



**Request for Proposal 36-16
Internal Connections
Wireless Access Points
E-rate Funding Year 19 (2016-2017)**

Contact Information:

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318-432-5120

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1.0 General Information

1.1 Scope

This Request for Proposal (RFP) is being issued by the Ouachita Parish School Board (OPSB) to invite qualified E-rate vendors to submit proposals for WLAN (wireless local area network) components for up to 12 schools. The goal of this project is to provide campus-wide wireless coverage at these schools to support wireless devices that are being used for educational and administrative purposes. OPSB has determined that we require at least one wireless access point per classroom (more in areas that we feel require more density) as well as enough wireless access points to provide coverage to administrative and other important areas of the campus. OPSB staff have made determinations about the locations and quantities of wireless access points that are needed. OPSB will handle the configuration and installation of all of the wireless access points requested in this RFP. This RFP is only for equipment and management software/licenses and does not include any configuration, installation, or non-warranty support.

A detailed description of eligible internal connections may be found on the School and Libraries Division Website at http://www.usac.org/res/documents/sl/pdf/ESL_archive/EligibleServicesList-2016.pdf.

1.2 Vendor Qualifications

In order to submit a proposal, the vendor:

- must have a Dun & Bradstreet D-U-N-S number. For more information, please see <http://www.dnb.com/get-a-duns-number.html>.
- must be registered with the Schools and Libraries Division (SLD), have a Service Provider Identification Number (SPIN), have a current Service Provider Annual Certification Form (SPAC) on file with the SLD, and comply with all SLD service provider requirements.
- must be in good standing with the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD). Vendor must be a “green light” company and agree that should the status change to “red light” at any time during the RFP process or contract period that they immediately notify the OPSB in writing.
- must have highly qualified network engineers and technicians on staff who can diagnose problems quickly and recommend solutions.
- must possess all certifications and licenses from the manufacturer(s) to sell and provide service for all equipment and software included in this RFP.

1.3 Background Information

The Ouachita Parish School District is a Pre K – 12 public school system located in Ouachita Parish, Louisiana. The district is comprised of 36 schools with approximately 20,000 students. Currently, the district owns approximately 8,000 devices; however, that number is growing on a monthly-basis. One-hundred percent of our classrooms have Internet Access.

All high school Local Area Networks (LANs) are connected to our datacenter via 10 Gbps fiber connections. All other school Local Area Networks (LANs) are connected to our datacenter via 1 Gbps fiber connections. Our current Internet bandwidth is 2 Gbps.

All of our schools' main distribution facilities (MDF) and intermediate distribution facilities (IDFs) have Extreme Networks Layer 3 POE switches. Most MDFs and IDFs have 10 Gbps fiber connectivity, but all have at least 1 Gbps connectivity. Twenty-three of our schools have campus-wide Aruba access points. The remaining schools are partially covered by Meru access points that were installed between 2011-2013. We have standardized on using Aruba Airwave to manage our wireless devices. Detailed information regarding the needs of each location can be found in section 5 of this document.

1.4 Category 2 Eligible Locations

LOCATIONS	ADDRESS	APPROXIMATE NUMBER OF STUDENTS
Boley Elementary School	2213 Cypress Street West Monroe, LA 71291	190
Crosley Elementary School	700 Natchitoches Street West Monroe, LA 71291	221
Jack Hayes Elementary School	22 Old Sterlington Road Monroe, LA 71203	565
Lenwil Elementary School	112 Arrant Road West Monroe, LA 71292	310
Richwood High School	5901 Hwy 165 South Monroe, LA 71202	585
Richwood Middle School	5855 Hwy 165 South Monroe, LA 71202	398
Riser Elementary School	100 Price Drive West Monroe, LA 71292	359
Riser Middle School	100 Price Drive West Monroe, LA 71292	480
Riverbend Elementary School	700 Austin Avenue West Monroe, LA 71292	410
Robinson Elementary School	5101 Burg Jones Lane Monroe, LA 71202	448
Shady Grove Elementary School	2304 Ticheli Road Monroe, LA 71202	251
Swayze Elementary School	2400 Burg Jones Lane Monroe, LA 71202	289

2.0 Administrative Information

2.1 RFP Contact

The RFP is being issued on behalf of the OPSB by:

Ken Monroe
Director of Information Technology
Ouachita Parish School Board
100 Bry Street
Monroe, LA 71021
monroe@opsb.net
Phone: (318) 432-5120
Fax: (318) 432-5197

2.2 RFP Availability

This RFP is available in electronic form on the Ouachita Parish School Board's website, www.opsb.net/erate, or in printed form by submitting a written request to the RFP Contact.

