

## REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	139755
SCHOOL NAME	CHOCTAW-NICOMA PARK SCH DIST
ADDRESS	12880 NE 10TH ST
CITY, STATE, ZIP	CHOCTAW, OK 73020

Please submit bids/proposals to the school by email or mail.

CONTACT	KEVIN BERRY		
EMAIL	<a href="mailto:finance@cnpsschools.org">finance@cnpsschools.org</a>		
PHONE	(405) 769-8311	ext	

CONSULTANT	MACHELLE MCKAY		
	COLLECT-ED LLC		
EMAIL	<a href="mailto:collect-ed@hotmail.com">collect-ed@hotmail.com</a>		
PHONE	(405) 830-2200		

**FUNDING YEAR 2017-2018 (July 1, 2017 - June 30, 2018)**

SERVICES REQUESTED (As checked) **470 FILED**    **SITE VISIT**    ***BIDS DUE BY:***

<b>CAT1</b>	<b>VOICE SERVICES (Phase Down Discount)</b>				
	<b>INTERNET ACCESS</b>	<b>X</b>	1/12/2017	<b>NO</b>	<b>2/17/2017</b>
	<b>TELECOMMUNICATIONS SERVICES (Data transmission)</b>	<b>X</b>	1/12/2017	<b>NO</b>	<b>2/17/2017</b>

<b>CAT2</b>	<b>INTERNAL CONNECTIONS (Hardware)</b>	<b>X</b>	1/12/2017	<b>YES</b>	<b>2/17/2017</b>
	<b>BASIC MAINTENANCE SERVICES</b>				
	<b>MANAGED INTERNAL BROADBAND SVCS</b>				

# REQUEST FOR PROPOSAL (RFP)

## Category One

### VOICE

**0%** = Estimated discount

**PROPOSALS MUST INCLUDE**

#### MONTHLY COSTS

(including taxes / surcharges)

INSTALLATION (or other charges)

NOT ELIGIBLE SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

### INTERNET ACCESS

**80%** = Estimated discount

**PROPOSALS MUST INCLUDE**

#### MONTHLY COSTS

(including taxes / surcharges)

INSTALLATION (or other charges)

NOT ELIGIBLE SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
1	INTERNET ACCESS SERVICES - 50MB - 100 MB via cable connection	12280 NE 10th CHOCTAW, OK			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

\*\*Internet Access bids must include increment prices. School district may opt to increase bandwidth during contract term with annual review.

**TELECOMMUNICATIONS SVCS (data transmission)**

**PROPOSALS MUST INCLUDE**

**80%** = Estimated discount

**MONTHLY COSTS**

(including taxes /  
surcharges)

INSTALLATION  
(or other charges)

NOT ELIGIBLE  
SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>(including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
9	Metro Ethernet - 1 Gb	1 per site; CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw; CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street; NICOMA PARK MIDDLE SCH 1321 N Hickman; CHOCTAW ELEM SCH 12880 NE 10th St; JAMES GRIFFITH 1861 Indian Merdian; INDIAN MERDIAN ELEM 1865 Indian Merdian; NICOMA PARK INTERM SCH 1318 N Hickman; NICOMA PARK ELEM SCH 1200 N Hickman; WESTFALL ELEM SCH 13239 NE 10th St			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

# REQUEST FOR PROPOSAL (RFP)

## Category Two

### INTERNAL CONNECTIONS (HARDWARE)

**80%** = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

QTY	DESCRIPTION	LOCATION	COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
1	NETWORK ROUTER - MINIMUM SPECS: Sysco Meraki MX-600 or equivalent	Districtwide Use Located at Admin Bldg located @ 12880 NE 10th St Choctaw, OK			
9	NETWORK SITE ROUTER - MINIMUM SPECS: Sysco Meraki MX-200 or equivalent	1 per site; CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw; CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street; NICOMA PARK MIDDLE SCH 1321 N Hickman; CHOCTAW ELEM SCH 12880 NE 10th St; JAMES GRIFFITH 1861 Indian Merdian; INDIAN MERDIAN ELEM 1865 Indian Merdian; NICOMA PARK INTERM SCH 1318 N Hickman; NICOMA PARK ELEM SCH 1200 N Hickman; WESTFALL ELEM SCH 13239 NE 10th St			
25	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw			
20	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street			
20	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	NICOMA PARK MIDDLE SCH 1321 N Hickman			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	NICOMA PARK ELEM SCH 1200 N Hickman			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	NICOMA PARK INTERM SCH 1318 N Hickman			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	WESTFALL ELEM SCH 13239 NE 10th St			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	CHOCTAW ELEM SCH 12880 NE 10th St			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	INDIAN MERDIAN ELEM 1865 Indian Merdian			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	JAMES GRIFFITH 1861 Indian Merdian			
5	NETWORK SWITCHES - MINIMUM SPECS: 48 Port Gigabit POE, prefer Cisco Meraki MS-220-48 or equivalent	CHOCTAW PUBLIC SCHOOLS (Admin) - shared services			

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
50	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	NICOMA PARK MIDDLE SCH 1321 N Hickman			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	NICOMA PARK ELEM SCH 1200 N Hickman			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	NICOMA PARK INTERM SCH 1318 N Hickman			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	WESTFALL ELEM SCH 13239 NE 10th St			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	CHOCTAW ELEM SCH 12880 NE 10th St			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	INDIAN MERDIAN ELEM 1865 Indian Meridian			
25	WIRELESS ACCESS POINTS - MINIMUM SPECS: Meraki MR-58 or Equivalent	JAMES GRIFFITH 1861 Indian Meridian			
12000	CABLING - CAT6	CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw			
4000	CABLING - CAT6	CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street			
4000	CABLING - CAT6	NICOMA PARK MIDDLE SCH 1321 N Hickman			
2500	CABLING - CAT6	NICOMA PARK ELEM SCH 1200 N Hickman			
2500	CABLING - CAT6	NICOMA PARK INTERM SCH 1318 N Hickman			
2500	CABLING - CAT6	WESTFALL ELEM SCH 13239 NE 10th St			
2500	CABLING - CAT6	CHOCTAW ELEM SCH 12880 NE 10th St			
2500	CABLING - CAT6	INDIAN MERDIAN ELEM 1865 Indian Meridian			
2500	CABLING - CAT6	JAMES GRIFFITH 1861 Indian Meridian			
20	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	CHOCTAW HIGH SCHOOL 14300 NE 10th Choctaw			
6	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	CHOCTAW MIDDLE SCHOOL 14667 NE 3rd Street			
6	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	NICOMA PARK MIDDLE SCH 1321 N Hickman			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	NICOMA PARK ELEM SCH 1200 N Hickman			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	NICOMA PARK INTERM SCH 1318 N Hickman			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	WESTFALL ELEM SCH 13239 NE 10th St			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	CHOCTAW ELEM SCH 12880 NE 10th St			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	INDIAN MERDIAN ELEM 1865 Indian Meridian			
3	UPS - MINIMUM SPECS: APC Model BR1300 or larger (or equivalent specs)	JAMES GRIFFITH 1861 Indian Meridian			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

**BASIC MAINTENANCE SERVICES**

**PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)**

**0%** = Estimated discount

**MONTHLY COSTS**  
**(including taxes /**      **INSTALLATION**      **NOT ELIGIBLE**  
**surcharges)**      **(or other charges)**      **SERVICES, if any**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

**MANAGED INTERNAL BROADBAND SERVICES**

**PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)**

**0%** = Estimated discount

**MONTHLY COSTS**  
**(including taxes /**      **INSTALLATION**      **NOT ELIGIBLE**  
**surcharges)**      **(or other charges)**      **SERVICES, if any**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

## REQUEST FOR PROPOSAL (RFP) - TERMS

### General Terms

- > School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.
- > All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
- > School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.
- > All products and services proposed must be operational and compatible with all network equipment brands/software used by school district.
- > Bids/ Proposal must meet or exceed minimum requested hardware or services requests.

Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). Maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.
- > For most requested services such as Internet, Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers preferred be within 100 mile radius (approx 1-2 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.
- > School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required, minimum of 3 service providers). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.
- > School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered.

Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.
- > All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.
- > All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.

# REQUEST FOR PROPOSAL (RFP)

## Documentation Requirements

### 1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a IF SITE VISIT IS SCHEDULED, Must register, as soon as possible, to receive any email or updates for this RFP request.
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)
- c Responses for requested information will be posted on local school webpage for all services to view.

SEE WEB PAGE: [www.cnpschools.org](http://www.cnpschools.org)

FINAL QUESTION DAY - 7 days before posted deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)	#####
FINAL ANSWER WEB POSTING - 5 days before deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)	#####

- d Service Provider must print a copy of school webpage with questions and answers. (required proof of receipt) If no questions, please state - NO QUESTIONS / ANSWERS FOUND ON SCHOOL WEBPAGE - with date and signature.

### 2 Response bid/proposal MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.  
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.  
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3 within the state)
- f Copy of the list of posted questions & answers with date and signature - as listed above (item #d)
- g Federal Tax ID certificate (w-9)  
A copy of certificate of insurance. Please note the school district may request a current copy
- h certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.

### 3 Instructions to submit

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date unless extension date is requested from school AND update to the FORM 470 application.



**INTENT TO BID & SUBMIT RFP QUESTIONS**

**IF SITE VISIT IS SCHEDULED -**

**SERVICE PROVIDERS Immediately Complete & submit THIS PAGE**

DATE \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OFFICE# or CELL#: \_\_\_\_\_

SITE VISIT?	<b>YES</b>			PLAN TO ATTEND?
VISIT DATE/TIME #1	1/25/2017	9:00 AM		
VISIT DATE/TIME #2	2/2/2017	9:00 AM		
meet at address:	12880 NE 10th Street, Choctaw, OK			

Email questions, if any.  
Please note any school breaks

**THANKSGIVING** \_\_\_\_\_  
**CHRISTMAS** \_\_\_\_\_

**Submit questions no later than** #####

**(or last school business day before school break)**

to [finance@cnpsschools.org](mailto:finance@cnpsschools.org)  
CHOCTAW-NICOMA PARK SCH DIST  
KEVIN BERRY

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/reciept of any emails or correspondence.
- > For RFP updates, questions and answers– not through individual emails.

**SEE WEB PAGE: [www.cnpsschools.org](http://www.cnpsschools.org)**

- > All questions and answers will be posted by #####  
(or last school business day before school break)

## REQUEST FOR PROPOSAL (RFP) - NOTES

### Additional Information

- > **n/a** **For Voice over Internet Access requests:** "If the applicant simply has a voice application running over a data circuit with *no portion of the circuit dedicated to providing voice*, the circuit is not submit to the phase down" - USAC News Brief 2/9/2015
  
- > **X** **For Internet Access requests:** Must include all configuration, installation, special construction information and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.
  
- > **X** **For CAT1 non voice service requests: (OKLAHOMA SCHOOLS ONLY)** Service Provider must agree to qualify for any Oklahoma Universal Service Fund (OUSF) for credits for the internet access services within 90 days of completed service start date.
  
- > **n/a** **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).  
**Proposals must include:**
  - a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
  - b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
  - c Responsibilities of the Client – service orders, expected timeframes, etc
  - d Explain terms of cancellation or termination.
  - e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
  - f Describe any use of subcontractors
  
- > **X** **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

**REQUEST FOR PROPOSAL (RFP)**  
School District Specific Information

- > n/a
- > n/a
- > n/a