

**Jersey City Community Charter
School**

REQUEST FOR PROPOSAL

Basic Maintenance

JCCCS- BM-18

Issued December 13, 2017

Deadline 11:45 am EST on

January 13, 2017

The contact person for questions is:

Janice Meyers

janice@jhmedu.com

All contact MUST be made through email

INVITATION TO BID

The Jersey City Community Charter School and Jersey City Community Charter School- Middle School serves 600 students in grades K-8 in two locations.

Jersey City Community Charter School
128 Danforth Avenue
Jersey City, NJ 07305

Jersey City Community Charter School- Middle School
16 Bentley Avenue
Jersey City, NJ 07304

We are soliciting a bid for the materials and services necessary to provide Basic Maintenance of Internal Connections of our existing network. 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 11:45 am December 22, 2017.

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

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 Jersey City Community Charter School and the Bidder.

RFP QUESTIONS, INQUIRES, AND CLARIFICATIONS

Any questions or other inquiries from your firm concerning this RFP must be submitted in

writing (electronically) to Ms. Janice Meyers at Janice@jhmedu.com.

INCURRING COSTS

Jersey City Community 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.

Jersey City Community 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 Jersey City Community Charter School 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.

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

- Your company name, address, and SPIN on company letterhead or logo
- Page numbers on all pages
- Include a written description of your services

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 Jersey City Community Charter School 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 JERSEY CITY COMMUNITY CHARTER SCHOOL.

- Agree that once Jersey City Community Charter School and Schools Libraries Division have made a funding commitment that the vendor will invoice the JERSEY CITY COMMUNITY CHARTER SCHOOL only for the after-discount amount.
- Any vendor price reductions subsequent to the contract signing and before ordering will be passed on to the JERSEY CITY COMMUNITY CHARTER SCHOOL.
- Agree to assist the JERSEY CITY COMMUNITY CHARTER SCHOOL with any administrative issues that arise with the E-Rate program.

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. Jersey City Community Charter 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.

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.

Bid Evaluation and Scoring Rubric

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

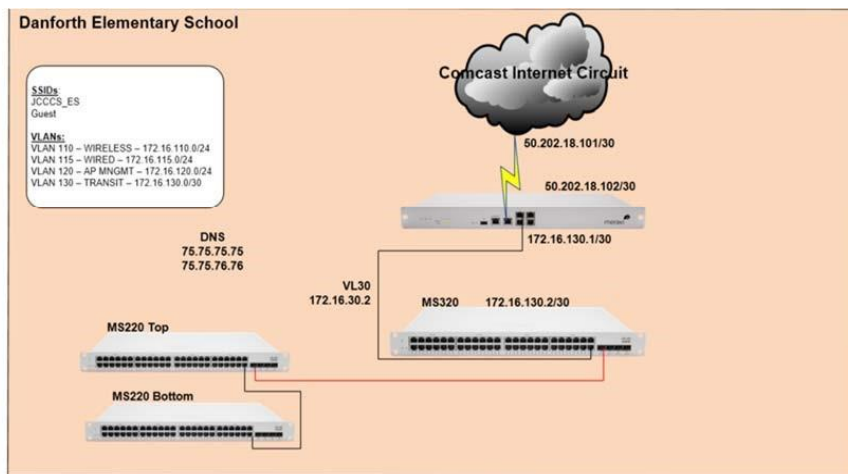
Score Levels	Price 30%	Prior Experience Maintaining Similar Networks 25%	Industry Credentials and Certifications 25%	Long Term Experience in K-12 E-Rate 20%
3	Quoted service on all equipment and is lowest reasonable cost.	Vendor provided evidence of 5 years or more of successful prior experience maintaining 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 substitutions, and BEAR /SPI filings
1	Quoted little maintenance on equipment or sub-contracted maintenance.	Vendor provided evidence of less than 1 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 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.