2.3 Proposer Inquiries

Requests for copies of the RFP and for questions regarding RFP requirements, vendor qualifications, and/or technical requirements must be submitted to the RFP Contact listed above. All questions must be submitted via email to Ken Monroe. The words "RFP 36-16 – Wireless Access Points Information Request" must appear in the subject line of these emails.

All questions received and the corresponding answer will be posted on the Ouachita Parish School Board's website, www.opsb.net/erate. No other verbal or written responses will be provided. It is the responsibility of the proposer to check the website for questions and corresponding answers.

Check the Calendar of Events for deadlines regarding questions and answers.

2.4 Calendar of Events

Activity	Date
E-rate Form 470 Submitted on SLD Website	Wednesday, March 2, 2016
Deadline for Questions	Thursday, March 24, 2016 at 4:00 PM
Proposal Due	Tuesday, April 5, 2016
Evaluation by District Team	April 6 – April 8, 2016
Notification of Selection	By April 15, 2016
Form 471 Submission Deadline	April 29, 2016
Service Begins	Upon receipt of Funding Commitment Decision Letter

Note: Upon proper notice, prior to the scheduled date of receipt of RFPs, Ouachita Parish School Board reserves the right to amend/change the above schedule of RFP activities.

2.5 Definitions

The words must, shall, or will used throughout this RFP indicate mandatory requirements. The words could, may, or should denote an advisory action and is not mandatory.

3.0 Proposal Information

3.1 Proposal Submission

Five copies of a completed proposal (one original, 3 hardcopies, and one digital copy on a CD or flash drive) must be received by the Purchasing Agent by 2:00 P.M. on the due date as specified in the Calendar of Events. Failure to meet the proposal submission deadline will result in rejection of the proposal. Fax or email submissions are not acceptable. The OPSB is not responsible for any delays caused by the vendor's chosen means of proposal delivery.

It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

Proposal shall be delivered to the Purchasing Agent at the following address:

Ouachita Parish School Board
100 Bry Street
Monroe, LA 71201
(318) 432-5120

Vendors also have the option to submit proposals electronically. To submit a proposal electronically, vendors must register at BidSync by visiting www.BidSync.com or by calling their vendor support at (800)990-9339, ext 1. There is a yearly registration fee in order to use their service. Submission of an electronic proposal requires a digital signature and an electronic bid bond when applicable.

3.2 Proposal Format

Proposals submitted for consideration must follow the format and order of presentation described below. Vendors are cautioned that proposals which do not follow the format required by this RFP may be subject to rejection without review. Sections following the title page should be tabbed and clearly labeled.

1. Title Page which includes the following:
 - Proposal Name: Response to Wireless Access Points RFP for Ouachita Parish School Board
 - Vendor Name:
 - RFP Number: 36-16
 - Proposal Submission Date:
2. Table of Contents
 - Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each section and sub-section of the proposal. Each page of the response must be clearly and uniquely numbered. Additionally, the table of contents must clearly identify and denote the location of all enclosures and attachments to the proposal.
3. Cover Letter/Executive Summary (submitted on official business letterhead) which must include the following:

- A summary of the proposal including the vendor’s qualifications (including qualifications outlined in Section 1.2), the ability to deliver the goods and/or services described in the RFP, and the benefits to the OPSB
- A history of your company, number of employees, strengths and stability, including years in business, years provided type of proposed goods and/or service, existing customer satisfaction, number of customers in Louisiana and areas covered in Louisiana
- A statement certifying that the vendor is submitting the lowest corresponding price (LCP) as per E-rate guidelines – “As an authorized representative of <insert company name>, I certify that I am submitting the lowest corresponding price as per E-rate guidelines for the goods and/or services being proposed to the Ouachita Parish School Board.”
- The name(s), title(s), address(es), e-mail address(es), and telephone number(s) of the individual(s) who will function as the main contact(s)
- The name, title, email address, and telephone number of the E-Rate knowledgeable individual who will serve as OPSB’s single-point of contact in all matters related to E-Rate
- Signature of person(s) authorized to legally bind the vendor

