



POUDRE SCHOOL DISTRICT R-1

REQUEST FOR PROPOSAL

E-RATE ENTERPRISE WI-FI REDESIGN, EQUIPMENT AND SERVICES

RFP #19-680-001

PROPOSAL SCHEDULE

RFP Posted to BidNet	November 13, 2018
Supplier Questions Due	November 20, 2018, 2:00 p.m. MST
Addendum Posted to BidNet	November 26, 2018
RFP Closing Date	December 13, 2018, 2:00 p.m. MST

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**REQUEST FOR PROPOSAL
E-RATE ENTERPRISE WI-FI REDESIGN, EQUIPMENT AND SERVICES
RFP #19-680-001**

Poudre School District (the District) is requesting sealed proposals from professional and qualified companies for the replacement of an Enterprise Wi-Fi solution that includes Wi-Fi access points, a management platform, site surveys, redesign, configuration assistance, licensing, testing and training, as well as optional wiring services and installation services for sites listed in this Request for Proposal (RFP).

This RFP is published in conjunction with the Universal Services Administrative Corporation E-Rate Form 470 schedule.

A copy of the RFP and any associated addenda may be obtained from the Rocky Mountain E-Purchasing (BidNet) website: <http://www.RockyMountainBidSystem.com>.

Questions regarding the RFP specifications must be emailed to Karen Wailly (kwailly@psdschools.org) by 2 p.m. MST on **November 20, 2018**. The questions and responses will be compiled and posted as an addendum to BidNet by **November 26, 2018**.

Proposal responses must be received by 2 p.m. MST (PSD clock) on **December 13, 2018**. Two (2) copies of your written Proposal (each in a single binder), as well as one (1) complete PDF electronic copy submitted on a USB drive, shall be sealed in a package, marked with your company name and "19-680-001" and mailed or delivered to:

Karen Wailly
Poudre School District
Purchasing & Materials Management
1502 South Timberline Road
Fort Collins, CO 80524

Proposals will be opened at 2 p.m. MST on December 13, 2018 in the Poudre School District Purchasing and Materials Management Conference Room, 1502 S. Timberline Rd., Fort Collins, Colorado.

It is the sole responsibility of the Supplier to see that the proposals are received by the submission deadline. The Supplier shall bear all risks associated with delays in the U.S. mail or delivery service.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the school district of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the school district. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with Poudre School District R-1 is prohibited.

Collusive or sham bids: Any solicitation deemed to be collusive or a sham solicitation will be rejected and reported to authorities as such. Your authorized signature on this solicitation assures that such solicitation is genuine and is not a collusive or sham solicitation.

Sincerely,
Karen Wailly
Senior Procurement Agent

**REQUEST FOR PROPOSAL
E-RATE ENTERPRISE WI-FI REDESIGN, EQUIPMENT AND SERVICES
RFP #19-680-001**

1.0 BACKGROUND

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of District families choose to send their children to their neighborhood school, the district does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 31 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 4 charter schools
- 1 online school

The District is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

2.0 GENERAL TERMS AND CONDITIONS

- 2.1 This is a solicitation for an offer and is not an offer to contract for goods or services.
- 2.2 Supplier must provide all requested information. Failure to do so may result in rejection of the proposal at the option of the District.
- 2.3 Proposals must meet or exceed specifications contained in this document.
- 2.4 The District is exempt from city, county, state and federal sales/excise taxes. Tax exempt certificates will be issued upon request.
PSD Tax Exempt Number: 98-03335
- 2.5 Submission of a proposal is deemed as acceptance of all terms, conditions and specifications contained in the District's solicitation package initially provided to the Supplier. Any proposed modification must be accepted in writing by the District prior to award of the Contract.
- 2.6 It shall be the sole responsibility of the Supplier to pay for any type of delivery service charge and to see that the District's Purchasing and Materials Management Department receives the Supplier's proposal on time. The bid clock used shall be the District's bid clock. The District does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service.
- 2.7 Each Supplier (and its employees, representatives and subcontractors) agrees to abide by all applicable federal, state and local codes, laws, rules and regulations.
- 2.8 The successful Supplier shall furnish all supplies, which conform to all applicable safety codes and regulations.
- 2.9 Contact with District personnel regarding this Request for Proposal (RFP), other than inquiries to the specific Procurement Agent identified in this document, may be grounds for elimination from the selection process.
- 2.10 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -206. Information and materials that Supplier believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Supplier believes they are confidential. The District, not Supplier, shall determine whether information and materials so identified will be withheld as confidential, but will inform Supplier in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 2.11 Proposals shall contain a manual signature of an authorized representative in the space provided on the Proposal Certification Form. Failure to properly sign the proposal may invalidate same and it may not be considered for award.

