



REQUEST FOR PROPOSALS

RFP Number: E-RATE 2020--2021

PREPARED BY

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

QUESTIONS DUE: Friday, January 17, 2020, 5:00 P.M. CST
BID DATE: Monday, January 27, 2020, 2 P.M. CST

Sealed Proposals must be sent via mail (e.g., FedEx, UPS) or hand-delivered to:

Firstline Schools
Attention: Joe Barberot
300 North Broad Street, Suite 207
NEW ORLEANS, LOUISIANA 70119

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

Vendor's proposals that arrive **after the deadline are disqualified** from bidding on this project

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INTRODUCTION

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 that are chartered through the Orleans Parish School Board (OPSB). 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.

FirstLine Schools is seeking proposals to continue wireless/networking upgrades at four (5) schools with remaining Category 2 funding. FirstLine is also seeking proposals for one (1) additional school that may open within the next one to three (1-3) years. In 2015-2016, FirstLine released an RFP to upgrade the wireless; however, over the past four (5) years, schools have added more devices, and as such additional equipment is required. Proposals are being requested for equipment, installation, and licenses. There is limited funding in Category 2 budgets, and a list of equipment and services can be found below on pages (13-18). Quantities may be increased or decreased according to the budgets.

1. INSTRUCTIONS FOR VENDORS SUBMITTING A PROPOSAL

- 1.1.1 All proposal packages MUST be delivered or mailed in an envelope or package marked with the proposal title, proposal opening date, and the proposal number to ensure proper delivery. Companies proposing are requested to mail the proposal package. **DO NOT FAX OR EMAIL YOUR PROPOSAL.** Proposals are to be mailed to ATTN: Joseph Barberot at 300 N. Broad Street, Suite 207, New Orleans, LA 70119. **PROPOSALS ARE DUE BY JANUARY 27, 2020, AT 2:00 PM CST.**
- 1.1.2 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: Joseph Barberot.
- 1.2 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 proposing.
- 1.3 The proposal is to be manually signed in blue ink.
- 1.4 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.
- 1.5 **By signing below, your company certifies that all suspension and 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: _____

2. STANDARD TERMS AND CONDITIONS

2.1 RFP Form.

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:**

- A. RFP instructions and RFP forms contain no signature;
- B. RFP filled out in pencil;
- C. RFP not submitted on FirstLine's standard RFP package and RFP format.
- D. RFP submitted by email or fax.

2.2 Proposal Response Format.

2.2.1 Executive Summary

The one- or two-page executive summary should 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.

2.2.2 Detailed Proposal.

- A. This section should constitute the major portion of the proposal and must contain the following:
 - B. The 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. The narrative should demonstrate the understanding of the desired overall performance expectations. Indicate any options or alternatives proposed.
 - C. The 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.).
 - D. 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.
 - E. Accept and comply with an exception - You must clearly state the difference between the specification and your ability to meet the requirement(s) of the specification.
 - F. Cannot comply - Follow this response with sufficient detail that explains why the specification cannot be met.

G. 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. The 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. The 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.

2.3 Proposal Copies.

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.

2.4 Receipt of Proposals.

The entire RFP must be received at the address specified in this Invitation on JANUARY 27, 2020 AT 2:00 PM p.m., Central Standard Time, to be considered. Any RFP received after proposal opening time will be declined.

2.5 Standards of Quality.

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 specification is to describe the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition. Vendors proposing 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 before the date of the RFP opening.

2.6 Descriptive Information.

Vendors making a proposal that offers 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 the manufacturer's public specifications submitted for a product shall be verifiable by the manufacturer. If an item(s) offered do not fully comply with specifications (including brand and product number), Vendors proposing 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.

2.7 Withdrawal of RFPs.

A Vendor proposing 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 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.

2.8 Awards.

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 contract mailed or

delivered to the successful Vendor is the official authorization to deliver the materials, supplies, or equipment.

