

**Celina Independent School District  
205 S. Colorado  
Celina, TX 75009**

**Request for Quote**

**For**

**E-Rate Eligible Network Equipment and Installation Services for  
New Elementary School #4**

**RFQ#: 2022-02-18**

**Due Date: March 18, 2022**

**Time Due: 10:00 a.m. CST**

## Request for Quotes

The Celina Independent School District will accept sealed proposals in the School District Business Office until 10:00 a.m., Friday, March 18, 2022 from E-Rate eligible Category 2 Providers to provide the described network equipment and installation services.

Proposal forms and specifications can be obtained from the School District Business Office at 205 S. Colorado, Celina, Texas 75009, the district's website at celinaisd.com, or from USAC's EPC Erate website.

Mark plainly on your envelope, "**RFQ #2022-02-18 E-Rate Eligible Network Equipment and Installation Services for New Elementary School #4 ENCLOSED-NOT TO BE OPENED UNTIL 10:00 a.m., Friday, March 18, 2022.**" Address your sealed proposal to Marilyn Chamberlin, Technology Director, Celina Public Schools, 205 S. Colorado, Celina, Texas 75009. Proposals will be accepted at said time at the Colorado street address. Any proposals received after the stated time will be rejected. Proposal pricing will not be read aloud.

Proposals will be reviewed by a committee and evaluated as follows: Proposed Fee - 58%, References - 5%, Quality of the proposer's good and services - 10%, Extent to which the services meet the district's needs – 10%, Past Experience with the District - 10%, HUB certification Verification - 2%, and Long Term cost to the District to acquire the vendor's services – 5%. Once the proposals have been ranked, and a successful proposer submitted to the governing body for approval, the results will be made available to interested parties.

The district intends to award this RFQ to a single vendor.

The Celina Independent School District reserves the right to accept or reject any and all parts of any and all proposals and to waive any/all technicalities. The District further reserves the right to be the sole judge of quality and equality.

No proposals will be accepted by facsimile or e-mail.

## **Section 1.0 Scope of Work**

CISD will follow the purchasing policies of the CISD Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding.

The implementation of any associated contracts resulting from this competitive bid process will be dependent on the districts' issuance of a written Notice to Proceed and the issuance of a District Purchase Order. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding is not authorized.

CISD will evaluate proposals for the following services:

The District request proposals from E-Rate eligible Category 2 Providers to provide the network equipment and installation services described in Section 4.2 for the New Elementary School #4. This school has not yet been formally named by the Board of Trustees. The address for the new school will be:

2905 N. Louisiana Dr.  
Celina, Texas 75009

This Request For Quote (RFQ) provides interested suppliers with sufficient information to prepare and submit Proposals for consideration with the intent of contracting with one or more companies to provide the requested equipment and services for CISD.

### **1.1 Anticipated Timeline**

- 2/18/2022 – RFQ posted on district website
- 2/18/2022 – Form 470 posted
- 3/3/2022 – Deadline for written questions by 4:00 p.m. CST
- 3/7/2022 – Response to questions posted on CISD website
- 3/18/2022 – RFQ due in Business Office by 10:00 a.m. CST
- 3/21/2022 – Anticipated date of vendor selection

## **Section 2.0 Standard Terms and Conditions**

- 2.1 The district intends to award this proposal to a single vendor.
- 2.2 The district reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers most favorable to the district's interest, and the right to waive minor irregularities in the procedures. The district further reserves the right to reject all proposals and seek new proposals when such procedures are in the best interest of the district. The district also will be the sole judge as to the definition of "district's best interest."
- 2.3 The attached specifications are to be used to set a minimum standard. The District does not want inferior substitute merchandise. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired. Failure to provide proper information with this document may cause your bid(s) to be eliminated from consideration. In all cases where a specific manufacturer's product is listed, it is understood the district will also accept "or equivalent" products.
- 2.4 The District reserves the right to accept or reject any and/or all bids, to waive any formalities and to award this bid in the best over all interest of the District. The District reserves the right to make final decisions as to comparable items.
- 2.5 No orders are to be placed without a purchase order signed by the purchasing agent. No payment will be made for orders filled without an approved purchase order.

