debarment

The Respondent must not be debarred, suspended, proposed for debarment, voluntarily excluded or otherwise declared ineligible to enter a contract with the District by any local, state, or federal department or agency. The Respondent agrees to notify the District and the NCCE of any change to this status.

8.12 Design Limitations of this RFP

This RFP is intended to represent a functional description and performance criteria for required systems. The Respondent is responsible for the actual system engineer and design activities that shall lead to the final system configuration (c.f. “Cost of Preparing Proposal” above).

8.13 Errors in the Proposal

Respondents are responsible for all errors and omissions in their proposal and any such errors or omissions shall not serve to diminish their obligations to the District.

8.14 Inconsistencies

In the case of inconsistencies or disputes among the Agreement, the District's RFP, and the Respondent's Response to the RFP, the following order of precedence shall prevail in descending order of priority:

1. The Agreement and any written and fully signed amendments thereto.
2. The District's RFP and any written amendments thereto.
3. The Respondent's Response to the RFP and any authorized written amendment or clarifications thereto.

8.15 Incorporation of the RFP and Proposal in the Final Agreement

This RFP and the selected Respondent's/Respondents' response, including all promises, warranties, commitments, and representations made, shall be binding and incorporated by reference into the District's contract with the Respondent.

8.16 Proposal Disposition

All materials submitted in response to this RFP shall become the property of the District.

8.17 Reseller Authorization

When applicable, Respondent must be able to produce upon request, evidence of reseller authorization from the hardware and/or software manufacture.

8.18 Right to Waive Irregularities

The District reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The District also reserves the right to waive mandatory requirements if all of the otherwise responsive proposals failed to meet the requirement and doing so does not materially affect the scope of the project.

8.19 Service Provider Identification Number (SPIN)

Respondent must in have a valid SPIN at the time the proposal is submitted and must not be in 'red light' status with the Federal Communications Commission as listed here: <https://apps.fcc.gov/redlight/login.cfm>

8.20 Severability

If any provision or part of a provision of this Request for Proposal is found invalid, illegal, unenforceable, or in violation of FCC rules, that portion shall be modified or severed from this RFP and the remaining provisions deemed valid and enforceable. In the event of a modification or removal of any provision or part of a provision of

this RFP, NCCE shall publish an addendum the Schools and Libraries Division EPC system.

8.21 Taxes and other fees

Current sales taxes and other fees must be included in the proposal.

8.22 Terms of Validity

Proposal should be valid for a period of 180 days or the date of the FCDL, whichever is greater.

8.23 Use of Subcontractors

The Respondent shall, in all cases, serve as the sole point of contact with regard to any subcontracted services, equipment, software, and supplies, and shall ensure that any and all subcontractors comply with the terms of this RFP and subsequent Agreement(s). Responsibility for all work shall be the sole responsibility of the Respondent.

8.24 Withdrawal of Proposal

The Respondent may withdraw their proposal from consideration at any time prior to the bid opening by contacting Eric Chambers at echambers@ncce.org.