



IOWA PARK CISD

Request for Competitive Sealed Proposals for Network Infrastructure Upgrades ALL CAMPUSES

PURPOSE OF THE RFP

IOWA PARK CISD (IPCISD) is planning Network Infrastructure Upgrade solutions at 4 campuses located in Iowa Park, Texas. The purpose of this document is to request a proposal for a solution based on the criteria outlined in this package. We also expect each respondent to demonstrate its uniqueness in fulfilling this request.

PART 1. PROJECT DESCRIPTION

1.0 PROJECT SUMMARY

IPCISD is interested in installing Network Switch Upgrades, 10 Gig Fiber Optic cabling, network drops as well as Wireless Internet upgrades (including cabling) at 4 campuses. These upgrades will be used to support our Network infrastructure for a 1 to 1 initiative at all 4 campuses.

1.1 DESCRIPTION OF PROJECT

IPCISD has an itemized list of equipment to be installed as well as the Scope of Work. This spreadsheet can be found at <http://www.ipcisd.net/Domain/526>

1.1.1 Enterprise Features

The proposed solution shall have the following features:

1. Solution shall coexist with existing LAN/WAN infrastructures and for access Wireless Access Points.

1.1.2 System Design Features

Architecture and Design Information

Before the awarded vendor installs any equipment, a proposed diagram which includes design and placement of all equipment must be reviewed/edited/and approved by the Project Manager (i.e. location for placement of access points, switches and drops).

1.1.3 Support Features

Staff Support

Before final payment is issued to the vendor, the vendor is required to provide the Project Manager a folder containing at minimum: warranty information, support documentation, licensing agreements, and configuration notes. In addition, the awarded vendor is required to label switches with IP address and port configuration, to label all drops with patch panel and switch port numbers, and label all access points with termination locations (i.e. IDF and/or MDF).

1.1.4 Miscellaneous Items

Other Criteria

In its response, the vendor should describe how the proposed solution meets the following criteria.

1. The vendor providing and installing the 'Network Infrastructure' must be a certified partner for the products proposed as well as an authorized installer.
2. The Vendor will include in this proposal submission the pricing for three years of licenses on the wireless arrays.
3. The Vendor will purchase a warranty on the installed equipment against defects in material and workmanship for a period of three (3) years from the date of substantial completion. Any equipment shown to be defective shall be replaced, repaired, or adjusted free of charge within the warranty period. All labor, travel and materials shall be provided at no expense to IPCISD.

1.1.5 General Vendor Conditions

The figure shown on the proposal sheet shall be your turnkey price to Iowa Park CISD **including configuration costs, installation costs, and if applicable, shipping and handling costs. Iowa Park CISD is a tax exempt entity, so please do not include tax.**

1. All Vendors are advised that Iowa Park CISD contracts are subject to all legal requirements provided for in the Texas Education code 44.031 and/or applicable state and federal statutes. Any proposal, after being opened, becomes subject to the Open Records Act, Article 6252-17a V.T.C.S.
2. All contracts and agreements between vendor and Iowa Park CISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on Uniform State Laws. Reference: Uniform Commercial Code, 1987 official text.
3. No officer or employee of Iowa Park CISD shall have a financial interest, direct or indirect in any contract made with Iowa Park CISD, or shall be financially interested, directly or indirectly, in the sale to Iowa Park CISD of any material, supplies or service except on behalf of Iowa Park CISD as an officer or employee.
4. Any purchase order resulting from this Request for Proposal is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, E-Rate, or otherwise not made available to Iowa Park CISD
5. PREPARATION OF PROPOSALS
Proposals will be prepared in accordance with the following:
 - a) All information required by the proposal form shall be furnished.
 - b) Where there is an error in extension of price, the unit price shall govern.

6. DISCRIMINATORY PRACTICES / BACKGROUND CHECKS

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, or handicapping condition. It is the contractor's responsibility to perform background checks on all employees that will enter school property and assure that individuals with criminal records do not perform work on school property.

PART 2. GENERAL RESPONSE INSTRUCTIONS

2.0 RESPONSE SUMMARY

Iowa Park CISD is requesting proposals for Network Infrastructure Upgrades at the 4 campuses located in Iowa Park, Texas. All proposals must be submitted no later than 10:00 AM on December 3, 2015 via sealed envelope to the address below (as noted in section in the 'Proposal Submission' section below).

A physical 'walkthrough' is optional and will be conducted on November 11, 2015 starting promptly at 10 am. Please contact Mike Parchman at 940-592-2322 or mparchman@ipcisd.net. This is the only walkthrough that will be conducted. If attending, please meet at the IPCISD Administration Building located at 328 East Highway, Iowa Park, Texas.

Before awarding the proposal, IPCISD reserves the right to ask for clarifying information from vendors who submitted proposals.

Final approval of the completed project by the Project Manager must be given to IPCISD's Business Manager before final payment is made to the awarded vendor.

2.1 RESPONSE STRUCTURE

All responses should include the following sections:

2.1.1 Vendor Information Section

All proposals must include the vendor's name and address, a contact person for proposal, and the contact person's phone number and email address. All proposals **MUST** include the vendor's E-Rate SPIN which must be up-to-date to be considered a viable vendor for submitting proposals.

2.1.2 Cost Section

The vendors' proposals must include an itemized turn-key price with the following:

- **All items outlined in the spreadsheet which can be found at <http://www.ipcisd.net/Domain/526>** Failure to include all items on the price list submitted may be grounds for rejection of the submitted proposal.
- **IPCISD is tax exempt.** Please make certain the proposal submitted does not include tax.
- **Turn-key Pricing.** Price quoted must include all hardware, shipping and handling fees, installation/configuration/termination and testing of all equipment and cabling/drops, installation of all network cabling and/or network drops, and travel expenses. Please do not include any pricing for training. Price must include licensing support for wireless arrays for at least three years and the configuration of new and existing switches.
- **Support response.** IPCISD reserves the right to require the awarded vendor to return on-site up to 30 days after completion of this project should any equipment failure(s) occur, including configuration errors at no additional cost to the district.

2.2 PROPOSAL SUBMISSION

All proposals must be submitted no later than 10:00AM on December 3, 2015 via sealed envelope to the address below. Proposals may be hand-delivered or mailed but any proposals received after that date and time will be rejected and returned unopened to the vendor.

Iowa Park CISD
Attn: Mike Parchman, Technology Director
P.O. Box 898
Iowa Park, Texas 76367

All submitted proposals become the property of IPCISD. Failure to submit the proposal within the aforementioned guidelines may result in the rejection of the proposal. IPCISD may request clarification on any item listed in the proposal and furthermore reserves the right to reject any and/or all proposals.

If you have questions concerning this proposal you may contact Mike Parchman at 940-592-2322 or mparchman@ipcisd.net

2.3 PROCESS TIMELINE

November 2, 2015..... Release of Request for Proposal
November 11, 2015 at 10:00 am (Administration Building, 328 East Highway, Iowa Park TX 76367)..... Walk Through for all Vendors
December 3, 2015 at 10:00 AM..... Sealed Proposal submission deadline
December 10, 2015___Board of Directors meeting and Recommendation
December 11, 2015___Notification of Proposal Award
After E-Rate Funding Commitment Letter is received..... Implementation Begins

2.4 PROPOSAL EVALUATION MATRIX

Evaluation criteria shall include, but is not limited to the following:

- a) Price (40%)
- b) References (quality of work with previous customers) (20%)
- c) Vendor's past performance with Iowa Park CISD (25%)
- d) Vendor's experience with the specific technology that will be implemented (15%)