4. Required Documents which includes the following:

- A copy of the Service Provider Identification Number (SPIN) filed with the Schools and Libraries Division(SLD)
- A copy of the Service Provider Annual Certification (SPAC) (Form 473) filed with the SLD
- A copy of the vendor’s Federal Communications Commission(FCC) Registration Number
- A copy of the vendor’s Louisiana State Contract Number, if applicable
- A copy of the document that states your company has proof of authority to do business in the State of Louisiana (Secretary of State)
- A copy of the vendor’s Dun & Bradstreet D-U-N-S number
- At least five (5) references for which your company provided goods and/or services of a similar nature. A minimum of two (2) references should be from schools/school districts in Louisiana. Provide the company/school district name, contact name, title, email address, and phone number of the individual at each reference site whom we can contact for information. Inform your references that we may be contacting them to discuss your performance.
- A list or organizational chart of the management, sales, and local service support

5. Technical Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 5 of this RFP.

- Provide brochures, product cut sheets and/or specification sheets providing technical specifications as well as specific descriptions of goods and services and systems referenced in this RFP. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences MUST be explained in detail.

6. Contract Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 8 of this RFP.
- A copy of a contract that OPSB would be asked to sign must be included in this section.

7. Pricing Response

- Provide a thorough description of the goods and/or services being proposed.
- Provide a completed “Bulk Submission: Internal Connections” spreadsheet for each school. This spreadsheet may be downloaded at <http://www.usac.org/res/documents/sl/xls/window-hq/Cat-Two-Internal-Connection-16.1.xlsm>. This information must be submitted on a per location basis. Include a hard copy and a digital copy (CD or flash drive) of all spreadsheets in this section of the proposal.

8. Innovative Concepts/Supporting Documentation

- Present any innovative concepts/supporting documentation, if any, not discussed above for consideration.

3.3 RFP Addenda

The Ouachita Parish School Board reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP no later than 48 hours prior to the scheduled date of receipt of the RFP. Addenda, if any, will be posted at www.opsb.net/erate. It is the responsibility of the proposer to check the website for addenda to the RFP. If revisions to the RFP are made and are of such a magnitude to warrant, in Ouachita Parish School Board’s opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

3.4 Waiver of Informalities

The Ouachita Parish School Board may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

3.5 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the OPSB to select a vendor and/or award a contract. The OPSB reserves the right to accept or reject, in whole or part, any or all proposals submitted and/or cancel this RFP if it is determined to be in the OPSB’s best interest. A proposal, which is in any way incomplete, irregular, or conditional, will not be accepted unless approved in advance by the Ouachita Parish School Board. By submitting a proposal, vendors agree that any significant inaccuracy in information given by the vendor to the Ouachita Parish School Board will constitute good and sufficient cause for rejection of the proposal or rejection of the service at the time of delivery. Engaging into any

formal agreements is contingent upon the appropriation of funds by the OPSB and the Schools and Libraries Division (SLD) and approval by the Ouachita Parish School Board.

3.6 Non-responsive Proposals

Proposals that are deemed to be non-responsive based on criteria set forth in this RFP will not be evaluated any further and will not receive a score. It is the vendor's responsibility to make sure that the proposal meets all of the requirements of the RFP. The OPSB will not notify a vendor that their proposal has been deemed non-responsive.

3.7 Withdrawal and Re-submission of Proposal

Once submitted, a proposal may be modified or withdrawn only by appropriate notice to Ouachita Parish School Board. Such notice will be in writing over the signature of the proposer. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it then fully conforms to the general terms and conditions.

3.8 Cost of Preparing Proposals

The OPSB is not liable for any costs incurred by vendors in responding to this RFP. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP remains the responsibility of the proposer.

3.9 Ownership of Proposal

All materials submitted in response to this request become the property of the Ouachita Parish School Board. Selection or rejection of a proposal does not affect this right.

