LONG TRAIL SCHOOL

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Revised RFP for LTS 2016-17 E-Rate

Long Trail School

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Long Trail School ("LTS") is requesting proposals to provide wireless controller, and wireless access points. Vendors must be able to provide this service in compliance with Federal E-rate regulations, including having a valid SPIN number. Proposals from Vendors without a SPIN number will not be considered.
Award of this proposal is contingent upon funding from the Schools and Libraries Universal Service Program. The successful Vendor agrees to receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Fund, and/or its agents, the National Exchange Carrier Associations ("NECA"), and/or the Schools and Libraries Corporation ("SLC"). LTS and the successful Vendor will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements as described under Section 254 of the Communications Act of 1934, as amended, 47 C.F.R. #254, and any competitive requirements contained in 47 C.F.R. #54.504.

Long Trail School is an independent middle school / high school, contained within a single building. There are 187 students in grades 6-12 and 46 staff and faculty members. Located on the western border of central Vermont. The building utilizes a 50Mbps cable internet connection, four network closets, a server room, and 10Gbps fiber connections between the network closets and server room.

INSTRUCTIONS TO VENDORS

1. INTERPRETATION OF PLANS AND DOCUMENTS
If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omission from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the proposal due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on LTS website next to the original RFP document. LTS will not be responsible for any other

explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any Vendor or binding on LTS.

2. PREPARATION OF PROPOSAL

Each proposal must be signed by a person authorized to provide pricing and enter contracts, with the signature in full. The address and telephone number of the vendor shall be included with the proposal. Failure to sign the RFP form shall result in a non-responsive RFP. Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, in sole discretion of LTS. When not responding on an item, specify by a N/A in the appropriate space.

3. DELIVERY OF PROPOSAL

A. Each proposal shall be completely sealed in a separate envelope, properly addressed to LTS at the address indicated on the proposal form, with the name and address of the vendor and the name of the project for which the proposal was submitted, plainly written on the outside of the envelope. An electronic submission may be made in password protected, PDF format to tech@longtrailschool.org.

B. Sealed proposals will be received at the time and place stated in this Request for Proposal. It is the sole responsibility of the vendor to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals may not be considered.

C. Proposals shall be submitted intact, including all proposal documents and acknowledgment of all addenda posted on District website.

D. Upon delivery, proposals become the property of LTS. ~~PROPOSALS ARE DUE April 29, 2016 by 3:00pm (EST).~~ Due to this revision, proposals are due July 18, 2016.

1. MAILED PROPOSALS MUST BE MAILED/DELIVERED TO:

   Coordinator, IT Services
   Long Trail School
   1045 Kirby Hollow Rd
   ` Dorset, VT 05251

   ENVELOPE MUST BE CLEARLY MARKED:
   Proposal for LTS 2016-17 E-Rate

2. EMAILED PROPOSALS MUST BE SENT TO:

   tech@longtrailschool.org

   THE SUBJECT LINE MUST BE:
   Proposal for LTS 2016-17 E-Rate

NOTE: Faxed copies will NOT be accepted.

4. PROPOSAL FORM
Your proposal shall include the equipment and any separate configuration charges for equipment listed (e.g. Wireless controller and electronic setup of the controller configuration to meet LTS requirements) to include:
a. Delivery of each component to LTS.
b. Remote or on-site configuration of components.
c. Provide documentation listing all equipment, part numbers, quantities, and serial numbers.
d. Provide proof of warranty coverage.

5. CONTRACT DEFAULT
Your proposal is subject to all terms and conditions as herein established in this RFP and include price, quantity, and delivery/shipping. Failure to provide services proposed by the agreed project timeline and at the proposed prices will be considered contract default and the Business Office reserves the right to declare the contract terminated and to purchase the merchandise on the open market. If this occurs and a greater price than the contract price has been paid by the Long Trail School Business Office, such increase shall be the vendor's responsibility.

6. VENDOR ELIGIBILITY
Vendors must have an active Vendor Identification Number (SPIN) assigned by the Schools and Libraries Division (SLD), and maintain the valid SPIN number for the duration of the contract. Failure to maintain a valid SPIN number may result in default of this contract.

7. VENDOR/LTS RELATIONSHIP
Vendor's relationship to the LTS in the performance of services that may be required for certain items shall be that of an independent contractor. Any personnel performing services under this contract shall at all times be under vendor's exclusive direction and control and shall be employees of vendor and not employees of LTS. Vendor shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers' liability insurance.

8. NON-DISCRIMINATION AGREEMENT
Vendor agrees not to discriminate against any client, employee or applicant for employment because of on the basis of race, creed, color, political and religious beliefs, national origin, gender, sexual orientation, marital or parental status, socioeconomic status, health status, or the presence of physical, sensory or mental disability. The vendor must also comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of the LTS.

9. BILLING
Vendor must be willing to accept direct payment from the Schools and Libraries Division (SLD) of the Universal Service Administration Company (USAC) for the eligible portion of services provided. Consistent with E-rate guidelines, LTS will determine which payment model will be used.