- 2.12 The accuracy of the solicitation is the sole responsibility of the Supplier. No changes in the proposal shall be allowed after the submission deadline, except when the Supplier can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake.
- 2.13 For services requiring Supplier's presence on District property and the project site, the Supplier must provide proof of insurance that meets the insurance requirements stated in Section 11.0 of this document.
- 2.14 The successful Supplier is not permitted to transfer any interest in the project whether by assignment or otherwise, without prior written consent of the District's Purchasing and Materials Management Department.
- 2.15 Suppliers are required to submit the name, address, phone number, email address and contact person of at least three (3) resources that have operated the proposed or similar product for a minimum of six (6) months.
- 2.16 Supplier must note in the solicitation response any intent to use subcontractors. The subcontractor's name, address, phone number and three client references, along with the type of work to be performed must be included. Use of subcontractors may be considered as a factor in the District's evaluation process. If the Supplier fails to notify the District of its intent to use subcontractors in the proposal submittal, the proposal may be considered a void offer. Subcontractors will be allowed only by written permission of the District. The Supplier agrees that it is fully responsible to the District for the acts or omissions of its subcontractors or any persons employed by them, in the same way as it is for the acts and omissions of persons directly employed by the Supplier. Nothing contained in the Contract or any subcontract shall create any contractual relation between any subcontractor and the District.
- 2.17 The District reserves the right to reject any and all proposals or any part thereof, to waive any formalities, and further, to award the proposal to the responsible Supplier as deemed in the best interest of the District.
- 2.18 There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- 2.19 Responses to this solicitation will be independently evaluated by an evaluation committee to be established for such purpose.
- 2.20 Proposals submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to proposal submission, Suppliers are encouraged to check the BidNet website to ensure additional requirements are incorporated into its submissions.
- 2.21 The District reserves the right to negotiate further with one or more Supplier or to request additional information. The District may make such inquiries and conduct such investigations as it deems necessary to determine the qualifications and ability of the Supplier to provide the services called for under the RFP and/or represented in the Supplier's response. Suppliers shall timely provide information to the District in

connection with such inquiries and investigations. Suppliers may be asked to give presentations to the District regarding their proposals.

- 2.22 Should the District determine, in its sole discretion, that only one Supplier is fully qualified or that one Supplier is clearly more highly qualified than the others under consideration, a Contract may be negotiated and awarded to that Supplier.
- 2.23 In the event the District has reasonable grounds to believe that any individual assigned to perform work under this solicitation has a criminal record, is a registered sex offender, is under the influence of alcohol or other substance, has exhibited violence or based upon other information the District deems reliable; the District may exclude such individual from any school building or grounds or impose reasonable conditions upon such individual's presence upon any school premises. In the judgment of the District, if a Contract cannot be performed as a result of such action, the Contract may be terminated.
- 2.24 Notwithstanding any other term or provision of this Request for Proposal, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) a Contract is in effect. In no event shall the District's obligations in a Contract constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 2.25 Notwithstanding the planned term of a Contract and/or any extensions thereof as provided above, the District may terminate the Contract at any time in its sole discretion for any reason, with or without cause, upon written notice served on the Supplier no less than thirty (30) days prior to the date of termination. In the event of such early termination by the District, the Supplier shall be paid up to the date of termination for services performed under and in accordance with this Contract.
- 2.26 Independent Supplier
- 2.26.1 The Supplier shall provide the services as an independent Supplier of the District. As such, the Supplier shall have the right to determine how and by whom the services will be provided, subject to and consistent with the terms and conditions of this solicitation.
- 2.26.2 The Supplier shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its Suppliers and subcontractors for goods and/or services directly or indirectly related to this solicitation.
- 2.26.3 Nothing in this solicitation or as a result of this solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between a future Supplier and the District. The future Supplier will not be considered a partner, agent or representative of the District and will not represent itself to be a partner,