3.10 Errors and Omissions in Proposal

The OPSB will not be liable for any errors in proposals. The OPSB reserves the right to make corrections or amendments due to errors identified in proposals by the OPSB or by the vendor. The OPSB, at its option, has the right to request clarification or additional information from the vendor.

3.11 RFP Solicitations

This procurement is a request for proposal (RFP) pursuant to La. R.S. 38:2237.

3.12 Confidentiality

Proposals submitted to the Ouachita Parish School Board for consideration will be held in confidence and not made available to other vendors for review or comparison. However, as per the E-rate Modernization Order, the successful proposer's pricing will become public information when OPSB submits the 471 application.

The vendor may designate the portions of the proposal that are proprietary in nature, and Ouachita Parish School Board agrees not to disclose those portions except for purpose of evaluating the proposal.

4.0 Evaluation and Selection

4.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team to be designated by the OPSB. This team will select the proposal that best meets the interest of the OPSB, taking into consideration price and other evaluation factors as set forth in this RFP.

4.2 Clarification of Proposals

The OPSB has the right to request clarifications or additional information from the vendor. Written and/or oral discussions/presentations for further clarification may be required of some or all proposers. Commitments made by the proposer at the oral presentation, if any, will be documented and considered binding. OPSB may adjust scoring as a result of the discussion/clarifications provided during the oral presentations.

4.3 Evaluation and Review

Responsive proposals will be objectively evaluated as to compliance by a qualified team. Proposals that do not comply may be subject to disqualification without further consideration. Final scoring will be based on a predefined method, and the proposal with the highest score will be selected, pending contract negotiations. Price for e-rate eligible services has the highest point value (per Schools and Libraries Division (SLD) rules for evaluating RFPs for e-rate funding), but will not be the sole criteria when selecting the vendor. Engaging into any formal purchasing agreement is contingent upon the appropriation of funds by the OPSB and the Schools and Libraries Division (SLD) and approval by the Ouachita Parish School Board.

4.4 Evaluation Rubric

Criteria	Maximum Points Per Criteria
Price for Eligible Services	40
Technical Merit	25
Price for Ineligible Services	10
Maintenance and Support	10
OPSB Experience with Vendor/References	10
Louisiana Vendor Preference	5
TOTAL	100

4.5 Evaluation Methods

- **Price for Eligible Services** – The responsive proposal with the lowest price will receive 40 points. All other responsive proposals will be scored based on a percentage of the lowest price using the following formula:

$(\text{Proposal Price}) \% (\text{Lowest Price}) \times 40$

Awarded points will be rounded to the nearest whole number (eg. .50 and above will round up; .49 and below will round down).

- **Technical Merit** – Each reviewer will score the proposal based on their subjective evaluation of the technical merit of the proposed solution as well as the technical merit of the vendor. Reviewers may only evaluate information provided by the vendor in their proposal.
- **Price for Ineligible Services** – The responsive proposal with the lowest price will receive 10 points. All other responsive proposals will be scored based on a percentage of the lowest price using the following formula:

$(\text{Proposal Price}) \% (\text{Lowest Price}) \times 10$

Awarded points will be rounded to the nearest whole number (eg. .50 and above will round up; .49 and below will round down).

- **Maintenance and Support** – Each reviewer will score the proposal based on their subjective evaluation of the maintenance and support of the proposed solution as well as the maintenance and support capabilities of the vendor. Reviewers may only evaluate information provided by the vendor in their proposal.
- **OPSB Experience with Vendor/References** – Each reviewer will score the proposal based on their known experience with the vendor and/or information provided by the vendor’s references.
- **Louisiana Vendor Preference** – If the vendor is authorized to sell the proposed products and/or services via the Louisiana State Contract, they will receive 5 points. Otherwise, the vendor will receive 0 points.

4.6 Sample Evaluation Form

A sample of the RFP Evaluation Form can be found in Appendix A of this RFP.

4.7 Right to Reject Proposals and Negotiate Contract Terms

OPSB reserves the right to reject any and all proposals submitted in response to this RFP, or to cancel this RFP if it is in the best interest of the OPSB to do so. The OPSB may negotiate the terms of the contract, including the award amount, with the selected proposer. If contract negotiations cannot be concluded successfully with the highest scoring proposer, OPSB may negotiate a contract with the next highest scoring proposer, or terminate the entire acquisition process. (La. R.S. 38:2237(9)).

