
NAP FORD COMMUNITY CHARTER SCHOOL

REQUEST FOR PROPOSAL (RFP) #NF62-20

Internal Connections, Basic Maintenance and Fiber Internet Services
E-Rate Program SY 2019-2020

Release Date: March 8, 2019

Response Date: April 5, 2019

1. Executive Summary.

Nap Ford Community Charter School (NF) is an approved public charter school serving the students (K-5) who reside in the Orange County School District. The school is located at 1001 S. Goldwyn Avenue Orlando, FL 32805. Our academic supports the healthy development of the whole child with a central focus on Science, Technology, Engineering and Mathematics (STEM) infusion into our curricula and daily activities.

NF is looking to purchase quality products and services as defined below as a participant of the E-Rate, a discount program to ensure schools and libraries have access to affordable telecommunications and information services. E-rate is funded by the Federal Communications Commission (“FCC”) and administered by the Schools and Libraries Service Administrative Company (“USAC”) and / or the Schools and Libraries Division (“SLD”).

We are seeking qualified vendors for the following purpose(s):

- Internal Connections
- Basic Maintenance of Internal Connections
- Fiber Internet 1 Gbps

This RFP contains descriptions of services needed, instructions for submitting a proposal, the procedures and criteria by which the contracted provider(s) will be selected and the contractual terms by which NF proposes to govern the relationship with the selected vendor.

2. Evaluation Criteria.

NF will evaluate all proposer(s). Evaluations of proposals received in compliance with the RFP instructions will be performed for the purpose of selecting proposer(s) who best meet NF’s needs. The proposer(s) with the highest scores and meets USAC E-rate guidelines will be selected as the final contracted vendor(s).

In evaluating the proposals, NF will award points to each respondent up to the maximum points allowable as listed per the following criteria.

Price of eligible services/ products	40
Vendor qualifications/ experience/ track record	30

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Completeness of response	10
E-rate qualifications and references	20
Maximum Points:	100

3. Scope of Work.

Nap Ford is looking to purchase quality products and services. The proposed solution price must include a complete bill of materials, applicable sales tax, applicable shipping, installation and related maintenance fees, where applicable. E-rate eligibility must be clearly identified for each item.

NF reserves the right to purchase all, none or a combination of products listed on the proposal. Quantities listed below are estimates and actual purchase may change. NF reserves the right to choose one or more vendors to provide the services listed in the RFP. NF further reserves the right to accept vendor proposals in whole or in part, therefore having flexibility to select equipment and services the best meets the need of the school. Vendors may respond to all or part of the RFP. Responses should separate out each part.

A) E-Rate Category 1 services – Fiber Internet

Fiber Map - The contracted vendor will provide a detailed map of the route the proposed fiber will take to connect the desired site locations. The contracted vendor will be responsible for establishing the actual pathways between the desired site locations if they do not already exist. Any special construction costs that are to be paid by NF for establishing these pathways must be clearly delineated in the submitted proposal.

Line	Device Type/ Location	Preferred Model or Equivalent	Description	Notes	Approximate Quantity
1		Fiber Internet	1 Gbps		

B) E-Rate Category 2 services - Internal Connections and Basic Maintenance of Internal Connections.

Line	Device Type/ Location	Preferred Model or Equivalent	Notes	Quantity
1	WAP	Cisco or equivalent	Install and initial configuration	9
2	Switches	Cisco or equivalent	Install and initial configuration	15
3	Wireless LAN Controller	Cisco or equivalent	Install and initial configuration	1
4	Firewall Service & Components	Dell Sonic wall or equivalent	Install and initial configuration	1

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5	Racks	Cisco or equivalent	Install and initial configuration	2
6	UPS/ Battery Backup	Tripp Lite or equivalent	Install and initial configuration	2
7	WAP - Basic Maintenance	Cisco or equivalent		
8	Switches – Basic Maintenance	Cisco or equivalent		
9	Wireless Controller – Basic Maintenance	Cisco or equivalent		
10	Firewall Service and Components – Basic Maintenance	Cisco or equivalent		

GRAND TOTAL BID AMOUNT FOR ALL ITEMS (itemize each)

Parts	\$ _____
Installation	\$ _____
Recurrent/ Charges (after Year1)	\$ _____
Warranty/Support	\$ _____
Tax	\$ _____
Shipping	\$ _____
Total	\$ _____

1. Write in the totals above.
2. Attach an itemized, detailed quotation for all items with E-rate eligibility clearly identified.
3. Installation price must be designated per device type and location.
4. Label the quotation: NF62-20 (Proposers Name)

4. Instruction for Proposers.

Acceptance Period. Responses will be accepted no later than April 5, 2019 as indicated in the header

Addendum(s). Any amendments or clarifications will be posted on NF’s website (same section where the RFP is posted).

Authorized Signature. Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. Upon request of NF, any agent submitting a proposal on behalf of a Proposer must provide a current power of attorney certifying the agent’s authority to bind the Proposer.

Cover Letter: Each proposal should include a brief cover letter on company letterhead.

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Award of Proposal. Award of proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company.

Award Rights. NF reserves the right to award one or more sections of this RFP to one or more Proposers. Proposers have the right to apply to one or more sections.

Cancellation of Solicitation. NF may cancel this RFP at any time.

Compliance with Laws. Services must be fully compliant with all applicable requirements as specified in the RFP contract, including all NF and state of Florida policies, regulations, and permits and all State and Federal laws.

Contract Award. A contract with the selected Proposer(s) and NF will be executed by both parties once it is awarded by the Board of Directors.

Service Deployment Schedule. Proposers must include a construction and installation roadmap timeline for all sites. For cabling and hardware responses, preference is given to responses with a service availability for sites by August 1, 2019. The use of installed circuits by NF can begin July 1, 2019.

Service and Maintenance. Contracted vendors will provide a proposed Service Level Agreement (SLA) with the fiber and hardware responses.

References. Submit at least two (2) references of recent work, within the past 3 years, with organizations of similar size and located within the state of Florida. Reference information must include: entity name; address; phone number; and name of contact person.

E-Rate Requirements. It is the intention of NF to apply for universal service support under the Schools and Libraries support mechanism (E-rate program) for the services that are the subject of this RFP. Any contracted vendor responding to this RFP must be an Eligible Services Provider as defined under the Federal Communication Commission's E-rate program and will be required to submit their assigned SPIN (contracted vendor Identification Number) and FCC Registration Number as part of its response along with a copy of their Form 498—contracted vendor Information Form.

If you do not have a SLD SPIN number, or FCC Registration Number, you MUST obtain one before you respond to this RFP. The contracted vendor shall provide, to NF, all the information and documentation that is required by the district to complete a Form 471 with their proposal. NF plans to use E-rate BEAR invoicing for these services at the discounted rate indicated on the Funding Commitment Decision Letter.

Contracted vendor shall list charges by site on monthly invoices. Contracted vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Contracted vendor must include the following information on all invoices to NF for E-rate eligible equipment and/or services:

- o Date of invoice.
- o Date(s) of service.
- o Clear, concise breakdown of discount-eligible charges and non-eligible charges. Include taxes and fees in the cost breakdown.

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o Invoice to be provided on contracted vendor's letterhead or on a contracted vendor-generated form.

Proposal Submission. Completed proposals can be emailed to susan@napford.org no later than 5pm EST on the response date of April 5th inclusive of the items indicated in the sections 3 and 4 and the signed and date official proposal form below. In the subject line of the email should be labeled – NF62-20 – (Name of Proposer)

5. Communications and Questions.

Proposers are expected to raise any questions or additional clarifications that they have concerning the RFP document as soon as they become aware of them. Any questions or requests for clarifications must be directed in writing to: susan@napford.org. The subject line of the email must be labeled “RFP NP62-20”. The only contact allowed with NF staff is through susan@napford.org as stated above.

Unauthorized contact of any NF employee is cause for rejection of the bid. Any additional information or clarifications that are provided to one bidder will be provided to all bidders in the form of an addendum posted to the NF web site at <https://www.legendacademy.org>. Proposers are responsible for checking this site for any addendum that may be issued.

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OFFICIAL PROPOSAL FORM

Request for Proposal NF62-20

To: Nap Ford Community Charter School

From: _____ (Name of Proposer)

The undersigned, as Proposer, declares that the only persons or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has carefully studied the proposed scope of work and he proposes and agrees if this Proposal is accepted that he will supply NF with supply NF with said products in the manner therein prescribed in the RFP document.

Proposer acknowledges receipt of Addenda Number(s) __, __, __, and __.

It is understood that NF reserves the right to reject this Proposal and that this Proposal shall remain open and not be withdrawn for the period of ninety (90) days.

The undersigned declares that the RFP documents, without limitation, have been read and agrees to furnish and deliver service, at the total price stated in accordance with specifications of the Contract Documents. Any price increases are dependent upon prior approval by NF.

Pricing detail by section is presented in the Scope of Work. NF is not responsible for Proposer's miscalculations. The required list of proposed subcontractors (if applicable) is attached hereto, and the undersigned represents and warrants that such list is complete and in compliance with the Subletting and Subcontracting Fair Practices Act.

It is understood and agreed that if written notice of the acceptance of this Proposal is mailed, emailed, or delivered to the Proposer after award of RFP, and within the time this Proposal is required to remain open, or at any time thereafter before this Proposal is withdrawn, the Proposer will execute and deliver to NF the Agreement and will also furnish and deliver to NF certificates of Insurance and any other specified document. Communications conveying acceptance of Proposal, requests for additional information or other correspondence should be addressed to the Proposer named below:

Name _____

Title _____

Address _____

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The undersigned hereby warrants that the Proposer has a current business license to be able to conduct business in the State of Florida. NF fully reserves the right to cancel the contract at any time and/or limit quantities, number of sites due to non-availability or non-appropriation of funds

NOTE: If Proposer is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the documents shall bear the corporate seal; if Proposer is partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contract on behalf of the partnership; and if Proposer is an individual, his signature shall be placed above.

Company Name _____

Mailing Address (PO Box or Street) _____

State and Zip Code _____

Name of Authorized Representative _____

Signature _____

Title _____

Type of Business (Corp, Partnership, Sole Proprietorship) _____

Telephone Number _____

Facsimile Number _____