



Request for Proposal

Caching Server and Managed Services Contract

Bid # ASD2020-IC

Alcorn School District  
31 CR 401  
Corinth, MS 38834

## Notice to Bidders

Notice is hereby given to interested bidders that the Alcorn School District will receive written, sealed bids until the hour of **11:00 a.m., February 19th, 2020**, at which time bids will be opened in the Board Room of the Alcorn School District at 31 CR 401, Corinth, MS 38834. Request for Proposals can be received on the district website at [alcornschools.org](http://alcornschools.org).

## Newspaper Ad

### REQUEST FOR PROPOSALS

Alcorn School District will accept proposals until 11:00AM CST on February 19<sup>th</sup>, 2020 for Caching Server and Managed Services Contract. RFP and any additional documents will be available at [alcornschools.org](http://alcornschools.org). Contact Dylan Lambert, [dlambert@alcornschools.org](mailto:dlambert@alcornschools.org) or 662.284.6733 for more information.

Sealed bids will be opened at 11:00 AM, CST February 19<sup>th</sup>, 2019 in the Board Room of the Alcorn School District Administrative Office. Bids must be in a sealed envelope clearly marked as follows: "2020 E-Rate Bid #ASD2020-IC" Envelopes not so marked may remain sealed.

Bids may also be submitted electronically at [alcornschools bids.com](http://alcornschools bids.com).

The Alcorn School District Board of Education reserves the right to reject any and/or all proposals and waive any informalities.

Alcorn School District

PO Box 1420

Corinth, MS 38835

662.286.5591

## Bid Timeline

Letter of Intent to Bid Due Date	February 5th, 2020 11:59 p.m.
Bid Due Date and Opening	February 19th, 2020 11:00 a.m.

## Description of Project

The Alcorn School District (hereinafter referred to as "ASD") intends to upgrade our existing caching server, as well as initiate a managed services contract. The product lines piloted, approved, and to be licensed are CacheBox Caching Server, and Extreme Networks switching and management systems. The listed infrastructure has been evaluated and established as the standard for the district. The evaluation of this system is complete, and the district plans to continue developing this standard.

Vendors may bid on one or all parts. Any discounts for bundled pricing or winning more than one portion of the RFP will be considered and allowed.

### Intent to Bid

Alcorn School Districts requests that all vendors interested in submitting a proposal complete the Letter of Intent to Bid that is provided at the end of this document. The Letter of Intent to Bid should be emailed to Dylan Lambert at [dlambert@alcornschools.org](mailto:dlambert@alcornschools.org) prior to February 5th, 2020 11:59 p.m. If an email reply is not received within 24 hours, it is the responsibility of the respondent to call Dylan Lambert at 662-284-6733 to confirm receipt of your Letter of Intent to Bid.

Submitting a Letter of Intent to Bid does not commit you to bidding, however the Letter of Intent to Bid is a requirement to submit a proposal.

### General

The specifications herein are provided to convey the intent of the District and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide. Technical specifications of all equipment and necessary components proposed should be provided with the bid.

Prices quoted shall be an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty-four (24) months from the time of the contract signing. This RFP is for a 1-year contract for Equipment to be purchase during the 2020/2021 E-Rate Funding Year. The Managed Internal Broadband Services contract will be a 1 year contract from July 1, 2020 through June 30, 2021.

Omissions in the proposal of any provision described herein shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or be in doubt to its meaning, the vendor shall at once notify Alcorn School District. All questions should be addressed to Dylan Lambert and sent via email to [dlambert@alcornschools.org](mailto:dlambert@alcornschools.org).

If a response is not received within 24 hours, it is the responsibility of the respondent to call Dylan Lambert at 662-284-6733 to confirm receipt of the questions. All questions and answers will be emailed to all vendors that receive the RFP.

## **Bid Submission Instructions**

Bids may be hand delivered or mailed to the Alcorn School District located at 31 CR 401, Corinth, MS 38834.

**Bids must be submitted in a sealed envelope clearly marked as follows:**

**“2020 E-Rate Bid #ASD2020-IC”**

**Bid Opening: February 19th, 2020 11:00 a.m.**

Envelopes not so marked will not be considered. The Alcorn School District Board of Education reserves the right to reject any and/or all bids and waive any informality.

As an alternate submission mechanism, bids may be submitted through secure electronic submission via [alcornschoolsids.com](http://alcornschoolsids.com). Vendors wishing to submit their proposal via secure electronic bidding should email Dylan Lambert for electronic submission instructions. If a response is not received within 4 hours, it is the responsibility of the respondent to call Dylan Lambert at 662-284-6733 to confirm receipt of the request.

Bidders must submit one (1) original and two (2) copies of their full response along with one (1) electronic copy.