4.8 Notification of Selection

The Ouachita Parish School Board will notify all vendors in writing when a vendor has been selected. Contract negotiations with the selected vendor will begin immediately after selection.

5.0 Technical Information

5.1 General Information

OPSB wishes to obtain proposals which are:

- a. reliable and cost effective
- b. aligned with the district’s service requirements, educational direction, and aspirations for student achievement
- c. research-based and proven in a K-12 educational setting
- d. easily upgradable/expandable to meet future needs

Vendors are encouraged to learn about the district’s current network configuration, requirements, and initiatives. More than one proposal may be submitted offering different product options and pricing. Use the table format to respond to the technical requirements outlined in sections 5.3 – 5.6.

OPSB’s goal is to implement a robust wireless network which will meet or exceed the demands for capacity due to increased use of digital resources, including but not limited to, streaming media, mobile learning, BYOD initiatives, and online testing simultaneously for all users.

5.2 Functionally Equivalent Equipment

Any reference to a manufacturer’s name and model number in the technical requirements is intended merely to establish a standard. Any hardware being proposed that is functionally equivalent will be considered equally acceptable provided that the equipment, so proposed, is, in the opinion of the OPSB, of equal substance and function. Functional equivalence must be proven through documentation provided by the vendor. Substitute items may be rejected at the discretion of the OPSB. During the evaluation phase, OPSB may seek additional information or require demonstrations of compatibility and/or equivalency from vendors who have functionally equivalent solutions to this RFP.

5.3 General Requirements

Provide a response to each question/statement in the space provided.

5.3.1	List and describe the certifications and manufacturer authorizations maintained by your company for the goods and/or services being proposed.
Comments:	
5.3.2	OPSB defines a value added partnership as a collaborative relationship based on mutual trust, equal independence, common goals, and benefits for both parties. OPSB is seeking a vendor who meets that definition. Provide specific examples of how your product and your company will add value to our partnership.
Comments:	

5.3.3	<p>All purchased equipment and materials shall be new, non-gray market items. All purchased equipment and materials shall be the latest models and versions of all hardware/software/firmware as approved by OPSB, and shall conform to the highest current applicable industry standards. Defective or damaged equipment and materials shall be replaced or repaired with minimal response time and in a manner which meets the approval of OPSB and at no additional cost to OPSB.</p> <p>Any model upgrades occurring between receipt of vendor proposal and time for purchasing must be included at the same price as what is being proposed. If necessary, vendor will facilitate the service substitution process.</p>
Comments:	
5.3.4	<p>The vendor is responsible to ensure that the equipment being proposed not only meets the performance specifications of the manufacturer but also the technical requirements as outlined in this RFP. Vendor will be responsible for all malfunctions and/or defects in equipment and/or any errors in proposed network design affecting performance.</p>
Comments:	

5.4 Technical Requirements – Network Switches

OPSB already has network switches in place with enough capacity and available POE ports to provide connectivity to all of the wireless access points in this RFP. Therefore, network switches are not included in this RFP.

5.5 Technical Requirements – Wireless

OPSB’s goal is to provide dense wireless connectivity to mobile devices simultaneously connected in classrooms, libraries, cafeterias, commons areas, and gyms and auditoriums where applicable.

Proposals must be accompanied by brochures, product cut sheets and/or specification sheets providing technical specifications as well as specific descriptions of goods and services and systems referenced in this RFP. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences **MUST** be explained in detail.

For each of the requirements below, indicate the level of compliance with:

- “Comply” – Vendor meets the specifications.
- “Not comply” – Vendor does not meet this specification.

Note: All specifications listed in Section 5.5 are required. Any response of “Not comply” in Section 5.5 will result in the proposal being considered non-responsive.

Any exception to terms, conditions, or other requirements in any part of this RFP MUST be clearly stated in the vendor’s proposal. Otherwise, the OPSB will consider all statements/items offered to be in strict compliance with this RFP, and the successful proposer will be responsible for compliance.

In addition to stating the level of compliance, include additional information, as necessary, to support your proposal.

