



REQUEST FOR PROPOSAL NETWORKING EQUIPMENT & INSTALLATION

Introduction

Bear Creek Community Charter School (the "Charter School") is seeking proposals from bona fide, qualified vendors who are interested in providing products and/or services included in this Request For Proposal (the "RFP").

Issuance of this RFP in no way constitutes a commitment by the Charter School to select a vendor and/or award a contract. The Charter School reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the approval by the Charter School's Board of Trustees, the appropriation of funds, and/or approval of E-Rate funding.

The Charter School is seeking the purchase, installation, and configuration of networking equipment. Bear Creek Community Charter School is located at 30 Charter School Way in Bear Creek Township, Luzerne County, Pennsylvania.

Project Summary

Bear Creek Community Charter School is seeking bids for various Category 2 eligible network equipment which includes network switch and wireless access points, along with related accessories. Also, all applicable licenses and the installation/configuration of equipment must be included within the bid.

The proposed switches must be PoE+ compatible and work with the previously purchased Cisco Catalyst 3850 Series switches. It must include all applicable licenses.

The School's network currently includes an existing Cisco Catalyst 9800-L Wireless Controller. All new wireless access points must be PoE compatible and have a standard of IEEE 802.11ac or greater, and be compatible with existing wireless controller. All new wireless access points must also include mounting hardware. The proposed equipment must work with the School's existing AIR-CAP2702I-A-K9, AIR-CAP1532I-A-K9, AIR-AP2802I-B-K9, and AIR-CAP1532I-B-K9 wireless access points.

E-Rate

This RFP is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order shall be issued, no installation shall occur, and no services shall be provided until approval of Form 471 application that is issued as a result of the proposals being submitted in response to this request. No administrative charges related to the USAC method for invoicing (SPI or BEAR) will be accepted. This project is subject to funding availability and is contingent upon Charter School approval, E-Rate funding commitment, and/or the appropriation of funds by the Charter School.

All Vendors submitting a bid are responsible for understanding & adhering to all USAC 14 and FCC rules.

E-Rate eligibility rules are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-Rate funding and should be described as ineligible fees/charges.

Scope of Work

The Scope of Work includes the purchase and installation of networking equipment, including network switches, accessory equipment and licensing, as identified on the detailed listing of equipment attached as "Exhibit A". The Scope of Work also includes the purchase of wireless access points, which do not require physical installation (i.e. "mounting") throughout the school campus – the physical mounting of the wireless access points will be performed by the School's general contractor.

Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intended to limit competition. The Vendor may offer any equivalent product that meets or exceeds the specification. If a proposal is submitted based on equivalent products, the Vendor shall clearly indicate within the proposal the alternate manufacturer's name and catalog/product number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The Charter School reserves the right to be the sole judge of what is equal and acceptable.

The Scope of Work also includes installation only of previously purchased equipment, specifically network switches and accessories. Licensing has already been procured for this previously purchased equipment, as identified on the detailed listing of equipment attached as "Exhibit B".

All products for purchase must be new, never previously used, and current model and/or packaging. No remanufactured, demonstrated, used, or irregular product will be considered for purchase. No grey market, third party, or used equipment will be considered.

The proposal must include delivery of all equipment to Bear Creek Community Charter School. Bear Creek Community Charter School cannot accept delivery of any equipment before April 1, 2023.

Vendor must unbox equipment and install necessary mounting hardware, with the exception of any Wireless Access Points.

Vendor to install the specified network electronics equipment into provided wall mounted or freestanding electronic equipment racks. All rack mounted equipment must be mounted using the appropriate screws/hardware made for the rack. Zip ties/twist ties/bolts and nuts not made for the rack cannot be used to mount hardware. Additional mounting screws should be left with all racks for future installations.

Vendor must stage switches and upgrade to latest recommended code.

Vendor must propose and configure networking equipment in a such a manner to integrate seamlessly with existing head-end and downstream equipment. All switches must meet Gigabit and PoE+ standards.

Vendor to propose and coordinate configurations with the Charter School prior to installation, in order to provide a "turn-key" delivery. This includes, but not limited to, configuring (per Charter School specification) equipment naming, IP addresses, protocols, VLAN's, etc.

