



WINDSOR C-1 SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

6208 HIGHWAY 61-67, IMPERIAL, MO 63052
636-464-4400 | FAX 636-464-4454

REQUEST FOR PROPOSAL: RFP ERATE

This request for proposal consists of 5 pages beginning with this one.

Windsor C-1 School District is soliciting competitive sealed proposals from IT solutions providers for New Chromebooks, complying with all terms and conditions described in this document.

Proposals will be accepted no later than 2:00 p.m. central time, March 19th, 2021. Proposals received after this time will not be accepted.

Mark all documents **ERATE PROJECT**. Mail or deliver all proposals and accessory documents to:

Windsor C-1 School District
Technology Department
6208 US HWY 61/67
Imperial MO 63052

Proposals must be manually signed on this Windsor C-1 Form in the space provided below.

Please submit 2 paper sets of your proposal. Mark the signed copy as "Original."

Windsor C-1 reserves the right to accept or reject any or all proposals and to award a contract in the best interests of the district.

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits, if any.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposal for the purposed of restricting

I acknowledge that there is no conflict of interest as defined in the district's policy for Request for Proposals found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF)

By signing below, Proposer agrees to the district policies for Request for Proposals found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF) which are herein expressly incorporated by reference.

Company Name

Company Telephone Number

Company Address

Company Fax Number

City, State, Zip Code

Email Address

Authorized Signer's Full and Title

Authorized Signature Date

1.0 REQUEST FOR PROPOSAL OVERVIEW

Project Name: E-RATE PROJECT
RFP Identifier: E-RATE PROJECT
RFP Release Date: February 18th, 2021
RFP Due Date: March 19th, 2021

1.2 Scope of Services Sought

REQUESTED SERVICES

The Request for Proposal (“RFP”) issued by Windsor C-1 School District is to acquire proposals from qualified firms to supply new network wireless hardware and software. **Seeking Extreme Networks Aerohive - Cloud IQ Wireless OR Equivalent system.**

Wireless Hardware:

- AP305C-FCC ExtremeCloud IQ: Indoor WiFi6 AP 2x2 Radios or equivalent. (**Quantity 234**)
- AP510C-FCC ExtremeCloud IQ: Indoor WiFi6 AP 4x4 Radios or equivalent. (**Quantity 2**)
- AH-ACC-BKT-AX-WL Bracket Wall Mount or equivalent. (**Quantity 2**)

Licensing:

- XCIQ-PT0-C-EW-3YR-K12 ExtremeCloud IQ Pilot Tier 1 Cloud RTU License and EW TAC 3Yr or equivalent. (**Quantity 236**)

Firewall Appliance:

FG-200F-BDL-950-36 Fortigate 200f (with 3-year FortiCare/FortiGuard) or equivalent.

Labor:

Installation and Configuration of the system and testing to ensure WiFi and Firewall are operational to district’s satisfaction. Windsor C-1’s Technology Department will perform deployment and mounting of the wireless access points. Cabling is already in place.

Project must be completed during summer break, with project completion no later than August 13th, 2021.

2.0 E-RATE

Potential bidders must adhere to E-RATE vendor policies and must have a SPIN (Service Provider Identification Number). This spec list is part of the bidding process for the district's form 470, #210023613.

3.0 ABOUT WINDSOR C-1 SCHOOL DISTRICT

For a full description of Windsor C-1 School District, its mission, demographics, and vision can be found at <http://windsor.k12.mo.us>.

4.0 INSTRUCTIONS TO THE VENDOR

3.1 Communication/Questions

Vendors are expected to raise any questions, or additions they may have concerning the RFP document as soon as they become aware of them. Any questions or requests for clarifications must be directed in writing to jroussin@windsorc1.com. The subject line of the email must be labeled "RFP ERATE PROJECT- Question." The only contact allowed with Windsor C-1 District staff is jroussin@windsorc1.com, as stated above. Any additional information or clarifications that are provided to one bidder will be provided to all bidders in the form of an addendum posted to the Windsor C-1 School District Website, <http://windsor.k12.mo.us>. Vendors are responsible for checking this site for any addenda that may be issued.

3.2 Calendar of Events

The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

Issue RFP: February 18th, 2021

Deadline for Submission of Questions: March 10th, 2021 12:00 p.m. CST

Proposal Due Date: March 19th, 2021 2:00 p.m. CST

Bid Opening: March 19th, 2021 3:00 p.m. CST

3.3 Submission of the Response

Respondent must submit 2 sets. Please clearly mark the set with the original signature as "ORIGINAL" on the cover:

Windsor C-1 School District
Technology Department
6208 US HWY 61/67
Imperial MO 63052

Proposals will be accepted no later than 2:00 p.m. Central Standard Time, March 19th, 2021. Proposals received after this time will not be accepted. Proposals shall be deemed accepted (1) when received by hand by a Windsor C-1 District Technology Employee or Central Office employee, or (2) received in the Windsor C-1 Central Office with proof that a common carrier delivered the proposal to

6208 US HWY 61-67, Imperial, MO 63052 and it is signed for by an Windsor C-1 employee prior to 2:00 p.m. Central Standard Time, March 19th, 2021.

All responses must be packaged, sealed, and show the following information on the outside of the package: Respondent's name, address, and the request for proposal number and title.

3.4 Evaluation Criteria

A Windsor C-1 evaluation committee will be established to evaluate proposers' responses to each of the RFP requirements. Proposals should be complete on their face. However, after opening of responses, Windsor C-1 reserves the right to waive irregularities in any proposal and/ or, to request clarifying information it deems appropriate from one or more respondents.

Proposals will be evaluated based on the following criteria:

Cost pricing of proposed services.

Qualifications/ Experience

Experience in providing requested services to similar entities.

Responsiveness Clarity, completeness, and relevance of vendor's response.

References Satisfaction of past customers.

4.0 PROPOSAL FORMAT AND CONTENT

Responses are to be formatted and tabbed in the form and sequence described in Section 4. Responses not following the format outlined will not be considered. The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective response are not necessary or desired. The response should not exceed 20 pages. Additional data can be provided in appendices. However, any information provided beyond 20 pages or in the appendices may not be reviewed. Quality, not quantity, is desired.

4.1 Response Organization

SECTION 1: Signed Cover Page

The Windsor C-1 cover page must be signed by a vendor representative authorized to make contractual obligations and submitted as Section 1 of the response. Please include all contact information.

By signing the cover page, you are acknowledging and accepting the terms outlined in the RFP and the district's RFP Policy for Request for Proposals found at <http://simbli.eboardsolutions.com/mo/windsorc1> (Policies DJF) and are herein expressly incorporated by reference.

SECTION 2: Vendor Qualifications and References

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided and legal status of vendor organization, i.e. corporation, partnership, etc.

Include documentation to verify proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFP.

Describe successful projects or experiences comparable to the services requested in this RFP and in environments comparable or greater in size to Windsor C-1 School District.

Vendor References

Vendor shall provide at least three client references including the names of the individual(s) you would propose Windsor C-1 to contact, together with phone numbers and company names and addresses.

Windsor C-1 reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the vendor. Windsor C-1 also reserves the right to use other sources to obtain information about the proposed products and services.

SECTION 3: RFP Response (Excluding Price)

Describe how you propose to meet or exceed the scope of service set forth in section 1.2. This section should also describe any information that Windsor C-1 must supply and/or any other resources Windsor C-1 must supply in order for the vendor to complete the required deliverables.

SECTION 4: RFP Response (Price Information)

Respondents should clearly state their firm's pricing structure within their proposal. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables, which must be identified. Payments should not be associated with the passage of time. Windsor C-1 does not reimburse for vendor out-of-pocket cost. Windsor C-1 does not pay in advance for services. Windsor C-1 is exempt from sales and use tax by state statute

SECTION 5: Additional Materials, Brochures, Etc.

Materials added to this section will not count towards the stated page limit size of this RFP. However, the materials may not be reviewed. Please only include relevant and necessary information.

5.0 Award

Windsor C-1 reserves the right to determine which vendor, in its sole judgment; best meets the District's needs. Notification of award will be accomplished by posting the name of the recommended awardee on the Windsor C-1 Website. Bids will be opened at 3:00pm March 19th, 2021 for review.

6.0 Vendor Payment

Windsor C-1 School District will provide payment to vendor after completion of project. Project must meet the satisfaction of Windsor C-1 School District prior to release of payment.