



**REQUEST FOR PROPOSALS**

RFP Number: E-RATE 2018-2019

**PREPARED BY**

Firstline Schools  
 300 North Broad Street, Suite 207  
 NEW ORLEANS, LOUISIANA 70119

**MANDATORY PRE-BID MEETING DATE and LOCATION:**

Monday, January 22, 2018 at 2 P.M. CST

300 North Broad Street, Suite 207, New Orleans, LA. 70119

**QUESTIONS Period: January 24 to February 19, 2018**

**BID DATE: Wednesday, February 22, 2018 2:00 PM (CST) via mail or hand delivered**

FirstLine Schools (FirstLine) invites Request for Proposals for the services set forth above in accordance with the specifications enclosed herewith.

Request for Proposals MUST be received at FirstLine Schools Offices by the date and time set as the Request for Proposals Receipt Deadline.

DESCRIPTION	DATE	PLACE
Release of RFP	Tuesday, January 16, 2018	EPC Portal Form 470
Mandatory Pre-Bid Meeting	Monday, January 22, 2018 2:00 PM (CST) Participants MUST Attend in Person No Exceptions	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119
Questions and Answers	January 24 to February 19, 2018	Joe Barberot, IT Manager jbarberot@firstlineschools.org
Submission Deadline	February 22, 2018 2:00 PM (CST)	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119
Public Bid Opening	February 22, 2018 2:00 PM (CST)	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119

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**1. INTRODUCTION**

1.1. The mission of FirstLine Schools is to create and inspire great open admissions public schools in New Orleans. FirstLine Schools (FirstLine) is a Charter Management Organization (CMO). FirstLine, a nonprofit CMO with an independent board of directors, operates five charter schools which are chartered through the Louisiana Recovery School District (RSD). These public, open-admission schools receive the same per-student public funding as other public schools in Louisiana. Since its inception, FirstLine has been committed to leveraging charter school independence to implement best practices in education and incubate innovative projects that improve school effectiveness.

**2. INSTRUCTIONS FOR VENDORS SUBMITTING A PROPOSAL**

- 2.1. To ensure consideration of your proposal, all proposal packages MUST be delivered or mailed in an envelope or package clearly marked with the proposal title, proposal opening date, and the proposal number. Companies making a proposal are requested to mail the proposal package. DO NOT FAX OR EMAIL YOUR PROPOSAL. Proposals are to be mailed to ATTN: Joe Barberot, FirstLine Schools, P. O. BOX 791729, New Orleans, LA. 701791 or hand delivered to FirstLine Schools ATTN: Joe Barberot at 300 N. Broad Street, Suite 207, New Orleans, LA 70119. PROPOSALS ARE DUE BY FEBRUARY 22, 2018 AT 2:00 PM (CST)
- 2.2. One original (paper), two copies and one electronic copy (PDF on USB Drive) of the entire proposal are to be submitted to FirstLine Schools: ATTN: Joe Barberot
- 2.3. All proposal prices must be typed or written in ink. Any corrections, erasures, or other forms of alteration to prices must be initialed by authorized personnel of the company making the proposal.
- 2.4. The proposal is to be manually signed in blue ink.
- 2.5. By signing below and on each proposal form, your company certifies compliance with all instructions, the standard terms and conditions, special terms and conditions, if any, and specifications, and further certifies that this proposal is made without collusion or fraud.

**By signing below, your company certifies that all suspension and/or debarment criteria as described has been satisfied.**

Signature of Authorized Company Representative:  
(Must be signed and dated)

Name of Vendor:  
(Typed or printed)

\_\_\_\_\_

\_\_\_\_\_

Mailing Address

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_

\_\_\_\_\_

Payment Terms: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax No: \_\_\_\_\_

### **3. STANDARD TERMS AND CONDITIONS**

- 3.1. RFP Form.
- 3.2. All written proposals, unless otherwise provided for, must be submitted on, and in accordance with, the RFP package and RFP forms provided, properly signed. RFP submitted in the following manner will not be accepted:
  - 3.2.1. RFP instructions and RFP forms contain no signature;
  - 3.2.2. RFP filled out in pencil;
  - 3.2.3. RFP not submitted on FirstLine's standard RFP package and RFP format.
  - 3.2.4. RFP submitted by email or fax.

