



## Request for Competitive Sealed Proposals 19CSP076 Campus Network Upgrades (E-Rate Project)

Date	Event
November 27, 2018	Advertise/Issue Date
December 5, 2018	Pre-Proposal Conference at 2:30 PM, 1111 W 6 <sup>th</sup> St, Room B300, Austin, TX 78703
December 5, 2018	Due Date for Questions by 5:00 pm
December 7, 2018	Questions and Answers posted on our website
January 8, 2019	<b>CSP opening / due date at 2:00 pm CST</b>
February 25, 2019	AISD Board Meeting for review/approval

**Deliver Sealed Proposals to:**

**Austin ISD**  
**Contract & Procurement Services**  
**1111 West 6<sup>th</sup> Street**  
**Building A, Suite 330**  
**Austin, TX 78703**

**Contact:**

**Brenda Dalton**  
**Senior Procurement Specialist**  
**Phone: 512-414-2113**  
[Brenda.dalton@austinisd.org](mailto:Brenda.dalton@austinisd.org)

- Questions must be submitted via e-mail to the contact person listed above.  
**In the e-mail subject line, type: *Questions 19CSP076 Campus Network Upgrades***
- Q & A and Addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
  - Required**
    - One (1) hard copy marked “original” – include signed “required” forms
  - Requested**
    - One (1) digital copy on a flash drive – include signed “required” forms
    - Three (3) hard copies marked “copy” (for the evaluation team)
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the CSP number and Title above.**

## I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from firms qualified and experienced in providing and implementing campus LAN networks to accomplish the following: replacement of some existing local area network (LAN) equipment with a new Cisco 9000 series (or equivalent) network switch and related accessories. The primary network distribution switch at each of approximately 73 campuses will be upgraded as described below under Scope of Service.

**All services and products referenced are listed to establish minimum specifications for this RFP. Austin ISD will review and evaluate equivalent products submitted in response to this RFP.**

Submit inquiries via email to the contact person listed on the cover page by the deadline specified in the schedule below. In the subject line of the email, type “Questions” and the solicitation number: **Questions, RFP 19CSP076, Campus LAN Network Equipment Upgrades.**

Questions received by this deadline and corresponding answers will be included in an Addendum and posted to our website at: <https://www.austinisd.org/cp/bids>

## II. Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

## III. EVALUATION CRITERIA FOR: PROPOSED PLAN

### A. Overview

The Austin Independent School district is a large urban district in Austin, TX with approximately 83,000 students. All of Austin ISD’s 130 sites are connected over a metropolitan fiber network known as the Greater Austin Area Telecommunications Network (GAATN). The GAATN network is arranged in multiple interconnected rings throughout the city and shared with several other government entities including the City of Austin, the State of Texas, and the University of Texas at Austin. The AISD network has implemented the Resilient Ethernet Protocol (REP) to meet requirements for high reliability and availability of the GAATN dark fiber network. Austin ISD obtains broadband Internet access via two 10 Gbps links running across the GAATN network. Each of these links connect to an AISD ISP provider in a colocation facility or point of presence (POP) to reach the Internet.

Austin ISD, as part of the E-Rate Program, is planning a partial upgrade to the LAN network infrastructure in about 73 AISD school campuses. This RFP addresses the replacement and/or upgrades of the primary distribution switch of the LAN network in 73 AISD schools. AISD expects to begin the switch upgrades in April 2019 and to complete all work by June 2020.

The current LAN infrastructure at each campus consists of hierarchical network design based on Cisco 4506E / 3750 / 2960 switches. The current switches are nearing the end of the equipment life cycle. The intention of this project is to update the primary LAN distribution switch at each campus with a more current switch model to enhance network performance, reliability and serviceability.