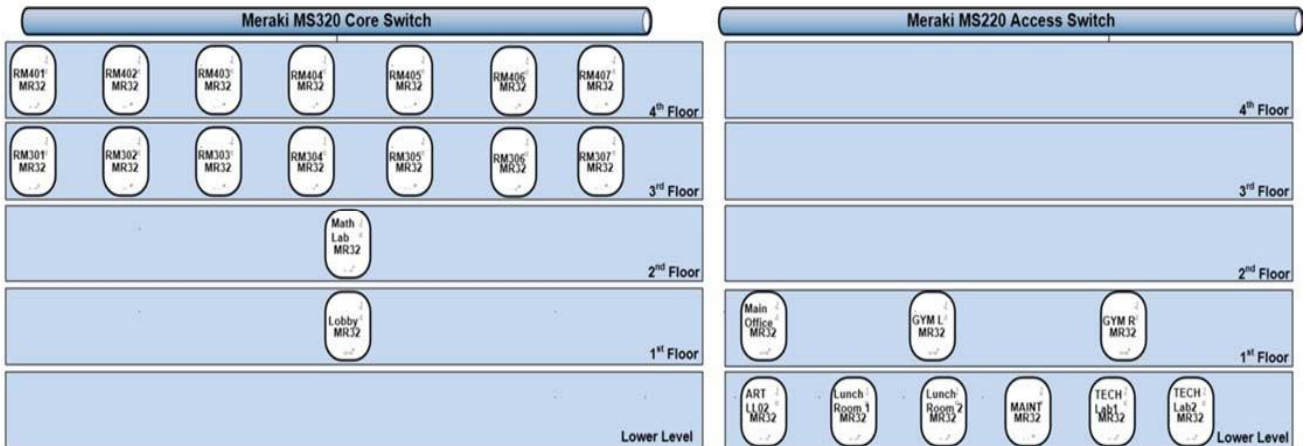
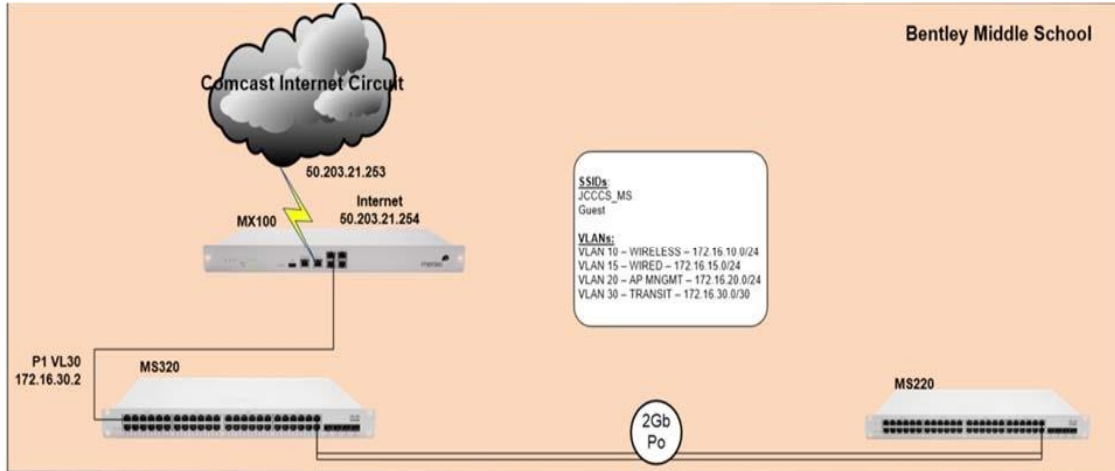
The Service Provider proposal must meet the Eligible Services definition of Basic Maintenance as supplied by the SLD and/or indicates which portion must be cost allocated in our application for funding. The selected service provider will provide support, during off-hours as well, for the entire LAN for all of our eligible components.