agent or representative of the District. The District is not a partner, agent or representative of any future Supplier and shall not represent itself to be a partner, agent or representative of the Supplier.

2.27 Certification Regarding Illegal Aliens

2.27.1 The Supplier certifies, represents, warrants and agrees that it will not knowingly employ or contract with an illegal alien to provide services under this Contract and will not enter into a Contract with a subcontractor that fails to certify to the Supplier that the subcontractor will not knowingly employ or contract with an illegal alien to provide services under this Contract. The Supplier also certifies, represents, warrants and agrees that it will confirm the employment eligibility of all its employees who are newly hired for employment to provide services under this Contract through the Supplier's participation in either: (a) the E-Verify Program created under federal law and jointly administered by the Department of Homeland Security and the Social Security Administration; or (b) the Colorado Department of Labor and Employment Program ("Department Program") established pursuant to C.R.S. § 8-17.5-102(5)(c).

2.27.2 The Supplier shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Contract is being performed. If the Supplier obtains actual knowledge that a subcontractor providing services under this Contract knowingly employs or contracts with an illegal alien, the Supplier shall notify the subcontractor and the District within three (3) days that the Supplier has such actual knowledge and terminate the subcontract within three (3) days of providing the notice if the subcontractor has not stopped employing or contracting with the illegal alien. The Supplier shall comply with any reasonable request made by the Department of Labor and Employment in the course of an investigation undertaken pursuant to the authority of C.R.S. § 8-17.5-102(5). If the Supplier participates in the Department Program, it shall: (a) notify the District and the Department of Labor and Employment of such participation as required by law; and (b) within twenty (20) days after hiring an employee to provide services under this Contract, provide to the District a written notarized copy of an affirmation that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.

2.28 Qualifications of Supplier

2.28.1 The District may make such reasonable investigations as deemed proper and necessary to determine the ability of the Supplier to perform the work and the Supplier shall furnish to the District all such information and data for this purpose as may be requested.

2.28.2 The District further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Supplier fails to satisfy the District that such Supplier is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

2.29 Miscellaneous

- 2.29.1 **Governing Law.** A Contract resulting from this solicitation shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Larimer County, State of Colorado.
- 2.29.2 **Equal Opportunity.** The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.
- 2.29.3 **Appeal of Award.** The Supplier may appeal the award by submitting, in writing, a request for re-consideration to the District's Purchasing Manager within seventy-two (72) hours after the receipt of the notice of award.
- 2.29.4 In the event the awarded Supplier defaults on its Contract or the Contract is terminated for cause due to performance, the District reserves the right to re-procure the Services from the next lowest Supplier or from other sources during the remaining term of the terminated/defaulted Contract. Under this arrangement, the District shall charge the awarded Supplier any differences between its price and the price to be paid to the next lowest Supplier, as well as, any costs associated with the re-solicitation effort which resulted from such default or termination.
- 2.29.5 This solicitation does not commit the District to award a Contract or to pay any costs incurred in the preparation of a proposal or to procure a Contract for the services. The District reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this solicitation if it is deemed to be in the best interest of the District. The District reserves the right to accept any portion of the proposal or the entire proposal as deemed in the best interest of the District.
- 2.29.6 For the purposes of solicitation evaluation, Supplier must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the Supplier's response, it shall be construed that the proposal fully complies with the specifications and terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually, or as a whole, do not meet the standards established in the specifications.