The first page in the bid submission packet must be the Bid Worksheet. The worksheet will show the vendor's total cost for ALL schools. In addition to the Bid Worksheet, Vendors MUST provide quotes submitted on the vendor's standard quote form and broken down by school to facilitate the new E-Rate C2 Requirements. Failure to comply may result in bid disqualification.

Bids must include the following:

The “Bid Worksheet” completed and signed by the bidder. Note, the “Bid Worksheet” is a total for all schools. Individual quotes divided by school must be provided to accommodate the new E-Rate C2 budget requirements. In the occurrence of discrepancies between the total costs and line item costs, the line item cost will be deemed to be the correct cost.

**(THE BID WORKSHEET MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)**

Required Documents as listed in this RFP.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Alcorn School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or electronically transferred bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

PLEASE NOTE: Common Carriers, UPS and FedEx, in the Corinth, Mississippi area generally do not deliver overnight packages on time. The Alcorn School District will not be responsible for nor will it accept bid responses delivered after the deadline.

## **Evaluation Methodology**

The Alcorn School District Board of Education will award a contract based on the vendor submission that best meets the needs of the Alcorn School District with regard to the current Technology Plan, future growth, RFP

specifications, and not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price, based on 1-year cost of ownership estimate (to include base price, renewal fees and additional support fees)
- Strength of References
- Adherence to Technical Specifications
- Technical Certifications of Vendor Staff
- Number of Service Staff within close proximity to Corinth, MS
- Vendor response time
- Turnkey Solution
- Ease of Use
- Preference may be given for prior positive experience with the Vendor

#### **Vendor Qualifications**

The Alcorn School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Alcorn School District all such information and data for this purpose as the Alcorn School District may request. The Alcorn School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder

fails to satisfy the Alcorn School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Alcorn School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services
- Be an authorized dealer in the State of Mississippi for all products
- Have current liability insurance and workers compensation insurance (certificates of insurance must be furnished by winning bidder within 10 days of award)
- Provide documentation of the vendor's employee certifications
- Provide an E-Rate SPIN
- Provide at least 3 references for projects of the same scope and size

### **Financing**

This project will be subsidized by the E-Rate program and is therefore subject to funding availability and contingent upon E-Rate funding. Due to the extended period of time it could take for the District to receive a funding commitment from USAC for this project and possible unforeseen financial circumstances, any contract arising from this RFP will also be contingent upon the District's availability of funds at the time of funding for the non-E-Rate portion of the project AS WELL AS approval of the contract from the Public Procurement

Review Board of MS. The District also reserves the right to increase or decrease quantities requested in this RFP to adhere to the District's needs at the time of funding.

The Alcorn School District requires that the winning bidder provide the USAC Service Provider Invoice (SPI) method for invoicing.

### **Disqualification of Bidder**

The Alcorn School District reserves the right to award to other than the lowest bidder when, in the judgment of the District administration, it is in the best interest of the District to do so. A Bidder may be disqualified for such reasons as:

1. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form
2. Bidder being in litigation with the Alcorn School District
3. Bidder having defaulted on a previous contract
4. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Alcorn School District
5. Bidder's failure to include documentation for required certifications and authorizations

The above is not an inclusive list.

**The Alcorn School District will strictly adhere to the rules and regulations of the E-Rate program and State of Mississippi Procurement Law when evaluating bid responses.**

The major portions of this project are:

### **Caching Server Upgrade**

It is the intention of ASD to upgrade our existing caching appliance to compensate for the increase in internet bandwidth from 250Mbps when this appliance was installed to 1Gbps.

The caching server will be used to provide software update caching from leading operating systems and reputable vendors such as Apple, Adobe, Windows, and Google, as well as caching requests from a large-range educational content provider including login protected content.

The caching server needs to be able to conduct YouTube video caching, cache http as well as https content, and online testing platforms that utilize TestNav, ProctorCache, and DRCdirect.com

Product Specifications -

- ApplianSys CACHEBOX420 or Equivalent
- Mix of SSD and HDD storage
- Minimum 1 Gbps throughput capacity
- 1Gb NICS available.
- Rack Mount for Cache Server - Dedicated Appliance and not a general-purpose multi-purpose server
- Any and all proposals needs to include materials, mounting hardware, licensing, activation, initial configuration, testing/certification, and any other related fees. Please indicate any deviations or recommendations in your bid.

### **Managed Internal Broadband Services**

The Alcorn School District is seeking proposals for Managed Internal Broadband Services as defined in the 2020 E-Rate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc.

All Contracts should be quoted as a Monthly Recurring Charge (MRC). Please indicate any E-Rate eligible costs and all E-Rate ineligible costs in proposal. Include any up-front costs (NRC) and indicate which portion of that cost are E-Rate eligible and any E-Rate ineligible costs.

Contracts will have a 1-year term from July 1, 2020 through June 30, 2021. If the project is not funded until after July 1, 2020, the contract will be in effect from the day of notification of funding from USAC until June 30, 2021. The Alcorn School District will not be responsible for the Monthly Recurring Fees for months prior to a

funding commitment from USAC. The contract is also contingent upon annual funding by USAC. If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures. Please also include the number of network engineers available within 150 miles or 2.5 hours of the Alcorn School District in Corinth, MS.

If proposal is totally or mostly on-site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

### **Current Network Bandwidth and WAN Configuration**

The Alcorn School District is currently using ENA (Education Networks of America) WAN circuits and Internet Access. The winning vendor for the C2 project must be willing to work with the C1 services and demarcation equipment, if necessary.

### **Other Considerations**

The Alcorn School District welcomes proposals that may not meet these specifications exactly. However, such proposals must explain in detail how the alternative proposal will meet the general specifications of this RFP and why the District should consider such an alternative. If the explanation and reasoning satisfy both the District Administration and members of the IT department of the Alcorn School District, then the proposal will be considered as if it meets specifications.

Due to the fast pace of technology, equipment and new technology is constantly emerging. Since the earliest the Alcorn School District expects to receive funding for their Category 2 project is August 1, 2020, and because many things can change with technology and within the School District, the Alcorn School District will require that the awarded vendor or vendors complete a new walkthrough of all facilities after funding notification to reassess the technologies quoted and the schools' needs. If technology and needs have changed from the time of acceptance of the winning proposal, Service Provider agrees to work with the School to submit a service substitution to USAC for updated equipment and services.

### **E-Rate**

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur, and no services will be provided until approval of the form 471 application, approval by Alcorn School District for the District's non-E-Rate portion, AND approval of the contract by the Public Procurement Review Board of Mississippi. If District funds are not available for the District portion, all contracts will become null and void and the project will not be implemented.

### **Right to Reject**

The Alcorn School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the District. The Alcorn School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Alcorn School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Alcorn School District Board of Education, is not in a position to adequately perform the contract. The Alcorn School District Board of Education reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make

modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Alcorn School District. Contracts will be awarded for each part of the RFP to the vendor or vendors submitting the proposal determined to be in the best interests of the Alcorn School District.



By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## BID WORKSHEET

### PRICING INFORMATION (Total Cost for ALL Schools)

**(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH school in addition to this worksheet.

**MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE E-RATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

E-Rate Eligible PROJECT TOTAL PRICE for Equipment \_\_\_\_\_

*(This is the total of all schools)*

E-Rate Eligible PROJECT TOTAL PRICE for MIBS \_\_\_\_\_

*(This is the total of all schools)*

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR E-RATE ELIGIBLE PRODUCTS AND SERVICES ONLY**

In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

Please submit a line item pricing sheet with your bid showing quantity of 1 for each item proposed.

## Required Documents

Bid Worksheet and Service Provider Quotes broken down by School

Specifications for the proposed hardware and software

References

Documentation of the vendor's certifications

E-Rate SPIN number

Qualifications and training of vendor technical staff

Trouble Ticketing Procedures and Escalation Process

Any other documentation required previously in this document

If the proposal does not meet the stated specifications, the vendor must include a detailed proposal along with a detailed explanation as to why the vendor believes the proposal will meet the stated needs of the Alcorn School District and why the District should consider their proposal.

## DISTRICT BUILDING INFORMATION

<b>Name</b>	<b>Address</b>	<b>City/State/Zip</b>
Alcorn School District Administrative Office	31 CR 401	Corinth, MS 38834
Alcorn Central Elementary School	20 CR 254	Glen, MS 38846
Alcorn Central Middle School	8A CR 254	Glen, MS 38846
Alcorn Central High School	8 CR 254	Glen, MS 38846
Biggersville Elementary School	571A Highway 45	Corinth, MS 38834
Biggersville High School	571 Highway 45	Corinth, MS 38834
Kossuth Elementary School	14 CR 604	Corinth, MS 38834
Kossuth Middle School	17 CR 604	Corinth, MS 38834
Kossuth High School	15 CR 604	Corinth, MS 38834
Alcorn Career and Technology Center	2101 Norman Road	Corinth, MS 38834
Alcorn Alternative Education Center	2101A Norman Road	Corinth, MS 38834

**LETTER OF INTENT TO BID**

Dylan Lambert  
Alcorn School District  
[dlambert@alcornschools.org](mailto:dlambert@alcornschools.org)  
662-284.6733

Reference: Alcorn School District 2020 E-Rate Bid

This letter is to notify you that it is our present intent to submit a proposal in response to the above referenced RFP. The individual to whom information regarding this RFP should be transmitted is:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*