Danforth Elementary School



Meraki MS320 Core Switch	Meraki MS220 Top Switch	Meraki MS220 Bottom Switch
3 rd Floor	3 rd Floor	Cafe AP MR32 GYM AP1 MR32 GYM AP2 MR32 RM301 AP MR32
2 nd Floor	2 nd Floor	2 nd Floor
1 st Floor	1 st Floor	1 st Floor
Basement	Basement	Basement

Bentley Middle School



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:

Site	Device	S/N
Danforth ES	MX100	Q2JN-NAJN-S6D8
Bentley MS	MX100	Q2JN-DKTZ-GK9B
Danforth ES	MS220-48FP	Q2NP-FW5Y-79V2

Danforth ES	MS220-48FP	Q2NP-4L7M-A8SS
Bentley MS	MS220-48FP	Q2NP-3VQA-WPN9
Bentley MS	MS320-48FP	Q2TP-Z6J7-HZZF
Danforth ES	MS320-48FP	Q2TP-VUXV-TJZK

Wireless Access Point Inventory

Location	Model	Serial	Name
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-9C5Q-UT4L	1FL_Fiscal_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-ACQE-W73Z	1FL_Office_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8N26-4HMC	1FL_RM101_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-A8R4-R59M	1FL_RM102_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7KAG-5JRC	1FL_RM103_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-9D4B-HDP8	1FL_RM104_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8UPF-J7JK	1FL_RM105_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8H6R-APJE	1FL_RM107_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-9YTZ-6AGQ	1FL_RM108_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7XJW-GJYT	1FL_RM109_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8F5V-YGZJ	1FL_RM110_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8JD8-JMN3	1FL_RM111_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8AHY-9T5B	2FL_Guidence_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-85N3-KA6S	2FL_RM201_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8E58-J8KU	2FL_RM202_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-BC5Y-2C6Y	2FL_RM203_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-A48P-72MJ	2FL_RM204_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7L3B-4QSY	2FL_RM205_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-A63B-B6TN	2FL_RM206_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-AA9Y-4LZ7	2FL_RM207_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-BWR7-LVJH	2FL_RM207_AP2

Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8N8F-FJ7T	2FL_RM208_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7SBA-HAZF	2FL_RM209_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-AVTY-8SKH	2FL_RM210_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-84G6-4GGA	2FL_RM211_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-93NV-6GJQ	2FL_RM212_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8H8V-8K6M	3FL_Cafe_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-9CF4-ST2C	3FL_Cafe_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-AKXE-NGV4	3FL_Cafe_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-AD3D-JCL6	3FL_GYM_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-86YX-T69V	3FL_GYM_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7JR3-JBAJ	BSMNT_LL1_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-8J2B-Y2JH	BSMNT_LL2_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7KBY-M4K5	BSMNT_LL3_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7WH3-CXYZ	BSMNT_LL4_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-AEXA-H9GE	BSMNT_LL5_AP
Danforth ES	Meraki MR32 Cloud Managed AP	Q2JD-7LBJ-6N5E	BSMNT_Mechanical_AP
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-83MP-M9PG	1FL_Lobby
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-85XN-ZPGU	ART (LL 02)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-85K4-ANDU	GYM (Left side)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7M6Y-RQ2N	Gym (Right Side)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-ADUT-5PHG	LUNCH ROOM 1 (LEFT)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7SFM-MBX8	LUNCH ROOM 2 (LEFT)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7N53-Z9DF	Main_Office (1FL)
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-9C7N-3HS6	Maintenance
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-84KG-7NUY	MATH_LAB
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-89G6-VU5Q	RM301
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-8H9N-H77Q	RM302

Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-9D5T-M6D7	RM303
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-9MFC-DQDM	RM304
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-84PY-QVG9	RM305
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-AF5R-YUPA	RM306
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-8NZP-U93Y	RM307
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7SLR-4XTY	RM401
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-9ABA-WB7A	RM402
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7G7Q-GTEK	RM403
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-8GPN-R395	RM404
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7JED-FVVP	RM405
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-83Z4-E2EC	RM406
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-A9RT-7ZXH	RM407
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-7M6Y-843Z	TechLab1
Bentley MS	Meraki MR32 Cloud Managed AP	Q2JD-86HT-DER6	Techlab2

Please quote a yearly cost that will be filed as a monthly reoccurring cost as per E-Rate regulations.