Vendor to configure hostname, management IP addressing, local usernames/passwords.

Vendor to configure individual switch ports in collaboration with Charter School technology administrator.

Vendor to coordinate Core Switch installation outside of the Charter School's normal operating hours, to reduce/eliminate down-time. Edge Switch installation can occur during normal business hours.

Vendor to perform network reachability test after switch installation to ensure proper operation.

In collaboration with Charter School technology staff, Vendor will successfully perform power-on system and functionality tests, as well as demonstrate a verification of network connectivity and functionality.

In collaboration with Charter School technology staff, Vendor will successfully verify access to the Internet and to Charter School resources.

Vendor will provide complete close-out documentation listing all equipment, part numbers, quantities, serial numbers, IP addressing and equipment naming.

Vendors must be able to provide on-site setup, configuration and maintenance using experienced and qualified personnel.

The successful Vendor must have or be certified to be able to supply all products and services. A qualified engineer with a minimum certification of CCNA or equivalent shall perform all configurations.

Use of subcontractors is prohibited.

The Vendor and their representatives shall follow all applicable Charter School policies and regulations while on Charter School property, including policies addressing no smoking, no weapons, and drug free zoning.

The Vendor is expected to supervise and exercise control over any employee or other representative, and shall be held responsible for their actions and activities.

The proposal must guarantee performance sufficient to fulfill the needs of the Charter School as requested, for a period of twelve (12) months after initial setup and configuration is complete. After implementation of the successful Vendor's proposal, if additional equipment, cabling, or labor is needed to deploy a solution proposed by the Vendor, the Vendor will bear all costs necessary to satisfy the requirements of this RFP. All installed hardware/software must be covered by a vendor's warranty/maintenance/support contract for a period of 12 months.

It is the Vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The Charter School will not release the Vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment or design.

If after the completion of this project, during normal operation of the network, Charter School discovers the services will not perform to the capacity required in this RFP as stated the Vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the Charter School.

It is understood that, except as otherwise specifically stated in this RFP, the Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time.

The Charter School wishes to take advantage of E-Rate funding discounts. The successful bidder will be responsible for qualifying for and adhering to the Federal E-Rate program. Prices must be held firm through April 1, 2023. All services are to be completed within the guidelines and regulations for local, state, and the federal E-rate program. Applicant expects the Vendor to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program. In the event of questions during the E-Rate review process, the successful vendor is expected to reply within three (3) days to questions associated with their proposal.

Insurance Requirements

The Vendor must provide Comprehensive General Liability Insurance, including Blanket Contractual and Products Liability, with Completed Operations Liability where applicable and must carry acceptable amounts of coverage.

Questions or Clarification

Questions should be submitted in writing via e-mail to Dan Steber, Technology Coordinator, at dan.steber@bearcreekschool.com.

Review Criteria

The Charter School will consider entering into a contract based on the Vendor submission that best meets the needs of the school with regard to the current technology plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. The evaluation will be performed by the Technology Coordinator, Chief Executive Officer, and third-party consultants as deemed appropriate by the Charter School.

The following factors may be considered when evaluating responses:

- Price of goods and services
- Vendor qualifications
- Prior experience with the Vendor
- Physical proximity of Vendor installation and maintenance personnel to Charter School facility
- Overall plan that meets all requirements of the RFP
- Integration with current equipment
- Service and support terms, including warranty
- Invoicing and payment methods/terms

Bear Creek Community Charter School reserves the right to award items separately, grouped, or an all-or-none basis and to reject any and all RFPs and waive any informalities. The Charter School also reserves the right to request additional information from Vendors to assist in the evaluation process.

Proposal Submissions

This RFP is being published on Monday, December 12, 2022. **Deadline for submitting proposals is 12:00 p.m. EST on Wednesday, January 11, 2023.** Proposals should be submitted in PDF format via e-mail to dan.steber@bearcreekschool.com. Proposals should include any resources for project implementation or deployment.

Vendor is required to submit the following documents for a submission to be valid:

1. Completed and signed Proposal Submission Page.
2. Completed Exhibit A with pricing.
3. Completed Exhibit B with pricing.
4. Any other documentation Vendor deems appropriate.