### **4. PROPOSAL RESPONSE FORMAT**

- 4.1. Executive Summary
  - 4.1.1. The one- or two-page executive summary is to briefly describe the Vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Vendor. The reader should be able to determine the essence of the proposal by reading the executive summary. All pages must be numbered consecutively.
- 4.2. Detailed Proposal.
  - 4.2.1. This section should constitute the major portion of the proposal and must contain the following:
  - 4.2.2. Proposal must include a complete narrative of the Vendor's assessment of the work to be performed, the Vendor's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
  - 4.2.3. Vendor must respond to each specification. Proposals lacking responses may be rejected. For ease in evaluation, your response must immediately follow each item/specification (paragraph, sub-paragraph, etc.).

- 4.2.4. Accept and comply - Follow this response with a brief/concise explanation that adequately details your ability to meet the specified requirement unless the specification/requirement is clearly (unequivocally) a “yes/no”, “can do/can’t do”, “will or will not comply” type of specification in which case “Accept and comply”, without an accompanying explanation, will suffice.
- 4.2.5. Accept and comply with exception - You must clearly state the difference between the specification and your ability to meet the requirement(s) of the specification.
- 4.2.6. Cannot comply - Follow this response with sufficient detail that explains why the specification cannot be met.
- 4.2.7. Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Vendor must submit a redline document identifying the proposed exceptions to the RFP terms and conditions with the proposal submission for review and evaluation purposes. Vendor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations of the terms and conditions in the proposal response
- 4.2.8. Proposal Copies.
- 4.2.9. One original and two duplicate copies of each proposal, plus one separate electronic copy in PDF format must be included in the proposal package. Electronic copies may be submitted on a USB drive.

## **5. RECEIPT OF PROPOSALS**

- 5.1. Entire RFP must be received at the address specified in this Invitation on February 22, 2018 at 2:00 p.m., Central Standard Time, in order to be considered. Any RFP received after proposal opening time will be returned unopened.

## **6. STANDARDS OF QUALITY**

- 6.1. Any product or services proposal shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer’s name, trademark, brand name or catalog number used in the specifications is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Vendors making a proposal must specify the brand and model number of the product offered in their proposals. Proposals not specifying brand and model number shall be considered as offering the exact products specified in the solicitation. Objections to the specifications or RFP conditions must be filed in writing and received by the Purchasing Department at least five (5) days prior to the date of the RFP opening.

## **7. DESCRIPTIVE INFORMATION**

- 7.1. Vendors making a proposal that offer an equivalent brand or model should submit, with the RFP information, such illustrations, descriptive literature, technical data, etc. sufficient for the School Board’s Purchasing Department to evaluate quality, suitability, and compliance with the specifications

in the Invitation. Failure to submit descriptive information may cause RFP to be rejected. Any change made to manufacturer's public specifications submitted for a product shall be verifiable by the manufacturer. If item(s) offered do not fully comply with specifications (including brand and/or product number), Vendors making a proposal must state in what respect item(s) deviate. Failure to note exceptions on the RFP form will not relieve the successful Vendor(s) from supplying the actual products requested. The district is requesting unit pricing in the responses and prepared quotes for each site.

## **8. WITHDRAWAL OF RFPS**

- 8.1. A Vendor making a proposal may only withdraw their RFP within forty-eight (48) hours after the RFP opening, excluding Saturdays, Sundays and legal holidays, for good cause as provided in La. R.S. 38:2214 C for patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material or services made directly in the compilation of the RFP.

## **9. AWARDS**

- 9.1. FirstLine Schools reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all RFPs and waive any informalities. The purchase order and/or contract mailed or delivered to the successful Vendor is the official authorization to deliver the materials, supplies or equipment.