5.5.1	Wireless access points should be functionally equivalent to an Aruba IAP-225.
Comments:	
5.5.2	Access point must be able to provide connectivity for up to 35 devices (35:1 ratio) simultaneously. Devices are expected to be able to simultaneously view 2-5 minute online videos in HD.
Comments:	
5.5.3	Access points must be based on 802.11ac radio technology and support a minimum of 3x3 MIMO with three spatial streams. Access points must also be backwards compatible to support 802.11 a/b/g/n.
Comments:	
5.5.4	Access points must include radios for both 2.4 GHz and 5 GHz.
Comments:	
5.5.5	The solution shall provide the option of running 802.11ac Wave 1 and Wave 2 Access Points simultaneously within one system.
Comments:	
5.5.6	Must support 40MHz-wide channels in 5GHz for 802.11n and 80MHz-wide channels for 802.11ac.
Comments:	
5.5.7	The controller-less architecture must allow a single access point to act as a “virtual controller” to distribute the network configuration to other access points on the same network.
Comments:	
5.5.8	The controller-less architecture must support high availability allowing another access point to become the “virtual controller” and to take over duties with minimal disruption if the access point acting as the ”virtual controller” fails.
Comments:	

5.5.9	AP's must support hardware-based spectrum analysis capability to combat performance problems due to wireless interference. The system shall automatically change channel as needed across all available channels.
Comments:	
5.5.10	Solution must offer AP's with internal and external antenna options.
Comments:	
5.5.11	Solution must offer indoor and outdoor/mesh AP options.
Comments:	
5.5.12	Access points must be fully supported and capable of being fully managed by the Aruba AirWave network management system.
Comments:	
5.5.13	Solution must support robust QoS capabilities.
Comments:	
5.5.14	Solution must support radio resource management (RRM) technology to automatically configuring RF settings such as dynamic channel assignment and transmit power.
Comments:	
5.5.15	The solution must support technology that optimizes overall network capacity in mixed-client environments by helping ensure that 802.11a/b/g/n and 802.11ac clients operate at the best possible rates, especially when they are near cell boundaries. Ideally we would like this technology to offer optimizations in both the upstream and downstream direction.
Comments:	
5.5.16	Solution must support technology to steer dual-band-capable clients from 2.4 GHz to 5 GHz.
Comments:	
5.5.17	Solution must support technology that optimizes multicast video over a wireless network.
Comments:	

5.5.18	Indoor APs must be UL-2043 plenum-rated for above ceiling installation or for suspending from drop ceilings.
Comments:	
5.5.19	Solution must support Management Frame Protection.
Comments:	
5.5.20	Solution must support the ability to serve clients and monitor the RF environment concurrently.
Comments:	
5.5.21	Must support 16 WLANs per AP for SSID deployment flexibility.
Comments:	
5.5.22	Controller-less architecture must provide the capability of a user moving from one AP to another without noticeable loss of connectivity.
Comments:	
5.5.23	Controller-less architecture must support rogue access point detection.
Comments:	
5.5.24	Controller-less architecture must support the ability to scale up the number of AP's should the school district wish to expand the network in the future.
Comments:	
5.5.25	Controller-less architecture must provide authentication through Active Directory.
Comments:	
5.5.26	Controller-less architecture must provide a guest portal to allow unauthenticated user access to the Internet, yet still utilize the district's web filter.
Comments:	
5.5.27	Controller-less architecture shall operate with full functionality and features independent of an Active Wan connection or Internet access.
Comments:	
5.5.28	Access points must be able to be mounted to either drop tile ceilings or to masonry walls.
Comments:	

5.6 Technical Requirements – Wiring

OPSB already has or is in the process of acquiring and installing wiring for all of the wireless access points in this RFP. Therefore, wiring materials and services are not included in this RFP.

