

Commodore Perry School District



Request for Proposals

E-Rate Category Two Funding

Commodore Perry School District Battery Backup & POE Switch Infrastructure Addition with upgraded access point Installation and fiber optic switch redundancy

Funding Year 2024

Commodore Perry School District

Request for Proposals for E-Rate Category Two Funding

Commodore Perry School District Battery Backup & POE Switch Infrastructure Addition and Installation

1. ADMINISTRATIVE ITEMS

This request for proposals (RFP) is being issued by Commodore Perry School District. It is being conducted in accordance with federal E-Rate rules and applicable state and local procurement requirements.

1. 1. NOTICE OF RFP

Notice is hereby provided that Commodore Perry School District, located in Hadley, Pennsylvania ("District") is requesting proposals from qualified vendors to provide the District with network switch equipment, data/fiber optic cabling, any necessary equipment/hardware, all services, and any related software and licenses, under the Federal E-Rate Schools & Libraries Program, Category 2 Funding. Prospective bidders must have a current E-Rate SPIN number.

It is the desire of the District to select a vendor that can meet or exceed the District's minimum requirements identified herein, at a competitive cost. Proposals must be submitted in accordance with the requirements identified herein as Base Proposal and Alternate Proposal(s). District reserves the right to accept any portion of, all, or none of any bid. Bidders must abide by rules and regulations set forth by USAC regarding E-Rate.

Prospective bidders must attend a mandatory site walk through at associated installation areas on campus at Commodore Perry School District.

1.2. OVERVIEW OF THE DISTRICT and PROJECT PURPOSE

The Commodore Perry School District is a small, rural public school district serving parts of Mercer County, Pennsylvania. The District encompasses multiple rural communities, including: Sheakleyville, Deer Creek Township, Sandy Creek Township, Salem Township, Otter Creek Township, and Perry Township. Commodore Perry School District encompasses approximately 74 square miles (190 km²).

The District has two schools - Elementary School, serving students in grades Pre-Kindergarten through Grade 6, and Commodore Perry High School, serving students Grades 7 through 12. The District has an enrollment of approximately 444 students in grades Pre-K through 12.

The District is governed by a nine (9) member Board of School Directors and is under the operational leadership of Mr. Kenneth Jewell, Superintendent.

This procurement aims to expand and enhance the wired network of the Commodore Perry School in preparation of upgraded wireless technical needs. The District reserves the right to accept any portion of, all, or none of any bid.

1.3. GENERAL INSTRUCTIONS

All interested bidders must register with the Issuing Officer in order to receive the original RFP documents and subsequent communications. To register, send an email to the Issuing Officer with your name, company, phone and email contact information.

Issuing Officer:

Jon Dillaman

Technology Coordinator

Commodore Perry School District

Commodore Perry CPERate@cpanthers.org

Commodore Perry School District ("District") is soliciting proposals for hardwired network equipment, data/fiber optic cabling, any necessary hardware/equipment required to properly configure the network equipment, all services (including construction, configuration, installation, testing and training) and any related software and licenses for one District building, under the Federal E-Rate Schools & Libraries Program, Category 2 Funding. The E-Rate funding year will commence July 1, 2024 and end June 30, 2025.

Proposals which are incomplete, incorrect, or submitted by unqualified vendors shall be considered non-responsive and may be rejected at the sole discretion of the District.

The formal bidding process is regulated by the FCC E-Rate Schools and Libraries Division program rules and Pennsylvania Public School Code, to ensure impartial competition and the best use of taxpayer dollars. Under no circumstances will any vendor or potential bidder be given information which could present an unfair advantage. Contact by any participating vendor with any Commodore Perry Board Member during any phase of this process may be grounds for dismissal from the process.

All responding vendors must have a currently active SPIN under the USAC Schools and Libraries Division in order to participate in this RFP process.

Service Providers must comply with the following timeline for the procurement process.