## **10. PRICES**

- 10.1. Unless otherwise specified by FIRSTLINE SCHOOLS in the Invitation, RFP prices must be complete, including transportation prepaid by Vendor making the offer to destination and firm for acceptance for a minimum of 45 days. If accepted, prices must be firm for the contractual period. RFPs other than Platform Delivery F.O.B. destination may be rejected. Prices are to be proposed on unit of measure requested, per roll, per reel, per carton, per gallon, etc., as specified in the Invitation. Unit pricing is request for all equipment and this pricing will be contained in the final contract. Deliveries.
- 10.2. RFPs may be rejected if the delivery time indicated is longer than that specified in the Invitation. Platform Delivery FOB Destination means the successful Vendor shall deliver and unload purchased items to the dock of the designated point of receipt. All cartage, drayage, packaging, handling, palletizing, etc. shall be included in the proposal price. Include a copy of the invoice as a packaging list with each shipment.

## **11. TAXES**

- 11.1. Vendor is responsible for including all applicable taxes in the proposal price. FIRSTLINE SCHOOLS is exempt from all state and local sales and use taxes.

## **12. NEW PRODUCTS**

- 12.1. Unless specifically called for in the Invitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrated, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise specified in the Invitation.

**13. CONTRACT RENEWALS**

13.1. Upon agreement of the FIRSTLINE SCHOOLS and the contractor, a term contract may be extended for two additional twelve month periods at the same prices, terms and conditions. In such cases, the total contract cannot exceed sixty (60) months.

**14. CONTRACT CANCELLATION**

14.1. FIRSTLINE SCHOOLS has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following:

**15. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT**

- 15.1. Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition;
- 15.2. Misrepresentation by the contractor;
- 15.3. Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with FIRSTLINE SCHOOLS;
- 15.4. Conflict of contract provisions with constitutional or statutory provisions of state or federal law;
- 15.5. Any other breach of contract.

**16. DEFAULT OF CONTRACTOR**

16.1. Failure to deliver within the time specified in the RFP will constitute a default and may cause cancellation of the contract. Where FIRSTLINE SCHOOLS has determined that the contractor to be in default, the School Board reserves the right to purchase any and all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent RFP and/or bid from the defaulting contractor will be considered.

**17. ORDER OF PRIORITY**

17.1. In the event there is a conflict between the Instructions for Vendors submitting a RFP or Standard Terms and Conditions or Special Terms and Conditions, the Special Term and Conditions shall govern.

**18. APPLICABLE LAW**

18.1. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**19. EQUAL OPPORTUNITY**

19.1. By submitting and signing the RFP, Vendors submitting a RFP agree that said Vendor will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors submitting a RFP shall keep informed of and comply with all Federal, State and local laws, ordinances and regulations which affect Vendor's employees or prospective employees.

**20. INDEMNITY**

- 20.1. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, FIRSTLINE SCHOOLS, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of FIRSTLINE SCHOOLS, its members, its officers, its agents or its employees.

## **21. SPECIAL TERMS AND CONDITIONS (E-RATE)**

- 21.1. The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program.
- 21.2. The eligibility for discounts on eligible services is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced-price meals.
- 21.3. The District expects Service Providers to be thoroughly familiar with any and all rules or regulations regarding the E-Rate program.
- 21.4. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD during the contractual period of any contract entered into as a result of this RFP. This includes compliance with record retention rules. Vendors must store required records for 10-years from the last date of services.
- 21.5. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website:  
<http://www.usac.org/sl/service-providers/step01/default.aspx>
- 21.6. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:  
<https://fjallfoss.fcc.gov/coresWeb/publicHome.doa>
- 21.7. Goods and services provided shall be clearly designated as "E-Rate Eligible." Non-eligible goods and services shall be clearly listed as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- 21.8. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions. If the vendor changes a Service Provider Identification Number (SPIN) the District must be notified prior to filing the Form 471.
- 21.9. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must



disclose the conditions leading to the applicant being charged in excess of lowest corresponding price. Geographical area will be defined as the vendor's footprint within the State of Louisiana unless otherwise explained in the response.

