

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

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

Proposal Posting Date: 12/21/2018
Proposal Due Date: 01/31/2019

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 County Public School system is currently accepting sealed bids for additional Wireless Access Points to complete the upgrade of our wireless infrastructure.

We have Meraki wireless access points that were purchased through E-Rate in all of our schools. We are looking to expand our existing wireless infrastructure with new wireless access points in a few buildings. These buildings are Mace's Lane Middle School (MLMS), North Dorchester Middle School (NDMS), Sandy Hill Elementary School (SHES), South Dorchester K-8 (SDK8), and Choptank Elementary School (CES).

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.

- MLMS – 9 MR33, 2 MR42
- NDMS – 9 MR33, 2 MR42
- SHES - 2 MR33
- SDK8 – 2 MR33
- CES– 2 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, 2019. However, DCPS will consider awarding the contract for multiple years if multi-year pricing is favorable.

- Service provider shall identify which products and/or services are eligible for E-Rate funding in either Category 2 Internal Connections or in Category 2 Basic Maintenance of Internal Connections, including their percentage of E-Rate eligibility. See the Bid Form.
- If your bid includes any item for which either the manufacturer or USAC have determined E-Rate funding eligibility, then you must list the part number/SKU of the item, its E-Rate eligibility percentage, and the source of the eligibility determination. Include this documentation with your bid submission.
- On the bid form, itemize all equipment/services, including all accessories included in the bid if these are priced separately. For example: cables, optical receivers, fan units, configuration, 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 services, components or costs that are not eligible for E-Rate funding. Any components of service not eligible for E-Rate funding must be cost allocated separately on the bid form.**
- 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 County 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, 2019, 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. Service provider shall invoice the

full cost of the services and the applicant will apply for the E-Rate discount. The service provider is responsible for stating the eligibility percentage of all products or services to be offered on the Bid Form. These eligibility percentages will be used by the applicant on the Form 471.

Depending on the products and/or services offered the applicant may elect to use the Form 474 Service Provider Invoice (SPI) method. Using this method the service provider will invoice the applicant for only the non-discount portion of the cost as shown on the Funding Commitment Decision Letter (FCDL). The service provider may then file a Form 474 for reimbursement from USAC for the discount portion of the cost as also shown on the FCDL. Whichever method is used, the service provider is responsible for stating the eligibility percentage of all products or services to be offered on the Bid Form. These eligibility percentages will be used by the applicant on the Form 471. The service provider will be notified of the reimbursement method to be used when the purchase order is issued.

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 (BMIC) shall cross-reference the specific equipment, building location, and term of service (beginning and end dates).

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 14, 2018.

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 14, 2019 at the Dorchester County Public Schools Central Office, 700 Glasgow St. Cambridge, MD 21613 at 3:30 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 1/9/2019.

All sealed proposals are due by **Thursday, January 31, 2019, 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 21, 2019, for the highest scoring proposal.

Dorchester County Public Schools, **RFP for Wireless Access Points**
 Bid Form, Category 2 Internal Connections (**IC**) and/or Basic Maintenance of Internal Connections (**BMIC**)

 Company Name

 SPIN

School/NIF	Qty.	Manufacturer/Model	Part Number/SKU	Product Description	Unit Price	Total	Percent E-Rate Eligible as IC	Percent E-Rate Eligible as BMIC
Total								

Use additional Bid Forms sheets as needed.
 • NIF - Non-Instructional Facility (such as Central Offices, Support Services, Transportation, Warehouses, etc.)
 • Provide subtotals by school/library/NIF.

 Authorized Signature

 Date

 E-Mail

 Printed Name & Title

 Phone