A standard hierarchical system design is presented to provide guidance for response to this RFP. Cisco equipment is used in the example, but proposals of alternative products with equivalent features and functionality will be accepted for consideration. The campus distribution switch will be a Cisco 9500 (or equivalent) switch. The 2 recommended models are the C9500-40X and the C9500-16X (depending on required port count). The model chosen for each campus is based on the number of ports required at the campus. AISD prefers that offered switches support the following features:

- 10Gbps, with upgradeability to 40Gbps Ethernet
- Resilient Ethernet Protocol (REP) to interoperate with AISD's existing metro fiber ring design
- Multiple Virtual Networks (VRFs)
- Enhanced Interior Gateway Routing Protocol (EIGRP)
- On-box Python scripting support
- NETCONF and the Yang Development Kit (YDK)

This RFP also specifies optical modules for installation in the campus distribution switches. The bidder should include the specific model number and pricing for each type of switch and optical module proposed for this project in their response. If the bidder is offering Cisco switches, preference is given to bids with optical transceiver models that are supported and warranted by Cisco. The campus access switches (model 3750) deployed in the MDF/IDF closets will not be upgraded. The campus portable building switches (model 2960S/2960X) will not be upgraded. The bidder should include the specific model number and pricing for the type of switch proposed for this project in their response.

Any alternative solution proposed must include all additional costs that would be incurred in order to create an equally functional and managed enterprise environment. These additional considerations must include licensing, implementation of a management platform, etc. The additional technical issues must be described comprehensively in detail in the proposal. The associated costs must be explained in detail in the bidder's response. These items should be included on the financial proposal and the additional items should be listed in the appropriate sections of Appendix A. Some costs for network management and feature licenses may not be eligible for ERATE funding.

Vendor Response: Comply

Exception

Explanation:

## B. LAN Network Upgrade Project Scope

The contractor will be required to provide comprehensive services to complete the entire process of the LAN network upgrades at the sites specified. These services will include planning, equipment acquisition, staging, scheduling, installation and integration of the new equipment into the existing network, reporting, documentation updates, communication and coordination with other parties involved in the overall project. The selected contractors must be willing to work in a cooperative manner with the AISD staff and other parties working on behalf of AISD. There may be other projects underway at a campus that will require coordination and planning.

The scope of this project will include the purchase, configuration, and installation of Cisco (or equivalent) LAN equipment (AP's, controllers, and possibly other devices). The contractor will be responsible for removing existing equipment (and transporting it to a designated storage facility), installing new equipment, making all necessary interconnections, and then verifying that the campus network is fully functional.

There is existing LAN equipment on each campus that will be removed as part of this project. The new LAN equipment will be installed in its place and some additional equipment may be installed on each campus.

AISD will provide detailed instructions for network design, site survey templates, configuration templates, installation procedures, documentation procedures, and coordinate scheduling with the campuses. The contractor will be expected to provide experienced staff with adequate expertise in project management and LAN technologies to comply with the implementation standards required at AISD.

Appendix B provides an example of the installation and configuration instructions that will be provided for the contractor. This will be updated prior to the start of the project with specific information for this project.

The Acceptance Checklist in Appendix C provides an outline of the requirements for completion of this project. This checklist is preliminary and may be revised as the project plans are finalized. The contractor must agree to follow these procedures and complete these checklists during the project.

The contractor will be required to update existing documentation of the LAN layouts at each campus and provide digital photos of their work. AISD will provide a template in Excel format to the contractor. The vendor must be able to work with Visio drawings, MS word documents, and Excel spreadsheets, update AutoCAD drawings, Cisco Prime network management system, as well Cisco (or equivalent) and Cisco device configuration interfaces.

Vendor Response: Comply

Exception

Explanation:

### C. General Outline of the Project Process

These are the primary tasks for each campus in this project:

1. Perform a pre-installation site survey at each site to verify installation plans, rack placement of equipment, verify/document equipment counts, patch cable lengths and counts, and jumper cabling required.
2. Update documentation of campus LAN device inventory per AISD documentation requirements.
3. Stage equipment (at contractor's location, off site), load predefined device configurations, inventory and label devices.
4. Install equipment during evening/night hours (possibly weekend) installation window (typically 4pm to 12am), as defined by AISD.
5. A campus should be completed in one evening.
6. Configure switch ports (via Cisco IOS) with VLANs, etc. needed to support the AP's, Cameras, other special devices, and document the network connections in the interface descriptions.
7. Remove old equipment and deliver to AISD storage location and inventory devices.
8. Provide any additional equipment to AISD that will be installed by AISD if necessary.