- 21.10. This offer is in full compliance with USAC's Free Services Advisory . There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.
- 21.11. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, if the District decides that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- 21.12. The District will not be held responsible for billing errors including E-Rate credits that are applied incorrectly. The Vendor has 12-months from the date of the invoice to USAC or the district, to correct such errors. Vendors cannot hold the district responsible for repayment for any products or services beyond this timeline. In the event of an error, the vendor must immediately notify the district.
- 21.13. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
- 21.14. The E-Rate program requires all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. All respondents to this RFP agree to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years from the last date of service. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

## **22. INVOICES**

- 22.1. Invoices shall refer to the delivery ticket number, delivery date, purchase/release order number, quantity, unit price, and deliver point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate, directly to the Purchasing Department. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form

## **23. PAYMENT**

- 23.1. Payment will be made on the basis of the unit price as listed in the contract. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. Unless

otherwise specified, payment will be made within thirty (30) days after receipt of invoice, delivery, and authorized inspection and acceptance, whichever occurs last.

## **24. DISCOUNTS**

- 24.1. Discounts offered for prompt payment will be accepted and taken into consideration in determining the low proposal. However, discounts of less than thirty (30) days shall not be considered in making an award. Beginning date of discount shall be determined by the date of invoice, delivery of merchandise, or acceptance whichever occurs last.

## **25. CONTRACTUAL PERIOD**

- 25.1. FIRSTLINE SCHOOLS intends to award all items for an initial period, not to exceed thirty-six (36) months. Delays in awarding, beyond the anticipated starting date, may result in a change in the contract period. If such situation occurs, an award may be made for less than thirty-six (36) months.

## **26. QUANTITIES**

- 26.1. For an open-ended requirements contract, quantities shown as a quantity of one (1) must be priced. The successful Vendor must supply unit prices (1) and actual order must be reflected in specific quality based on the contractual agreement of a unit of one.

## **27. NON-EXCLUSIVITY CLAUSE**

- 27.1. This agreement is non-exclusive and shall not in any way preclude FIRSTLINE SCHOOLS from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal or like goods and/or services from other entities or sources including state contracts.

## **28. EVALUATION OF RFP**

- 28.1. Evaluation Team

28.1.1. A committee whose members have expertise in various areas will evaluate proposals that meet the qualifications as described in this RFP. If required, written or oral discussions may be conducted with any or all of the Vendors to make a determination of the most cost effective solution.

## **29. DISCUSSIONS/PRESENTATIONS**

- 29.1. Written or oral discussions may be conducted with Vendors determined to be qualified for selection of the award. Written or oral discussions/presentations for clarifications may be conducted to enhance the FIRSTLINE SCHOOLS understanding of any or all components of the proposal submitted.

## **30. EVALUATION CRITERIA**

- 30.1. Proposals that pass the preliminary screening and mandatory requirements will be evaluated on information provided in the proposal. The evaluation of each response will be based on its competence, compliance, format and organization as it related to the evaluation criteria below:

	<b>Criteria</b>	<b>Maximum Score</b>
1	Prices/Charges	30
2	Understanding of Needs	25
3	Prior Experience	15
4	References	10
5	Local Vendor (Orleans Parish, Louisiana)	10
6	Disadvantaged Business Enterprise	10
	Total	100

**31. CANCELLATION**

31.1. FIRSTLINE SCHOOLS reserves the right to cancel any contract within thirty (30) days written notice.

**32. PRICE REDUCTIONS**

32.1. Whenever there is a reduction in price which is lower than the contract price offered to similarly situated customers contracting for the same period and under similar terms and conditions, the reduction must be presented to the Purchasing Department.

**33. DELIVERIES**

- 33.1. Contractors will maintain an adequate supply of items to meet the specified delivery dates.
- 33.2. Successful Vendor(s) will provide updated/corrected item information in order to assist FIRSTLINE SCHOOLS with keeping accurate, up-to-date files. Included, but is not limited to, are descriptions, manufacturer(s), manufacturer’s catalog number, availability, etc. This will ensure the latest and most accurate information is available and used for future quotes, bids and RFPs.
- 33.3. For those RFPs issued by FIRSTLINE SCHOOLS representing items to be purchased using Federal funding, accepting and signing this RFP form certifies that the Vendor submitting a proposal and the names of officers, directors and any and all employees of the Vendor do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits. Vendors may view the current list at <http://epls.arnet.gov/>

- 33.4. All questions must be emailed to the contact listed and the email must contain an attachment on company's letterhead stating the question(s). Vendors emailing questions in the body of an email will not receive a response.

#### **34. SCOPE OF WORK/SERVICES**

- 34.1. FIRSTLINE SCHOOLS would like to receive information and/or proposals for:
- 34.2. Category 2-Internal connections to upgrade the Wi-Fi and network infrastructure at all school sites
- 34.3. This Request for Proposal (RFP) is issued to invite Vendors to submit information and/or proposal(s). Issuance of this RFP in no way constitutes a commitment by FIRSTLINE SCHOOLS to select a Vendor and/or award a contract. The FIRSTLINE SCHOOLS reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the FIRSTLINE SCHOOLS, E-Rate funding, and appropriation of funds by the FIRSTLINE SCHOOLS.
- 34.4. FirstLine Schools' technology goals specify that all of schools will provide campus-wide wireless and wired local area network and high speed Internet access to all students, faculty and stakeholders.
- 34.5. It is important to FIRSTLINE SCHOOLS that Vendors meet the expectations as set forth in this RFP; especially the requirements for saturated wireless access.
- 34.6. 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 FIRSTLINE SCHOOLS 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.
- 34.7. Because of the diversity of possible solutions, FIRSTLINE SCHOOLS is asking for detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.
- 34.8. FIRSTLINE SCHOOLS is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, warranties and technical support and represent complete installation and integration with the existing network where necessary.
- 34.9. All technology equipment included in any Vendor's proposal must be new equipment and purchased from the manufacturer. No grey market, third party, or used equipment will be considered.
- 34.10. Proposals must include proof of authorization to resell and install of the products being proposed. Proposals which do not include installation and configuration of the equipment proposed, will not be considered.

#### **35. REQUIREMENTS**

- 35.1. Proposers are required to submit a proposal detailing their project plan based on the specifications, and information addressed in this RFP, attachments and mandatory meeting. Proposers shall be required to attend 6 site visits. The locations chosen represent a cross section of location typologies of the project scope. Proposers are to submit quotes reflecting their project plan for each location. These quotes shall be used as a model for calculating the Do-Not-Exceed Cost of the remaining schools. Do-

Not-Exceed Cost will be calculated by expanding the six-site quotes to the remaining schools in the prospective typologies represented by the proposed project plan.

### **36. MINIMUM CONTRACTOR QUALIFICATIONS**

- 36.1. The following skill sets and qualifications must be provided. As a resource may possess multiple areas of expertise, you must indicate in a separate spreadsheet the qualifications of each proposed resource and the work each will perform.
- 36.2. Each proposed network staff must have Microsoft Server experience of twelve (12) months and have experience working with Active Directory.
- 36.3. Each network staff assigned must be able to pass the State Police Background check to gain access to our servers located in the secured computer room at the FIRSTLINE SCHOOLS Operation Center.

### **37. EQUIPMENT REQUIREMENTS FOR FY 18-19**

- 37.1. FirstLine Schools will be opening a new school in the 2018-2019. The new site will be located at 3128 Constance Street New Orleans, La. 70115. The District prefers Ubiquiti or Cisco equipment, but will accept quotes for any equivalent make or models. Vendors bidding other products MUST include specification sheets and an explanation explaining the comparability. It is imperative that current and new products are compatible.
- 37.2. The District is seeking unit pricing bids because the quantities listed are merely estimates.
- 37.3. All equipment must be new and from an authorized manufacturer reseller which they are quoting. No refurbished or “grey-mark” gear will be accepted. The following are the minimum requires for the network equipment:
- 37.4. All equipment must include a minimum lifetime warranty of hardware unless otherwise stated.
- 37.5. Wireless Access Points must include ceiling rail mounting hardware
- 37.6. Wireless Access Points must include an option for both internal and external antennas
- 37.7. Wireless Access Points must adhere to IEEE 802.11 ac standard
- 37.8. Wireless Access Points must be compatible with 802.11 ac Wave 2 standard or via a firmware or controller based software deployment upgraded to meet Wave 2 standard
- 37.9. The proposal must include initial cost, plus software and support for 3 years or 36 months. Vendors MUST confirm the support is eligible for E-Rate funding or provide a cost allocation for the product.
- 37.10. The District is seeking bids for the following and approximate quantities and vendors may bid equivalent equipment, but Vendors must include specifications sheet and include in the proposal an explanation of the compatibility.

