

Request for Proposal: Network Switches

December 16, 2015

Arlington Public Schools
705 N 9th Street
Arlington, NE 68002

Erate Identifier: Cat2.2016NetworkSwitches

Table of Contents

Overview	3
1.1 Project Specifications.....	4
2.1 Pricing and Payment Structure.....	4
3.1 Evaluation Process	4
4.1 Discrepancies and Omissions	4
5.1 Contingencies.....	4
6.1 Questions and Clarifications	5
Appendix A: Pricing Structure.....	6
Appendix B: Bid Evaluation Rubric	7

Overview

Arlington Public Schools is seeing proposals for thirty-two (32) TP-Link or Netgear 5-port switches and six (6) TP-Link or Netgear 8-port switch as defined below. See Appendix A for further information on part numbers and quantities requested.

All proposals which are highly equivalent to or exceed specifications of either the TP-Link TL-SG105 and TP-Link TL-SG108 or Netgear GS305 and Netgear GS308 will be considered.

Vendors will have 24 hours after vendor selection is announced to raise any questions. Questions will be addressed via the web site posting answers to all questions. The District will have the final authority to the resolution of all questions.

Installation and implementation is not part of this RFP. Equipment will be drop shipped to the dock at the location at Arlington High School, 705 N 9th Street, Arlington, NE 68002.

All bidding vendors must be e-rate eligible and file an FCC Form 499A to provide the services requested and provide their SPIN number as part of this RFP.

Proposals are due in either hardcopy or in electronic form (PDF format) on or before **Tuesday, January 19, 2016 by 4:00 pm CST** at Arlington Public Schools, Attn: Kurt Sanders, 705 N 9th Street, Arlington, NE 68002 or emailed kurt.sanders@apseagles.org. E-mailed proposal documents will be time-stamped from the receiving computer.

Proposal opening to be on **Friday, January 22, 2016 & 10:00 am CST**, at Arlington High School, 705 N 9th Street, Arlington, NE.

Questions should be addressed, no later than Tuesday, January 5, 2016, to:

Kurt Sanders

Ph: 402.478.4173 | Email: kurt.sanders@apseagles.org

Questions and Answers will be posted on district website (<http://www.apseagles.org/>) by Friday, January 8, 2016.

1.1 Product Specifications.

Arlington Public Schools is seeing proposals for 10/100/1000 Mbps unmanaged Ethernet switches, with a preference for a metal case which or exceed specifications of either TP-Link (TL-SG105) or Netgear (GS305) 5-port switches, and TP-Link (TL-SG108) or Netgear (GS308) 8-port switches.

2.1 Pricing and Payment Structure

Vendors are required to breakdown the purchases by building as outlined in the table in Appendix A. Vendors are required to complete Appendix A as part of their proposal.

Contracts will be awarded only after receiving a funding commitment and decision letter from SLD or agreed upon by the district. This RFP will automatically become part of any contract awarded to a vendor. Once a contract is awarded, the total dollar amount is the responsibility of the district.

3.1 Evaluation Process

Please refer to Appendix B for further details regarding the evaluation process.

4.1 Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Kurt Sanders, Arlington Public Schools, kurt.sanders@apseagles.org. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with successful vendor(s).

5.1 Contingencies

This RFP should not be considered as a Contract to purchase goods or services, but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Arlington Public Schools decide to do so. The purchase of said equipment will require an approval process which will not be complete until the noted "Anticipated Award Date". Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic

submissions will be accepted if create in PDF format and e-mail kurt.sanders@apseagles.org by the due date and time as specified herein. Date and time stamp of receiving computer will govern all e-mails. Vendors will be considered nonresponsive if the above requirements are not submitted as requested. The Arlington Public Schools has the right to reject all submitted proposals and resubmit for new proposals through a revised RFP.

6.1 Vendor Questions and Clarifications.

Questions should be addressed, no later than Tuesday, January 5, 2016, to:

Kurt Sanders

Ph: 402.478.4173 | Email: kurt.sanders@apseagles.org

Questions and Answers will be posted on district website (<http://www.apseagles.org/>) by Friday, January 8, 2016.

Appendix A

TABLE 2.1: ARLINGTON HIGH SCHOOL			
Erate Eligible Services			
Description	Qty	Unit	Total
5-port unmanaged switch	17		
8-port unmanaged switch	6		

TABLE 2.2: ARLINGTON ELEMENTARY SCHOOL			
Erate Eligible Services			
Description	Qty	Unit	Total
5-port unmanaged switch	15		
8-port unmanaged switch	0		

Appendix B

**Evaluation Rubric
Arlington Public Schools
Erate: Cat2.2016NetworkSwitches**

1. Cost of eligible equipment and/or eligible maintenance25 points

Cost of Equipment will be released at time of proposal opening. Points will be awarded during the evaluation of the proposal(s).

2. Compatibility with currently owned district devices20 points

Compatibility is very important. Points will be awarded during the evaluation of the proposal(s) and determination of compatibility with existing equipment will be done at that same time. Zero (0) points will be awarded for non-compatible devices and twenty (20) points will be awarded for full 100% compatibility.

3. Features included15 points

All documented features of the device in the RFP will be evaluated and points award as such. Points will not be awarded for features that are not included in the cost of the device as presented in the RFP.

4. Support of hardware.....10 points

Technical support will be contacted and will be evaluated on its technical knowledge, English as the primary language, and ease of use.

5. Reliability10 points

Reliability score will be determined using the following criteria:

- a. References given in the RFP
- b. Known other users of the device
- c. Personal experiences

6. User Interface10 points

The user interface will be evaluated and points awarded on the ease of use and the completeness of the interface to the device.

7. References10 points

References will be contacted and points awarded on their responses.