

School District of Niagara

700 Jefferson Avenue
Niagara, Wisconsin 54151

Superintendent
Nathaniel Burklund

Finance Manager
Shawna Lindow

Director of Pupil Services
Terry Hanson

Principal
Scott Trevillian

Curriculum Coordinator/Counselor
Sherri Petschar

January 17, 2024

Request for Proposal

The School District of Niagara wishes to take advantage of E-Rate funding discounts to provide network upgrades for the district. The School District is interested in procuring:

- 50 each: Catalyst 9162I AP (W6E, tri-band 2x2) w/Meraki Access Point to replace units near end of life and add capacity.
- 12 each: Cisco Catalyst 9300 switches to replace existing 12 Catalyst 2960x switches nearing end of life.

Written proposals must be received, by 2:00 PM on March 4, 2024, at:

The School District of Niagara E-Rate Proposal
Attn: Eric Heroux
700 Jefferson Ave.
Niagara, WI 54151

The written copy **MUST BE RECEIVED** by the deadline. Postmark dates will not count toward the date of receipt. Late submissions will not be accepted. An exact copy of the written proposal must also be emailed to: eheroux@niagara.k12.wi.us prior to submission deadline.

“Preparing and Educating Children for Lifelong Success”

District Phone Number: 715-251-4541

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School District of Niagara Request for Proposal: E-Rate Network Upgrade Proposal

Service Provider Criteria and Contract Requirements

E-Rate Compliance:

Respondent must assure that its response follows all current E-Rate program guidelines established by the Federal Communications Commission (FCC). Information regarding eligibility of goods and services, invoicing requirements, documentation requirements and other program rules are available by calling Schools and Libraries Division (SLD) of the Universal Service Administration Corporation (USAC) at (888) 203-8100 or see their website at <https://www.usac.org/e-rate/>.

Eligibility of Goods and Services:

Goods and services provided shall be clearly designated as "E-Rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be 'cost allocated' to show the percentage of eligible costs per SLD guidelines.

SLD Invoicing:

Respondents agree to conform to all E-Rate guidelines for the billing of discounts to the SLD. Billing method will be in SPI form (Service Provider Invoice): The Service Provider will only invoice the district for the cost percentage that applies to the district. The Service Provider will then invoice the SLD their percentage. Responder must also provide the name, title, and telephone number for single point of contact for E-Rate questions. The Service Provider must provide copies of all invoices submitted to SLD for School District of Niagara records.

SPIN Number:

Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) as part of their proposal.

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FCC Approval:

All work is subject to approval of the project by the FCC under the E-Rate discount program. All projects are contingent on funding from this program.

FCC/SLD Auditability:

The E-Rate program requires that all records be retained for at least ten years. Respondent hereby agrees to retain all books, records, and other documents relative to this contract for ten (10) years after the last date of service. The district, its authorized agents, and/or auditors reserve the right to perform (or have performed) an audit of the records of the contractor and therefore shall have full access to, and the right to, examine said records.

Proposal Evaluation

It is anticipated that an award will be made to the provider whose proposal is determined to be in the best overall interest of the School District of Niagara. The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The scope of this project will be to provide the specified equipment to upgrade the District's LAN to a more robust and flexible environment capable of supporting a 21st Century Learning Environment. A qualified vendor must be able to provide the detailed equipment.

The following criteria will be used:

- 50% Total price and cost Effectiveness of Solution
- 20% Vendor knowledge and experience with solution
- 15% Will be based on the scope of work including but not limited to, the compatibility with existing School District of Niagara networking infrastructure. NOTE: Exact match products will receive a higher evaluative score.
- 15% Vendor demonstrated ability to deliver solutions to the School District of Niagara

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Bidding Information

1. Timelines: It is the sole responsibility of the bidder to see that the proposal is received before the date and time listed. Postmarks will not be considered as an indication of successful submission.
2. Questions Related to the RFP: All requests for information related to this RFP must be made in writing via email to eheroux@niagara.k12.wi.us. All questions must be submitted by 2:00 PM on February, 26, 2024. Questions will not be answered after the deadline.
3. Hard Copy Required: All proposals must be submitted in hard copy in ink. No pencil marks or notations will be accepted.
4. Costs: All costs must be included in the bidder's proposal. Any expected shipping costs must be included in the proposal.
5. Taxes: Please note that the district is a tax-exempt institution. Tax exempt certification will be provided upon Vendor request.
6. Withdrawals and Errors: The bidder may withdraw any proposal between the submission date and the date and time of bid opening. The request for withdrawal must be made in writing and can be emailed to eheroux@niagara.k12.wi.us. A bidder withdrawing a proposal will not be allowed to submit a new proposal. Proposals cannot be withdrawn after the opening date and time. Once opened, responding bidders will be responsible for any additional costs incurred due to pricing errors in the proposal if their bid is awarded a contract.
7. Evidence of Responsibility: The School District of Niagara reserves the right to request evidence from each respondent showing the bidder's financial, and technical expertise.
8. Acceptance or Rejection of Proposals: The School District of Niagara reserves the right to reject all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. The School District of Niagara reserves the right to reject a pricing proposal if E-Rate funding is not secured.
9. Contract: The awarded bidder will be required to enter a written contract with The School District of Niagara. These bid specifications and the bidder's proposal will be attached to, and become part of, the final contract documents.
10. Award of Contract: No purchase will be made without the approval of the School District of Niagara. A vendor acceptance letter will be sent via email to winning vendors. This letter will have relevant contingencies clauses included.

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11. Prevailing Law: In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations, or rules, then the latter will prevail.
12. Brands: Products described in this RFP are Cisco products. The School District of Niagara has provided manufacturer preference but is willing to accept proposals featuring other equipment that is functionally equivalent. Functional equivalence must be proven through documentation provided by the bidder, and product sheets or links to online product sheets must be included in the bid response. When bidding an alternative, bidder must ensure that any additional components, migration assistance/consultancy, or licensing costs required to integrate into the existing network are included in the bid.
13. Federal and State Regulations: The bidder's proposal and any contract entered are subject to all applicable statutes of the United States or the State and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of the contract.
14. Delivery: All items shall be delivered in quantities specified in the contract to the School District of Niagara, 700 Jefferson Ave, Niagara, WI 54151. All items furnished will be subject to inspection and/or rejection by The School District of Niagara for defects or non-compliance with the specifications. Any costs associated with rejected items due to non-compliance, defect, or damage will be the responsibility of the seller. The seller warrants that all articles furnished shall be free from all defects of material and workmanship.
15. E-RATE Participation: The School District of Niagara is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commission (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The School District of Niagara reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely approve the request for funding submitted referencing this proposal. Respondents agree to conform to all E-Rate guidelines for the billing of discounts to the SLD. Responder must also provide the name, title and telephone number for a single point of contact for E-Rate questions. The Service Provider must provide copies of all invoices submitted to SLD for School District of Niagara records.
16. SPIN: Each vendor providing services to The School District of Niagara as part of the E-Rate program, must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. SLD can be reached online at <https://www.usac.org/service-providers/>

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