

Chassell Township Schools' USF RFPs can be found at [www.chassellschools.org/usf15](http://www.chassellschools.org/usf15)

RFP closing date March 17, 2015

Chassell Township Schools  
C/O Copper Country Intermediate School District  
Jason G. Auel  
809 Hecla Street, Hancock MI 49930  
jauel@copperisd.org

If questions contact: Jason Auel

---

### **RFP for Network Services**

Chassell Township School District is requesting proposals on network upgrades for the district. These proposals should include all purchase, delivery, shipping, setup and installation charges.

### **Wiring**

Chassell Township School District will supply a network diagram detailing where wiring will be installed. Network wiring will include 29 wireless access point locations (AP), 2 computer network connection locations (X), 6 exterior door locations (D), and 23 video camera locations (C). These are detailed on the attached floorplan diagram.

**All costs must be listed and priced as detailed individual line items.**

### **Bid Requirements**

- Cabling will be installed to all relevant and applicable standards and best practices, including but not limited to ANSI/EIA/TIA 568B, 568C, 569B, 606 and the National Electrical Code (NEC).
- Contractor will provide and complete network cable installation including wiring/cabling, testing, certification, cable hangers, jacks, boxes, faceplates, raceway, patch panels, connectors, labels, as needed. Existing racks are in place and to be used. All network cable will be properly installed according to the NEC, supported with J-hooks or hangers as needed (no cable laying on the drop ceiling)
- All new network wiring will be clearly labeled by contractor on both ends with label maker.
- All new network wiring, patch panels, and connectors will be a minimum Category 6, tested, labeled and certified to at least 1 Gb/s.
- Every network run will be 2 cables, 2 jacks, unless otherwise noted.
- Map locations are approximations for bidding, exact locations to be mutually agreed upon prior to installation.
- The IDF and MDF network locations are also marked on the map for reference.
- All network hardware (UPS, switches, and Wireless Access Points) will include installation in an appropriate and professional manner, with exact locations to be mutually determined with the district at time of install.

Bids are due March 17, 2015.

---

Chassell Township Schools reserves the right to reject any or all proposals. We will select the winning proposal based on the quality of the proposal, the vendor's reputation, and the price. The district will award the contracts where in the judgment of the district, such award is in the best interest of the district.

Some of the district USF RFPs do not contain detailed specifications for the hardware needed to accomplish said purpose. Rather, it contains a description of the general functional requirements of the various buildings and Internet connectivity. It is left to the respondent to evaluate the needs of the District, and propose specific solutions accordingly. Proposals will be partially judged on how well this is done. Each proposal received, whether for all or part of the envisioned system, will be evaluated on its merits. Cost is a significant factor in any such evaluation, but it is the District's goal to develop a quality, as well as cost-effective, system.

### **Inquiries**

All questions regarding an RFP are to be submitted via E-mail and the answers will be posted to the appropriate web page. Questions may be submitted by E-mail to the address listed on the appropriate form 470.

### **Submitting Proposals**

Send final proposals to:  
Chassell Township Schools  
C/O Copper Country Intermediate School District  
Jason G. Auel  
809 Hecla Street, Hancock MI 49930

### **Process for Submitting Proposals**

Proposals shall be organized into the following sections to make it easier for the District to evaluate them.

- Table of contents with page numbers
- Company brief including vendor USF SPIN and FCC RN numbers
- Summary
- Proposed configurations and costs
- Hardware and Software specifications where appropriate
- Installation, if applicable
- List of references/customers
- Addendum, if needed

The proposal shall contain a cover letter made upon the letterhead of the respondent. Sealed proposals are to be delivered to the District on or before the Closing Date and Time. Proposals should be clearly marked - "Proposal for USF RFP for (service)". Proposals received after the closing date and time will be rejected.

## **Selecting Proposals**

Proposals will be selected using the following criteria at minimum which are all subject to review by our staff.

- Price (primary factor)
- Conformity to District Standards
- Dealer Reputation for quality and service
- Brand Reputation and Quality
- Proximity of Repair Personnel
- Warranty/Service/Support
- Product Availability and Delivery
- Vendors adherence to bid specifications
- Prior District experience with vendor

## **Other Selection Criteria**

1. Alternatives, variations and exceptions must be clearly stated.
2. We reserve the right to consider proposals based on their relative merit, risk and value to our school district.
3. We reserve the right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. We reserve the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. Product pricing shall be in effect for the period covered by this USF application.
8. The vendor's proposal will indicate the product's availability and a delivery timetable.
9. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
10. In submitting a bid, each vendor represents that they have read and understand these requirements.
11. Any USF ineligible components will be broken out by the vendor, with separate costs for each component. If ineligible components cannot be cost allocated and are part of the standard product offering, the vendor will include a signed statement to that effect.
12. Month-to-month services are preferred when possible, to ease USF paperwork and limit long term commitments and termination fees, but the district reserves the right to choose the length of commitment that best serves the district, including multiple year contracts.

## **Vendor Requirements**

- Vendors must be an authorized re-seller of the products that they propose.
- Vendors must list the certifications that they possess that are relevant to the products or work they propose.
- Vendors may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
- Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.
- Vendors are required to have a valid Service Provider Identification Number (SPIN) number and have filed a current Service Provider Annual Certification (SPAC).
- Vendors will bill for all products and/or work in accordance with all erate rules and regulations.

**Rejection of Proposals**

The District reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, or in the event that the Universal Service Funding, which is required to complete this project fails, or when deemed to be in the best interest of the District.