### **Section 3.0 Special Terms and Conditions**

- 3.1 In order for your proposal to be considered you must include all of the properly executed documents, including Signature Sheet and Proposal Form. All responses must be legible and signed in order to be considered.
- 3.2 Vendors taking exception to the terms and conditions or specifications of this proposal shall state these exceptions plainly on the exception page of this proposal document. If no exceptions are indicated on the submitted form, it will be assumed that your proposal complies with our document.
- 3.3 By submitting a proposal to the District, the vendor agrees to waive and does waive any claim or cause of action against the Celina ISD, its Trustees, agents and employees arising out of or in connection with, the review of, evaluation of, and application of criteria for selection to the proposal; the recommendation of any proposal to the Board of Trustees, the selection or approval of any proposal by the Trustees on behalf of the District; the awarding of any contract by the Trustees; the selection or approval of any proposal by the Trustees on behalf of the District; the awarding of any contract by the Trustees for services included in the proposal; the waiver of any requirement contained in this Proposal; and any determination of best value to the District by the District, its' Trustees, Agents or employees from the proposals submitted to the district in response to the Proposal.
- 3.4 The District limits its' purchases through the use of properly drawn and authorized purchase orders. The District is **NOT** responsible for services or products that were not authorized via this method. **Verbal orders should not be accepted.**
- 3.5 The determination of the appropriate quantity for each type of equipment and / or service is the sole responsibility of the vendor.
- 3.6 Questions regarding this RFQ can be submitted in writing until close of business 3/03/2022. Responses to all questions received in proper time frames will be made in writing and distributed to all Vendors via an Addendum to the RFQ posted to the CISD Website prior to the close of business 3/7/2022. Questions should be submitted via e-mail to the following people: Marilyn Chamberlin - marilynchamberlin@celinaisd.com
- 3.7 Prices quoted in The Vendor's response for all labor and materials will remain in effect throughout the duration of the E-Rate Year 2022 process. At a minimum, quoted prices will be honored by the vendor for a period of

at least 360 days after the issuance date of any Funding Commitment Decision Letter (FCDL) issued by Schools and Libraries Division of the FCC.

- 3.8 The vendor will provide information demonstrating their capability in delivering the services requested in this RFQ. Experience, qualifications, and certifications will help determine the vendor's ability to deliver the specified services and help assure CISD of a successful project.
  
- 3.9 The information in this Request For Quote [RFQ] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (a.k.a., "E-Rate") discounts. These programs provide discounts for: certain telecommunications products and services, including voice and data communications; Internet access; and, in some cases, internal connections. For more information about these Federal programs, and before responding to this RFQ, please refer to the SLD web site, [www.universalservice.org/sl/](http://www.universalservice.org/sl/), or call the SLD Help Line at 888-203-8100. Please do not contact applicant personnel either with general questions about E-Rate, or to offer ineligible services or services not requested on this RFQ. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via BEAR forms, as specified by the SLD.
  
- 3.10 The district has standardized on the Hewlett Packard (HP) line of network equipment and is seeking equipment and services that will provide the optimal interoperability with existing equipment. All equipment proposed should conform to the equipment and services requested in Section 4.2.2. Vendors may propose "equivalent" products but must provide information supporting that equivalency.

## **Section 4.0 Project Specifications**

### **4.1 Proposer Qualifications**

#### **4.1.1 Schools and Libraries Program Requirements**

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

- a. The vendor must be eligible to participate in the Schools and Libraries Program and obtained a Service Provider Identification Number (SPIN) from USAC.
- b. The vendor must be an eligible service provider for Internal Connections services as defined by the Federal Communication Commission (FCC) for reimbursement from the Schools and Libraries Program.

#### **4.1.2 The Reputation of the Vendor and of the Vendor's Goods or Services**

- a. The Proposal will include at least three (3) references from comparable education customers.
- b. The proposal will include at least three (3) references from comparable product installations.

#### **4.1.3 The Vendor's Past Relationship with the District**

- a. The proposal will include any past projects or contracts that the service provider has had with Celina Independent School District.

#### **4.1.4 The Vendor's Knowledge and experience with the Solution.**

- a. The proposal will list the personnel and qualifications of the personnel that will be assigned to the project.

### **4.2 Goods and Services Requirements**

#### **4.2.1 Provide Network equipment and installation services**

##### **4.2.1.2 Network Equipment**

- a. Vendors will provide a response that provides for all of the Network components, cabling, materials, as well as installation and project management services. Estimated quantities are provided in Section 4.2.2. Equipment specifications are provided in Section 4.1.1.2.

## 4.2.2 Description of Requested Equipment and Services by Location

### Celina ISD New Elementary School #4

Part Number	Description	Manufacturer	Quantity
JL658A	Aruba 6300M 24SFP+ 4SFP56 Switch or equivalent	Hewlett Packard Enterprise or equivalent	1
JL085A	Aruba X371 12VDC 250W AC Power Supply or equivalent	Hewlett Packard Enterprise or equivalent	2
JL085A ABA	INCLUDED: Power Cord - U.S. localization or equivalent	Hewlett Packard Enterprise or equivalent	2
J9151E	Aruba 10G SFP+ LC LR 10km SMF Transceiver or equivalent	Hewlett Packard Enterprise or equivalent	7
JL728A	Aruba 6200F 48G Class4 PoE 4SFP+ 740W Switch or equivalent	Hewlett Packard Enterprise or equivalent	14
JL728A ABA	INCLUDED: Power Cord - U.S. localization or equivalent	Hewlett Packard Enterprise or equivalent	5
J9151E	Aruba 10G SFP+ LC LR 10km SMF Transceiver or equivalent	Hewlett Packard Enterprise or equivalent	5
J9281D	Aruba 10G SFP+ to SFP+ 1m DAC Cable or equivalent	Hewlett Packard Enterprise or equivalent	9
J9283D	Aruba 10G SFP+ to SFP+ 3m DAC Cable or equivalent	Hewlett Packard Enterprise or equivalent	3
JZ337A	Aruba AP-535 (US) Unified AP or equivalent	Hewlett Packard Enterprise or equivalent	7
Q9G71A	AP-MNT-MP10-D AP mount bracket 10-pack D or equivalent	Hewlett Packard Enterprise or equivalent	7
Q9H63A	Aruba AP-515 (US) Unified AP or equivalent	Hewlett Packard Enterprise or equivalent	63
R4H18A	Aruba AP-575 (US) Outdoor 11ax AP or equivalent	Hewlett Packard Enterprise or equivalent	7
JW053A	AP-270-MNT-V2 AP-270 Series Outdoor Pole/Wall Short Mount Kit or equivalent	Hewlett Packard Enterprise or equivalent	7