2.30 Warranties

- 2.30.1 Notwithstanding prior acceptance of Services by the District, the Supplier shall expressly warrant all delivered Services provided, as properly functioning at the start of operations and compliant with the terms of the Contract and industry standards thereafter. The warranty period will begin

at the time the Services have been formally accepted in writing by the District.

- 2.30.2 During the warranty period, the Supplier shall be responsible and bear all costs to correct any problems, defects and/or deficiencies reported which do not meet the specifications set forth in the Contract.
- 2.30.3 The Supplier will correct all defects and/or deficiencies associated with the Contract and replace incorrect or defective Services within five (5) business days of written notification from the District to the Supplier. If, within five (5) business days after written notice by the District to the Supplier, the Supplier has not corrected all defects and/or deficiencies, the District may correct all defects and/or deficiencies at the Supplier's expense.
- 2.30.4 Supplier warrants that all Services furnished under the Contract shall be merchantable and shall be safe and appropriate for the purpose for which Services of like kind are normally used. If Supplier knows or has reason to know the particular purpose for which the District intends to use the Service, Supplier warrants that such Services shall be fit for that particular purpose. Supplier warrants that all Services furnished under the Contract shall be new unless otherwise specified by the District, and that the title conveyed regarding such Services shall be complete and its transfer rightful. Supplier agrees to promptly replace or correct all defects and/or deficiencies in any Service not conforming to the foregoing warranties, without expense to the District, provided the District elects to allow Supplier the opportunity to do so.
- 2.30.5 Defects and/or deficiencies properly noted in writing to the Supplier before expiration of the warranty period will be fully covered regardless of such expiration.
- 2.30.6 In the case of emergency, repairs and/or replacement may be made without notice being given to the Supplier if determined by the District that delay would cause certain loss or damage. The Supplier shall pay the cost of these emergency repairs and/or replacements. Supplier shall, upon District request, provide proof as to the kind and quality of materials and equipment. Contracted work shall, likewise, be free of defects and in conformance with industry standards. Supplier also warrants that its workers will be sufficiently skilled to produce high quality work, free of faults and defects. Work not conforming to these requirements, including unauthorized substitutions, may be considered defective. Supplier further warrants that the construction processes and methods employed to perform the work shall be suitable for the results required and expected. If the Supplier proposes to use an unproved and untried method, process or product, the District must be advised of the proposal in writing and give approval. The District may permit experimentation but may require special guarantees by the Supplier to cover the experimental work.
- 2.30.7 By acceptance of a Contract as a result of this Request for Proposal, in addition to the guarantees and warranties provided by law, Supplier expressly guarantees and warrants as follows:

- a. That the articles to be delivered hereunder will be manufactured, sold and/or installed in compliance with the provisions of all applicable Federal, State and Local laws and regulations.
- b. That nothing contained herein shall exclude or affect the operation of any implied warranties otherwise arising in favor of the District.

3.0 SPECIFIC CONDITIONS

- 3.1 To be eligible for award, Supplier must:
 - 3.1.1 Register as a supplier on the BidNet System (<http://www.RockyMountainBidSystem.com>), download this solicitation and all documents associated with it.
 - 3.1.2 Provide applicable Service Provider Identification Number (SPIN) verifying its participation in the federal E-Rate program approved by the FCC and administered by the Schools and Libraries.
- 3.2 The successful Supplier must guarantee that it will provide only authentic OEM equipment. Third-party parts or components will not be accepted. The District will not accept shipments of any equipment that is shipped with invalid warranties, invalid software licenses, no support entitlement and/or incorrect product configurations that are found to be sourced from outside authorized channels.
- 3.3 Supplier must highlight and indicate cost of E-Rate ineligible items.
- 3.4 The purchase resulting from this RFP may be contingent upon approval from the Universal Services Administrative Company for E-Rate funding.
- 3.5 Awarded Supplier must have a SPIN provided by the USAC and proof of current E-Rate SPAC 473 form.

