



**SUCCESS ACADEMY CHARTER
SCHOOLS**

REQUEST for PROPOSAL (RFP)

Expansion of SACS co-existing in NYCDOE Buildings

Cabling Requirements

DATE ISSUED: October 1, 2018

DATE DUE: October 29, 2018

Before or at 11:00 am EST

Issued by:

SUCCESS ACADEMY CHARTER SCHOOLS

**95 Pine Street, Floor 6
New York, NY 10005
Office: (646) 597-4641
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Request for Proposal

WHO WE ARE

Founded in 2006, Success Academy Charter Schools is the largest and highest-performing free, public charter school network in New York City. Admission is open to all New York State children, including those with special needs and English language learners. Students are admitted by a random lottery held each April. Success Academy currently operates 46 schools serving 15,500 students in Manhattan, Brooklyn, Queens and the Bronx. Across the network, 76% of students are from low-income households; 8.5% are current and former English Language Learners, and 15% are current and former special needs students. Success Academy is expecting to grow to 100 schools in the next 4-5 years. About 93% of students are children of color.

INVITATION TO BID

Success Academy Charter Schools seeking bids for expansion of existing Success Academy Schools collocated in NYC DOE buildings. This RFP is for the needed cabling for four locations identified below.

NOTE: All cabling bidders MUST be on the NYC DOE approved vendor list. If you are not already the holder of an approved number, please visit this site to obtain any needed information: www.nyc.gov/vendex

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.

SCHOOLS INCLUDED IN THIS RFP

We are requesting equipment and installation services for the expansion of four school locations with the rooms added as noted following:

BX3MS- Bronx 3 Middle School

965 Longwood Ave., Bronx NY 10459

20 Additional Rooms

FR-8 Far Rockaway 8

10-45 Nameoke St., Queens NY 11691

8 Additional Rooms;

SG/Qi MS – Springfield Gardens

Queens Middle School

132-55 Ridgedale St. Floor 3, Queens NY11413

4 Additional Rooms (2 schools-one infrastructure)

HSLA- High School of the Liberal Arts

111 E 33rd St., NewYork, NY 10016

8 Additional Rooms

The bill of materials needed for this expansion is discussed later in this RFP.

GENERAL CONDITIONS

One electronic version of your bid shall be emailed to Erate@successacademies.org to later than 11am EST on October 29, 2018

You are required to send an email confirmation with your contact information that you are preparing to respond to this bid to : Erate@sucessacademies.org

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, Bidders' proposals 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 cabling quantities are identified. The contents of the proposal of the successful Bidder and this RFP will become contractual obligations when a contract is entered into.

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.

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 Success Academy Charter Schools and the Bidder.

INCURRING COSTS

Success Academy Charter Schools 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.

Success Academy Charter Schools is not liable for the payment of any amounts to the selected Bidder until a contract is negotiated, signed by the Bidder and all Success Academy Charter Schools 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 Success Academy Charter Schools 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.

PROPOSAL FORMAT

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. All pages must be numbered.

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

Success Academy Charter Schools reserves the right to reject any and all proposals submitted that fail to conform to the requirements of the RFP and to request additional information from any firm submitting a proposal.

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 Success Academy chose the most cost effective provider.

Please feel free to add your experience with installations in DOE buildings for cabling equipment. Please include your Vendex number as this is required for work in the DOE buildings we occupy.

Score Levels	Price 40%	Prior Experience Installing and Maintaining Similar Networks 35%	Long Term Experience in K-12 E-rate 25%
3	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of 5 years or more of successful prior experience installing and maintaining similar Cabling Plants in DOE buildings.	Vendor has provided 5 references where they have provided similar services and when references were contacted reported positive history. Vendor has VENDEX number and SPIN.
2	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of 3 years or more of successful prior experience installing and maintaining similar Cabling Plants in DOE buildings.	Vendor has provided 3 references where they have provided similar services and when references were contacted reported positive history. Vendor has VENDEX number and SPIN.
1	Quoted cabling for all locations at the lowest reasonable cost.	Vendor provided evidence of less than 3 years of successful prior experience installing and maintaining similar Cabling Plants.	Vendor has provided less than 3 references where they have provided similar services and when references were contacted reported positive history. Vendor will apply for VENDEX number and SPIN.

CABLING PLANT REQUIREMENTS

These schools will be adding rooms and equipment as noted in this RFP. As this cabling will be in DOE provided buildings, the vendors must have an approved vendor number (VENDEX) and SPIN to respond to this RFP.

These schools currently have a single MDF and, where possible, we would like to continue that infrastructure design. If a new IDF is required, please provide justification and include the components required to setup that location. Include any patch panel(s), racks, special cabling needed to link to the MDF and any other components that should be supplied by the school.

All cabling will be terminated to punch down blocks (existing or added by the vendor) and all needed patch cables for each run shall be provided. For bidding purposes, assume the following:

- There will be five (5) runs per room including one of them for a WAP to be mounted on a wall or ceiling (if dropped ceiling is available). The remaining four (4) runs shall be spaced around the classroom for equipment needed at those sites.
- All cabling will be Cat6+ including patch cables.
- Any conduit needed shall be included in your responses. For bidding purposes, a cost per foot is acceptable as a site visit is to be arranged for final pricing.
- All patch cables shall be provided for all runs in the MDF/IDF and end user locations. For this section assume a three (3) foot patch cable for switch connectivity and a ten (10) foot run at the classroom locations for four of the five new runs with the WAP run being terminated for direct connection to a Cisco/Meraki WAP.
 - Patching shall be done by the vendor selected for the equipment additions but the actual patch cables shall be provided by the cabling vendor selected in this RFP. As there will be a site survey after vendor selection, final lengths will be determined at that time.
- Please include a cost for optional added runs that may be needed for hallways, food service areas, gym locations and other public spaces within the buildings in space allocated to the Success Academy school locations.

GENERAL

Following installation, we will require a finished drawing of the runs added for the existing schools listed in this RFP. Where possible, this can be built on any existing building room drawings available at the time of any walk through for these sites.

Bid Response Sheet for RFP

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 your NYCDOE vendor ID and certification.
3. Please provide documentation to support the following based on the performance grid on Page 6.

Score Levels	Price 40%	Prior Experience Installing and Maintaining Similar Networks 35%	Long Term Experience in K-12 E-rate 25%
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4. Please submit all quantities, descriptions and pricing on an Excel spreadsheet with your company name, logo, and SPIN.