

Gray Charter School

RFP GCS-BM - 18

Basic Maintenance on existing equipment

Issued January 3, 2018

Deadline 11am EST on February 2, 2018

The contact person for questions is:

Janice Meyers

janice@jhmedu.com

All contact MUST be made through email

INVITATION TO BID

Gray Charter School is located at 55 Liberty Street, Newark, NJ 07102

The school is a 5-story building with 25 classrooms, gymnasium, library, and 17 offices.

We are seeking Basic Maintenance of existing equipment

This project is 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 to janice@jhmedu.com no later than 11am EST on February 2, 2018

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.

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

BID REQUIREMENTS

To be considered, the Bidder's proposal must consist of a complete response. Bidders are not allowed to change any part of a proposal after submission to the SLD 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

- Page numbers on all pages
- A written description of products and delivery, rack-and-stack and configuration services. Please include the make, model, quantity, and price for all components and services in your RFP response with the company name and logo on each page
- A summary page detailing the totaling eligible and ineligible costs by category- firewall, WAPS, racks, UPS, and switching.
- List all responses in excel with quantity, make, model, and price.

We reserve the right to choose a vendor based on the strength of their specific product, price, and ability to integrate with the network. For this RFP, the proposal must

remain valid until a contract is executed. Failure to meet any of the above requirements will result in disqualification.

Your proposal must be prepared simply and economically in strict accordance with the format and instructional requirements of this RFP. Your proposal should provide a concise delineation of your firm's capabilities to satisfy the requirements of this RFP, with emphasis on completeness and clarity of content.

INCOMPLETE PROPOSALS OR PROPOSALS THAT ARE NOT PREPARED IN ACCORDANCE WITH THIS RFP WILL BE ELIMINATED FROM THE EVALUATION PROCESS.

We reserve the right to reject any and all bids, if such action is deemed to be in the best interest of our school.

All bidders are expected to have any and all city, state and federal licenses or certifications that are necessary to allow the bidder to perform the work as outlined in this RFP. Bids may be withdrawn by written request prior to bid opening or after 30 days subsequent to bid opening if no award has been made. The school reserves the right to at any time reject any and all proposals received as a result of this request; late proposals will not be considered for any reason.

INCURRING COSTS

The Gray Charter School 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 RFP.

The Gray Charter School is not liable for the payment of any amounts to the selected Bidder until a contract is negotiated, signed by the Bidder and all school required 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.

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.

TECHNICAL CONTACT and SITE VISIT

Christopher Pringle at cpringlegcs@gmail.com 973-824-0308

BID Evaluation and Scoring Rubric

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

Score Levels	Price 30%	Prior Experience Installing and 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. Quoted preferred brand	Vendor provided evidence of 5 years or more of successful prior experience installing and maintaining similar networks. Proposal presents a complete solution to the request in the RFP	Vendor has company certifications with major manufacturers of eligible equipment to be maintained. Indicate company certifications (highest level) and level of authorization	Vendor has provided 3 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 preferred/comparable Brand and is average or below average	Vendor provided evidence of 3 years or more of successful prior experience installing and maintaining similar networks. Proposal presents solution to some or most of the RFP request	Vendor has individual company certifications with major manufacturers of equipment to be maintained. Evidence of certifications was provided	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has demonstrated some experience in supporting PIA requests, Service substitutions, and BEAR /SPI filings
1	Quoted little maintenance on equipment or sub-contracted maintenance. Did not quote Preferred/comparable Brand and is highest	Vendor provided evidence of less than 3 years of successful prior experience installing and maintaining similar networks. Proposal is for a small portion of the RFP request	Vendor is pursuing company and individual certifications with major manufacturers of equipment quoted. Evidence is provided	Vendor has provided 3 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 substitutions and BEAR /SPI filings

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.

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:

Quantity	Make	Model	Description
2	Extreme Switch	16504	Summit X440 - 24p - 24 port - PoE Gigabit Switch
1	SonicWALL	NSA 220	Firewall Network Security Appliance
1	APC	SMT1500	Smart UPS - Uninterruptible Power Supply
1	Tripp Lite	N250-024-LP	24-port Patch Panel
2	UniFi	US-48-500W	UniFiSwitch - 48-port - PoE Gigabit Switch
30	UniFi	UAP-AC-Pro-5	UnFi Wireless Access Points

Bid Response Sheet for RFP GCS- BM- 18

Please prepare your response according to the following listing of requirements:

1. Provide your Vendor Name and Address, FCC Registration Number and SPIN.
2. Provide the Date of Submittal to Gray Charter School.
3. Please provide documentation to support the following based on the performance indication on Page 5.

Price 30%	Prior Experience Installing and Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K- 12 E-Rate 20%
----------------------	---	--	---

4. Please provide the authorizations your company maintains with the recommended component manufacturers; we are looking for your company certifications rather than a listing of individuals who may currently be employees of your company.
5. Please submit all quantities, make and model of equipment and pricing on an Excel spreadsheet with your company name, logo, and SPIN.