4.0 PROJECT SCOPE AND SPECIFICATIONS

- 4.1 The following 37 school sites are included in the Scope of Work:
 - Bauder Elementary School
 - Beattie Elementary School
 - Bennet IB World School
 - Bethke Elementary School
 - Cache La Poudre
 - Dunn IB World School
 - Eyestone Elementary School
 - Fullana Learning Center
 - Harris Elementary School
 - Irish Elementary School
 - Johnson Elementary School

- Kruse Elementary School
- Laurel School of Arts & Technology
- Linton Elementary School
- Livermore Elementary School
- Lopez “Leader in Me” School
- McGraw IB World School
- O’Dea Core Knowledge
- Olander School for Project-Based Learning
- Polaris Expeditionary Learning
- Red Feather Elementary School
- Riffenburgh IB World School
- Shepardson STEM
- Stove Prairie Elementary School
- Tavelli Elementary School
- Traut Core Knowledge
- Werner Elementary School
- Zach Elementary School
- Blevins Middle School
- Cache La Poudre IB World School
- Leshar IB World School
- Lincoln IB World School
- Webber Middle School
- Wellington Middle School
- Rocky Mountain High School
- Poudre Community Academy
- Poudre Global Academy

4.2 The District currently utilizes Enterprise Wi-Fi solution at all these sites. The purpose of this RFP is to re-survey all the sites and to recommend a new Enterprise Wi-Fi solution for high density school environment, meeting specified technical requirements (listed in Section 5.0). Qualified firms that meet all criteria outlined in the Scope of Work will be considered.

4.3 Proposals shall include itemized pricing for equipment (Wi-Fi access points), planning and site surveys, redesign with proposed new data drops, optional wiring services for new data drops, optional Wi-Fi access point installation services, configuration, support and testing, any management platform(s) or software, all licensing, maintenance and support, and training, as listed in Section 9.0.

4.3.1 All equipment items shall be of new and recent manufacture and best quality.

4.3.2 All equipment shall be delivered F.O.B. Destination to Poudre School District Central Receiving (1502 S. Timberline Road, Fort Collins 80524).

- 4.3.3 Delivery is required within four weeks of order dates.
- 4.4 Supplier shall provide expert installation, configuration support, training and consultation to include, but not limited to:
 - 4.4.1 Wireless coverage survey and redesign based on design requirements (listed in Section 5.0)
 - 4.4.2 Equipment software installation, configuration and management, replication of current Enterprise Wi-Fi configuration including filtering rules and Guest/Open access, testing
 - 4.4.3 Training for two District staff members, on-site preferable
 - 4.4.4 Consultation on installed solution and best practices
 - 4.4.5 Configuration support and testing after installation - must be completed within one week of installation.
- 4.5 Proposals shall provide the following required information detailing the proposed System.
 - 4.5.1 Location
 - a. Maps and descriptions detailing proposed locations for Wi-Fi access point necessary to provide coverage throughout each school site
 - 4.5.2 Equipment
 - a. Describe and list each equipment item.
 - 4.5.3 Software
 - a. Describe and list all necessary software for your proposed solution.
 - 4.5.4 Warranty
 - a. Provide the warranty information and cost for hardware and software components of the proposed System, including any optional extended or lifetime warranty.
 - b. The warranty supplied by the Supplier shall remain in force for the full period identified by the Supplier, regardless of whether the Supplier is under contract with the District at the time of defect. Any payment by the District on behalf of the Services received from the Supplier, does not constitute waiver of these warranty provisions.
 - 4.5.5 Maintenance and Support
 - a. Provide information regarding the life span of all proposed equipment.

- b. Detail all maintenance and support options provided by your company or by any third parties, if applicable. In the pricing response, clearly indicate the cost for each tier and type of maintenance and support, explaining any annual maintenance costs.

