



E-Rate Year 26 (FY 2023)

RFP Basic Maintenance of Internal Connections  
For  
Jacksboro Independent School District

January 19, 2023

Jacksboro ISD is seeking bids for Basic Maintenance Services for the district to support the district's rapidly growing technology needs.

The Successful bidder(s) will be responsible for participating in the federal E-rate program and must have an E-Rate SPIN.

The District reserves the right to accept or reject any and all proposals, to make a partial award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award or a partial award will be at the sole discretion of the District.

The District reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s), whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the District.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the Funding Response Number (FRN) at the percentage rate submitted.
- The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount and invoice the district only the undiscounted portion.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid Service Provider Identification Number (SPIN) at the time the bid is submitted. The

District reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The DISTRICT reserves the right to accept the pricing proposal solely dependent upon SLD approval.

- Should any doubt or difference of opinion arise between the District and the successful proposal awarded this Contract as to the items to be furnished/serviced hereunder or the interpretation of the provisions of this RFP, the decision of the District shall be final and binding upon all parties.
- Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the District. In general, the following criteria will be used: price, qualifications, service approach, and the experience of the Proposer, with price being the primary factor [NOTE: while "price" may include E-Rate ineligible charges, these E-Rate ineligible charges will be scored separately from E-Rate eligible charges; the E-Rate eligible charges will be given the highest weight in the evaluation process]. Per District preference, priority will be given to local vendors. The District will negotiate with the selected Proposer(s) for mutually agreeable terms for the District's basic maintenance of internal connections services before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFP.
- Submit a clear, concise response to accomplish the scope of services that reflects your understanding of the District's requirements as described in the Scope of Service. This response should demonstrate an understanding of the District's needs.
- Submit a detailed breakdown of the costs and charges involved in completing the scope of work. The District relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the District. Prices should be all inclusive including all special construction or non-recurring costs and all monthly recurring costs.
- An individual having full authority to execute the proposal and to execute any resulting contract for services ("authorized representative") must complete and submit the attached Proposal Response Form.
- No officer or employee of Jacksboro ISD shall have a financial interest, direct or indirect, in any contract made with Jacksboro ISD.

- Important Dates to Remember:  
RFP Posting date January 19, 2023  
Bid Opening Date February 16, 2023  
NO billing can take place before July 1, 2023.

*\*Prospective Service Providers will be required to submit three references, with the proposal describing experience with comparable projects in the Technology customer market and their SPIN number. Failure to supply these documents may be considered grounds for disqualification*

**Scope of work:**

Section 1: Introduction

Jacksboro ISD, hereafter referred to as Applicant, wishes to compare options for equipment maintenance, and equipment licenses.

Section 2: Network Equipment Maintenance

Seeking services for following:

- o Basic Maintenance/Firmware updates of Meraki Switches
- o Basic Maintenance/Firmware updates of Meraki WAP's
- o Basic Maintenance of APC Battery Backups

Please submit a quote in the form of a worksheet showing the total cost to maintain the equipment below. Include breakdown by campus and the percent of costs eligible and not eligible by E-rate funding.

**\*This worksheet must accompany the Scope of Work documentation, References, the Proposal Response Form, and the Conflict of Interest Questionnaire.**

Service Location	Qty (Capacity)	Qty (Capacity)	Qty (Capacity)
Jacksboro Elementary	15 Meraki Switches	54 Meraki Access Points	4 APC's
Jacksboro Middle School	11 Meraki Switches	34 Meraki Access Points	6 APC's
Jacksboro High School	21 Meraki Switches	60 Meraki Access Points	8 APC's
ISP Configuration and Maintenance	(1) MX450 Firewall		

### Section 3: Evaluation Criteria

#### RFP Scoring Rubric

<b>% Weight</b>	<b>Criteria</b>
35%	Price of Eligible Products/Services
15%	Total cost of project
10%	Quality of vendor's goods and services
10%	Proven ability of Proposer to perform similar contracts and provided similar service promptly
5%	The extent to which the goods and services meet the District's needs
5%	Experience and delivery performance and accuracy
20%	Vendor's past relationship with the District

Proposals must be received no later than Monday, February 16, 2023 2:00 p.m. CST

Proposals must be submitted via email to: [thomasgc@jacksboroisd.net](mailto:thomasgc@jacksboroisd.net)

## PROPOSAL RESPONSE FORM

DATE: \_\_\_\_\_

Proposal of : \_\_\_\_\_, (herein after called Vendor), a Corporation/Partnership/an Individual doing business as

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TO: The Jacksboro Independent School District (hereinafter called the Owner).

The Proposer, in compliance with your Request for Proposal for Basic Maintenance of Internal Connections having examined the RFP and Scope of Services with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the Proposal Submission Instructions, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Proposer acknowledges receipt of the following addenda in the event subsequently issued.

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Proposer agrees to perform the Basic Maintenance of Internal Connections described in the RFP Scope of Services.

Submitted by authorized representative:

\_\_\_\_\_  
Firm

\_\_\_\_\_  
FEI/SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Service Provider Identification Number (SPIN)