

DISTRICT OFFICE USE ONLY

Time / Date Stamp:	Verified By:
Remarks:	

**REQUEST FOR PROPOSAL (“RFP”)
The Putnam County School District
Purchasing Department**

RFP Release Date: January 24, 2023
RFP Title: E-RATE Category 2 Network Equipment
RFP No.:540092313
RFP Due Date and Time: February 23, 2023, 10:00am Local Time
RFP Opening Date and Time: February 23, 2023, 10:00am Local Time

Contact: Justin Lehtinen
Email:
Erate@my.putnamschools.org.

Bid Proposal Delivery Instructions: Proposal must be in a sealed envelope clearly marked “Request for Proposal No. 540092313 E-RATE Category 2 Network Equipment and delivered or mailed to:

The Putnam County School District

Purchasing Department
200 Reid Street
Palatka FL 32177

RETURN RESPONSES PRIOR TO: 10:00 AM, LOCAL TIME
February 23, 2023

The Putnam County School District invites vendors to submit proposals in accordance with the terms and conditions of the RFP. This RFP provides the requirements and evaluative criteria for E-Rate Category 2 (internal connections, managed internal broadband services, and/or basic maintenance of internal connections) and request a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format. Vendors submitting proposals for these services & equipment do so with the understanding that E-Rate Funding must be available and approved in full for the District's funding year 2023-24 request.

NOTICE: All contractors and employees of contractors who are contracted by The Board must comply with the requirements of the Jessica Lunsford Act. Direct any questions regarding these requirements to Jackie Smith, Human Resources Department (386) 329-0547.

Thank you for your interest in doing business with the Putnam County School District.

Proposals received timely will be opened, tabulated, and evaluated at the above date and time in Putnam County School District, Purchasing Department, (unless notified of a different location) and will then be presented to The Board for action at the next scheduled meeting.

A proposal will be considered a firm offer and cannot be withdrawn succeeding the bid opening without the consent of The Board for a period for sixty (60) days. The Board also reserves the right to secure expert advice in evaluating and selecting the lowest responsive and reasonable bid proposal.

Proposals must be submitted on the attached forms, enclosed in a sealed envelope, and returned to the Purchasing Department prior to the opening date and time listed. All proposals received after the designated cut-off time will not be considered and returned unopened.

Terms of contract shall commence upon Board approval and continue through June 30, 2024. Prices quoted in this Request for Proposal are considered firm for the contract period.
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GENERAL CONDITIONS

The Putnam County School District reserves the right to utilize any other Putnam County or State of Florida Contract, other school district contracts, other governmental agency contracts, verifiable sole source, or to directly negotiate/purchase per School Board Policy 7.14 and/or State Board Rule 6a-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this proposal.

1. **SEALED PROPOSAL:** One (1) copy of all proposal sheets in this Request for Proposal package must be completed, signed, and returned in order for the proposal to be considered for award. All proposals are subject to the conditions specified in these General Conditions and on the attached sheets and any addendum issued thereto.
 - A. **COMPLETED PROPOSAL:** Must be submitted in a sealed envelope with the following information on the front of envelope: the RFP number, commodity or service covered, the time and date set for proposal opening
 - B. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative in the space provided. Failure to properly complete and sign all attached forms will invalidate the proposal. The company name must appear in each space provided. All proposals must be completed in ink or be typewritten. No erasures or whiteouts will be permitted. If a correction is necessary, draw a single line through the incorrect number and enter the corrected number above the line thru. The original RFP conditions and specifications cannot be changed or altered in any way. An altered RFP will not be considered. Clarification of proposals submitted must be in letterform, signed by the contractor(s), and included in the proposal package.
2. **TAXES:** The Board does not pay Federal Excise or Florida Sales and Use tax. Do not include these taxes on the invoice. The applicable tax exemption number is printed on the Purchase Order. However, this exemption does not apply to contractors who purchase tangible personal property for use in the performance of contracts for improvements of Board owned real property as defined in Chapter 192 of the Florida Statutes.
3. **BIDDER CONDITIONS:** The Board specifically reserves the right to reject any conditional proposal. Any condition(s) to be made part of this or any proposal should be submitted by letter with a note on the proposal form if the condition(s) are to be considered.
4. **AWARDS:** The Board reserves the right to award the contract to the bidder(s) that the Board deems to offer the lowest responsive and reasonable proposal(s), as defined elsewhere in this solicitation. The Board is therefore not bound to accept a proposal on the basis of lowest bid. In addition, The Board has the sole discretion and reserves the right to cancel this proposal, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of The Board to do so. The Board also reserves the right to make multiple awards based on experience and qualification or to award only a portion of the items and/or services specified, if it is deemed to be in the Board's best interest. The Board reserves the right to acquire additional quantities/services at prices quoted in the