January	25, 2024	RFP issued and E-Rate Form 470 Posted
February	1 & 9, 2024	Building walk through starting at 8 am in District Office
March	11, 2024	Bids will be opened at 1:00 pm in the District Office
March	18, 2024	Board action will be taken at the monthly board meeting

Dates are subject to change only at the discretion of the District. In no event will contract execution be after the deadline for filing a completed E-Rate Form 471, which will be determined by the administrators of the federal E-Rate program.

1.4. COMMUNICATIONS, AMENDMENTS and ADDENDA

Email is the preferred means of communication and will be considered an official means of communication between potential bidders and the Issuing Officer. It is very important that interested bidders register with the Issuing Officer prior to a mandatory site walk through. The registration list will be used to communicate with prospective bidders about important RFP-related items, including amendments and addenda. All questions about this RFP from prospective bidders must be communicated and directed to the Issuing Officer.

For this RFP, an amendment is defined as an official communication that changes a stated requirement, including any of the associated deadlines. If it becomes necessary to issue an

amendment, it will be uploaded to the Form 470 as well as emailed to all registered vendors. An addendum clarifies items without changing requirements. As questions are submitted and items are explained, addenda will be uploaded to the Form 470 and may also be emailed to all registered vendors.

1.5. DEFINITION of TERMS

This section defines important terms used throughout this procurement document.

- District: The term "District" refers to the Commodore Perry School District.

Non-Responsive: The term "non-responsive" refers to proposals which are incomplete, incorrect, or submitted by unqualified vendors. These proposals may be rejected at the District's sole discretion.

1.6. INSTRUCTIONS for RESPONSE

To respond, bidders should submit a written response to every numbered paragraph in this RFP Section 1 through 5. Valid responses are:

"Company Name has read, understands, and will comply."

"Company Name has read, understands, and will not comply." With this response, the bidding company must explain why it will not comply and propose an alternative. A specific written explanation to the response that answers a question, addresses a requirement or proposes an alternative to a requirement.

The District will consider any omitted response to any numbered item as an affirmative response to that particular requirement. Responding service providers are not permitted to change or supplement any part of the proposal after the submission deadline, except as described in Sections 1.12, 1.19, or 3.8. Additional submission details and a response checklist are included in Section 4: Submission of Proposal.

Any provider submitting an alternate proposal must still acknowledge all relevant numbered items in their response. "Not applicable" would be an appropriate response for irrelevant numbered items.

1.7. SUBMISSION COSTS

The Commodore Perry School District nor their representatives are liable for any costs incurred by a vendor or subcontractor in preparing or responding to this RFP.

1.8. CONFIDENTIAL INFORMATION

RFP responses will be held in confidence by the District and review team and will not be revealed to or discussed with third parties except as required by applicable local, state and federal law and regulations, including relevant state or federal grant programs. RFP proposals submitted to the District may be reviewed and evaluated by independent agents of the District who are not affiliated with any of the bidders and such persons will comply with these confidentiality provisions.

Any financial information disclosures that are considered of a proprietary and confidential nature by the vendor must be clearly marked CONFIDENTIAL FINANCIAL INFORMATION.

Notwithstanding, all other material submitted with the RFP proposals becomes the property of the Issuing Officer and will be retained at the Issuing Officer's discretion.

1.9. REJECTION or ACCEPTANCE of RESPONSES

The District reserves the right not to award any contracts in response to the proposals submitted in response to this RFP. Bidders are required to comply with the procedural requirements set forth in Section 4. Any failure to comply with these requirements can result proposal being marked as non-responsive and/or could be considered as part of the bid evaluation process (Section 5).

Bids that are submitted after the deadline may be rejected. Bids by a company that is not recognized by the E-Rate Administration, or a company who has not applied to be recognized by the E-Rate Administration will be rejected.

1.10. NEWS RELEASES

Commodore Perry School District requests that any news releases or planned publicity that mentions the Commodore Perry School District pertaining to this project not be made without prior coordination with the Issuing Officer.

1.11. NOTIFICATION of SELECTED VENDOR(S)

The selected will be advised of the intention to award contract subject to contract negotiation and board approval by the Issuing Officer through the email issuance of a notification of intention to award letter. Unsuccessful vendors also will be notified by letter via email.

