

**Request for Proposal
American Preparatory
2018 -2019
E-Rate Projects**



Objectives:

A: The objective of this Request for Proposal (RFP) is to contract with a single Proposer to provide network cabling installation and maintenance for all schools in the American Preparatory Academy District (APA). The focus of this RFP is for all services related to E-Rate.

B. Contract will be negotiated for the scope of the items requested in the RFP.

C. All responders should be 100% prepared to participate in E-rate and be in good standing with USAC.

D. In order to insure that the required services are provided with the highest possible quality and professional services, APA is interested in establishing a contract with a Proposer experienced and qualified in such contracts and that will provide the quality of services, products and equipment requested in a professional and timely manner.

Communication

A. Communication regarding the RFP should be referred to the contact below:

David Bowman
IT Director
12894 Pony Express Road STE 600
Draper, UT 84020
DBowman@apamail.org
Office: 801-797-0089 ext 1020
Cell: 208-534-1940

All questions, clarifications, and responses should be handled over email by emailing dbowman@apmail.org.

Deadlines

Submission Deadline for this RFP is Wednesday March 21st 2018 by Noon MST.

Questions/Clarifications Deadline for this RFP is Wednesday March 14th 2018 by 5pm MST. *
All responses to questions/clarifications are considered public information and will be shared with other bidders upon request.

All questions, answers, and addendums will be provided via public link to <https://www.americanprep.org/rfp/>

TimeTable

Event	Time & Date
RFP Release Date	Wednesday Feb 21st 2018
Questions Due	Wednesday March 14th 2018 by 5pm MST
Proposals Due	Wednesday March 21st 2018 by Noon MST
Evaluation Complete & Award	Friday March 23rd 2018

Vendor Conferences and Site Walkthroughs

Questions concerning any condition or requirement of this RFP must be received on or before the designated date and time. Questions must be submitted in writing.

No site walk throughs are planned at this time.

Insurance Coverage

Proof of the insurance will be furnished by any awardee to the District by Certificate of Insurance within 15 days of notification of award. Such certificate must contain a provision for notification to the District 30 days in advance of any material change in coverage or cancellation.

The insurance information must be submitted on an insurance carrier's Certificate of Insurance. General Liability Insurance with limits of not less than \$1,000,000.0 per occurrence combined single limit for bodily injury and property damage. Professional Liability insurance with limits of not less than \$1,000,000.00 per occurrence.

Contractor, Subcontractors ,Employees of Proposer APA does not provide any form of insurance for external parties and contractors. As such, ALL employees or representatives of the proposer who perform work on APA properties must be covered under the proposers workman's compensation policy as dictated by state and federal statutes.

Identification

A photo identification badge is required for all workers and contractors other than those making deliveries. A contractor shall be required to have all its employees, subcontractors or agents who will be entering onto District property as a result of this award wear, while on District property, a photo identification badge issued by the District or other similar badge and identification as deemed acceptable by the District.

Evaluation & Award

Proposals will be evaluated by an evaluation team consisting of independent evaluators and APA employees. The evaluation team will present their independent evaluation results using a standard scoring rubric which will be compiled and presented to the district Executive Committee. The District Executive committee will then approve the awarding of the contract.

Final Approval: The final award of this proposal is contingent upon the approval of the American Preparatory Academy School Board

Technical Requirements for all projects

Design Requirements: Awardee is required to submit a design and cost proposal on each project as requested by the District. Design services or installation by the Awardee shall not commence on any job until a Purchase Order has been issued by the District. The District will then schedule the installation with the awardee.

Design Criteria: Awardee must provide all design proposals complying with all applicable Federal and State laws, all fire and building codes, all local jurisdiction requirements and the District Master Guideline Specifications. Designs should be in accordance with industry-accepted practices, including those set forth by the EIA/TIA (Telecommunication Industry Association/ Electronic Industry Alliance) and BICSI standards. The District will review the designs submitted for operability and economy of implementation. The District reserves the right to request changes in designs without additional charge and prior to design acceptance based upon the requirements of the school district

Design Proposal: Awardee is required to provide a firm cost proposal based on design criteria provided by the District for each job requested. This proposal must include the scope of work and a list of all job materials and other components required providing a fully functional communications infrastructure. The District requires the proposal to include the location, conduit sizes, cable sizes, cable termination locations, cable and fiber routes, labeling scheme and any additional A/C power requirements. Implementation plans for continuing service during phased construction jobs should be included when required.

Progress Reports: Awardee will be required to submit weekly progress reports to the District and/or its designees via email each Friday, at the end of the business day. As a minimum each

report shall contain the following: work completed for the week, work scheduled for completion the following week, unforeseen construction obstacles, other comments, etc.

Site Clean-Ups: Awardee is responsible for removing all trash and debris to outside garbage containers on a daily basis by the end of each day or as needed throughout the course of the day. Upon installation completion in rooms, the awardee shall provide a complete cleanup of the rooms. This procedure shall include vacuuming of floor surfaces, vacuuming under raised floors, cleaning of racks, panels, boards, etc. Workstation outlet location areas shall be cleaned on an ongoing basis each time the awardee completes work in the area.

Communications: Awardee shall designate one individual as the main point of contact on an installation site for communications with the school district. This individual will be referred to as the Project Foreman. The District reserves the right to request replacement of a Foreman for any reason, with or without cause. The Project Foreman shall have a cellular phone at all times while onsite. The phone number shall be given to the District and/or its designees for the purpose of gaining and distributing current information.

Scheduling: Individual job schedules for new construction and renovations must be adhered to so as not to slow up the project. The schedule(s) will be based upon the best available information at the time of development. The awardee shall be responsible for reviewing the schedule(s) and determining the necessary manpower to assure timely task completion.

The focus of American Preparatory academy is quality instruction for its students. As such the defined available hours for cabling in student spaces is Monday, Tuesday, Friday 4PM - 12PM and Wednesday, Thursday 3PM - 12PM. Weekends are also available times with advanced notification and scheduling. Cabling work outside of these hours must be arranged beforehand and requires special written approval by the District IT Coordinating staff.

During summer breaks and major projects which is the primary scope of this project daytime work is permitted as part of the regular scheduling/planning project process.

Major projects at American Preparatory Academy for purposes of cabling are often scheduled during student break periods. This includes but is not limited to national and state holidays and school break periods as defined by the district. APA shall not be responsible for additional charges such as overtime, holiday pay, weekend pay etc.. The proposer by definition accepts the above listed hours as standard operating hours and agrees that no additional surcharges or penalties will be incurred for work occurring during the defined hours outlined in this bid.

Failed Schedule Adherence Penalties:

Overrunning of mutually agreed timelines results in interruptions to the our student and staff learning environment. In order to avoid this disruption timelines are considered contractually binding and as such carry a financial penalty for being missed.

Each major project will include a detailed timeline and work plan with a mutually agreed to completion date. In the event that the vendor through their own fault fails to adhere to the agreed timeline a financial penalty of \$200 per working day will be assessed by the district to the proposer. In the event that items outside of the proposers control impact delivery timelines this will be communicated immediately to the District and the parties will mutually revise the completion date and as such APA at its sole discretion will waive the aforementioned financial penalties based on the revised deadline.

Inspection and Acceptance Period: The District or its designees shall periodically inspect the work of the awardee. When requested, the awardee shall, at no additional charge, supply an installation technician to accompany the individual(s) performing inspection tasks. The awardee shall be responsible for uncovering concealed areas in order for the work to be inspected. The awardee shall be required to make any repairs or modifications deemed necessary by the District and/or designees immediately to comply with the project specifications. The District requires a 30-day acceptance period after the completion of the project. Project completion is the conclusion of all specified work, including all: labeling, testing, documentation and site clean up. The District and/or its designees shall utilize this period to perform workmanship evaluations and random testing. Once installation is accepted, the District will notify awardee in writing. Invoice shall not be issued by awardee until after the 30-day acceptance period has concluded.

Installation Warranty: The installed communications cable systems shall have a product/workmanship warranty of at least 15 years. The awardee shall replace, free of charge for this period, any cable, connector, or other component installed by the awardee, which malfunctions. This warranty shall in no manner cover components that have been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by personnel other than the awardees employees or agents.

Products that are “re-sold” or provided directly with a manufacturer warranty are subject to the warranty terms provided by the hardware manufacturer. Items that are designed from raw materials such as cabling systems are subject to the requested 15 year warranty.