Upon request, vendors should provide at least three (3) professional references related to similar equipment/installation projects. References shall include name of school, contact person's telephone number, address and email address.

Vendor must provide the documentation of their wireless, switching and cabling certifications.

Proposals must be addressed to:

Dan Steber, Technology Coordinator
Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702

Right to Reject

Bear Creek Community Charter School reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Charter School.

The Charter School reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the Vendor proposes.

The Charter School reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or to timely perform work and to reject the proposal of any Vendor who, in the sole opinion of the Charter School, is not in a position to adequately perform the contract.

The Charter School reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Charter School.

Contracts may be awarded to the Vendor(s) submitting the proposal determined to be in the best interests of the Charter School.

Right to Disqualify

Bear Creek Community Charter School reserves the right to award to other than the lowest cost Vendor when, in the judgment of school administration, it is in the best interest of the school to do so. A Vendor may be disqualified for any of the following reasons:

- Vendor's failure to comply with any of the Vendor Requirements or any other requirement listed in this RFP.
- Vendor's failure to comply with the rules set out for submitting questions to the single point of contact, and the inquiry period.
- Vendor being in litigation with the Charter School.
- Vendor having defaulted on a previous contract.
- Vendor having performed unsatisfactorily on a previous contract.
- Vendor's failure to fulfill the warranty obligations of a previous contract.
- Vendor's failure to include documentation for required certifications and authorizations to resell and install products.
- Vendor's failure to provide appropriate client references for projects of similar size and complexity.
- Vendor's failure to submit proposal by due date.
- Vendor's failure to provide equipment and installation that meets the Charter School's minimum requirements.
- Vendor's failure to furnish the Charter School with all required certificates of insurance.
- Vendor's failure to be thoroughly familiar with the rules and regulations associated with the E-rate program.
- Vendor's failure to respond to questions during the E-Rate review process within three (3) days.

Right to Terminate

Bear Creek Community Charter School may terminate the contract for cause based upon the failure of the Vendor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided the Charter School shall give the Vendor written notice specifying the Vendor's failure. If within five (5) days after receipt of such notice, the Vendor shall not have corrected such failure, then the Charter School may, at its option, place the Vendor in default and the contract shall terminate on the date specified in such notice. In the event of termination of services with the winning Vendor, the Charter School may select the second winner, if all terms are met.

The Charter School may terminate the contract at any time by giving (15) days written notice to the Vendor of such termination or negotiate with the Vendor an effective date. The Vendor shall be entitled to payment for deliverables already delivered, to the extent work has been performed satisfactorily.

The continuation of the contract is contingent upon the appropriation of funds by the Charter School to fulfill the requirements of the contract. If the Charter School fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the Charter School, or for any other lawful purpose, and the effect of such reduction results in insufficient monies for the continuation of the contract, the contract shall terminate by Charter School giving (15) days written notice to the Vendor of such termination.

This project is entirely contingent on E-Rate funding, the appropriation of funds by the Charter School, and Charter School approval and may or may not be undertaken at the sole discretion of the Charter School.

A Vendor may withdraw a proposal that has been submitted at any time up to the deadline for submitting a proposal.

Any contract may be contingent upon the approval of E-Rate funding, appropriation of funds, and Charter School approval. The Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission will fund a portion of the equipment and services sought under this RFP.

This proposal may be funded only if approved by USAC and if USAC appropriates the funds.

Issuance of this RFP in no way constitutes a commitment by the Charter School to award a contract.

The Charter School reserves the right to accept or reject any or all proposals, or to cancel this RFP if it is in the best interest of the Charter School to do so.

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PROPOSAL SUBMISSION PAGE

Company (Vendor): _____

Address: _____

Contact: _____ Web Site: _____

Phone Number: _____ E-mail Address: _____

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By submitting a proposal, the Vendor acknowledges that they have read and fully understand the criteria included in the Request for Bid package and agree to all the terms and conditions contained herein. Vendor understands and agrees that this Request for Proposal imposes no obligation on the School. The School reserves the right to reject any or all bids, in whole or in part and are not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the School.

Prices indicated herein shall be all-inclusive.

Vendor is required to submit the following documents for a submission to be valid:

1. Completed and signed Proposal Submission Page.
2. Completed Exhibit A with pricing.
3. Completed Exhibit B with pricing.
4. Any other documentation Vendor deems appropriate.

Authorized Signature: _____ Date: _____

Print Name: _____

**Bear Creek Community Charter School
Request for Proposal
Purchase & Installation of Networking Equipment
Exhibit A**

Model	Description	Unit Price	Quantity	Extended Price
IE-4010-4S24P	Cisco Industrial Ethernet 4010 PoE+Series Managed Switch; DIN Rail Mountable.		2	
CON-SNT-IE40104S	Cisco Three Year SMARTnet Extended Service Agreement for IE-4010-4S24P.		2	
PWR-RGD-AC-DC-250	Cisco Hot Plug Power Supply for Industrial Ethernet 4000 Series.		2	
RPS-IE5000-COVER	Cisco Power Supply Blank Panel.		2	
IOT-ENTERPRISE	Cisco IoT Extended Enterprise Solutions License Tracking Only		2	
IOT-EXT-ENTERPRISE	Cisco IoT Extended Enterprise Solutions License Tracking Only		2	
GLC-SX-MMD=	Cisco SFP (Mini GBIC) Transceiver Module for Catalyst ESS9300 Embedded Series.		4	
C9120AXI-B	Cisco Catalysts 9120AXI Wireless Access Point.		25	
CON-SNT-C9120BIX	Cisco Three Year SMARTnet Extended Service Agreement for C9120AXI-B.		25	
SW9120AX-CAPWAP-K9	Cisco Control and Provision of Wireless Access Points License.		25	
AIR-AP-BRACKET-1	Cisco Low Profile Bracket.		25	
AIR-AP-T-RAIL-R	Cisco Ceiling Grid Clip Recessed		25	
AIR-DNA-E-3Y	Cisco Digital Network Architecture Essentials License - Three Years		25	
C9124AXI-B	Cisco Catalyst C9124AXI Outdoor Wireless Access Point		5	
CON-SNT-C9124AXI	Cisco Three Year SMARTnet Extended Service Agreement for C9124AXI.		5	
AIR-DNA-E-3Y	Cisco Digital Network Architecture Essentials License - Three Years		5	
AIR-MNT-VERTA=	Cisco Wireless Access Point Mounting Kit; Pole/Wall Mountable.		5	
AIR-PWRINJ6=	Cisco Aironet Power Injector.		5	
PROFESSIONAL SERVICES	Installation, Configuration, Testing, Other		1	
Total:				

The Scope of Work includes the purchase of wireless access points, which do not require physical mounting throughout the school campus – the physical mounting of the wireless access points will be performed by the School's general contractor . All other equipment requires installation.

**Bear Creek Community Charter School
Request for Proposal
Installation & Configuration of Pre-Purchased Networking Equipment
Exhibit B**

Model	Description	Quantity
C9300-48T-A	Cisco Catalyst 9300 Network Advantage Managed Switch	2
CON-SNT-C93004TNA	Cisco Three Year SMARTnet Extended Service Agreement for C9300-48T-A.	2
STACK-T1-50CM	Cisco StackWise Stacking Cable	2
CAB-SPWR-30CM	Cisco Standard Power Cord	2
C9300-DNA-A-48-3Y	Cisco Digital Network Architecture Advantage 3 Year License	2
C9300-NM-8X	Cisco Catalyst 9300 Network Module	2
PWR-C1-350WAC-P/2	Cisco Secondary Power Supply	2
C9300L-48UXG-4X-E	Cisco Catalyst 9300L Network Essentials Managed Switch	3
CON-SNT-C9G430EX	Cisco Three Year SMARTnet Extended Service Agreement for C9300L-48UXG-4X-E	3
C9300L-DNA-E-48-3Y	Cisco Digital Network Architecture Essentials 3 Year License	3
SFP-10G-SR-S=	Cisco SFP+ transceiver module	4

Professional services for the installation, configuration and testing of this equipment: