

Request for Proposal: Network Switches

January 23, 2015

Lewiston Consolidated Schools
306 W Tiger Ave
Lewiston, NE 68380

Erate Identifier: Category Two RFP Network Switches

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Overview

Lewiston Consolidated Schools is seeing proposals for two (2) HP 48-port POE switches as defined below. See Appendix A for further information on part numbers and quantities requested.

All proposals which are highly equivalent to and compatible with HP switches (part numbers listed below) will be considered.

Vendors will have 24 hours after vendor selection is announced to raise any questions. Questions will be addressed via the web site posting answers to all questions. The District will have the final authority to the resolution of all questions.

All proposals must include a life-time warranty after online diagnosis and RMA issuance.

Installation and implementation is not part of this RFP. Equipment will be drop shipped to the dock at the location at Lewiston Consolidated Schools, 306 W Tiger Ave, Lewiston, NE 68380.

All bidding vendors must be e-rate eligible and file an FCC Form 499A to provide the services requested and provide their SPIN number as part of this RFP.

Proposals are due in either hardcopy or in electronic form (PDF format) on or before **Wednesday, February 24th, 2015** at Lewiston Consolidated Schools, Attn: Jeff Bacon, 306 W Tiger Ave, Lewiston, NE 68380 or emailed to jbacon@lewistonschool.net. E-mailed proposal documents will be time-stamped from the receiving computer.

Proposal opening to be on **Thursday, February 26th, 2015 at 1:30 pm** at Lewiston Consolidated Schools, 306 W Tiger Ave, Lewiston, NE 68380.

Questions should be addressed, no later than Monday, February 9th, 2015, to:

Jeff Bacon

Ph: 402.865.4675 | Email: jbacon@lewistonschool.net

Questions and Answers will be posted on district website (<http://www.lewistonconsolidated.org/>) by Friday, February 12th, 2015.

1.1 Product Specifications.

Make	Model	Part Number	Total
HP	2530 48G PoE Switch	J9772A	2

2.1 Pricing and Payment Structure

Vendors are required to breakdown the purchases by building as outlined in the table in Appendix A. Vendors are required to complete Appendix A as part of their proposal.

Contracts will be awarded only after receiving a funding commitment and decision letter from SLD or agreed upon by the district. This RFP will automatically become part of any contract awarded to a vendor. Once a contract is awarded, the total dollar amount is the responsibility of the district. The contract will define the 50% of installation complete amount.

30 days after contract signature	30 days after 50% installation complete	30 days after final testing completed
20% of contract	40% of contract	100% of contract

3.1 Evaluation Process

Please refer to Appendix B for further details regarding the evaluation process.

4.1 Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Jeff Bacon, Lewiston Consolidated Schools, jbacon@lewistonschool.net. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with successful vendor(s).

5.1 Contingencies

This RFP should not be considered as a Contract to purchase goods or services, but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Lewiston Consolidated School decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of

this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions will be accepted if create in PDF format and e-mail jbacon@lewistonschool.net by the due date and time as specified herein. Date and time stamp of receiving computer will govern all e-mails. Vendors will be considered nonresponsive if the above requirements are not submitted as requested. The Lewiston Consolidated Schools has the right to reject all submitted proposals and resubmit for new proposals through a revised RFP.

6.1 Vendor Questions and Clarifications.

Questions should be addressed, no later than Monday, February 9th, 2015, to:

Jeff Bacon

Ph: 402.865.4675 | Email: jbacon@lewistonschool.net

Questions and Answers will be posted on district website (<http://www.lewistonconsolidated.org/>) by Friday, February 12th, 2015.

Appendix A

TABLE 4.1: LEWISTON ELEMENTARY SCHOOL			
Erate Eligible Services			
Description	Qty	Unit Price	Total
HP J9772A	1		

TABLE 4.2: LEWISTON HIGH SCHOOL			
Erate Eligible Services			
Description	Qty	Unit Price	Total
HP J9772A	1		

Appendix B

Evaluation Rubric
Lewiston Consolidated Schools
Erate: Category Two Network Switches

1. Cost of eligible equipment and/or eligible maintenance25 points

Cost of Equipment will be released at time of proposal opening. Points will be awarded during the evaluation of the proposal(s).

2. Compatibility with currently owned district devices20 points

Compatibility is very important. Points will be awarded during the evaluation of the proposal(s) and determination of compatibility with existing equipment will be done at that same time. Zero (0) points will be awarded for non-compatible devices and twenty (20) points will be awarded for full 100% compatibility.

3. Features included15 points

All documented features of the device in the RFP will be evaluated and points award as such. Points will not be awarded for features that are not included in the cost of the device as presented in the RFP.

4. Support of hardware.....10 points

Technical support will be contacted and will be evaluated on its technical knowledge, English as the primary language, and ease of use.

5. Reliability10 points

Reliability score will be determined using the following criteria:

- a. References given in the RFP
- b. Known other users of the device
- c. Personal experiences

6. User Interface10 points

The user interface will be evaluated and points awarded on the ease of use and the completeness of the interface to the device.

7. References10 points

References will be contacted and points awarded on their responses.