proposal, unless additional quantities/services are not acceptable, in which case the proposal form must be noted, "Proposal is for specified quantity/services only". Any contract awarded as a result of this or any Request for Proposal shall conform to applicable Florida Statutes.

5. **PROPOSAL OPENING:** Request for Proposal will be open to the public, on the date and time specified in the Request for Proposal documents. All proposals received after specified time shall be returned unopened. PROPOSAL BY TELEPHONE OR FACSIMILE-EMAIL WILL NOT BE ACCEPTED.
6. **PAYMENT:** Payment will be made by The Board after services are provided as ordered on a Purchase Order and have been inspected and approved for payment.
7. **CONFLICT OF INTEREST:** Any award as a result of this or any proposal is subject to the provisions of Chapter 112, Florida Statutes. All bidders must disclose with their bid proposal package, the name of any Officer, Director, or Agent who is also an employee of the Putnam County School District of Putnam County, Florida. Further, all bidder(s) must disclose the name of any Board employee who owns, directly or indirectly, an interest greater than five percent (5%) in the bidder's firm or any of its branches or divisions.
8. **ANTI-DISCRIMINATION:** The bidder certifies that he/she or their firm is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment opportunity for all persons without regard to race, color, religion, sex or national origin.
9. **DEFAULT:** In the event of default on any contract as a result of this Request for Proposal, the bidder will pay The Board, as liquidated damages, an amount equal to twenty-five percent (25%) of the unit price times the Request for Proposal quantity or five hundred dollars (\$500.00), whichever amount is larger. In the event of a default on any contract, the bidder will pay all attorneys' fees and court cost incurred in collecting liquidated damages.
10. **RIGHT OF PROTEST:** Failure to file a protest within the time prescribed in Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
11. **TERMINATE:** The Putnam County School District of Putnam County Florida reserves the right to terminate any contract resulting from this Request for Proposals upon thirty (30) days written notice.
12. **SPECIAL CONDITIONS:** Any and all special conditions may vary from these General Conditions and will have precedence over the General Conditions.
13. **PUBLIC POSTING OF RESULTS:** The Purchasing Department, East Palatka, FL will display the results on the Public Notice Board in the front office; results will be posted on the Purchasing website; mailed if a self-addressed stamped envelope has been provided by the bidder.

14. **FIRM PRICE PERIOD:** As indicated on page 2 of this Request for Proposal unless otherwise indicated on the Price Proposal Sheet.

15. **PURCHASE BY OTHER GOVERNMENTAL AGENCIES:** In accordance with Florida Statutes,

Chapter 6A-1.1012, as amended, other Cities or County Governmental Agencies, other School Board, Community Colleges or the State University system are permitted to purchase services at unit prices in any contract resulting from this RFP upon bidder(s) approval. In the space provided below, indicate your preference as to allowing other governmental agencies to purchase services as a result of this Request For Proposal.

I **will** allow other governmental agencies to purchase services using this proposal.

I **will not** allow other governmental agencies to purchase services using this proposal.

16. **PUBLIC RECORDS:** The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Board, authorized agents, and/or Federal representatives shall have full access to, and the right to, examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

If the contractor has questions regarding the application of F.S. Chapter 119 to the contractor's duty to provide public records relating to this contract, contact the custodian of Public Records at 386-329-0653, publicrecords@my.putnamschools.org, 200 Reid Street, Palatka, FL, 32177.

I/We hereby certify that I/we have carefully read all instructions pertaining to this Request for Proposal and that my/our proposal complies, without exception, with all instructions and specifications.

Company Name

Title of Authorized Representative

Signature

Printed Name

Address

City

State Zip Code

Contact Numbers:

Email _____

Business: (____) _____

Cell: (____) _____

Fax: (____) _____

If for any reason you cannot respond, please list those reasons:

Public Records: The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Board, its authorized agents, and/or Federal representatives shall have full access to, and the right to, examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

If the contractor has questions regarding the application of F.S. Chapter 119 to the contractor's duty to provide public records relating to this contract, contact the custodian of Public Records at 386-329-0653 publicrecords@my.putnamschools.org, 200 Reid Street, Palatka, FL, 32177.

SCOPE OF WORK

The goal is to enhance the Putnam County School District's network infrastructure with the following:

- **Renewal of licensing to cover the cloud management or required right to use software which is eligible under category 2 basic maintenance of internal connections and/or managed internal broadband services.**

This request is for Category 2 internal hardware and necessary components and licensing to support options for basic maintenance of internal connections and/or managed internal broadband services.

Our district is not soliciting separate bids for BMIC or MIBS as stand-alone solutions. We are requesting "right to use" software, license, and warranty as part of the quote. We have included BMIC if USAC deems software updates or services will not be funded under Internal Connections.

No installation is required. No additional warranty that extends beyond manufactures warranty covered under this request.

Quantities listed in this Request for Proposal are estimates based on anticipated usage and estimated funding for district portion of cost. They are subject to change (increase/decrease) in order to meet the needs of the Putnam County School District. The bidder agrees that the price(s) offered shall be maintained irrespective of the quantity actually purchased.

Proposal components listed should be 100% compatible and work together to provide fully functioning network and wireless solution meeting proposal requirements. The Putnam County School District has standardized on usage of Cisco and Meraki switches and routers for LAN based connectivity and uses Meraki Access Points for wireless networking.

Please provide specific model numbers of all products quoted in this request.

PRICE PROPOSAL**TOTAL ESTIMATED REQUEST FOR ALL SCHOOLS COMBINED**

Please be advised that the numbers above are approximate. Please list all assumptions used in creating your proposals.

The quantities listed below are the districts best guess at this point in time. Please include a per unit price for the equipment. This way the district can evaluate price on a per unit basis and has the ability to change quantities as needed based on districts e-rate allocated budget.

QTY	DESCRIPTION	TOTAL COST PER UNIT	TOTAL COST	NOT E-RATE ELIGIBLE COST
19	(License) Meraki MS425-16 Enterprise License and Support, 5YR LIC-MS425-16-5YR or Equivalent			
38	(License)Meraki MS390 48-port Enterprise License and Support, 5 Year LIC-MS390-48E-5Y or Equivalent			
200	(License) Meraki MR-42 5 YR Enterprise Cloud Controller License LIC-ENT-5YR or Equivalent			
125	(License) Meraki MS250-48FP Enterprise License and Support, 5 YR LIC-MS250-48FP-5YR or Equivalent			
30	(License) Meraki MS355-48X Enterprise License and Support, 5 YR LIC-MS355-48X-5YR or Equivalent			
20	(License) Meraki MS355-24X Enterprise License and Support, 5 YR LIC-MS355-24X-5YR or Equivalent			

NOTE:Name of employees and level of certification must be attached to this proposal for the proposal to be considered for award.

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to Erate@my.putnamschools.org. Submitted questions must be received no later than a week prior to submission due date of **February 23, 2023 10:00 am**

Vendor questions with the accompanying answers will be available on the purchasing department's website at <https://www.putnamschools.org/page/posted-rfps>
Again, please do not call with questions.

Vendor E-Rate Compliance

Vendors submitting proposals for this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

It is the vendor's responsibility to determine if all products requested are eligible products under E-Rate guidelines.

Award of this contract is contingent on appropriation of funds by the Putnam County School District and/or the receipt of the E-rate funding necessary to purchase the specified equipment. The District reserves the right to cancel any contract that results from this solicitation should the aforementioned circumstances arise.