Q9Y60AAE	Aruba Central AP Foundation 5y Sub E-STU or equivalent	Hewlett Packard Enterprise or equivalent	77
Q9Y75AAE	Aruba Central 62xx/29xx Switch Foundation 5y Sub E-STU or equivalent	Hewlett Packard Enterprise or equivalent	14
Q9Y80AAE	Aruba Central 63xx/38xx Switch Foundation 5y Sub E-STU or equivalent	Hewlett Packard Enterprise or equivalent	1
1007-ARAP535	Locking Right-Angle Wall Mount with interchangeable trim for Aruba AP535 Series Wi-Fi Access Points or equivalent	Oberon Wireless or equivalent	4
SMTL1500RM3UC	APC Smart-UPS, Lithium-Ion, Short Depth 1500VA, 120V with SmartConnect Port or equivalent	Schneider / APC or equivalent	5

**Services:**

- Proposals will include all necessary network services, design, configuration, implementation, rack and stack, installation, and knowledge transfer.
- All necessary testing
- 

**Additional Equipment, Installation, and Services:**

- All necessary network services, design, configuration, implementation, rack and stack, and knowledge transfer.
- All necessary testing

## **4.2.2 The Quality of the Vendor's Service**

### **4.2.3 Service Offerings**

CISD will evaluate the overall proposals for services provided to the district. It is CISD's intent to contract for the most cost effective and technically superior and efficient solution for the district.

- a. The vendor will include all services required to deliver a comprehensive solution to the district. Services should include design, installation, and implementation for all of the products and services included in this RFQ.

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## **4.3 COST**

### **4.3.1 Total Cost to the District**

CISD will evaluate the total cost to the district to acquire the requested products and related services.

- a. The vendor will provide a cost for each requested service per location for proposed term of the service. All costs should be identified as E-rate eligible with the percent eligible if less than 100% or Non E-rate Eligible.
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-

**5.0 Proposal Form**

5.1.1 SPIN NUMBER: \_\_\_\_\_

5.1.2 Three References of Comparable Educational Customers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5.1.4. Three References of Comparable Product Installations

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5.1.5. Previous Contracts with CISD.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. If more, please list on separate sheet.

5.1.6. List the personnel and qualifications of the personnel that will be assigned on the project:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### Cost Summary

The vendor will provide a cost summary on the form below. The information requested below is the minimum that will be accepted. Vendor will submit one (1) original, five (5) complete copies as well as an electronic copy of the proposal. Use additional pages as needed. Additional information and pricing shall be documented, titled with the "Additional Service Cost" line item on this Cost Summary Form that it is detailing, and the total additional cost entered into that line item's price.

<b>Campus</b>	<b>Non E-Rate Eligible</b>	<b>E-Rate Eligible</b>	<b>Total</b>
<b>Celina ISD New Elementary School #4</b>			
<b>TOTAL</b>			

**Additional (Added Value) Services:**

<b>Description of Service</b>	<b>Cost</b>

## **Sections 6.0 Evaluative Criteria**

Celina ISD shall accept the proposal it deems to be in the best interest of CISD based on the evaluation of the responses per the selection criterion set forth in Section 44.031 in the Texas Education Code with price being the highest weighted criteria.

Proposed Fee – 58%

References – 5%

Quality of the proposer's goods and services – 10%

The extent to which the services meet the district's needs and approach of the vendor – 10%

Past Relationship with the district – 10%

HUB certified – 2%

Long term cost to the district to acquire the vendor's services – 5%.

**Section 7.0 Submittals**

Signature Sheet  
Proposal Form  
References

## Signature Sheet

We, the undersigned, have read and fully understand the specifications and conditions relating to this document.

### Submitted By:

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Representative Name Printed:** \_\_\_\_\_

**Representative Name Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

(Questions Concerning Proposal)

**Fax Number:** \_\_\_\_\_



**REFERENCES**  
**(3 public school districts)**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length on Business Relationship \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length on Business Relationship \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Length on Business Relationship \_\_\_\_\_