

Community Charter School of Paterson

REQUEST for PROPOSAL (RFP)

CCSP-BM-18

Basic Maintenance Services

Issued January 2, 2018

Deadline 11:45 am EST on January 31, 2018

The contact person for questions is:

Janice Meyers

janice@jhmedu.com

All contact MUST be made through email

INVITATION TO BID

The Community Charter School of Paterson serves 900 students in grades K-7 in 3 locations

- 75 Spruce Street, Paterson, NJ 07501
- 32 Spruce St, Paterson, NJ 07501
- 137 Ellison St, Paterson NJ 07505

We are soliciting a bid for the materials and services necessary to provide Basic Maintenance of Internal Connections of our existing network, (Installed in 2011 and 2015) at all three locations. Provision of these services are dependent upon financing from The Schools and Libraries Commission E-rate Program. Should partial funding become available or should funding be denied, this project will be adjusted or cancelled.

GENERAL CONDITIONS

One electronic version of your bid shall be emailed no later than 11:45 AM EST on January 31, 2018 to janice@jhmedu.com

You are required to send an email confirmation with your contact information that you are preparing to respond to this bid to janice@jhmedu.com

Please state which RFP you will be responding to.

ADDENDA TO THE RFP

If it becomes necessary to revise any part of this RFP, addenda will be provided to all Bidders who received this RFP. All addenda will become part of this RFP, and will be incorporated into any contract entered into between Community Charter School of Paterson and the Bidder.

If you fail to send this email confirmation you may not receive updates and changes to this RFP.

BID REQUIREMENTS

To be considered, Bidders proposal must consist of a complete response. Bidders are not allowed to change any part of a proposal after submission until an award is made and final component quantities identified. The contents of the proposal of the

successful Bidder and this RFP will become contractual obligations when a contract is entered into.

All RFP responses must have

- You company name, address, and SPIN on company letterhead or Logo
- Page numbers on all pages
- Includes a written description of your services

Specifically, with regard to any contracts or orders resulting from this procurement, vendors must:

- Agree that any contract entered into as a result of their response to this bid is subject to the availability of the anticipated discount on a year by year basis. If the anticipated discount is not awarded by the SLD then the school may at its sole discretion either terminate the contract or adjust the quantities of equipment and service purchased.
- Agree to invoice Community Charter School of Paterson and Libraries Division (SLD) for the discount amount using the SLD approved forms and procedures – see <http://www.universalservice.org/SL> for details. Copies of these forms must also be sent to the COMMUNITY CHARTER SCHOOL OF PATERSON.
- Agree that once Community Charter School of Paterson and Schools Libraries Division have made a funding commitment that the vendor will invoice the COMMUNITY CHARTER SCHOOL OF PATERSON only for the after-discount amount.
- Any vendor price reductions subsequent to the contract signing and before ordering will be passed on to the COMMUNITY CHARTER SCHOOL OF PATERSON.
- Agree to assist the COMMUNITY CHARTER SCHOOL OF PATERSON with any administrative issues that arise with the e-rate program.

INCURRING COSTS

Community Charter School of Paterson is not liable for any cost or expenses incurred by the Bidders in the preparation of their proposals or for attendance at any conferences or meetings related to this BID. Community Charter School of Paterson is

not liable for the payment of any amounts to the selected Responder until a contract is negotiated, approved by the CCSP Board of Trustees, signed by the Bidder and all Community Charter School of Paterson signatures, as required by law, have been obtained.

DISCLOSURE OF PROPOSAL CONTENT

Cost and price information provided in Bids will be held in confidence and will not be revealed or discussed with competitors. The proposal of the selected Bidder, being their work product, may become part of any contract entered into.

All other material submitted becomes the property of Community Charter School of Paterson and may be returned only at our option.

DISCLAIMERS

You are hereby advised that we are not committed to any course of action as a result of our issuance of this Request for Proposal and/or its receipt of a bid from you or other firms in response to it. In particular, you should note that we may:

- reject any bid which does not conform to these instructions and specifications
- not accept bids after the stated submission deadline
- reject all bids, if so decided
- negotiate with one or more firms
- award only a portion of the contract
- make no award of a contract

You are also advised that we will not reimburse your firm for any bid preparation costs or other work performed in connection with this RFP, whether or not your firm is awarded a contract.

AWARD OF CONTRACT

The contract will run from July 1, 2018 to June 30, 2019.

BID EVALUATION AND SCORING RUBRIC

Please be advised that we will be using the following rubric to score the RFP responses. This rubric outlines the minimum response. Please feel free to provide any additional information that may help Community Charter School of Paterson choose the most cost effective provider.

Score Levels	Price 30%	Prior Experience Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K-12 E-Rate 20% -
3	Quoted service on all equipment and is lowest reasonable cost.	Vendor provided evidence of 5 years or more of successful prior experience maintaining similar networks.	Vendor has company certifications with major manufacturers of eligible equipment to be maintained. Indicate company certifications (highest level) and level of authorization. Evidence of certifications was provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated extensive experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
2	Quoted service on most equipment. Quoted and is average or below average	Vendor provided evidence of 3 years or more of successful prior experience maintaining similar networks.	Vendor has individual company certifications with major manufacturers of equipment to be maintained. Evidence of certifications was provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated limited experience in supporting PIA requests, Service
1	Quoted little maintenance on equipment or sub- contracted maintenance.	Vendor provided evidence of less than 3 years of successful prior experience maintaining similar networks.	Vendor is pursuing individual certifications with major manufacturers of equipment quoted. Evidence is provided	Vendor has provided references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated little experience in supporting PIA requests, Service

Basic Maintenance Services

As part of the overall support, we will require fully manufacturer certified technicians and engineers for the Basic maintenance of these newly installed internal connections including repair and upkeep of eligible hardware, wire and cable maintenance, basic technical support, and configuration changes.

The Service Provider proposal must meet the Eligible Services definition of Basic Maintenance as supplied by the SLD and/or indicates which portion must be cost allocated in our application for funding. The selected service provider will provide support, during off-hours as well, for the entire WAN for all of our eligible components. The components that will be covered are the ones used to fulfill this current request as well as some existing components from an earlier installation.

We require that our service provider have current technical manufacturer certifications for support of the key components. Support must be provided for our current systems until the upgrades with the new components are fully operational. We require that manufacturer warranty on equipment be quoted (CiscoBase) or equivalent.

Equipment to be maintained

Include the cost to maintain the cabling in your quote.

Basic Maintenance coverage is required for at least the following eligible components:

Community Charter School of Paterson -- 75 Spruce Street Location

Qty	Manufacture	Part Number	Description
1	Eaton	9PX5K	Rackmount UPS
1	APC	SURT8000	Smart-UPS RT Uninterruptible Power Supply
1	APC	SURT003	Smart-UPS RT Isolation and Step-Down Transformer
1	APC	AP9631	Smart-UPS Network Management Card
1	Cisco	WS-C3850-24T-S	Catalyst 3850 series 24TS
6	Cisco	WSC2960X-48FPS-L	Catalyst 2060X series 48PS
4	Cisco	GLC-T=	GLC-T 1000 Base-T SFP
4	Cisco	AIR-LAP1242AG-A-K9	Aironet 1240AG Wireless Access Point
1	Cisco	ASA5505-BUN-K9	ASA 5505 Security Appliance
1	Cisco	ASA5512	ASA 5512 Security Appliance
1	Belkin	BKN-F1DC116B-SR	17"PRO3 RCK CONSLE W/16PT KVM
3	Belkin	BEL-F1D9401-06	BELKIN OMNVW MD50M/USB/HDB15F CAB 6'
1	Cisco	AIR-CT2504-K9	Cisco 2500 Series Wireless LAN Controller, 30 AP

			License.
27	Cisco	AIR-CAP2702I-A-K9	Cisco Aironet 2700 11N 450MB with Cleanair 3X4:3SS Integrated Ant 4DBI

Community Charter School of Paterson -- 32 Spruce Street Location

Qty	Manufacture	Part Number	Description
2	Cisco	WS-C2960-48PST-L	Catalyst 2960 48 Port
1	APC	SC1500	APC Smart-UPS SC 1500VA 120V
1	Cisco	AIR-CT2504-K9	Cisco 2500 Series Wireless LAN Controller, 15 AP License.
9	Cisco	AIR-LAP1262N-A-K9	Cisco Aironet Dual-band Controller-based 802.11 a/g/n

Community Charter School of Paterson -- 137 Ellison Street Location

Qty	Manufacture	Part Number	Description
3	APC	SC1500	APC Smart-UPS SC 1500VA 120V
1	Cisco	WS-C2960S-48LPS-L	Cisco Catalyst 2960-S 48 Port Ethernet Switch GIGE 4XSFP LAN Base
2	Cisco	WS-C2960S-24PS-L	Cisco Catalyst 2960-S 48 Port Ethernet Switch GIGE POE 370W 4XSFP LAN Base
4	Cisco	C2960S-STACK	Cisco Flexstack stacking module for 2960S
1	Cisco	WS-C2960X-48TS-L	Cisco Catalyst 2960-X 48 Port Ethernet Switch GIGE 4XSFP LAN Base
2	Cisco	WS-C2960X-48LPS-L	Cisco Catalyst 2960-X 48 Port Ethernet Switch GIGE POE 370W 4XSFP LAN Base
1	Cisco	WS-C3750X-24P-S	Cisco Catalyst 3760-X 24 Port Ethernet Switch GIGI POE 370W 4XSFP LAN Base
4	Cisco	C2960X-STACK	Cisco Flexstack stacking module for 2960X
1	Cisco	AIR-CT2504-K9	Cisco 2500 Series Wireless LAN Controller, 30 AP License.
28	Cisco	AIR-CAP2702I-A-K9	Cisco Aironet 2700 11N 450MB with Cleanair 3X4:3SS Integrated Ant 4DBI

Make sure your quote is compliant with the FCC 6th Order and the E-Rate Modernization Order

Total Cost per year

If you prefer to quote a total amount for all equipment please state your hourly wage and the number of hours you will provide.

If you prefer to quote an amount for equipment fix and replace quote it hear
Please quote Cisco Base Separately.