4.5.6 Licensing

- a. Provide information on all required licensing, including Wi-Fi access point software, management software, Guest and Open authentication platform, clearly indicate the cost for each type.

4.5.7 Implementation plan

- a. Describe your company's planning, site surveying, implementation, installation and post-installation services.
- b. Develop and outline an implementation plan for the District. Be sure to clearly outline District manpower that would need to be allocated.
- c. Describe all training available to the District.

4.5.8 Future enhancements

- a. Provide as much information as possible about future enhancements or new features to your system that you expect to implement over the next year. Also, provide a general schedule of total system upgrades that you have coming over the next year.

4.5.9 Additional Information

- a. List any differentiating and unique features of your solution.
- b. Supplier may submit additional information which it believes would assist the District in its determination.

4.6 Floor plans with existing data drops of the 37 school sites will be provided upon request.

5.0 TECHNICAL REQUIREMENTS

Address the following components and features with respect to your product/solution.

5.1 Hardware

- 5.1.1 All hardware (wireless access points) must support 802.11ac Wave 2 Wi-Fi standard and may support 802.11ax Wi-Fi standard if applicable.
- 5.1.2 Proposed solution must be a controllerless Wi-Fi solution.
- 5.1.3 Describe antenna designs and options. Include costs in Section 9.
- 5.1.4 Describe power requirements for each device type and PoE options. Include costs in Section 9.

- 5.1.5 Describe access point physical mounting methods and security options, detailing different bracket types needed for different mounting surfaces. Include costs in Section 9.
- 5.2 Design Requirements
 - 5.2.1 Describe any planning, design and survey tools and features.
 - 5.2.2 Design for high client density of a minimum of 30 devices per each classroom, equaling one device per each student and staff member. Indicate maximum device count supported.
 - 5.2.3 Design for high client throughput for all types of clients, to include but not limited to: laptops, tablets, smartphones, internet of things devices (IoT).
 - 5.2.4 Design for very high client density and high throughput for open areas such as media center, cafeteria and gyms.
 - 5.2.5 Design for scalability – possible future expansion of device count equaling minimum two devices per each student and staff member for high schools and middle schools.
 - 5.2.6 Design for optimum coverage for hallways and offices.
 - 5.2.7 90% of dual-band capable clients need to be able to connect to and utilize channels in 5Ghz spectrum in all areas of the school.
 - 5.2.8 Take into consideration the construction of the school, type of wall material and wall thickness.
- 5.3 Authentication and Security
 - Describe your Authentication options and implementation.
 - 5.3.1 Ability to securely authenticate stations with internal RADIUS server using 802.1x with EAP
 - 5.3.2 Ability to securely authenticate users using active directory (LDAP integration)
 - 5.3.3 List any other authentication and security features.
- 5.4 Guest and Open access
 - Ability to provide Guest and Open access using Cloud based or On-Premise authentication platform for district owned and BYOD devices
 - 5.4.1 Self-registration
 - 5.4.2 Sponsored access
 - 5.4.3 Secure access using Google authentication
 - 5.4.4 Secure access using Microsoft Azure authentication

- 5.4.5 Onboarding access for BYOD devices
- 5.4.6 Secure access for IoT devices
- 5.5 Management System and Configuration
 - 5.5.1 Describe your management platform, Cloud-based or On-Premise.
 - 5.5.2 What are the options for managing and configuring the access points?
 - 5.5.3 Detail the configuration process.
- 5.6 Interference Detection and Control
 - 5.6.1 Describe rogue detection and control.
 - 5.6.2 Other RF monitoring capabilities
 - 5.6.3 Describe dynamic signal strength and channel optimization of your solution.
- 5.7 Client Density and Throughput
 - 5.7.1 Describe how you support high density situations.
 - 5.7.2 Maximum supported connected clients per radio
 - 5.7.3 Describe in detail the wireless client performance your solution will provide.
- 5.8 Client Compatibility
 - 5.8.1 Describe client compatibility and known issues.

6.0 REVIEW AND ASSESSMENT

6.1 Professional firms will be evaluated on the following General Qualifications criteria.

SELECTION CRITERIA	POINTS
Price	32
Adherence to specifications Wi-Fi access points support 802.11ac Wave 2 Wi-Fi standard Supplier performs site survey and redesigns based on requirements New floor plans with proposed new data drops Offered solution is controllerless Wi-Fi solution Authentication and security meets specified criteria Details of management platform and access point configuration described Platform for Guest and Open access included with appropriate licensing Details of interference detection and control Details of client density, throughput and wireless performance Details of client compatibility Equipment listed and described Assistance with replication and refinement of current configuration Consultation on best practices and future enhancements	28
Reference Evaluation	10
Implementation plan	10
Maintenance and Support plan	10
Anticipated equipment lifespan	5
Training for District Staff	5
TOTAL POINTS	100

7.0 REFERENCE EVALUATION (TOP RANKED FIRM)

7.1 The District Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Are you pleased with the Supplier's performance? Would you continue to exercise your contract with this provider, if given a choice?
Thoroughness	Does the Supplier follow through with the Project in the exact manner agreed upon, keeping you informed of status, and on-schedule? Is there connectivity between the sale, services provided, and final results?
Knowledge of Enterprise Wi-Fi configuration and installation	Is there an understanding of professional practices and procedures? Are the specifications complete, thorough and accurate? Is the product the right "fit" for the District?
Reporting	Are the Supplier's reports thorough and complete? Do they address your needs? Are they customizable? Do they extend beyond generic or canned reports?
Specific Contract Requirements	Is the Supplier able to meet required schedules? Are the products/services accurate, complete and professional? Is there a dedicated representative?
Cost	Did the Supplier work with you to find a product to best match technical specifications and stay within budget constraints? Did the Supplier maintain prices throughout the contract period?

8.0 EVALUATIONS AND AWARD OF CONTRACT

- 8.1 The District will select one Supplier from whom to purchase the requested equipment and services.
- 8.2 Amendments or clarifications to the submitted proposals not requested by the District evaluation committee will not be accepted, nor considered following the opening of the proposal.
- 8.3 Once the evaluation is complete and the Intent to Award has been issued, the recommended Supplier may be required to enter into and sign a formal Contract with the District. The contract language will control over any language contained within this RFP that conflicts with the signed and fully executed Contract.

9.0 COST PROPOSAL

- 9.1 All pricing in response to this RFP should be firm, including a line item for expected tariff increases. The District will not be responsible for increased pricing not quoted in the RFP response.
- 9.2 Provide a separate price quote for each of the 37 school sites referenced in the RFP.
- 9.3 Provide itemized pricing for all hardware (access points, mounting hardware, etc.) that you deem may be necessary.
 - 9.3.1 Include itemized pricing for all options outlined in Section 5.1.
- 9.4 Provide pricing for all software and licensing that you deem may be necessary.
- 9.5 Provide pricing for any planning and site survey services.
- 9.6 Provide pricing for any implementation and installation services.
- 9.7 Provide optional pricing for Wi-Fi access point installation services.
- 9.8 Provide optional pricing for wiring services that you deem may be necessary.
- 9.9 Provide pricing (initial and on-going) for all available maintenance and support options.
- 9.10 Provide pricing for any proposed training.
- 9.11 Provide the estimated delivery time for each item.
- 9.12 Provide your E-Rate Service Provider Identification Number (SPIN).

**10.0 REFERENCES E-RATE ENTERPRISE WI-FI REDESIGN, EQUIPMENT & SERVICES
RFP #19-680-001**

References are mandatory – Provide three references for which your company has completed similar services for projects of similar scope.