Vendor Response: Comply

Exception

Explanation:

## IV. EVALUATION CRITERIA FOR: CONTRACTOR'S CAPABILITIES

### A. Project Management

This project will be coordinated by an AISD project manager. The selected contractor will be required to provide comprehensive project management services on this project. These services will include on-site inspections, scheduling, close oversight of work crews, weekly reporting, documentation updates, communication and coordination with other parties involved in the overall project. The vendor should provide a dedicated project manager for the entire project. The selected vendors must be willing to work in a cooperative manner with the AISD project manager and with other AISD contractors. These project management services should be quoted as a separate cost (there is a line item at the bottom of the Appendix A – Cost Estimate Worksheet). The PM costs should be based on a fixed cost for each switch installed at a campus.

The contractor will be responsible for all tasks requested in this RFP under the direction of a project manager provided by AISD. The contractor will not sub-contract or enter into any subcontracting agreements pertaining to this contract without prior written agreement by AISD. Any intention to subcontract parts of this project should be clearly stated in the contractor's response to this RFP.

The individual in the role of project manager will have a critical role in the successful completion of this project. The contractor should include a resume of the individual that they propose for project manager. AISD reserves the right to approve the individual assigned as project manager. AISD expects this project to be the top priority of the assigned individual for the duration of our project. AISD expects this individual to follow our processes and procedures during the project.

AISD reserves the right to require a change of project manager at any time if, in our judgment, that would improve the outcome of this project.

The requirements for the project manager include commitment to ownership of this project, organization skills, familiarity with the technical aspects of the project, prompt and forthright communication, attention to details, honoring all commitments, ability to work cooperatively, willingness to conform to AISD processes/procedures, timely materials management, hands on management of work crews, and on-site presence during campus installations.

The project manager must closely supervise the work crews. Details of daily schedules and progress must be reported to AISD accurately. Weekly summary reports to AISD will also be required.

AISD will provide an acceptance checklist to the contractor at the beginning of the project (see Appendix C). The contractor's project manager must complete a site inspection of each campus when installation is completed and verify that all work has been done to the AISD specifications. AISD will then schedule a final walkthrough with the vendor. There should be no punch list items found by AISD on this final walkthrough.

Vendor Response: Comply

Exception

Explanation:

## **B. Contractor Staffing Requirements**

The contractor must be able to provide adequate, dedicated resources to work continuously on this project, and stay on the schedule provided by AISD. The contractor is expected to provide the resources to support an implementation schedule in which a site upgrade is completed each week. This will require multiple crews working simultaneously on different phases of the process.

The contractor must agree to increase the resources allocated to this project if the scheduled work begins to fall behind (or if requested by the AISD Project Manager).

Each work crew must have an assigned team lead to provide continuity and clear communication throughout the course of this project. Each work crew must include one or more network engineers with adequate technical expertise to address any configuration or troubleshooting issues that may arise during the staging and installation phases of the project. The crews should have adequate manpower to complete the installations within the allocated windows. This will require several experienced installation teams working simultaneously. AISD expects the installation team to include at least 2 to 4 people. The network engineers should not be included in this count because their time should be dedicated to verifying connectivity, troubleshooting, customization of port configurations, and comprehensive testing of network functionality. The project manager is expected to be onsite for each installation to ensure that the installation is on schedule, manage communication of status to AISD throughout the process, and deal with logistical issues.

Vendor Response: Comply

Exception

Explanation:

### C. Scheduling

It is anticipated that the entire project will be scheduled for completion over approximately 12 months.

The contractor must commit to meeting the schedule as agreed upon with AISD. The contractor will be expected to do whatever is necessary to meet the schedule. The contractor must be willing to address any contingencies that arise to stay on schedule.