2.9 Prices.

Unless otherwise specified by FIRSTLINE SCHOOLS in the Invitation, RFP prices must be full, 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. Vendors shall not offer end-of-life equipment quotes if a newer model with equivalent functionality is available. RFPs other than Platform Delivery F.O.B. destination may be rejected. Prices are to be proposed on the unit of measure requested, per roll, per reel, per carton, per gallon, etc., as specified in the Invitation.

2.10 Deliveries.

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.

2.11 Taxes.

The 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.

2.12 Tariffs.

FIRSTLINE SCHOOLS is seeking proposals for Category 2 E-Rate eligible products and services based on the economic climate and pending "Trump Tariffs." At the same time, the DISTRICT desires a 36-month contract with two voluntary extensions.

FIRSTLINE SCHOOLS realizes future increased tariffs will lead to increased pricing by manufacturers, and vendors may be hesitant to submit quotes for longer than 12-months.

In the event a manufacturer increases its MSRP during the life of any resulting contract, the Vendor may request an annual review of the unit pricing with the Information Technology Manager.

The annual review may only be requested if the proposal INCLUDES the original equipment manufacturer (OEM) cost with verification from the manufacturer of the MSRP at the time of submission. If the proposal does not include the OEM and the MSRP, consideration for the review will be denied by the DISTRICT, and the original contract pricing will be used to apply for E-rate funding annually.

The request MUST be made in writing before December of the upcoming E-Rate funding year. If a price increase is validated in writing by the manufacturer and vendor and is due to a tariff, the percentage increase between the baseline price established for E-Rate funding year 2020, the MSRP percentage of the increase may be used to determine the unit price for the upcoming E-Rate funding year.

In the event, the vendor is "white labeling," a product listed in a proposal, the OEM, and MSRP procedure above will apply. Retailers with their branding and logo sell white label products, but a third party manufactures the products themselves.

2.13 New Products.

Unless specifically called for in the Invitation, all products for purchase must be new, never previously used, and the current model and 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.

2.14 Contract Renewals.

Upon agreement of FIRSTLINE SCHOOLS and the contractor, a term contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms, and conditions. In such cases, the total contract cannot exceed sixty (60) months.

2.15 Contract Cancellation.

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:

- (1) Failure to deliver within the time specified in the contract;
- (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition;
- (3) Misrepresentation by the contractor;
- (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with FIRSTLINE SCHOOLS;
- (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law;
- (6) Any other breach of contract.

2.16 Default of Contractor.

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 is 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 charge the contractor with the cost above the contract price. Until such assessed charges have been paid, no subsequent RFP and bid from the defaulting contractor will be considered.

2.17 Order of Priority.

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

2.18 Applicable Law.

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

2.19 Equal Opportunity.

By submitting and signing the RFP, Vendors submitting an RFP agree that said Vendor will not discriminate in the rendering of services to and employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors submitting an 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.

2.20 Indemnity.

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 the contractor, its officers, its agents, or its employees. The contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above concerning 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.

3. SPECIAL TERMS AND CONDITIONS (Equipment, materials or supplies)

3.1 Invoices.

Invoices shall refer to the delivery ticket number, delivery date, purchase/release order number, quantity, unit price, and delivery 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 invoice form.

3.2 Payment.

Payment will be made based on the unit price as listed in the contract. Such price and payment will constitute full compensation for 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.

3.3 Discounts.

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. The beginning date of the discount shall be determined by the date of invoice, delivery of merchandise, or acceptance, whichever occurs last.

3.4 Contractual Period.

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 a situation occurs, an award may be made for less than thirty-six (36) months.

3.5 Quantities.

For an open-ended requirements contract, quantities shown are based on the previous contract usage or estimates. When usage is not available, a quantity of one (1) indicates a lack of history on the item. The successful Vendor must supply, at proposal prices, actual requirements as ordered whether the total of such requirements is more or less than the quantity shown.

3.6 Non-Exclusivity Clause.

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

3.7 Evaluation of RFP.

3.7.1 Evaluation Team

3.7.2 All responses received as a result of this RFP are subject to evaluation by FIRSTLINE SCHOOLS Evaluation Committee to select a Vendor to provide services and products as described in this RFP.

