

RIO HONDO INDEPENDENT SCHOOL DISTRICT

ERATE 18

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ERATE RFP SYNOPSIS

February 23, 2015

The Rio Hondo Independent School District is requesting quotes for ERATE eligible only products and/or services for the period of July 1, 2015 to June 30, 2016, all of which are contingent upon ERATE funding.

This RFP is for Category One services: telecommunications and Internet Access and Category Two - Basic Maintenance of Internal Connections and eligible hardware

The District will evaluate and award the quotes based on the criteria set for in the Texas Education Code, section 44.031 Purchasing Contracts. The District and/or Board of Education reserve the right to reject any or all quotes and to waive any informality in quotes received and accept the quote most advantageous to the District.

Prices quoted MUST be all-inclusive and represent complete installation at the sites unless otherwise noted. The successful Vendors are responsible for all parts, labor and all other associated items necessary to complete install, test, and turnover as appropriate and specified for acceptance to the Rio Hondo Independent School District the Project(s) detailed in this quote.

All quotes are due by Tuesday March 24, 2015. Quotes should be addressed to the Technology Department, located at 215. West Colorado Street, Rio Hondo, Texas, 78583. Quotes may also be emailed to ap@rhisd.net. Any quote received after this date or emailed to the wrong account will not be considered.

Technical Contact
Micheal Gonzalez
956-748-1011
email: gonzalez@riohondoisd.net

Purchasing Contact
Florence Landry
956-748-1000
email: florence@riohondoisd.net

COMPANY HISTORY AND OTHER INFORMATION

1. Please state the number of years that your company has been in business.

2. Does your company offer on-site hardware services in Rio Hondo?

Yes

No

3. If you offer on-site hardware services in Rio Hondo, what is the name of the company who will perform the service?

4. If you offer on-site support, how many technicians will provide on-site support to Rio Hondo ISD?

5. Approximately how many school districts has your company done business with in the last 12 months?

6. What response time can your company assure the district for on-site service from the time the initial service call is placed? Please state time in number of hours.

7. Please attach any additional information which you would like the district to consider in evaluating your response/proposal.

REFERENCES:

Please list at least (5) references (school district references preferred). Page may be photocopied for additional references.

ENTITY	CONTACT PERSON/TITLE	PHONE	PROJECT COST
1.			
2.			
3.			
4.			
5.			

STANDARD TERMS AND CONDITIONS - NOTICE TO OFFERES

ITEMS BELOW APPLY TO AND BECOME PART OF TERM AND CONDITIONS OF THIS PROPOSAL UNLESS SUPERSEDED BY ANY ATTACHED TERMS AND SUPPLEMENTAL CONDITIONS OR SPECIFICATIONS IN WHICH CASE ATTACHED CONDITIONS WILL PREVAIL

ANY EXCEPTIONS MUST BE IN WRITING

1. Proposals must be received in the Technology Department office before the hour and date specified. Late proposals will not be considered under any circumstances.
2. Deliveries under terms of the request for sealed proposal s will be in accordance with the dates indicated therein. Whenever no date is indicated, the vendor will enter the earliest date which can be assured. If delays are foreseen, written notice shall be given to the District. Extensions to complete orders will be considered as failure to meet delivery dates, and may result in removal of the vendor from the approved vendor list. All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified.
3. Delivery shall be made during normal working hours unless prior approval has been obtained from the district.
4. The District reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to best serve the interest of the District.
5. The District reserves the right to purchase additional quantities, up to 100% of items approved, throughout the proposal periods listed on this proposal subject to verification of the same or lower prices and conditions of this proposal. All purchases will be made contingent on the availability of funds.
6. During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, o handicapping conditions.
7. **Venue:** Any disputes or litigation that could arise related to this proposal shall have as Venue Cameron County in the State of Texas.

ADDITIONAL TERMS AND CONDITIONS

THE FOLLOWING TERMS AND CONDITIONS WILL APPLY TO ALL PROJECTS UNLESS OTHERWISE EXCLUDED IN THE SPECIFICATIONS:

- The District will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.
- Vendor must be authorized by manufacturer to resell equipment listed in this quote.
- Vendor must be authorized to pass along manufacturer's warranty for any structured cabling project.
- Design and installation of network equipment will include compliance with any State of Texas, County of Cameron or City of Rio Hondo zoning, design, regulation, or code.
- Any interpretation, correction, or change of the RFP will be made by ADDENDUM. Changes or corrections will be issued by the District, and posted on the District website. Addenda will only be posted on the District website. It is responsibility of the vendors to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the District prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with response to the RFP.
- The District will provide one representative who will act as a point of contact for all activities regarding this project. The representative will be responsible for all decisions required of the District and shall coordinate with all departments during installation activities.
- The selected Vendor shall be fully capable and experienced in the scope of work specified in the projects. To ensure the system has continued support, the District will contract with Vendors having a successful history of sales, installation, service, and support. The Vendor must have a minimum of (5) years experience.
- Any false or misleading statements or facts will result in disqualification of vendor's proposal.