1.12. ORAL PRESENTATION and BEST and FINAL PROPOSAL

Each valid RFP response will be reviewed by the District for the purpose of selecting finalists for oral presentations. The number of finalists will depend on the number of and quality of proposals.

Oral presentations, if necessary, will be scheduled at the discretion of the Issuing Officer. If invited, the Issuing Officer will contact the company representative after the RFP submission to schedule a time during that day. Oral presentations provide opportunities for the finalists to clarify their responses and allow the District to ask additional questions. Because the schedule for the review of proposals is very constrained, there will be little, if any, flexibility to accommodate alternative dates.

After the oral presentations, each finalist will have the opportunity to submit a best and final proposal that documents the answers to any remaining questions, clarifies all disputed matters and offers final pricing. The District explicitly understands that the best and final submissions may include changes in price.

It is possible that the District will be satisfied with the RFP responses and may not require oral presentations or best and final proposals. In that case, the District will evaluate the initial RFP submissions to determine the awarded vendor(s). Otherwise, the District will evaluate the best and final proposals to make award decisions, in accordance with Section 5 of this RFP.

1.13. SELECTED VENDOR RESPONSIBILITIES

The selected provider(s) will be required to assume full responsibility for all products, services and warranties offered in its RFP proposal whether or not the services are provided by the provider or its subcontractors. Further, the District will consider the selected provider to be the sole point of contact with regard to contractual matters.

1.14. E-RATE

Commodore Perry School District has filed a Universal Service Program for Libraries and Libraries Consortium ("E-Rate") FCC Form 470 for this procurement to coincide with the issuance of this RFP. The 470 number is 190013817.

The District assumes that all services sought in this RFP are eligible for E-Rate Category Two funding and are supported as such by the service provider. Any ineligible services (or related equipment) and otherwise eligible services that are not supported by the service provider must be explicitly identified in the RFP response; separately priced and separated in any E-Rate presentations.

E-Rate rules are accessible via the E-Rate Administrator's Website: <http://www.sl.universalservice.org>. Providers must be compliant with all applicable federal E-Rate program requirements, including but not limited to: filing of all required service provider forms, including Form 498, Form 499 (annual and quarterly filings to the extent they are applicable); Form 473 (Annual Service Provider Certification); Form 474, Service Provider Invoice Form, which invoices SLD for the E-Rate discount amount; provision of discounted bills (net of the E-Rate discounts) to the District; compliance with E-Rate document retention requirements; and provision of information that schools must submit as part of their filing requirements, including itemization of costs for installation and equipment.

Any provider submitting a response must have a Federal Communications Commission Registration Number (FCCRN). Providers may obtain a FCCRN via the Federal Communications Commission Website: <http://www.fcc.gov>. Providers also must have a Service Provider Identification Number (SPIN) in good standing with the E-Rate Administrator (i.e. not in "Red Light Status"). The provider will have a continuing obligation to notify the District of any change in Red Light status and failure to maintain good standing with the FCC and to be classified as on Red Light status may constitute grounds for terminating the parties' contract for cause.

All bidders are also required to disclose whether they are currently subject to an investigation by the E-Rate Administrator, Federal Communications Commission ("FCC") or any law enforcement agency; and/or whether any of the bidder's E-Rate invoices or customer's E-Rate invoices or Form 471 applications are being delayed for processing (delayed invoices is defined as 45 days or more from date of submission and delayed Form 471 application is defined as any application not funded by the 7th month of the funding year). Detailed information concerning any of these situations is required to be disclosed, including what actions, if any, the bidder is undertaking to resolve any outstanding issues.

In accordance with E-Rate rules, the cost of E-Rate eligible services will be the most heavily-weighted factor in making award decisions.

1.15. SUBCONTRACTING

The bidder must identify in writing any subcontractors to be used on the project in order to deliver services and provide a description of each intended subcontractor and a statement of the work to be performed. Subcontractors are subject to the same general conditions as the prime service provider. The District has the sole right to reject any subcontractors based on legitimate business concerns.

1.16. SECURITY CLEARANCES

All personnel (contractors and subcontractors) that will be working on this project must observe all security and safety procedures of the school facility and must secure and present all background checks, child abuse clearances and other applicable record checks as required by

law.

On-site work at the schools cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and the District has cleared the personnel for work in the school.

All contractors and subcontractors who will be working on this project in the schools will be required to submit current (within one year) the following clearances and certifications:

- Act 24 PDE Arrest or Conviction Certification
- Act 34 State Police Criminal Background Check
- Act 114 Federal Criminal History
- Act 126 PA Mandated Reporter Training
- Act 151 PA Child Abuse History
- Tuberculosis Test

1.17. TAX EXEMPT STATUS

The schools in this RFP are exempt from state sales and use tax and enjoy other federal and state tax exemptions afforded to public school entities and / or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Providers must ensure that their cost proposals include all applicable taxes and surcharges from which the schools are not exempt, as required in Attachment 1.

1. 18. PENALTIES for NON-PERFORMANCE

Please be advised that the final terms and conditions will include penalties for non-performance of contractual obligations via Performance Service Level Agreement (Performance SLA) and Delivery Service Level Agreement (Delivery SLA) language. All Services must perform according to contractual parameters and be available no later than the completion date(s) for the District as listed in the provider's proposed project summary schedule.

1.19. ADDITIONAL INFORMATION for the VENDORS

The district has the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP;
- Utilize any and all ideas submitted in the RFP proposals received;
- Request providers to clarify their RFP proposals in addition to the process described in 1.12;
- Purchase the most cost-effective proposals(s) and not necessarily the lowest-priced proposal(s) in accordance with E-Rate rules where price of E-Rate eligible services is the factor given the most points in the evaluation among all of the various factors considered in the evaluation.

2. EQUIPMENT and SERVICES to PROVIDE to DISTRICT

The District seeks proposals for the following equipment and services to be provided under the Federal E-Rate Schools & Libraries Program, Category 2 Funding:

- LAN Equipment

- Wireless access points throughout the building with additional coverage of Boiler Room and Wrestling room
- Data/fiber optic cabling to newly installed network racks (3) (Supply Closet, Admin Office, Weight Room)
- All necessary equipment or hardware not expressly stated to complete the project
- All necessary services for complete implementation of the project
- Any and all related software and licensing

2.1. PREFERRED EQUIPMENT

The preferred manufacturers for several categories of equipment are listed below. However, equivalent equipment may be proposed and will be considered. Any brands and models specified in this Section, Section 2.2, and Section 2.3 are included in order to establish the level of quality and/ or feature set being sought.

If you are proposing equipment other than the brand and model listed, please include documentation demonstrating that the proposed equipment is equivalent or superior to the listed equipment and compatible with current equipment.

Please include a statement with your proposal indicating the level of partnership your organization with the original equipment manufacturer being proposed. Additionally, please indicate the certifications of your team who will be performing the configuration, installation, and implementation of the equipment that will be installed.

Preferred LAN equipment manufacturer:

- **Cisco is the preferred LAN equipment manufacturer as this is the hardware currently in use to be integrated with.**
- **APC or Liebert as this is the hardware currently in use to be integrated with.**
- **Ubiquiti Access points U6+ or better**

2.2. EQUIPMENT TECHNICAL REQUIREMENTS

UPS – Rack Mountable

- **Device Type** UPS - rack-mountable / external
 - **Battery Enclosure Type** Internal
 - **Height (Rack Units)**2U
 - **Color** Black
 - **Localization** Canada, United States
 - **Bundled with** APC UPS Network Management Card AP9631
 - **Power Device**
-
- **UPS Technology** Line interactive
 - **Input Voltage** AC 120 V
 - **Input Voltage Range** AC 70 - 153 V
 - **Frequency Provided**47 - 53 / 57-63 Hz
 - **Frequency Required**50/60 Hz
 - **Input Connectors**1 x power NEMA L5-30
 - **Power Output Connectors Details**
 - 6 x power NEMA 5-15
 - 3 x power NEMA 5-20
 - 1 x power NEMA L5-30
 - **Output Voltage** AC 120 V ± 5% - 47 - 53 / 57-63 Hz
 - **Power Capacity**2700 Watt / 3000 VA
 - **Output Waveform** Sinewave

- **Surge Suppression** Yes
- **Surge Energy Rating**540 Joules
- **Battery**

-
- **Quantity**1
 - **Technology** Lead acid
 - **Run Time (Up To)**
 - 6 min at full load
 - 18 min at half load
 - **Recharge Time**3 hours
 - **Switchover Time**2 ms
 - **Networking**

-
- **Remote Management Interface** Ethernet 10/100, RS-232, USB
 - **Remote Management Protocol** SNMP 1, Telnet, SNMP 3, SNMP 2c, HTTP, HTTPS, SSH, SSH-2
 - **Expansion / Connectivity**

-
- **Interfaces**
 - 1 x management (RS-232) - 9 pin D-Sub (DB-9)
 - 1 x management (USB) - 4 pin USB Type B
 - 1 x EPO (emergency power off)
 - 1 x management (Ethernet) - RJ-45
 - **Expansion Slots**1 (total) / 0 (free) x Smart Slot
 - **Miscellaneous**

-
- **Included Accessories** Tower stand
 - **Cables Included**
 - Serial cable - external
 - USB cable - external
 - Power cable 8 ft
 - **Rack Mounting Kit** Included
 - **Features** Audible alarm, LCD display, Automatic Voltage Regulation (AVR), LED indicators, hot-swappable batteries
 - **Compliant Standards** CSA, TUV, BSMI, NOM, UL 1449, UL 1778, EN55022 Class A, EN 50091-2, RoHS, FCC Part 15 A, REACH, VCCI Class A
 - **Software / System Requirements**

-
- **Software Included** Drivers & Utilities
 - **Manufacturer Warranty**

-
- **Service & Support**
 - Limited warranty - 3 years
 - Limited warranty - batteries - 2 years
 - **Environmental Parameters**

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- **Min Operating Temperature**32 °F
 - **Max Operating Temperature**104 °F
 - **Humidity Range Operating**0 - 95%
 - **Sound Emission**55 dBA
 - **Dimensions & Weight**

-
- **Width**7 in
 - **Depth**19 in
 - **Height**17 in
 - **Weight**85.19 lbs
 - **Dimensions & Weight (Shipping)**

-
- **Shipping Width**23.1 in
 - **Shipping Depth**24.9 in
 - **Shipping Height**13 in
 - **Shipping Weight**105.23 lbs

- **Quick Specs**

-
- **Device Type** UPS - rack-mountable / external
 - **Rack Size** 2U
 - **Weight** 85.19 lbs
 - **Localization** Canada, United States
 - **Input Voltage** AC 120 V
 - **Output Voltage** AC 120 V ± 5%
 - **Power Capacity** 2700 Watt / 3000 VA
 - **Input Connectors** 1 x power NEMA L5-30
 - **Output connectors** 6 x power NEMA 5-15 | 3 x power NEMA 5-20 | 1 x power NEMA L5-30
 - **Battery** Lead acid
 - **Battery Form Factor** Internal
 - **Batteries Qty** 1
 - **Run Time (Up To)** 6 min at full load
 - **Networking** Ethernet 10/100, RS-232, USB
 - **Remote Management Protocol** SNMP 1, Telnet, SNMP 3, SNMP 2c, HTTP, HTTPS, SSH, SSH-2
 - **Included Accessories** Tower stand
 - **Dimensions (WxDxH)** 7 in x 19 in x 17 in
 - **Manufacturer Warranty** 3 years warranty
 - **Bundled with** UPS Network Management Card

48 port Full PoE+ Switch (13 Locations in the building)

- Interfaces

- 48 x 10/100/1000BASE-T Ethernet (RJ4S) with auto-MDIX crossover
- 48V DC 802.3af/802.3at Power-over-Ethernet (PoE/PoE+) and available on all ports (maximum of 30W per port for PoE +) and (PoE/PoE++) available to on a minimum of 6 ports
- 4 x SFP Gigabit Ethernet interfaces for uplink
- Auto negotiation and crossover detection

- Ethernet switching capabilities

- 802.1 P Quality of Service prioritization
- 802.1 Q VLAN tagging and Q-in-Q VLAN stacking with 4096 addressable tags
- 802.1 D Spanning Tree Protocol (RSTP, STP)
- 802.1 ab Link Layer Discovery Protocol (LLDP)
- 802.3ad link aggregation with up to 8 ports per aggregate
- Broadcast storm control
- IGMP snooping for multicast filtering
- MAC forwarding table entries: 8,000

- Security

- Integrated two-factor authentication
- Role-based administration
- Corporate wide password policy enforcement
- IEEE 802.1 X port-based security

- Performance

- Non-blocking fabric
- 104 Gpbs non-blocking switching capacity
- 2.5 microsecond latency

- Power over **Ethernet**

- 802.3af (PoE) 15.4 W per port and 802.3at (PoE+) 25.5 W per port
- Maximum PoE output: 720 W
- PoE available on all ports simultaneously
- Supports pre-standard PoE devices
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- Management

- Integrated with wireless, routing, and firewall management
- No-touch remote deployment (no staging needed)
- Detailed historical per-port and per-client usage statistics
- DHCP and hostname fingerprinting
- SNMP v2c
- Seamless over-the-web firmware upgrades
- Remote diagnostics
 - Email and text alerts
 - Live remote packet capture
 - Aggregated event logs
 - Scalable stacking
 - Unified configuration and monitoring of all switches

2.2.1 REQUIRED EQUIPMENT

Quantity of equipment required may vary depending on the mandatory site walk through, as referenced in Section 1.3.

The District is seeking:

- (13) managed 48-port full PoE switches, as described above in Section 2.2,
- Fiber Patch Cables and / or Cables as needed to add switches into current stacks.
- (13) Battery Backups with network connectivity for alert monitoring, as described above in Section 2.2
- Installation of (2) exterior wireless access points
- Replacement/upgrade of current classroom access points to enhance wireless connectivity

2.3. Infrastructure Requirements

2.3.1 Building Infrastructure Requirement

Redundant fiber optic connections to all building main switches (10) should be configured with this installation.

2.3.2 Classroom Infrastructure Requirement

2 additional CAT 6 lines will need to be run from each local network cabinet to each classroom to facilitate hardwired homerun connections of BenQ boards and Ubiquiti U6 access points. This will exclude offices and the early childhood development room. All Cat6 visible inside of classrooms should be in conduit and fastened mechanically to the walls.

2 Exterior access points will also need to be installed on the corner of the Administration office and outside the High School Main entrance .

2.4. REQUIRED PROFESSIONAL SERVICES

Additional professional services may be required or services may be removed as a result of the

mandatory site walk through, as reference in Section 1.3.
The District is seeking:

Integrate new switches into Stacks;
Any and all professional services necessary to configure, install, and test all of the above required equipment (Section 2.3) and required professional services (Section 2.4).

2.5. INSTALLATION LOCATIONS

Equipment will be installed in the below listed building of the Commodore Perry School District:

Commodore Perry School
District
3002 Perry Hwy
Hadley, Pa 16130

2.6. DOCUMENTATION

Full documentation of the completed project is required. This includes, but is not limited to:
Port and switch matrices; Detailed drawings with equipment locations, serial numbers, assigned management IP addresses, and any other applicable inventory information.

3. REQUIREMENTS of Commodore Perry SCHOOL DISTRICT RFP

Failure to follow the below criteria and requirements may be considered grounds for disqualification.

3.1. E-RATE PROGRAM

The Commodore Perry School District wishes to take advantage of E -Rate funding discounts. The successful bidder(s) will be responsible for qualifying in the Federal E-Rate program. Any items not eligible for E-Rate shall be itemized in the bid. LSD will pay the vendor using district funds for these non-eligible E-Rate purchases. Prices must be held firm for the duration of the E-Rate 2016-2017 fiscal year ending or until all work associated with the project (including any SLD approved extension), whichever is later. These projects and services depend on partial funding from the E-Rate program.

- District expects each service provider to make themselves thoroughly familiar with any rules and/or regulations regarding the E-Rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- NO billing or work can take place before the allowable date established by the E-Rate program for the E-Rate 2016-2017 fiscal year.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing an FCC Registration Number (FCCRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-Rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting, without

prior District approval.

- The service provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.
- Provide proof of your E-Rate SPIN (in the form of a printout from the E-Rate website).
- Submit a Federal Communications Commission Registration Number (FCCRN) in the form of a printout from the FCC website. Providers may obtain a FCCRN via the Federal Communications Commission Website: <http://www.fcc.gov>.
- Provide a statement that your company is not in Red Light status within thirty (30) days prior to the response submission date. If your company has been on Red Light status within thirty (30) days prior to the response submission date, please indicate the circumstances that occurred and the steps that the bidder undertook to resolve the issue and avoid recurrence of the problem.
- All bidders are required to disclose whether they are currently subject to an investigation by the E-Rate Administration, Federal Communications Commission ("FCC") or any law enforcement agency; and/or whether any of the bidder's E-Rate invoices or customer's E-Rate invoices or Form 471 applications is being delayed for processing. Detailed information concerning any of these situations is required to be disclosed, including what actions, if any, the bidder is undertaking to resolve any outstanding issues
- Provide a Point of Contact for all matters related to the E-Rate program.

3.2. NON-COLLUSION AFFIDAVIT

Providers are required to submit a Non-Collusion Affidavit with their proposals. An acceptable sample with instructions is included in Appendix A.

3.3. EQUIPMENT

All equipment must be new, unused, unopened in its original packaging, with all original packaging materials included. Original protective wrapping, if any, must be intact. Original manufacturer's warranty must be included and valid.

3.4. CURRENT TECHNOLOGY

All equipment supplied must be currently available technology from the manufacturer. No discontinued equipment may be quoted or installed.

No used, remanufactured or refurbished equipment will be considered. All equipment must have the manufacturer's most up to date firmware and software installed. All necessary software licenses must be included.

3.5. FINANCIAL INFORMATION

Providers must include with their RFP sufficient financial information to demonstrate the fiscal stability of the company (e.g. an annual report or complete financial statement prepared by an individual certified public accountant). Financial statement must be independently verifiable and demonstrate sufficient capital to cover current and projected liabilities and obligations for the project term (or reasonable period).

If a provider submits insufficient financial information or the financial information creates just cause, the District may require a performance bond, letter of credit or other insurance in addition to the various SLAs specified in this RFP. The District may ask for additional information related to the company finances in order to make an informed evaluation.

Any confidential financial information must clearly be marked CONFIDENTIAL FINANCIAL

3.6. PROOF OF INSURANCE

The provider shall submit with its proposal a copy of its liability insurance certificate, including the type of coverage and amounts.

3.7. REFERENCES

The provider shall submit with its proposal a minimum of three (3) performance references from clients of similar size and scope of service. The District prefers school references, but any client reference will be accepted. The reference should include the name of the primary contact, the name of the company, telephone number, email address, and a general description of the services provided.

3.8. ADDITIONAL INFORMATION

The issuing Officer reserves the right to require providers to submit any additional information necessary for the purpose of clarifying their RFP proposals or to request additional in-person or phone presentations.

3.9. NON-APPROPRIATION OF FUNDS

The RFP respondent acknowledges and agrees that the Commodore Perry School District is a public entity subject to the funding requirements and constraints established under state law, and that respective appropriation of moneys for a future agreement is a governmental function to which they cannot contractually commit in advance to perform beyond their respective current fiscal budgets. Contract language must include applicable non-appropriation of funds language that reflects these considerations.

3.10. ORDER of PRECEDENCE

The provider's proposal is to be included as an additional exhibit in the contract resulting from this RFP process. In the event that any dispute arises in interpretation, the language of the contract (including the exhibits attached hereto) shall be the first point of reference; the "best and final proposal" (if required) the second point of reference and the original RFP response, the third point of reference.

4. SUBMISSION of PROPOSAL

Providers must submit one complete proposal by mail to Michelle Goehring, Business Manager Commodore Perry School District, 3002 Perry Hwy, Hadley, PA 16130 by the date and time provided in Section 1.3.

4.1. SPECIFIC FORMATTING INSTRUCTIONS

Each submission must contain the following items:

- Letter of Transmittal: The Letter of Transmittal must be on company letterhead with the signature of an authorized company representative that makes the proposal binding as presented. The Letter also must include the name, phone number, and

- email address of the primary salesperson supporting this RFP response.
- Executive Summary: Provide a concise overview of the provider's solution. Include a description of all proposed services and additional service categories as required.
- Responses:
 - Administrative Items - Provider's acknowledgement of each numbered paragraph in Section 1 of this RFP Equipment and Services to Provide to District - Provider's acknowledgement of each numbered paragraph in Section 2 of this RFP
 - Requirements of Commodore Perry School District RFP - Provider's acknowledgement of each numbered paragraph in Section 3 of this RFP
- Attachments: Please complete or submit all attachments sought per this RFP.

4.2. SUBMISSION RESPONSE CHECKLIST

Please verify that all submission requirements are met with the checklist below:

- Have you submitted a complete response that responds to each numbered item in Sections 1, 2, and 3, as required in Section 4?
- Did you accurately fill out a pricing Spreadsheet?
- Is your Letter of Transmittal on company letterhead with the signature of an official of your company authorized to bind your company to its provisions?
- Did you include all required attachment, including:
 - E-Rate SPIN number (Section 3.1)
 - FCCRN number (Section 3.1)
 - Evidence of non-Red Light status (Section 3.1)
 - Non-collusion affidavit (Section 3.2)
 - Financial information (Section 3.5)
 - Insurance information (Section 3.6)
- Have you noted all objections, associated reasons and alternative conditions to all requirements of this RFP as required by Section 1.6?
- Is pricing spreadsheet submitted with the proposal?
- Have you ensured that all copies of your RFP proposal will arrive to the Issuing Officer by 1:00 PM on the date and at the place specified in Section 4?

5. SELECTION CRITERIA and EVALUATIONS of PROPOSALS

The District will evaluate the proposals in accordance with all applicable state laws. Bidders must be aware that, in the event any contract is awarded, all proposals will be evaluated using a scoring sheet whereas the "lowest responsible bidder" will be awarded the contract for equipment and the proposal with the highest score after evaluation will be awarded the contract for services. Although it is not our preference to award the contract to more than one bidder, 24 P.S. Section 8-807.1 of Pennsylvania Law requires that the District select the proposal for commodities (equipment) from the "lowest responsible bidder."

In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must comply with the following:

- Submit a timely proposal and not be disqualified
- The proposal must include all of the required information in Section 4. Information submitted in response to Section 2 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- Bidders must indicate their willingness to be bound by the terms of the RFP.
- A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.1.

Bidders are made aware that the District reserves the right to select one or more service

providers to complete the proposed service work. The District will take into consideration many factors and may choose vendor(s) to complete any portion of, all, or none of the proposed service work.

The following evaluation tool will be used to score services.

Scoring Matrix - Services

Service Provider:	
Evaluation Criteria	Possible Score
1. Compliance with General Provisions	10
2. Service Requirements Cabling Heat Mapping Staging, Configuration, Installation and Follow-up Other proposed services	25
3. Business Administration Capabilities Similar Project Experience Desired Company Qualities Qualifications Certifications Other business administration capabilities	25
4. Pricing for E-Rate Eligible Services	40
Total	100

APPENDIX A: NON-COLLUSION AFFIDAVIT INSTRUCTIONS AND FORM

1. This Non-Collusion Affidavit is material to any contract pursuant to this RFP. According to the Pennsylvania Antirigging Act, 73 P.S., Sections 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Project Name: _____
Owner: _____
Project No. _____

COMMONWEALTH OF PENNSYLVANIA:

:SS

COUNTY OF

I state that I am _____ of _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) , its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows: I state that _____ understands and acknowledges that the above representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Owner of the true facts relating to the submission of bids for this Agreement.

Name:

Title:

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 2024

NOTARY PUBLIC

My Commission Expires _____