

**THE BOARD OF EDUCATION
OF DORCHESTER COUNTY, MD**

**REQUEST FOR PROPOSALS
Dorchester County Public Schools
Wireless Access Points**

Proposal Posting Date: 12/06/2017
Proposal Due Date: 01/31/2018

Information Technology
700 GLASGOW STREET
CAMBRIDGE, MARYLAND 21613-0619

CONTACT: Rob Carpenter
PHONE: 410-228-4747, EXT 1041
Email: carpenterr@dcpsmd.org

Minority Business Enterprises (MBE's) are encouraged to participate.

The Board of Education reserves the right to waive any informality in, or to reject, any or all proposals.

The Dorchester County Board of Education does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

BY ORDER OF THE BOARD OF EDUCATION

Dr. Diana Mitchell
Superintendent of Schools

Project Description:

The Dorchester Count Public School system is currently accepting sealed bids for additional Wireless Access Points to compete the upgrade of our wireless infrastructure.

We already have several schools using Meraki wireless access points that were purchased through E-Rate. We are looking to upgrade our remaining buildings with new wireless access points that can all be controlled from a single point. These buildings are Cambridge South Dorchester High School (CSD), Mace's Lane Middle School (MLMS), North Dorchester Middle School (NDMS), Dorchester Career and Tech Center (DCTC), North Dorchester High School (NDHS), South Dorchester K-8 (SDK8), and the Judy Hoyer Center (JHC).

The scope of this project is to provide all necessary hardware, software, and licenses needed to meet the requirements of the project. The Dorchester County Public Schools I.T. department will be responsible for the installation of the products.

Project Requirements:

We are looking for the following Meraki equipment or an equivalent product that will integrate with our existing equipment.

- CSD – 40 MR33, 12 MR42
- MLMS – 38 MR33, 2 MR42
- NDMS – 38 MR33, 2 MR42
- DCTC – 16 MR33, 2 MR42
- NDHS - 45 MR33
- SDK8 – 2 MR33
- JHC – 5 MR 33

Consideration criteria:

- Short term and long term costs, purchase price, will be top priority per USAC guidelines.
- Reliability of product
- Overall effectiveness of solution
- Warranty, Support, and Service

Proposal Submission Requirements:

- All proposals must be broken down per the requirements outlined above.
- All proposals must include the vendor's SPIN number

- List separately support and service costs that are identified as E-Rate eligible Category 2 Basic Maintenance of Internal Connections. Contract term for eligible support services shall be for a minimum one-year term to begin July 1, 2018. However, DCPS will consider awarding the contract for multiple years up to a five-year term to end June 30, 2023, if multi-year pricing is favorable. Because USAC rules designate Basic Maintenance of Internal Connections as a recurring service, any multi-year service contract shall be invoiced and paid separately for each year of the contracted service. Acceptance of this condition by the bidder shall be considered a factor in awarding the contract.
- On the bid form, itemize all equipment/services, including all accessories included in the bid. For example: cables, optical receivers, licenses, installation, power supplies, etc.
- A manufacturer's multi-year warranty for a period of up to three years, that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component. If your bid includes such a warranty, provide a detailed description.
- For each item in the bid include description, model number, SKU, and cost. **Service provider shall identify any specific components or costs that are not eligible for E-Rate funding.**
- Attached at the end of the RFP are sample Bid Sheets. These can be completed and included or duplicated in your submissions to ensure the required information is included.
- Proposals should be mailed to the following address (**email, fax, and/or verbal proposals will not be accepted**):

Dorchester Count Public Schools
 Wireless Access Points Bid
 Attn: Rob Carpenter (I.T.)
 700 Glasgow St
 Cambridge, MD 21613

Bid Description:

This bid is for services and/or equipment to begin and/or be delivered immediately following July 1, 2018, or upon approval from USAC. Where applicable the bid shall show annual pricing.

DCPS will utilize Form 472 Billed Entity Applicant Reimbursement (BEAR) process for obtaining reimbursement of eligible E-Rate funds from USAC.

For this service to be financially feasible, it will be essential to qualify and receive funding for the Schools and Libraries Division (SLD). Any vendor to be considered for the award for this project must provide a solution meeting all the criteria necessary to provide a functional system, as well as the criteria as required by SLD.

The bid form must be signed and dated by the bidder. If the service provider intends for there to be a contract for the services being bid, then a copy of the contract signed by the bidder shall be submitted with the bid. The contract shall also include a signature line for approval by the bidding entity.

Any bid containing pricing for Basic Maintenance of Internal Connections (BCIM) shall cross-reference the specific equipment, building location, and term of service (beginning and end dates).

Basic Maintenance of Internal Connections (BCIM) service contracts can be awarded for terms up to 5 years. However, because USAC rules designate Basic Maintenance as a recurring service, it can only be reimbursed on an annual basis. Therefore, for any multi-year contract for BCIM, the service provider shall invoice and will be paid in each separate year of the contract term. If the bidder cannot accept this condition, then the bid shall be for a term of one year only, which may be considered as a factor in awarding the contract.

If the RFP requests pricing for any item for which either the manufacturer or USAC have determined E-Rate funding eligibility, then you must list the SKU of the item and its E-Rate eligibility percentage. This includes any bid item containing Advanced Parts Replacement or any other potentially ineligible components.

All awards and contracts shall be contingent upon approval of funding including E-Rate funding approval and local funding approval.

Attach to the Bid a complete description of the proposed equipment including performance specifications, proposed technological solutions, equipment, warranties, etc. List all equipment and software proposed to include model numbers, version numbers, etc. All equipment is subject to approval by DCPS.

Bid notices will be posted in the Dorchester County Public Schools' Website (<http://dcps.k12.md.us>) and available at the Dorchester County Public Schools' Central Office, 700 Glasgow St, Cambridge, Maryland, on or after December 7, 2017.

All questions or requests for interpretation shall be submitted in writing to the above address to the attention of Rob Carpenter, Network Administrator or email to carpenterr@dcpsmd.org

All bidders shall be registered as a service provider with the Universal Service Administrative Company–School and Libraries Division (USAC-SLD) for the E-Rate Program. Bidders agree to comply with all requirements of the E-Rate Program for service providers. All bidders shall furnish their Service Provider Identification Number (SPIN) on their bid form. Minority business enterprises are encouraged to participate.

If by October 31 of each year of the contract, starting with the first year, the service provider has not fully complied with all of the requirements of the contract applicable by that date, then the Board of Education shall have the right to notify the service provider in writing of its intention to terminate the contract effective on June 30 of the following year.

The Board of Education reserves the right to waive any informality in or to reject any and all bids.

The Board of Education reserves the right to award the contract (subject to funding) to the vendor who offers the best solution in the sole opinion of the school system.

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Award Process/Timeline:

There will be a pre-proposal meeting to answer any questions on Monday, January 16, 2018 at the Dorchester County Public Schools Central Office, 700 Glasgow St. Cambridge, MD 21613 at 3:00 PM in the I.T. office. **Vendors are NOT required to attend.** If you plan on attending, please send an email to carpenterr@dcpsmd.org with your intention to be present, prior to 4:30 PM on 03/31/2017.

All sealed proposals are due by **Wednesday, January 31, 2018, at 2:00 PM.**

Late proposals will not be accepted. Please plan accordingly.

All proposals will be evaluated per the consideration criteria by the I.T. department.

A recommendation for award will be presented to the Board of Education at their meeting on February 15, 2018, for the highest scoring proposal.