MINIMUM VENDOR QUALIFICATIONS

In order to be considered, each vendor must meet these minimum qualifications and provide appropriate documentation with the quote.

For Internal Connections: A designated RCDD must physically inspect the project on a quarterly basis and submit a written report to the district verifying compliance with all required EIA/TIA specifications and any deviations that are to be corrected. Qualifications will be verified through BICSI.

1. Must provide evidence of a Erate SPIN number

Vendor must hold this designation by the due date for the proposal.

2. References

Vendors must provide minimum of five school District references. These references must be for projects that are similar in scope and design, and have been completed by the vendor with the last three (3) years. References that are not positive will be grounds for vendor disqualification.

EVALUATION OF RESPONSES

The District reserves the right to participate in an interactive negotiation process with each vendor to clarify the project and afford all vendors the opportunity to provide the District with their best prices, products, services and terms.

The District may at its discretion and at no fee to the District, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. The District reserves the right to accept or reject all proposals or selections thereof. In addition, the District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that vendor can propose.

Time of Completion and Penalties

Vendor's proposal shall specify the number of calendar days in which vendor guarantees completion of the contract. For each calendar day that a component of the proposal remains uncompleted beyond the number of days agreed upon by vendor and District, vendor agrees to a reduction in total cost of the project of 1% per calendar day. The final invoice to the District shall be reduced by any such amount and shall be indicated as a "vendor penalty for late completion."

EVALUATION CRITERIA

The District will evaluate vendors based on the criteria set forth in the Texas Education Code, Section 44.031 Purchasing Contracts which state:

"In determining to whom to award a contract", the District shall consider:

1. The Purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meets the District's needs;
5. The vendor's past relationship with the District;
6. The impact on the ability of the District to comply with laws and rules relating to historically underutilized business;
7. The long -term cost to the District to acquire the vendors goods or services; and any other relevant factor that a private business entity would consider in selecting a vendor."

In addition to the above criteria, consideration will be given to the following

1. Enterprise Tier level manufacturing equipment
2. Best overall pricing
3. Capability of providing support services and training
4. Level of technical expertise with the proposed equipment
5. Extensive and reliable K-12 educational back ground and experience.
6. Warranty coverage
7. Feedback provided by references
8. Turnaround time
9. Delivery time
10. Technical support hours and timeliness of service calls
11. Length of time in continuous operation
12. Financial condition
13. Location. Vendor staff (Project Manager, and other RCDD's or CCIE's) must be locally available.

SPECIAL CONDITIONS

This facility is an educational facility that provides services to the clients of the District (teachers, students, etc.) It is critical that the activities in each building not be interrupted by the vendor's work activities. The vendor will be required to work around all of the conditions listed above as well as working with the District staff to minimize disruption to normal district activities. The vendor is to coordinate installation activities with the school principal or a designated representative.

Inspection by Rio Hondo Independent School District

The District reserves the right to inspect the project workmanship during and after completion and to note deficiencies or exceptions to be corrected by the vendor. The District will verify that the completed project(s) meet all aspects of these specifications and any addendums issued prior to the award.

In the event exceptions are noted and the vendor declines to correct the deficiencies, the District reserves the right to withhold payment and/or approval of the project, if required by the Universal Service Administrative Company, until such deficiencies have been remedied.

In the event of any disputes, the District may, at its own discretion, hire an independent RCDD to review the project workmanship and to express an opinion as to whether the vendor met the requirements of this request for proposal.

CATEGORY ONE SERVICES:

TELECOMMUNICATION SERVICES

Description	Quantity
Fiber Optic Circuit to High School, 1gig capacity	1
Fiber Optic Circuit to ISP, 1gig capacity	1
The PRI's are used to connect the District's internal VOIP network to the PSTN. All necessary components to connect the PRI's to the PSTN MUST be included, such as but not limited to DID numbers, Trunks, etc.	4
T1 to Region One	1
Plain old telephone service (POTS)	21
Extended valley wide calling on all POTS and DID's	
Long Distance Service for all DID's	
Cellular Service	40
Wireless internet access service (mobile hotspots)	30

INTERNET ACCESS SERVICES

Description	Quantity
Internet Access Service	400 Mbps
Wireless internet access service (mobile hotspots)	30

CATEGORY TWO SERVICES:

ELIGIBLE BROADBAND INTERNAL CONNECTIONS COMPONENTS

Wireless access Points	90
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BASIC MAINTENANCE OF INTERNAL CONNECTIONS

Description:

Quantity: 300 Hours

Maintenance and Technical Support for all the equipment listed below. We will not accept bids for "unbundled warranties", help desk services, and other types of ineligible services. Please refer to the latest Eligible Services List from the USAC website for details at <http://www.universalservice.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>