5.7 Product Quantities

OPSB has determined that we require at least one wireless access point per classroom (more in areas that we feel require more density) as well as enough wireless access points to provide coverage to administrative and other important areas of the campus. OPSB staff have made determinations about the locations and quantities of wireless access points that are needed. Based on these determinations, we are requesting the following:

Location	Quantity of Access Points Requested	Quantity of AirWave Licenses Requested
Boley Elementary School	27	27
Crosley Elementary School	25	25
Jack Hayes Elementary School	51	51
Lenwil Elementary School	35	35
Richwood High School	75	75
Richwood Middle School	46	46
Riser Elementary School	29	29
Riser Middle School	54	54
Riverbend Elementary School	46	46
Robinson Elementary School	40	40
Shady Grove Elementary School	42	42
Swayze Elementary School	35	35
Total	505	505

6.0 Installation

OPSB will handle the installation of the wireless access points in this RFP. Therefore, installation services are not included in this RFP.

7.0 Maintenance and Support

OPSB does not intend to purchase any support or maintenance above the factory warranty that is provided with the products. However, OPSB may, from time to time, need additional product support from the vendor.

Provide a response regarding how the proposer will meet each requirement in the space provided.

7.1	<p>Warranty: All access points must include a manufacturer’s lifetime warranty that provides at least Return-to-Factory Next Business Day support. This warranty must cover the access points for at least five years after the product’s end-of-sale date.</p> <p>Please provide detailed warranty information including the available mechanisms that are in place for warranty support (online portal, email, telephone, etc.) and the projected life cycle of the proposed products.</p>
Comments:	
7.2	<p>Service: Discuss your diagnostic and repair capabilities, focusing on your ability to quickly and accurately identify and resolve reported problems. Include a description of your process from the initial reporting of a problem to problem resolution.</p>
Comments:	
7.3	<p>Support: Describe incident-based, short term, and long term support offered by your company and the associated cost. Identify the make-up of the technical staff who would be assigned to support the OPSB, citing their experience/certifications with the proposed goods and/or services.</p>
Comments:	
7.4	<p>Availability of Technical Support: Provide information regarding availability of technical support (on- site and remote). Include the physical address of the technical support team which will be assigned to OPSB.</p>
Comments:	

8.0 Contract

8.1 Contract Negotiations

Preliminary vendor shall be selected on the basis of the vendor receiving the highest score according to the matrix established in Section 4.5, Evaluation Rubric. Upon preliminary vendor selection, contract negotiations shall commence. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If the vendor fails to provide the necessary information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the contract for the project, OPSB may elect to terminate negotiations, negotiate with the next highest scoring vendor, or terminate the entire acquisition process.

The OPSB reserves the right to determine, formulate, and include additional terms and conditions during final contract negotiations with the selected vendor. These terms and conditions shall be within the general scope of the RFP.

8.2 Contract Terms

The OPSB may enter into a one-year contract with up to four (4) voluntary one-year extensions.

8.3 Contract Requirements

Provide a response regarding how the proposer will meet each requirement in the space provided.

8.3.1	Any formal agreement/contract entered into as a result of this proposal must contain an annual appropriation dependent upon a diligent good faith effort of the OPSB to appropriate funds annually for the same. Failure upon such to occur shall result in a termination of the contract at the end of the last year in which said appropriation took place (La. R. S. 38:2237(3)).
Comments:	
8.3.2	All RFP requirements outlined in this document as well as the selected winning vendor’s proposal will become contractual obligations if a contract ensues. This includes, but not limited to, all specifications, drawings, addendums/amendments, brochures, and presentations submitted by either party. Failure of the successful proposer to accept these obligations will result in the rejection of the proposal. In the event that there is a variance between the language in the vendor’s contract/purchase agreement/statement of work, and the requirements and commitments stated in this RFP and vendor’s response, the requirements and commitments in the RFP and vendor’s response would take precedence over the vendor’s contract/purchase agreement/statements of work.
Comments:	
8.3.4	Contracts should include voluntary extensions. However, the entire contract term (original contract and any voluntary extensions) will not exceed 5 total years. The OPSB