Description	Make	Model	Unit Pricing	Approx. QTY
Access Points	Ubiquiti, Cisco or Equivalent – Wireless AC Standard Wave 1 or Wave 2	Propose Options		200
Cabling	Category 5e and 6	Category 5e and/or 6		200
Switches	Ubiquiti, Cisco or Equivalent with up to 10G Fiber Links	24 or 48 Port POE		15
Wireless Controller	Cisco or Equivalent – AP capacity equal to AP device count	Propose Options if necessary		1
Core Switch	Ubiquiti, Juniper or Equivalent with up to 10G Fiber Links	Core Switch		1
Router	Ubiquiti, Cisco or Equivalent	Cisco 3845 or Cisco 2500 with POTS add-on capability via FXO card.		1
UPS	APC or Equivalent	Core UPS Remote management and monitoring (APC preferred) with networking card.- Minimum 1500VA @ 20 amps - 120V or 240V		1
UPS	APC or Equivalent	8x Stand alone/rackable APC UPS units for switch stacks (3x IDFs)		8

### 38. ON-SITE REQUIREMENTS

- 38.1. All Vendors shall sign-in at the main office of the site prior to beginning activities. Site credentials may be issued and may be required to be displayed at all times.
- 38.2. All sites must be completely cleaned each day and placed back in original order.
- 38.3. Work area shall remain clean at all times.
- 38.4. Shipping boxes and other trash shall be removed from the site each day and disposed of off-site.
- 38.5. Dumpsters belonging to the site or located in the surrounding area shall not be used.

- 38.6. Interaction with Students
- 38.7. \*\*\* ANY INTERACTION WITH STUDENTS BY THE VENDOR AND/OR ANY REPRESENTATIVE IS STRICTLY PROHIBITED.
- 38.8. The Vendor is expected to supervise and exercise control over any employee or subcontractor employed, and shall be held responsible for the actions and activities of both employees and subcontractors.
- 38.9. The Vendor, its employees and subcontractors must refrain from engaging in conversation and interaction with personnel.
- 38.10. The Vendor, its personnel and subcontractor staff must wear identification badges at all times when working on any FIRSTLINE SCHOOLS property.

**39. PRICING OPTIONS REQUESTED**

- 39.1. FIRSTLINE SCHOOLS is seeking the ability to select from different options to develop the actual implemented solution. The options requested include the ability to select from a list of different access point options, switch options and the ability to select from two different replacement options.
- 39.2. Provide pricing for options shall include support warranties up to 3-years and licenses as required...ALL VENDORS MUST show cost allocation of all ineligible products.
- 39.3. If the specified Cisco or Ubiquity switches are not proposed, a full comparison of the proposed switches to the specified products shall be provided.
- 39.4. Customized Proposals and Pricing Clause.
- 39.5. Understanding that the responses as initially submitted, may or may not completely meet the needs of the District, the FIRSTLINE SCHOOLS reserves the right to work with one or more selected proposers to customize and refine their proposal as a part of the selection process. This includes, but not is limited to, the refinement, addition, change and/or deletion of products, services and/or pricing as desired by the District. This clause allows the District to take the most favorable proposal(s) and customize it to best serve the needs of the District.

**40. PROPOSAL PROCESS AND SITE VISITS**

- 40.1. FIRSTLINE SCHOOLS understands the challenge of this request and will try to provide as much information as possible.

- 40.2. Proposers will be giving an opportunity to visit sites, if this does not disrupt, to provide a basis for calculating cost.
- 40.3. Proposers will be allowed to submit questions after the site visits and prior to submitting their response.
- 40.4. The submitted quotes must include all items outlined in the Proposal Price Format Requirement listed below.
- 40.5. Each quote shall include equipment and installation options, as selected by FIRSTLINE SCHOOLS that best meets the needs of the District on a site-by-site basis.
- 40.6. FIRSTLINE SCHOOLS shall have the right to approve the installation or ask for refinement as needed prior to the start of any installation.

