



## **Request for Proposal**

### **North Scott Community School District**

### **Network Equipment 2024 - E-Rate Category 2**

Prepared by: Josh Tipsword

February 1, 2024

Proposals Due  
March 13, 2024 by 12:00 PM

## 1.1 Purpose and Scope

The purpose of the Request for Proposal (RFP) is to solicit from vendors proposals to purchase network equipment 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 purchasing networking equipment for upcoming summer projects and outfitting new additions with technology to support education in those spaces. ***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 [www.north-scott.k12.ia.us/district/notice-to-bidders](http://www.north-scott.k12.ia.us/district/notice-to-bidders) and through USAC EPC Portal.

## 1.2 Services Requested

- Network Equipment

## 1.3 Evaluation Process

The evaluation will be performed by the Network Specialist and appropriate technology staff for the services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of The District. Failure to supply SPIN, proof of current Form 473 is grounds for proposal disqualification.

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

Number	Factor	Points
1	The cost of E-Rate eligible products and services, 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
	<b>Total Points Possible</b>	<b>15</b>

## 1.4 Schedule

Hard copy and email responses and related material must be delivered / received by March 13, 2024, 12:00 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 / Form 470 filed	2/1/2024
Deadline for Questions	2/16/2024 by 11:59 pm
Question answered on website	2/21/2024
Proposals Due	3/13/2024 by 12:00 pm
Bid Opening / Tentative Vendor Selection	3/13/2024-3/14/2024
Final School Board Approval	3/18/2024
First day equipment may be delivered	7/1/2024
Equipment expected before	7/30/2024

## 1.5 Deadline for Questions

Questions with regard to the RFP must be asked via 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 February 16, 2024 by 11:59 pm as stated in schedule in Section 1.4. Questions and answers will be posted on the following website by February 21, 2024: <https://sites.google.com/north-scott.k12.ia.us/nsesd-erate/>

## 1.6 RFP Submission

Please submit one (1) **hard copy of the proposal**, in its entirety to 251 E. Iowa Street and **E-Mail a copy** to the contact below no later than 12:00 PM CST on March 13, 2024.

Josh Tipsword  
North Scott Community School District  
251 S. Iowa Street  
Eldridge, Iowa 52748  
josh.tipsword@north-scott.k12.ia.us  
Attn: Network Equipment Proposal 2024

## **1.7 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.

## **1.8 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.

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](mailto:josh.tipsword@north-scott.k12.ia.us)

## **1.9 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.

## **1.10 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. Shipping is to be included on all quotes where required, NSCSD prefers that bulk items be palletized and shipped freight.

### **1.14 Robo or Spam Bids**

Robo-bids and bids sent as SPAM without regard to products and services listed on the Form 470 and/or the RFP will be disqualified and will not be evaluated. District reserves the right to cancel this request for bids and to reject all related proposals.

### **1.15 E-Rate Eligible**

If submitting a bid for equipment that is 'or equivalent' to equipment listed on this form 470, the vendor shall submit evidence of equivalency. The applicant will make a final determination of equivalence and interoperability with existing equipment. District reserves the right to cancel this request for bids and to reject all related proposals.

## 2. Network Equipment

The following or the functional equivalent are the products we wish to purchase. The District reserves the right to determine whether alternate products are equivalent. The District would prefer packaging that has several Access Points together to cut down unnecessary packaging waste, note the district is not interested in paying an additional cost for this to be a service provided by the vendor.

Product Description	Qty
Cisco Systems - MS225-48FP-HW Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch or equivalent.	17
Cisco Systems - LIC-MS225-48FP-7YR Meraki MS225-48FP Enterprise License and Support, 7YR or equivalent.	17
Cisco Systems - MA-CBL-40G-50CM Meraki 40GbE QSFP Cable, 0.5 Meter or equivalent.	10
Cisco Systems - MA-CBL-40G-1M Meraki 40GbE QSFP Cable, 1 Meter or equivalent.	3
Cisco Systems - CW9166I-B Cisco Catalyst 9166I - Wireless Access Point or equivalent.	120
Cisco Systems - AIR-DNA-E-3Y AIRONET DNA ESSENTIAL 3YR TERM LIC or equivalent	120
Cisco Systems - EDU-C9800-L-F-K9 EDU SKU - Cisco C9800-L Wireless Controller_Fiber Uplink or equivalent.	2
Cisco Systems - E-LIC-C9800L-PERF Cisco C9800 Series Wireless Controller upgrade license or equivalent.	2
Cisco Systems - EDU-DNA-E-3Y Wireless Cisco DNA On-Prem Essential,3Y Term, EDU Lic or equivalent.	135

**North Scott Community School District**

**Network Equipment 2024**

**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: \_\_\_\_\_

Vendor SPIN: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Total Cost: \_\_\_\_\_