If the installation crews can safely and quietly work around the daily class schedule, some work may be completed during the school day. The primary cutover of a site will always be scheduled after hours or on a weekend. However, the labor rates quoted to AISD should be valid no matter what time the work is scheduled.

These are the current school start and end times:

Elementary - 7:45 a.m. - 2:45 p.m.\*

Middle & Junior High - 8:20 a.m. - 3:30 p.m.\*

High School - 9 a.m. - 4:10 p.m.\*

\*Variations may exist with kindergarten or high school schedules or magnet schools.

Administrative Facilities – 7 a.m. – 5 p.m.

During the summer vacation and other periods when there are no classes, the contractors will be allowed to work during normal business hours. During the school year, contractors should plan to work after typical campus hours, typically 4p.m. to 12:00a.m.

Vendor Response: Comply

Exception

Explanation:

### D. LAN Installation Guidelines for Vendors (preliminary) - Appendix B

Appendix B provides an example of the installation and configuration instructions that will be provided for the contractor. This example will be updated prior to the start of the project with specific information for this project.

The contractor should thoroughly review this document. The work done on this project must comply with the specifications described in the final version of this document (to be provided at the beginning of the project).

In the RFP response, the contractor must verify that the installation guidelines document has been reviewed and that the contractor has the ability to meet all requirements.

Vendor Response: Comply

Exception

Explanation:

### E. LAN Acceptance Checklist (preliminary) - Appendix C

The Acceptance Checklist in Appendix C provides an example to outline of the requirements for completion of a typical AISD installation project. This checklist is preliminary and may be revised as the project plans are finalized. This is additional information to assist the contractor in understanding the requirements of the project.

In the RFP response, the contractor must verify that the acceptance guidelines document has been reviewed and that the contractor has the ability to meet all requirements.

Vendor Response: Comply

Exception

Explanation:

## **F. Contractor's Capabilities – Specific Requirements**

The items listed below are requirements that the vendor must meet. The vendor must specifically address each bulleted item below in their response. Omission of a specific response will be considered as a negative response.

1. Consideration will be given to the partner certification level that the bidder holds with the product manufacturer that is being offered. The bidder should verify this status in the bid response. Bidders that have attained an equivalent of a Gold or Platinum certification level are preferred.
2. It is preferred that the contractor have staff located in the greater Austin area in order to satisfy requirements for prompt response to operational issues (per AISD SLAs).
3. The contractor must specifically state any plans to bring staff from outside the area to meet the work force requirements and to staff availability for support and follow-up on this project.
4. AISD must approve any subcontractor to be used on this project.
5. Contractor must provide 3 references for projects of a similar scale and scope. Educational environments are the preferred references.
6. The contractor must commit adequate, dedicated manpower to complete the work at all campuses within approximately 12 months. The exact schedule will be set by AISD.
7. The allocated manpower must be adequate to complete installations at one site within the schedule provided by AISD.
8. The contractor must submit a detailed manpower resource plan to demonstrate that adequate resources are committed to this project.
9. The contractor must agree to add additional manpower to the project if it falls behind schedule. All contractor staff working at an AISD facility must have company identification and wear AISD badges at all time.
10. All contractor staff must dress according to professional standards and conduct themselves in a professional manner while on AISD property.
11. All contractor staff working at an AISD facility must pass AISD required background checks.
12. Contractor must obtain contractor access keys from the AISD service center, AISD contractor picture ID badges from AISD PD, and follow AISD access procedures to work on campuses.
13. Contractor must obtain a set of contractor keys for each crew and for the project manager (minimum requirements).
14. Contractor must provide a dedicated project manager to oversee all the contractor's activities, and to serve as the single point of contact to AISD personnel and the project consultant.
15. The project manager will be responsible for coordination of all activities of contractor's staff.
16. Contractor must closely supervise work on each campus while underway and must complete inspection of work within 2 days of completion of a campus.
17. The project manager will be expected to provide daily and weekly reports of progress on the project. These reports must be accurate.
18. The contractor must provide documentation as specified by the AISD project manager. This will include updating existing documentation provided by AISD.