	and the vendor will state in writing the willingness to enter into a contract extension agreement.
Comments:	
8.3.5	The contract should provide flexible conditions which allow the OPSB to negotiate changes in contract structure or pricing in response to significant market changes or technological changes. Vendor shall not raise cost of any goods and/or services for the life of the contract, including any extensions thereof. If price of the originally selected goods and/or services should fall during the life of the contract, the vendor will not charge the district more than Lowest Corresponding Price.
Comments:	
8.3.6	OPSB will reserve the right to terminate any contract signed without penalty at any time during the contract period including extensions, due to non-compliance of any products and or goods and services listed in the contract, of which this request for proposal and the response to the RFP have become a part. While OPSB will provide a 30-day written notice for contract termination, OPSB reserves the right to grant the vendor a grace period of 30 days to resolve noncompliance issues. Application of this and additional grace periods will be granted at the discretion of OPSB. OPSB will not waive its future rights of contract termination should they decide to waive their rights due to any non-compliance issue.
Comments:	
8.3.7	OPSB will reserve the right to cancel the contract with the vendor for non-performance at any time during the contract period including extensions. Non-performance includes, but is not limited to, failure to provide quality service, poor installation performance, poor customer service, and failure to maintain a “green light” status as an eligible E-rate provider.
Comments:	
8.3.8	In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
Comments:	
8.3.9	The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an “Invoice Check” with USAC (http://www.usac.org/sl/applicants/step06/invoice-check.aspx).
Comments:	
8.3.10	Vendor acknowledges that the total yearly appropriation by the OPSB for the funding of this contract is dependent upon the amount of E-rate funding received on behalf of the

	OPSB. The winning vendor must agree that the OPSB can terminate a contract regardless of the contract term if E-rate funding is discontinued or reduced.
Comments:	

9.0 Pricing

9.1 Pricing Information

Pricing must include all elements of the proposed service. Address hardware, software, hardware and software installation, licensing, configuration, cabling, training, maintenance, labor, permits, documentation, and any other product and/or services must be included in this cost to be considered by the OPSB. “Hidden charges,” charges stated by the vendor in any other section of this proposal, will not be considered as part of the proposal.

Vendors can submit multiple proposals outlining different options for consideration.

A best and final offer may be requested from some or all vendors.

Vendors cannot charge E-Rate applicants a price above the Lowest Corresponding Price(LCP) for E-Rate program services (47 CFR Section 54.511(b)). LCP is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. Proposers are urged to review the details of the LCP requirement at <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>.

9.2 Invoicing

The vendor is expected to comply with all Universal Service rules and bill the SLD and the school board separately (SPI Method) for the proper proportions on each invoice when the service begins.

9.3 Clarity of Proposal

It is the responsibility of the vendor to list all goods and services required for the successful implementation of this project. Any additional services and/or equipment necessary for installation and operation of the proposed service not included herein, but afterwards deemed necessary, will be at the expense of the vendor. Furthermore, claims for compensation for extra work resulting from the lack of knowledge of any existing condition on the part of the vendor will not be allowed.

9.4 Description of Goods and/or Services

Vendors must present all pricing of goods and/or services in a descriptive manner such that there will be no doubt as to the intent and scope of the proposal. Vendors are responsible for including appropriate manufacturer’s cost allocations for non e-rate items embedded within e-rate eligible equipment or services.

9.5 Bulk Upload: Internal Connections Spreadsheets

Vendors must provide a completed “Bulk Submission: Internal Connections” spreadsheet for each school. This spreadsheet may be downloaded at <http://www.usac.org/res/documents/sl/xls/window-hq/Cat-Two-Internal-Connection-16.1.xlsm>. This information must be provided on a per location basis. A hard copy and a digital copy (CD or flash drive) of all spreadsheets in this section of the proposal must be provided. This information will be uploaded by OPSB into the Form 471 Application.

9.6 Equipment Trade-Ins

As per E-rate rules, equipment purchased with Schools and Libraries Program discounts can be traded in (<http://www.usac.org/sl/applicants/before-youre-done/equipment-disposal.aspx>). OPSB anticipates offering Meru equipment for trade-in. Vendors, who can offer a trade-in value, should provide that information separately. Discount should not be deducted from any goods and/or services being proposed.

Appendix A

E-Rate RFP Assessment Worksheet Funding Year 2016 – 2017

Project or Service

RFP 36-16 Internal Connections – Wireless Access Points

Vendor and/or
Proposal Name

Criteria	Possible Points	Awarded Points
Price for Eligible Services	40	
Technical Merit	25	
Price for Ineligible Services	10	
Maintenance and Support	10	
OPSB Experience with Vendor/References	10	
Louisiana Vendor Preference	5	
Total Points	100	

Date:

Printed Name:

Signature: