

Request for Proposal

North Scott Community School District

Wireless Access Point Upgrade 2020

Prepared by: Josh Tipsword

February 13th, 2020

Notice of Intent to Propose Due:

February 28th, 2020

1.1 Purpose and Scope

The purpose of the Request for Proposal (RFP) is to solicit from vendors proposals to replace access points for our school buildings in the North Scott Community School District (The District). General information about the District can be found on the District's website at <http://www.north-scott.k12.ia.us> The District is replacing existing Cisco 3602i Access Points, which are nearing their end of useful life. ***This project will be directed, in part, by our E-rate funding.***

A copy of this Request for Proposal (RFP) may be obtained from the District's Technology web site at <https://www.north-scott.k12.ia.us/district/notice-to-bidders.cfm> . It is the sole responsibility of the "proposer" to monitor the District Technology website for any amendments to the RFP. For the purpose of this document, the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFP.

1.2 Evaluation Process

At the completion of the RFP process, the North Scott Community School District will determine the viability of moving forward with the purchase of items as listed in section 1.14.

The proposals will be evaluated on the following scale as per E-Rate recommendations:

Number	Factor	Points
1	Vendor's cost, including unit prices, shipping charges, engineering support.	5
2	Proposal Preparation, thoroughness and responsiveness to this RFP	4
3	Vendor's experience, timeliness of warranty returns, based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience meeting the needs of NSCSD concerning this project.	3
4	The extent to which the vendor's proposed solution fulfills NSCSD's stated requirements as set out in this RFP.	3
5	Failure to supply SPIN, proof of Form 473 is grounds for proposal disqualification.	0
	Total Points Possible	15

1.3 Schedule

Hard copy or email responses and related material must be delivered / received by March 12, 2020, 2:00 PM CST, as specified in the RFP. Late responses will be rejected at the sole discretion of the North Scott Community School District.

An approximate schedule for selection is as follows:

Issue RFP / Publish to the District Website	02/13/2020
Vendor Notice of Intent to Propose	02/28/2020
Deadline for Questions	03/06/2020
Proposals Due	03/12/2020 by 2:00 PM CST
Tentative Vendor Selection	03/13/2020
Contract Completion / Delivery No Later Than (E-Rate dependent)	07/08/2020

1.4 Notice of Intent to Propose

Those submitting proposals are required to submit a Letter of Intent no later than February 28, 2020 via email to Josh Tipsword at josh.tipsword@north-scott.k12.ia.us or by fax to 563-285-6075. The letter must be submitted on the vendor's letterhead. Please identify the name, address, phone number, fax number, and email address of the person who will serve as key contact for all correspondence regarding this RFP.

Submission of the Letter of Intent constitutes the vendor's acceptance of the procedures, evaluation criteria, and all administrative instructions of this RFP. Letters may be withdrawn at any time before the deadline for submission. A list of all vendors submitting a letter of intent will be available upon request.

1.5 Deadline for Questions

Questions with regard to the RFP may be asked via phone call or email. Official answers will be emailed to all proposing vendors. In order to make information available to all proposing vendors, no questions will be answered past March 06, 2020 as stated in schedule in Section 1.3.

1.6 RFP Submission

Please submit on (1) hard copy of the proposal, in its entirety to 251 E. Iowa Street or email to the contact and address below no later than 2.00 PM CST on March 12, 2020.

Josh Tipsword
North Scott Community School District
251 S. Iowa Street
Eldridge, Iowa 52748
josh.tipsword@north-scott.k12.ia.us
Attn: Wireless Access Point Proposal

1.61 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that their proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor. This time is required for response for our E-rate application.

1.7 Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the District Technology Director listed below. Unauthorized contact regarding this RFP with District employees will not help. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on written, faxed, or emailed statements issued by the District Network Specialist

Josh Tipsword
200 S 1st Street
Eldridge, Iowa 52748
Office: 563-285-3257
Fax: 563-285-6075
Email: josh.tipsword@north-scott.k12.ia.us

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed. This project will be submitted to E-rate, but is not totally contingent to acceptance by E-rate.

1.9 RFP Revisions

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be posted to the District's technology website. It is the sole responsibility of the proposer to monitor the District's technology website for the posting of such information.

1.10 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.11 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the North Scott Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described.

1.12 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

1.13 Payment Terms and Conditions

The proposal must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, and installation and training fees. This RFP is only for products listed below. The District is not in need of services, project management or installation based on requested items in this RFP.

1.14 Products To Be Priced

The following or the functional equivalent are the products we wish to purchase:

Part Number	Description	Qty
C9130AXI-B-EDU	Cisco Catalyst 9130AX Series	55
AIR-DNA-E-3Y	AIRONET DNA ESSENTIAL 3YR TERM LIC	55

North Scott Community School District

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Proposal Form

This form is to be attached to the requested information in the Request For Proposal Document

We submit the following proposal for North Scott Community Schools:

Vendor: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Contact Email: _____

Phone #: _____ Fax #: _____