19. Contractor will be responsible for communicating all requirements to any subcontractor and for all work done by subcontractor.
20. The contractor should submit the resume of the proposed project manager.
21. The contractor should submit the resume of the networking professional proposed for the technical leader of this project.
22. The contractor must minimize and coordinate downtime of the existing network equipment when performing this work.
23. Contractor must have a set of test equipment for testing copper links. This test equipment must be onsite with each installation crew.
24. Contractor must remove old equipment, inventory all old equipment, cables, etc. and relocate this equipment to an AISD storage facility as instructed by AISD
25. The day after each installation is completed; the contractor must have staff available to return to the site for any problem resolution.
26. The contractor must label all cables in accordance with AISD cabling standards.
27. The contractor will be required to take digital photos of all installed equipment at completion of installation.
28. Contractor must also be prepared to make revisits to campuses to investigate possible issues at no extra charge to AISD.
29. Contractor will be responsible for upgrading or downgrading the OS version on the switches and LAN equipment per AISD's directive.
30. The contractor will be required to make pre-installation site visits in preparation for installation and may be required to assist in adjusting equipment in the racks to facilitate the placement of new equipment.
31. Contractor will be responsible for checking accuracy of parts required at each campus as part of the preliminary site visits and must notify AISD project manager of any discrepancies.
32. Contractor must verify placement of new LAN components during preliminary site visits.
33. Contractor must also verify exact cable length requirements for all copper patch cables during the preliminary site visits. Contractor must adjust orders to get the correct patch cables.

Vendor Response to items in this section: Comply  Exception  Explanation:

## **V. EVALUATION CRITERIA FOR: MANAGEMENT AND REPORTING CAPABILITIES**

### **A. E-Rate Terms and Conditions**

The AISD intends to apply for discounts on the services/equipment listed in this RFP through the federal Universal Service Support Mechanism for Schools and Libraries, commonly known as "E- Rate." Vendors submitting bids under this RFP must agree to meet the following conditions relating to the E-Rate program:

1. The Vendor must obtain a valid E-rate SPIN number (Service Provider Identification Number) and must provide that SPIN in the Proposal submitted in response to this bid opportunity. If a Vendor does not currently have a SPIN but would like to apply for one, the Vendor must submit a completed FCC Form 498 to the E-rate program administrator, the Schools and Libraries Division of the Universal Service Administrative Company ("SLD"). The form is available on the SLD's website at: [www.usac.org/sl](http://www.usac.org/sl) in the Forms section. If the Vendor is unable to obtain a SPIN before the deadline for responding to this Request, the Vendor may attach its completed FCC Form 498 and proof that the form was

submitted to the SLD (for example, Postal Form 3817 or a copy of the envelope bearing the postmark date of the mailing of the form; or email confirmation, etc.).

2. The Vendor must agree to timely submit to the SLD a completed Form 473, Service Provider Annual Certification Form, which is a program requirement. The Vendor must also agree to provide a copy of the completed Form 473 to the AISD upon request. This form is available on the SLD's website at [www.usac.org/sl](http://www.usac.org/sl) in the Forms section.
3. The Vendor must agree to ship and/or deliver, and invoice for any services, goods and/or equipment requested in this Service Request on or after July 1, 2016.
4. The Vendor must agree to promptly process the AISD's E-rate reimbursement forms that the AISD will submit to the SLD in order to receive the E-rate funds. The Vendor must agree to cooperate with the AISD and promptly sign the Form 472 reimbursement form when the AISD presents it to the Vendor. The Vendor also must agree that upon its receipt of the AISD's E-rate reimbursement, the Vendor will, in turn, remit full E-rate reimbursement to the AISD for E-rate FY 2017 and until the SLD institutes a policy of remitting reimbursements directly to the AISD. The Vendor's signature on the Form 472 certifies to the SLD and AISD that the Vendor will remit the entire payment to the AISD within the 20 business days of the Vendor's receipt of the payment from the SLD.
5. The Vendor must register with the FCC and obtain a FCC registration number. See <https://apps.fcc.gov/coresWeb/publicHome.do> for more information about this requirement.
6. The Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on its invoices. To determine what items are eligible, visit the E-rate Eligible Services List at: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100. This requirement applies to services provided to E-rate eligible entities (K-12 schools) and other AISD entities that are not eligible for E-rate. The Vendor must provide unit pricing to enable the AISD to compute the bid price of services provided to K-12 schools.
7. The Vendor must be in good standing with the FCC and have no debts outstanding that are owed to the FCC and must not be on Red Light Status. The Vendor must immediately notify the AISD in any event that the Vendor is put on Red Light Status by the FCC and must take immediate measures to resolve and remove its Red-Light Status. Vendor's Red-Light Status constitutes a material breach of contract and the AISD reserves the right to cancel the Agreement of the parties immediately and without incurring any termination charges.
8. If Vendor learns of any federal, AISD or local investigation conducted by any regulatory authority that could have an impact on the AISD's ability to continue to receive the benefit of E-rate funding, Vendor must notify the AISD within 30 days of learning of such investigation. The AISD reserves the right to cancel the agreement without penalty if the investigation impedes the AISD's ability in any way to receive the benefit of E-rate funding subject to any investigation of wrongdoing.
9. The Vendor must cooperate with the AISD in ensuring that the location names and addresses listed on the Vendor's bills are accurate and correct. The Vendor must agree to make any corrections to location names and addresses within 30 days of

receiving such requests.

10. The Vendor must cooperate with the AISD in providing documentation concerning the billing charges and calculations and answering any questions that may be required during the SLD review of the AISD's E-rate application.
11. The Vendor must agree to retain copies of all bills and any other records such as work orders, change orders and request for price quotes, issued to the AISD for 10 years from the end of each fiscal year that this contract is in effect, and to provide copies of these documents to the AISD upon request. These records may be stored electronically, and paper copies are not required to be retained.
12. Vendors must agree to comply with the FCC's Lowest Corresponding Price rule and not charge a price above the LCP for E-rate eligible services. See 47 C.F.R. Section 54.511 and 47 CFR Section 54.500(f). The Vendor is obligated to provide the LCP not just in this bid response, but throughout the course of the contract. The contract is required to contain a process for annual LCP compliance. Vendors may refer to USAC guidance at <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx> for additional information.
13. Vendors must agree to cooperate with AISD in completion of a Service Substitution Request in the event that this is necessary to receive funding approval for a newer model device that becomes available before the project begins.

Vendor Response to items in this section: Comply

Exception

Explanation:

## **B. Management and Reporting Capabilities**

1. The project manager will be expected to provide AISD with documentation of a detailed, clearly defined work schedule for each campus.
2. AISD will issue a PO for the work at each campus.
3. Contractor must provide 1 invoice for each campus that includes all charges (equipment, labor, etc.). This invoice must be itemized and must match the format of the PO submitted to the contractor by AISD. The invoice must be submitted within 1 month of the completion of the work on a campus.
4. All equipment ordered must be new from the manufacturer.
5. The contractor will be responsible for ordering all equipment and supplies far enough in advance to maintain the work schedule.
6. If necessary, the contractor will be required to obtain equipment and supplies through distribution channels to meet the AISD implementation schedule or to complete installations if additional items are needed on short notice.
7. The contractor will be responsible for the receipt of the equipment at the contractor's staging area for inventory and configuration.
8. The contractor will be responsible for the delivery of the equipment to each campus following the staging process.
9. The contractor will be required to expedite deliveries (at no cost to AISD) if necessary to maintain the work schedule.
10. The contractor must adjust the number of switches ordered for each campus after the site visit to avoid installation of unnecessary equipment.

11. The contractor will be responsible for managing the equipment inventory for the overall project to avoid a surplus inventory at the end of the project.
12. If a component fails within 30 days of installation, the contractor must replace this component with new equipment from the manufacturer. It is not acceptable to handle this as an RMA with refurbished components.
13. Contractor will be responsible for all RMA's of equipment until the entire project is complete. If a component fails after the initial 30 day installation period, the contractor must handle the RMA of this component and installation of the replacement unit.
14. Any additional components and installations required will be done at the same unit costs as the original quote with no additional charges for change order processing.
15. The Contractor must provide verification that the Cisco (or equivalent) maintenance contract is in effect and all products are under coverage.

Vendor Response to items in this section: Comply  Exception  Explanation:

## **VI. EVALUATION CRITERIA FOR: FINANCIAL PROPOSAL**

### **A. Cost Estimate Worksheet - Appendix A**

This worksheet must be completed by the contractor. The Excel document can be obtained from the AISD purchasing department. The vendor should modify each section of the document to reflect the part numbers being bid and add rows to the tables as needed. It is the responsibility of the bidder to specify all components necessary to provide a complete solution based on the products offered. The document should be returned within the RFP response and also as an Excel document.

The cost estimate worksheet (Appendix A) provides the basis for the evaluation of the bidder's financial proposal. Please follow the directions on the worksheet to complete the cost estimates.

Section 1 of the worksheet provides the estimates for the types and quantities of equipment that will be required at each campus. These estimates are intended to provide a price comparison for a complete campus upgrade. The actual quantities and items required for each campus will be adjusted after completion of the bidding process. The bidder should include the unit costs for each item, create the subtotals for each type of switch and components, and provide a total for each campus. The project management costs for each installation should be based on the number of switches installed on the campus. The bidder should include any other costs that might be incurred in the implementation of a complete solution in the response provided.

In response to Section 2 of the appendix the bidder should specifically show the vendor list price of each product, the bidder's discount, and the discounted price. This information should match the pricing used in Section 1 of the appendix. The unit costs quoted in this appendix will be used for pricing any additional items requested by AISD under the terms of this RFP. The vendor must commit to this pricing for the entire contract period.

Section 3 of the appendix should provide the bidders discount offer for general categories of products, licenses, maintenance, management products, and any other categories with different discount rates. The contractor must commit to provide AISD with discounting at this level (or

better) for any purchases made under the initial terms of this contract. The discount rate will be reviewed prior to annual renewals of this contract. The “percent off list price” will be stated in the renewal agreements.

The cost worksheet (Appendix A) includes an example of the types of devices and quantities of equipment that will be needed. The specific models will be determined at a later date. This list is intended to provide the bidder with a general idea of the scope of the project in order to provide appropriate discount levels in the bid.

The contractor should include discount rates off list pricing for the various categories of Cisco (or equivalent) equipment, maintenance, and services listed in bottom section of this appendix. This RFP may also be referenced for additional, similar network installations at other campuses during the contract period (and any subsequent renewal periods).

Vendor Response: Comply                       Exception                       Explanation:

## **B. Option for Additional Equipment Purchases**

The scope of this RFP is intended to allow for additional purchases of LAN equipment for other projects during the contract period. There may be some additional Cisco (or equivalent) equipment required at several of the campuses. This equipment may be included in the initial installation project or be requested as one or more separate projects during the term of this contract award. These additional items may fall into different product categories as defined by Cisco (or equivalent). The contractor should provide a quote for discount rate (off list price) for each of the product categories listed in Appendix A.

Vendor Response: Comply                       Exception                       Explanation:

## **VII. HUB PROGRAM REQUIREMENTS**

No Goals are appropriate for this project. While no goals have been established for the project, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. Please complete the HUB Utilization Report – HUR form (HUBATT1). When the HUR Form and Good Faith Effort – GTE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

## **VIII. PROPOSAL FORMAT**

### **A. Preface**

The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

### **B. Proposal**

The vendor’s proposal itself shall be organized in the following format and informational sequence:

#### ***Section I – Summary of Experience***

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer's corporate experience and individual experience for personnel who will provide this product or service.

**Section II - Scope of Service**

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

**Section III - Financial Proposal**

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

**Section IV – References**

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least four (4) references from current customers must be provided.

**C. Required Forms**

Proposers shall execute the following list of required forms. Forms can be downloaded at this web link: [Required Forms](#) or by visiting [our website](#).. All forms must be fully executed and included with primary bid packet marked "ORIGINAL". Required Forms do not need to be submitted with secondary copies of firm's bid.

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Inequality Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at [www.irs.gov](http://www.irs.gov))
- Conflict of Interest Questionnaire ([CIQ](#)). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code.
- HUB Utilization Report ([HUBATT1](#))
- Bid Response Form. This **Bid Response Form must be used to respond to this solicitation**. The form is available for download at this web link: [BID FORM LINK](#), or by visiting [our website](#), see link titled: [Attachment 1 – Bid Form](#). An electronic copy of your completed bid form must be submitted in Excel format, see cover page for specific instructions.

**OPTIONAL FORM FOR SOFTWARE PRODUCTS:**

- Software Vendor Certification Form

**IX. COMPETITIVE SELECTION / EVALUATION**

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.
- B. AISD will evaluate each Contractor’s proposal in the areas of the proposed plan, experience/service capabilities, and best value on the following pre-determined criteria:

30 Points	Proposed Plan	<ul style="list-style-type: none"> <li>• The adequacy and completeness of the plan offered addressing the Scope of Service.</li> <li>• Extent to which the goods or services meet the district’s needs.</li> <li>• Quality of the vendor’s goods and services.</li> </ul>
25 Points	Contractor's Capabilities	<ul style="list-style-type: none"> <li>• The demonstrated ability of the Contractor to provide services, including references.</li> <li>• Reputation of the vendor and vendor’s goods and services</li> <li>• Vendor’s past relationship with the district</li> </ul>
10 Points	Management and Reporting Capabilities	<ul style="list-style-type: none"> <li>• The ability of the contractor to efficiently and accurately process management and reporting requirements as described in the RFP will be considered.</li> <li>• Administrative capabilities for purchasing and billing</li> <li>• ERATE requirements</li> </ul>
35 Points	Financial Proposal	<ul style="list-style-type: none"> <li>• Cost for components as bid in the unit costs on Appendix A – Unit Cost / Total Cost Estimate Worksheet will be the basis for this comparison.</li> <li>• Purchase Price</li> <li>• Total long-term cost to the district</li> <li>• Impact of district’s compliance with laws and rules relating to Historically Underutilized Businesses</li> </ul>

The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.

**Contacting Board  
Members**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract during the restricted contract period.

If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**Restricted Contact  
Period**

The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

*Prohibited  
Communications*

A vendor and vendor's representative are prohibited from communications regarding the particular solicitation at issue that are intended or reasonably likely to:

1. Provide substantive information regarding the subject of the solicitation;
2. Advance the interests of the vendor;
3. Discredit the response of any other vendor;
4. Encourage the District to reject a response by a bidder;
5. Convey a complaint about the solicitation; or
6. Directly or indirectly ask, influence, or persuade a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process, to take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation at issue.

*Permissible  
Communications*

A vendor and vendor's representative are permitted to communicate with the District regarding the following:

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1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. Communication with the District's Office of Contract and Procurement Services;
4. Communication with the District's Historically Underutilized Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the District's evaluation of the bidder's proposal, negotiating the scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

*Other Vendor  
Participation and  
Communication*

Regardless of the above time period, a vendor and a vendor's representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

A vendor and vendor's representative shall send all communications, questions, and requests for clarification in writing and addressed to the District's authorized representative identified in the solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

Nothing in this policy shall prohibit the District's representative from initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The vendor's response shall be in writing and shall be provided to the District's authorized representative.

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

- Complaints* Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations* The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
  2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
  3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions* Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
  2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
  3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Proposal and Bid Invitation* Each request for proposal and bid invitation shall include a copy of this policy.