#### **41. EQUIPMENT INSTALLATION, CONFIGURATION, AND TESTING**

- 41.1. Install all switch software licenses
  - 41.1.1. Configure switches
  - 41.1.2. Provide, install and label all fiber and copper cables related to the installation
  - 41.1.3. Describe all uplink connections in software configurations
  - 41.1.4. Verify routing
  - 41.1.5. Use test plan to validate functionality
  - 41.1.6. Use migration plan and migrate to new hardware
  - 41.1.7. Review and correct latency or connectivity issues
  - 41.1.8. Provide testing plan
  - 41.1.9. Provide all license and support documentation information
  - 41.1.10. Integration with existing system as required
  - 41.1.11. The Vendor shall be responsible for the configuration of all newly installed equipment.
  - 41.1.12. The Vendor may be responsible for the configuration of existing equipment as needed to implement the new wireless solution.



- 41.2. FIRSTLINE SCHOOLS will work closely with the Vendor to ensure all configurations meet the needs of the District.
- 41.3. All configurations shall be adjusted as needed to function properly within the existing FIRSTLINE SCHOOLS network and/or as specified by FIRSTLINE SCHOOLS.
- 41.4. FIRSTLINE SCHOOLS shall have the final approve all configurations.
- 41.5. All equipment shall be fully installed and tested.
- 41.6. The proposer will work closely with the FIRSTLINE SCHOOLS staff to develop all configuration requirements, and FIRSTLINE SCHOOLS shall approve all configurations.

## **42. TERMS**

- 42.1. Option 1: Contract terms of three (3) years with two (2) one (1) year options to renew; not to exceed 5-years.
- 42.2. Option 2: Contract term of (5) years
- 42.3. In the event the winning vendor has a Louisiana State Master contract in place at the time of renewal or advertises lesser rates, FIRSTLINE SCHOOLS reserves the right to select the lower pricing. Additionally, all Vendors will agree to comply with the Lowest Corresponding Price (LCP) though out the contract period. 2.3
- 42.4. FIRSTLINE SCHOOLS reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an eligible E-Rate vendor.
- 42.5. Preparation for Submission of RFP
- 42.6. One original (paper), two copies and one electronic copy of the entire proposal must be received by 2:00 PM on January 22, 2018 PM (CST) and will be labeled: **E-Rate 2018-2019**.
- 42.7. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline will result in rejection of the proposal. FIRSTLINE SCHOOLS is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

All proposals are due by February 22, 2018 at 2:00 PM (CST).

One original (paper), two copies and one electronic copy (PDF on USB Drive) of the entire proposal are to be  
Sent via US Postal mail or hand delivered to:

**FIRSTLINE SCHOOLS  
300 N. Broad Street  
New Orleans, La. 70119**

If further information is needed, please email: [jbarberot@firstlineschools.org](mailto:jbarberot@firstlineschools.org)

\*Note: All correspondence must be in writing due to USAC selective review requirements.

Please e-mail all questions to: [jbarberot@firstlineschools.org](mailto:jbarberot@firstlineschools.org)

### EVENT SCHEDULE

DESCRIPTION	DATE	PLACE
Release of RFP	Tuesday, January 16, 2018	EPC Portal Form 470
Mandatory Pre-Bid Meeting	Monday, January 22, 2018 2:00 PM (CST) Participants MUST Attend in Person No Exceptions	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119
Questions and Answers	January 24 to February 19, 2018	Joe Barberot, IT Manager <a href="mailto:jbarberot@firstlineschools.org">jbarberot@firstlineschools.org</a>
Submission Deadline	February 22, 2018 2:00 PM (CST)	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119
Public Bid Opening	February 22, 2018 2:00 PM (CST)	Firstline Schools 300 North Broad Street, Suite 207 NEW ORLEANS, LOUISIANA 70119