<u>Funding Commitment Considerations</u>
As described in e-rate program rules, both LTS and the Vendor will receive a Funding Commitment Decision Letter (FCDL) stating how much of the Service Cost will be paid by

the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The portion of the Service Cost paid for by USAC is defined on the FCDL and is referred to as the Discounted Portion. In some cases, the FCDL may state that the funding is completely denied. A “Funding Year” is synonymous to USAC’s definition of a funding year, which is generally from July 1st until June 30th of the next year. An FCDL will be issued for each Funding Year, and is only applicable to that Funding Year.

Price and Payment if Funding is Approved
If the FCDL shows that funding is approved then LTS, at its discretion, may choose to have the Amount Due be the Undiscounted Portion instead of the total Service Cost.

Price and Payment if Funding is Denied
If the FCDL state that funding is completely denied for the Services, then the LTS may terminate the Services on or after the date it received the FCDL by providing a request in writing (“Termination Request”) to the Vendor. The date that LTS requests to terminate the Service (“Termination Date”) will be at least 15 days after the Termination Request.

10. REJECTION OF PROPOSALS
The LTS reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by the LTS, will be made to the qualified vendor submitting the most satisfactory proposal based on the criteria below found in section 12, if it is to LTS’s best interest to accept such a proposal. The right is reserved by LTS to waive any informalities or errors in the RFP that, in the sole opinion of LTS, do not materially affect the RFP (RCW 43.19).

11. BINDING CONTRACT
A contract will be issued by the LTS. The issuance of a purchase order by the LTS to the successful Vendor does not form a binding contract. This RFP and RFP response shall become part of any contract between the Vendor and LTS.

12. CONTRACT AWARDING BASIS
The LTS will award the contract on the following basis:

Evaluation Criteria
25% Price
20% Integration with existing architecture/management
15% Technical Specifications, Design and Service Level Agreement
15% Other costs factors (including price of ineligible goods and services, prices of changing providers, price for breaking contracts, etc.)
15% Additional training requirements and staff skill development
10% Customer References

The LTS reserves the right to award the contract to one or more vendors.

13. CONFLICTS OF INTEREST
No director, employee or agent of the vendor shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of LTS, other than as a representative of LTS, without prior written notification thereof to LTS. Any representative(s) authorized by LTS’s Superintendent may audit all records of the Vendor, that

pertain to LTS, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

14. PRICE GUARANTEE
Prices must remain firm for the duration of the contract as specified in Section 15.

15. DURATION OF CONTRACT
July 25, 2016 to August 31, 2016 LTS anticipates making purchases once a Funding Commitment Decision Letter is received.

16. ASSIGNMENT OF CONTRACT
The vendor shall not assign this contract, any part thereof, nor any monies owing thereunder, without the prior approval of the LTS. The vendor shall have total responsibility for meeting the terms and conditions of this contract.

17. ADVERTISING
Award of this contract does not grant the right to the vendor to utilize the award in advertising media without written consent of LTS.

18. CONTRACT INFORMATION
For information about this RFP, please contact IN WRITING/EMAIL:

Computer Network Coordinator
Long Trail School
1045 Kirby Hollow Rd
Dorset, VT 05251
Phone (802)867-5717
Email tech@longtrailschool.org

Questions will be documented, routed to an appropriate staff member for response, and the response will be emailed and posted on the website. Vendors are reminded that questions must be submitted in writing or email, and questions and responses will be posted on LTS website at http://longtrailschool.org/e-rate-vendor-information/.

19. EQUIPMENT DESCRIPTIONS

WIRELESS CONTROLLER

The Long Trail School (LTS) is seeking proposals for purchase of a wireless network controller, rack mounting hardware, configuration, and basic support of the equipment. The controller must be compatible with our existing AP-225 Aruba Networks access points and meet the following criteria:

1. Support for RADIUS authentication clients
2. Support at least 64 access points
3. Additional Licenses for 20 access points (we currently own 16 Aruba AP licenses)
4. Support at least 5 separate SSID wireless networks
5. Full Manufacturer's Warranty (Disclose all warranty terms that include three or fewer years of warranty)

WIRELESS ACCESS POINTS

The Long Trail School (LTS) is seeking proposals for purchase of wireless access points, mounting hardware, configuration, and basic support of the equipment. The APs must be compatible with our currently installed Aruba Networks 3200xl controller and the wireless controller described above. In addition, it must meet the following criteria:

1. Dual-Band 802.11AC Smart Wi-Fi Access Points
2. Requires only standard 802.3af Power over Ethernet
3. Full Manufacturer's Warranty (Disclose all warranty terms that include three or fewer years of warranty)

Equipment shall include:

- 1 x 802.11AC outdoor access point with omni-directional antenna that will allow up to 75 simultaneous clients compatible with currently controllers listed above, the color of the access point must be black, or brown
- 2 x 802.11AC outdoor access point with directional antenna that will allow up to 75 simultaneous clients compatible with currently controllers listed above, the color of the access point must be black, or brown
- 30 x 802.11AC indoor access points with omni-directional antenna that will allow at least 30 simultaneous clients compatible with currently controllers listed above
- 2 x 802.11AC indoor access point with directional antenna that will allow up to 75 simultaneous clients compatible with currently controllers listed above
- All mounting hardware for interior ceiling (x30), interior wall (x2), or exterior wall (x3)