3.7.3 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 decide on the most cost-effective solution.

3.8 Discussions/Presentations

Written or oral discussions may be conducted with Vendors determined to be qualified for the 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.

3.9 Evaluation Criteria

Proposals that pass the preliminary screening and mandatory requirements will be evaluated on the 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:

| | Criteria | Maximum Score |
|---|------------------------|----------------------|
| 1 | Prices/Charges | 40 |
| 2 | Understanding of Needs | 30 |
| 3 | Prior Experience | 10 |
| 4 | References | 10 |
| 5 | Louisiana Vendor | 10 |
| | Total | 100 |

3.10 Cancellation.

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

3.11 Price Reductions.

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

3.12 Deliveries.

Contractors will maintain an adequate supply of items to meet the specified delivery dates.

3.13 Successful Vendor(s) will provide updated/corrected item information to assist FIRSTLINE SCHOOLS with keeping accurate, up-to-date files. Included, but is not limited to, are descriptions, the 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.

3.14 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 is submitting a proposal and the names of officers, directors 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 nonfinancial assistance and benefits. Vendors may view the current list at <http://epls.arnet.gov/>

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

4. SCOPE OF WORK/SERVICES

4.1 FIRSTLINE SCHOOLS would like to receive information and proposals for:

4.2 Category 2-Internal connections to upgrade the Wi-Fi and network infrastructure at five (5) school sites with the possibility of opening an additional one (1) school site over the next one to three (1-3) years.

4.3 This Request for Proposal (RFP) is issued to invite Vendors to submit information and proposal(s). Issuance of this RFP in no way constitutes a commitment by FIRSTLINE SCHOOLS to select a Vendor and 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.

4.4 FirstLine Schools' technology goals specify that all of the schools will provide campus-wide wireless and wired local area network and high-speed Internet access to all students, faculty, and stakeholders.

4.5 It is important to FIRSTLINE SCHOOLS that Vendors meet the expectations as outlined in this RFP, especially the requirements for high availability and saturated wireless coverage access that serves both the need for connectivity and density.

4.6 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.

4.7 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.

4.8 FIRSTLINE SCHOOLS is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, the configuration of equipment, any necessary cabling, warranties, and technical support and represent complete installation and integration with the existing network where necessary.

4.9 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.

- 4.10 Proposals must include proof of authorization to resell and install the products being proposed. Proposals that do not include installation and configuration of the equipment proposed will not be considered.
- 4.11 Requirements:
Proposers are required to submit a proposal detailing their project plan based on the specifications and information addressed in this RFP. The locations chosen represent a cross-section of location typologies of the project scope. Proposers are to submit quotes reflecting their project plans 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 (6)-site quotes to the remaining schools in the prospective typologies represented by the proposed project plan.
- 4.12 Proposal Pricing Breakdowns:
Proposal pricing must be separated into three distinct sections:
- Hardware with Installation
 - Hardware Only
 - A pricing sheet of all items offered

5. MINIMUM CONTRACTOR QUALIFICATIONS

- 5.1 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.
- 5.2 Each proposed network staff must have Microsoft Server experience of twelve (12) months and have experience working with Active Directory.
- 5.3 Each network staff assigned must be able to pass the State Police Background check to gain access to our servers and networking infrastructure located in secured IT/DATA rooms at FIRSTLINE SCHOOLS locations.

6. EQUIPMENT REQUIREMENTS

Proposers are *NOT* required to make **site visits or attend a pre-bid meeting**. The District has been upgrading its wireless infrastructure in phases, and E-Rate funding will be used to continue purchasing the equipment, installation, and licenses necessary to achieve the goal of having saturated wireless available in all schools.

6.1 FirstLine Live Oak

| Name of Site: FirstLine Live Oak | Device Brand or Equivalent | Estimated QTY | Unit Price (QTY 1) | Total Cost |
|---|---|----------------------|---------------------------|-------------------|
| Core Switch | Edge Router Infinity ER-8-XG 8-Port 10G SFP+ Router | 1 | | |
| Switches | Ubiquiti USW-Pro-48-POE Gen2 | 1 | | |
| Access Point | Ruckus R610 | 1 | | |
| Exterior Access Point | Ruckus T610 w/mounting kit | 2 | | |
| AP License | LE90001SG03 | 3 | | |

6.2 Samuel J Green Charter School

| Name of Site: Samuel J Green Charter School | Device Brand or Equivalent | Estimated QTY | Unit Price (QTY 1) | TOTAL COST |
|--|---|----------------------|---------------------------|-------------------|
| Core Switch | Edge Router Infinity ER-8-XG 8-Port 10G SFP+ Router | 1 | | |
| Core Switch | Ubiquiti Networks ES-16-XG / US-16-XG Unifi Switch 16 10G | 2 | | |
| Network Rack | Open Wall Mounted Network Rack for 22U | 1 | | |
| Switches | Ubiquiti USW-Pro-48-POE Gen2 | 10 | | |
| Access Point | Ruckus R610 | 75 | | |
| Exterior Access P0int | Ruckus T610 w/mounting kit | 2 | | |
| Access Point License | Ruckus LE90001SG03 | 77 | | |
| DAC | 10GbE SFP+ | 14 | | |
| SFP+ | 10GbE SFP+ LC - Multi-Mode Fiber | 4 | | |
| Wireless Controller | Ruckus SmartZone SZ100 | 1 | | |

6.3 Langston Hughes Academy

| Name of Site: Langston Hughes Academy | Device or Equivalent | Estimated QTY | Unit Price (QTY 1) | TOTAL COST |
|--|---|----------------------|-------------------------------|-------------------|
| Core Switch | Edge Router Infinity ER-8-XG 8-Port 10G SFP+ Router | 1 | | |
| Core Switch | Ubiquiti Networks ES-16-XG / US-16-XG Unifi Switch 16 10G | 2 | | |
| Core Switch | Ubiquiti USW-Pro-48-POE Gen2 | 1 | | |
| DAC | 10GbE SFP+ | 5 | | |
| Access Point | Ruckus R610 | 105 | | |
| Exterior Access Point | Ruckus T610 w/mounting kit | 3 | | |
| Access Point License | LE90001SG03 | 108 | | |
| Wireless Controller | SmartZone SZ100 | 1 | | |

6.4 Phillis Wheatley Community School

| Name of Site: Phillis Wheatley Community School | Device or Equivalent | Estimated QTY | Unit Price (QTY 1) | TOTAL COST |
|--|--|----------------------|-------------------------------|-------------------|
| Access Point | Ruckus R610 | 125 | | |
| Access Point License | LE90001SG03 | 125 | | |
| Wireless Controller | SmartZone SZ100 | 1 | | |
| DAC | 10GbE SFP+ | 2 | | |
| UPS | APC SMX3000HVNC Smart-UPS 3000 w/ the following power adapters: L14-30P Locking Plug to L6-30R and L6-30P to C19 Power Cord. | 1 | | |
| Core Switch | Ubiquiti Networks US-16-XG Unifi Switch 16 10G | 1 | | |

6.5 Arthur Ashe Charter School

| Name of Site: Arthur Ashe Charter School | Device or Equivalent | Estimated QTY | Unit Price (QTY 1) | TOTAL COST |
|---|---|---------------|-----------------------|------------|
| Switches | Ubiquiti USW-Pro-48-POE Gen2 | 24 | | |
| DAC | DAC Cable 10gigabit capacity | 24 | | |
| SFP+ | 10GbE SFP+ LC - Multi-Mode Fiber | 6 | | |
| UPS | APC SMX3000HVNC Smart-UPS 3000 w/ the following power adapters: NEMA L5-30P to C19 | 2 | | |

6.6 New School Location 1

| Name of Site: New School Location 1 | Device or Equivalent | Estimated QTY | Unit Price (QTY 1) | TOTAL COST |
|--|--|----------------------|-------------------------------|-------------------|
| Access Point | Ruckus R610 | 125 | | |
| Access Point License | LE90001SG03 | 125 | | |
| Wireless Controller | SmartZone SZ100 | 1 | | |
| Core Switch | Edge Router Infinity ER-8-XG 8-Port 10G SFP+ Router | 1 | | |
| Core Switch | Ubiquiti Networks ES-16-XG / US-16-XG Unifi Switch 16 10G | 2 | | |
| Switches | Ubiquiti USW-Pro-48-POE Gen2 | 15 | | |
| DAC | DAC Cable 10gigabit capacity | 20 | | |
| SFP+ | 10GbE SFP+ LC - Multi-Mode Fiber | 6 | | |
| Router | Cisco 3845 or Cisco 2500 with POTS add-on capability via the FXO card. | 1 | | |
| UPS | APC or Equivalent Core UPS Remote management and monitoring (APC preferred) with a networking card. - Minimum 1500VA @ 20 amps - 120V or 240V | 1 | | |
| UPS | APC or Equivalent 8x Standalone/rackable APC UPS units for switch stacks (3x IDFs) | 8 | | |
| Cabling | Cat 5e and Cat 6 | 125 | | |

6.7 Eligible Entities

| Site Name | School/Annex or Non-Instructional Facility (NIF) | Address |
|-----------------------------------|--|--|
| FirstLine Live Oak | School | 3128 Constance St, New Orleans, LA 70115 |
| Samuel J. Green Charter School | School | 2319 Valence St, New Orleans, LA 70115 |
| Langston Hughes Academy | School | 3519 Trafalgar St, New Orleans, LA 70119 |
| Phillis Wheatley Community School | School | 2300 Dumaine St, New Orleans, LA 70119 |
| Arthur Ashe Charter School | School | 1456 Gardena Dr, New Orleans, LA 70122 |
| New School Location 1 | School | N/A |

7. ON-SITE REQUIREMENTS

7.1 All Vendors shall sign-in at the main office of the site before beginning activities. Site credentials may be issued and may be required to be displayed at all times.

7.2 All sites must be completely cleaned each day and placed back in the original order. The work area shall remain clean at all times.

7.3 Shipping boxes and other trash shall be removed from the site each day and disposed of off-site.

7.4 Dumpsters belonging to the site or located in the surrounding area shall not be used.

7.5 Interaction with Students

***** ANY INTERACTION WITH STUDENTS BY THE VENDOR and ANY REPRESENTATIVE IS STRICTLY PROHIBITED.**

7.6 The Vendor is expected to supervise and exercise control over any employee or subcontractor employed shall be held responsible for the actions and activities of both employees and subcontractors.

7.7 The Vendor, its employees, and subcontractors must refrain from engaging in conversation and interaction with personnel.

7.8 The Vendor, its personnel, and subcontractor staff must wear identification badges at all times when working on any FIRSTLINE SCHOOLS property.

8. PRICING OPTIONS REQUESTED

FIRSTLINE SCHOOLS is seeking the ability to select from different options to develop the 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.

Provide pricing for options shall include maintenance support and licenses as required.

If the specified Cisco switch is not proposed, a full comparison of the proposed switch to the specified Cisco switch shall be provided.

9. CUSTOMIZED PROPOSALS AND PRICING CLAUSE

9.1 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. These changes include, but are not is limited to, the refinement, addition, change, and deletion of products, services, and pricing as desired by the District. This clause allows the District to make the most favorable proposal(s) and customize it to serve the needs of the District best.

10. PROPOSAL PROCESS AND SITE VISITS

- 10.1 FIRSTLINE SCHOOLS understands the challenge of this request and will try to provide as much information as possible.
- 10.2 Proposers will be allowed to visit sites, if needed, to provide a basis for calculating the cost.
- 10.3 Proposers will be allowed to submit questions after the site visits and before submitting their response.
- 10.4 The submitted quotes must include all items outlined in the Proposal Price Format Requirements listed below.
- 10.5 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.
- 10.6 FIRSTLINE SCHOOLS shall have the right to approve a quote or ask for refinement as needed before the start of any installation.

11. EQUIPMENT INSTALLATION, CONFIGURATION, AND TESTING

- 11.1. All installations include all project equipment and cables, but not limited to, mounting racks, UPS's, switches, fiber extenders, power cords, fiber panels, jumpers, copper patch panels, patch cords, power cords, etc.
- 11.2 The Vendor shall:
 - 1. Mount and install power cables
 - 2. Install/upgrade software
 - 3. Install all switch software licenses
 - 4. Configure switches
 - 5. Provide, install and label all fiber and copper cables related to the installation
 - 6. Describe all uplink connections in software configurations

7. Verify routing
8. Use a test plan to validate the functionality
9. Use a migration plan and migrate to new hardware
10. Review and correct latency or connectivity issues
11. Provide a testing plan
12. Provide all license and support documentation information
13. Integration with the existing system as required
14. The Vendor shall be responsible for the configuration of all newly installed equipment.
15. The Vendor may be responsible for the configuration of existing equipment as needed to implement the new wireless solution.

11.3 FIRSTLINE SCHOOLS will work closely with the Vendor to ensure all configurations meet the needs of the District.

11.4 All configurations shall be adjusted as needed to function properly within the existing FIRSTLINE SCHOOLS network and as specified by FIRSTLINE SCHOOLS.

11.5 FIRSTLINE SCHOOLS shall have the final approve all configurations.

11.6 All equipment shall be fully installed and tested.

11.7 The proposer will work closely with the FIRSTLINE SCHOOLS staff to develop all configuration requirements, and FIRSTLINE SCHOOLS shall approve all configurations.

12. TERMS

12.1 The contract terms of three (3) years with two (2) one (1) year options to renew; not to exceed five (5) years are desired.

12.2 Option 2: Contract term of (5) years

12.3 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.

12.4 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.

13. PREPARATION FOR SUBMISSION OF RFP

13.1 One original (paper), two copies, and one electronic copy of the entire proposal must be received by 2:00 PM on Monday, January 28, 2019, and will be labeled: Response to Category 2.

13.1 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.** The FIRSTLINE SCHOOLS is not responsible for any delays caused by the proposer’s chosen means of proposal delivery.

All proposals are due by Monday, January 27, 2020, 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

If further information is needed, please email jbarberot@firstlineschools.org.

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

14. PLEASE EMAIL ALL QUESTIONS TO JOSEPH BARBEROT: jbarberot@firstlineschools.org

15. EVENT SCHEDULE

| Event | Date & Time |
|---|---|
| Post 470 to USAC website | Friday, December 20, 2019 |
| Deadline for receiving proposer written inquiries | Friday, January 17, 2020 (5:00 PM CST) |
| Deadline to issue responses and answer proposer written inquiries | Monday, January 20, 2020 (4:00 PM CST) |
| Deadline for submitting proposals | Monday, January 27, 2020 (2:00 PM CST) |
| Public Bid Opening | Monday, January 27, 2020 (2:05 PM CST) |

16. PRICE FORM

| LOCATION | PRICING | | | |
|--|---------|------------|--------------------|---------------|
| | Qty | Unit Price | Est. Per Site Cost | Extended Cost |
| Hardware (Ubiquiti or Equivalent) | | | | |
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| Estimated Installation | | | | |
| Wiring | | | | |
| Materials | | | | |
| Labor | | | | |
| Professional Services | | | | |
| Project Management | | | | |
| Configuration and Installations related to Controllers and First Payment | | | | |
| All other Configuration and Installations | | | | |
| Software | | | | |
| Management | | | | |
| BYOD | | | | |
| Other | | | | |
| Licenses for at 60-Months | | | | |
| (List) | | | | |
| Training | | | | |
| Shipping | | | | |
| Maintenance and Support | | | | |
| Other Cost | | | | |
| (List) | | | | |
| Total Not-To-Exceed Cost | | | | |

END OF RFP