E-Rate Service Providers Process: <https://www.usac.org/service-providers/>

For more information on these processes contact USAC (Universal Services Administration Company) Hours:

Monday-Friday 9:00 AM to 5:00 PM ET Phone: (888) 641-8722 Fax: (888) 637-6226

Service Provider ID (498 ID/SPIN)

The vendor shall provide a valid 498 ID (formerly known as the SPIN) Service Provider Identification Number, in the proposal submitted in response to this bid opportunity. The 498 ID must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program.

How to obtain a 498 ID: <http://www.usac.org/sp/about/obtain-498ID/default.aspx>

Service Provider Annual Certification Form

The vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification (SPAC) form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to Putnam County School District.

Information on FCC Form 473 is available on the SLD's website at the following link.
<http://www.usac.org/sl/service-providers/step03/473-filing.aspx>

The District's Reimbursements

The vendor agrees to file a FCC Form 474 for Service Provider Invoice to USAC to be reimbursed for the districts discount rate of 85% for eligible services for goods received on or after the effective date of discounts. The district will pay the provider the non discount portion of 15% which should be clearly stated on invoice to school district. Any non-eligible services should be provided on a separate quote.

Information on FCC Form 474 is available on the SLC's website at the following link.
<https://www.usac.org/e-rate/service-providers/step-5-invoicing/Invoicing Method #2>

Cooperation with District's Preparation of E-rate Applications

The vendor must agree to provide information on a timely basis that the District requests in order for the District to timely apply for E-rate applications.

Guarantee to Meet Service Start Date

The vendor must be prepared to provide service starting July 1, 2023, or when funding commitment is received. Vendor must provide updates on supply chain issues and let applicant know about projected delivery timelines. If Vendor does not meet this service start date, the Vendor must guarantee to cover the loss of E-rate filing for the total discount that would have otherwise been received from the current provider during the interim period until Vendor is able to provide service.

Contingencies

This RFP should not be considered as a contract to purchase goods or services, but is a Request for Proposal in accordance with the terms and conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Putnam County School District decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and any referenced Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Vendors will be considered nonresponsive if the above requirements are not submitted as requested. The Putnam County School District has the right to reject all submitted proposals and resubmit for new proposals through a revised RFP.

Evaluation Criteria

The Contract will be awarded based on best value to the Putnam County School District, as well as evaluation criteria set forth in this document, Evaluation of services will be performed and graded by 3-5 individuals to accumulate scores based on weighted factors contributing to the award are included in the following breakdown:

Factor	Weight*	Raw Score**	Weighted Score***
PRICE OF THE ELIGIBLE GOODS AND SERVICES	35%		
MEETS THE DISTRICT'S NEEDS	25%		
PRIOR EXPERIENCE/REFERENCES	15%		
E-RATE EXPERIENCE	15%		
LOCAL VENDOR (in-state or in-county)	10%		
	100%		

NOTES:

*Percentage weights must add up to 100%. Price will be weighted the heaviest, according to E-Rate rules

**Each vendor will be evaluated on a raw score from 1 to 5 on each line item of the selection criteria 1-lowest, 5=highest

***Weighted score equals weight x raw score

EVALUATION FACTOR 1: PRICE OF THE ELIGIBLE GOODS AND SERVICES (35 %)

The bidder's ability to provide realistic, competitive and economical pricing will be reviewed, compared, and evaluated by the Selection Committee. Bids submitted with the lowest prices will receive the highest scores for this evaluation factor. Bidder must provide detailed products list that indicate the percentage of eligibility of items under the terms of E-rate program. You can list ineligible E-rate items separately if they meet needs expressed in this RFP, but the price will be evaluated on the E-rate eligible components. The failure of any firm to provide detailed information regarding proposal elements and pricing may result in the reduction of points in the evaluation process.

EVALUATION FACTOR 2: MEETS THE DISTRICT'S NEEDS (25 %)

The bidder's proposal will be evaluated based on details to conclude that compatibility with environment and the completeness of the equipment to meet the needs of the Putnam County School District. Bidder's response should describe how the new equipment would integrate with our existing environment. The failure of any firm to provide complete solution or incompatible solution may result in reduction in points in the evaluation.

EVALUATION FACTOR 3: PRIOR EXPERIENCE/REFERENCES (15 %)

The Bidder's ability to demonstrate experience in providing requested services. This review will include the vendor's ability to retain contracts, deliver equipment satisfactorily within each request, to meet all of the overall demands set forth by this RFP. The vendor's performance based on references may be reviewed and evaluated, particularly in areas of responsiveness, ability to provide service, vendor resources available to the School District for this contract, such as personnel, equipment, supplies, services, and other related resource factors to the proposer's professional expertise. This review may also include, but not be limited to, the vendor's financial stability. References are welcomed from other agencies, preferably school districts for which similar services have been performed in the past three (3) years.

EVALUATION FACTOR 4: E-RATE EXPERIENCE (15 %)

Bidder's response to RFP should provide a full understanding of E-Rate program and its applicable rules for equipment or services offered through category 2 funding. The vendor needs to be aware of yearly changes to eligibility of services and be able to accurately define eligible and non-eligible. Failure to properly identify eligibility of services could result in reduction in points in the evaluation.

EVALUATION FACTOR 5: LOCAL VENDOR (IN STATE OR IN COUNTY) (10 %)

Bidder's physical location is a considered factor in evaluation. The Putnam County School District prefers to do business with entities that operate in the state of Florida. It's important to the district to have local technical and professional personnel for support in the event of damage or support for installation in the future. Service response time is critical in maintaining network connectivity. If vendor does not meet criteria of local vendor it could result in reduction in points in the evaluation.

NONDISCRIMINATION STATEMENT:

I, the undersigned authorized agent, assures the Board that it does not discriminate on the basis of race, sex, marital status, national origin, religion, handicap, or age, in the operation or provision of services.

Company Name

Signature of Authorized Representative

Title of Authorized Representative

CONFLICT OF INTEREST STATEMENT:

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the Board. Further, all proposers must disclose the name of any employee who owns, directly or indirectly, an interest in the proposer’s firm or any of its branches. The proposer shall not compensate, in any manner directly or indirectly, any officer, agent, or employee of the Board for any act or service that he/she may do, or perform for, or on behalf of any officer, agent, or employee of the proposer. No officer, agent, or employee of the Board shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the Board. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.

I, the undersigned authorized agent, acknowledge and certify all portions of this proposal and agree that our firm will comply with all other terms, conditions, and requirements made by the Board.

Company Name

Signature of Authorized Representative

Title of Authorized Representative

PUBLIC ENTITY CRIMES STATEMENT:

I certify that I understand that as defined in Florida Statutes 287.133 (1) (b): Pursuant to Section 287.133, Paragraph (2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public works, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount of thirty-five thousand dollars (\$35,000) provided in Section 287.017, Florida Statutes, for a category two for a period of thirty six (36) months from the date of being placed on the convicted vendor list. By completing this form your firm is certifying that they are not and have not been placed on the convicted vendor list now or within the past thirty six (36) months.

Company Name

Signature of Authorized Representative

Title of Authorized Representative

DEBARMENT, SUSPENSION BY EXECUTIVE ORDER:

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS: As required by Executive Order 12549, Debarment, Suspension and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110.

A. THE BIDDER (CONTRACTOR) CERTIFIES THAT IT AND ITS PRINCIPALS:

- a. Are not recently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency.
- b. Have not within a three-year (3) period preceding this invitation to bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining or attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of paying Federal funds or will pay Federal funds by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress or an employee of a member of Congress in connection with the making of any Federal grant, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement.
- d. Have not within a three-year (3) period preceding this invitation to bid had one or more public transactions (Federal, State, or Local) terminated for cause or default: and

B. Where the bidder is unable to certify to any of the statements in this certification, he/she shall attach an explanation to this bid package.

As the duly authorized representative of the company or individual submitting the bid proposal, I hereby certify that the company or individual does comply with the above certification.

Company Name

Signature of Authorized Representative

Title of Authorized Representative