10.1 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

10.2 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

10.3 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

11.0 INSURANCE

Supplier shall procure and maintain the required insurance specified below for the duration of this Contract, which insurance shall be written for not less than the amounts specified or greater if required by law. Specified coverage amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. If not otherwise required by law, lower amounts may be acceptable upon review and written approval by the District's Director of Records and Risk Management. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Supplier shall furnish the District's Director of Records and Risk Management with certificates of the required insurance prior to the District's approval and signing of this Contract, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Contract. The standard wording of said certificates shall be amended to state that coverage provided is primary and is not excess to or contributing with any insurance or self-insurance maintained by Supplier. Supplier shall provide at least thirty (30) days' advance written notice to the District prior to cancellation or change of coverage. The insurance requirements specified in this section shall not reduce the indemnification liability that Supplier has assumed in Section 11.1 below.

Commercial General Liability

- a. Each Occurrence Bodily Injury & Property Damage \$1,000,000
- b. Each Event Personal Injury \$1,000,000
- c. Products/Completed Operations Aggregate \$1,000,000
- d. General Aggregate \$2,000,000
- e. Coverage must be written on an "occurrence" basis
- f. Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance

Commercial Automobile Liability Providing Coverage for Owned, Non-Owned, and Leased or Hired Vehicles (Only if Supplier operates vehicles in performing any services under this Contract)

- a. Bodily Injury & Property Damage Combined Single Limit \$1,000,000
- b. Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance

Workers' Compensation and Employer's Liability*

- a. State of Colorado Statutory
- b. Employer's Liability \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee
- c. Waiver of subrogation in favor of Poudre School District R-1; copy of policy endorsement must be attached to the Certificate of Insurance

* This requirement shall not apply if Supplier is exempt under the Colorado Workers' Compensation Act **AND** if Supplier has a current Workers' Compensation Coverage Rejection on file with the Colorado Department of Labor and Employment, Division of Workers' Compensation.

Technology Errors & Omissions Liability including Network Security and Privacy Liability

- a. Per Loss \$3,000,000
- b. Aggregate Limit \$3,000,000
- c. If policy is written on a claims-made basis, Supplier warrants that any retroactive date under the policy shall precede the effective date of this Agreement and that either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Agreement is complete. Supplier shall also maintain such insurance for an additional period of three (3) years following termination of the Agreement.
- c. If policy is written on an occurrence form basis, Supplier shall maintain such insurance for an additional period of one (1) year following termination of the Agreement.

11.1 Indemnification

Supplier shall indemnify and hold harmless the District and the District’s Board members, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to Supplier’s operations, provision of services and/or conduct of any of its employees, volunteers, agents or representatives. The indemnification and hold harmless obligation hereunder shall include all attorney fees, costs and expenses incurred by the District and/or the District’s Board members, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings. Nothing in this section or otherwise in this Contract shall be construed in any way or applied in any manner as a compromise or waiver of the District’s rights and protections under the Colorado Constitution or the Colorado Governmental Immunity Act.

12.0 PROPOSAL CERTIFICATION

**E-RATE ENTERPRISE WI-FI REDESIGN,
EQUIPMENT & SERVICES
RFP #19-680-001**

**Response is required in the Purchasing & Materials Management Department by:
2:00 p.m. MST (PSD clock) on December 13, 2018.**

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the company issuing this solicitation and that all information provided in the solicitation is true and accurate.
- He/she has read the conditions and technical specifications, which were made available to the company in conjunction with this RFP, and fully understands and accepts these terms unless specific variations have been expressly listed in the solicitation.
- The company will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFP and/or the company's solicitation responding to the RFP.
- The company meets or exceeds all of the required criteria as specified by this RFP, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- The company's solicitation is being offered independently of any other Supplier and in full compliance with the terms specified in Section 2 and 3 of the RFP.
- The company will accept any awards made to it, contingent on contract negotiation, as a result of this RFP for a minimum of ninety (90) calendar days following the date and time of the RFP opening.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Phone number: _____

Fax Number: _____

Contact Person: _____

(If different from Agent – include e-mail address and phone number)

NOTE: Solicitations submitted without the manual signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.