Assurance/Performance Warranty: The installed communications cable system shall have an assurance/performance warranty of at least 15 years. This warranty shall be from the manufacturer/authorized Dealer of the connecting hardware components in accordance with the specifications for design and installation for this project. The manufacturer/authorized Dealer shall warrant that the communications cable system shall support all applications developed and sanctioned for the use of an EIA/TIA 568 B compliant Category 5e and/or Category 6a cable

system. If the system fails to meet these requirements during this warranty period, the manufacturer/authorized Dealer shall, solely at their cost, repair or replace the cable system.

Restoration Responses: If the failure or malfunction of a component causes a single workstation outlet location to become inoperable, the awardee shall correct and make serviceable the station within 16 business hours (two work days) of being notified of the problem. The repairs may be made during normal business hours.

If the failure or malfunction of a component causes more than a single workstation outlet location (such as a network segment or backbone cable) to become inoperable, the awardee shall correct and make serviceable the stations within 24 hours, excluding weekends and holidays, of being notified of the problem. The repairs shall be made regardless of time of day. If the failure or malfunction is considered to be a major system failure, the awardee shall correct and make serviceable the stations within four business hours of being notified of the problem. The awardee shall be available during business hours to respond to repair calls. The awardee shall maintain contact with the District until the failure or malfunction is corrected.

The awardee shall stock a sufficient amount of replacement materials for the expressed purpose of restoring service. The awardee shall follow the manufacturer's procedures to replace any materials used from their stock for these repairs. All costs for the entire warranty period (15 years) shall be included as part of the project price.

Where cable trays or home-run conduit is not used in the ceiling space, or to route cables from a cable tray to a workstation location, the cables shall be installed above all other apparatus in the ceiling, as close as possible to the deck above.

Most of our schools have appropriate J-Hooks systems in place. In the event of no existing J-hooks other trusses or structure may be used to secure and suspend cable bundles as allowable by code. In the event that existing J-hook system is not in place pricing should be included for installing J-hooks or otherwise appropriate approved hanging systems where needed.

Exposed Ceiling Requirements In the event of exposed ceilings such as in gym areas cable must be disguised and protected in appropriate conduit for vertical ascensions or placement on walls. For installation in ceilings, cable may be secured using the existing trusses in a way that cable cannot be easily seen from below. If cable is not easily disguised then a departure from normal color schema in order to match ceiling may be permissible with prior authorization by both parties.

Installation of equipment such as access points, battery backups, racks, etc. must be done in accordance with the published manufacturer instructions and specifications.

Cable Testing Requirements

All performance testing of cabling (UTP and fiber) shall be provided to the District in a documentation package. All transmission testing on UTP cabling shall be performed using an approved and properly calibrated Category 5e and/or Category 6a cable tester.

Guidelines and requirements for connections, test configuration and measurement procedures and precautions that are specified in the manuals provided with the tester shall be followed.

UTP adapters used to access connecting hardware at the cross-connect facilities and the Communications Outlet shall meet or exceed the performance category of the link to which it connects.

All backbone UTP links with fixed cable lengths of no more than 300 ft and all horizontal UTP links should be 100% tested for the following parameters:

- Length
- SNR
- Loop resistance
- Capacitance
- Continuation
- Near end crosstalk (NEXT)
- Line

All backbone UTP links shall be 100% tested for continuity

Cable Material Specifications

UTP (Unshielded Twisted Pair) cable specifications shall meet or exceed the following standards or requirements: ETL Certified to EIA/TIA Category 5e and/or Category 6a UL Rated CMP Manufacturer to be ISO 9002 Certified EIA/TIA 568 B, Horizontal Cable Section and TSB-36 IEEE 802.3 and IEEE 802.5 ANSI X3T9.5 100 Mbps

NEC Section 800 for copper media UTP cable shall be composed of the following material:
24 AWG Solid Bare Copper
Extruded Thermoplastic Color Marking for Pair Identification
Flexible Jacket Material with Required Specific UL Cable Markings
Footage Marking on Jacket.

All patch panels and COs will be of the 568 B wiring configuration. All patch panels must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a specifications.

All Connectors (faceplates of COs) must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations.

All floor outlet Connectors must meet the requirements of ANSI/EIA/TIA, for Category 5e and/or Category 6a Specifications. All connectors will be 568 B configurations. Types of floor outlets are to be determined upon design, dependent upon area of installation.

Unless otherwise specified in project plan plenum rated cable is not required at this time. The district standard at this time is non-plenum rated cable.

Service loop footage should be included in the 0-150 and 150-300 ft run prices. E.g. the requested footage of a run will include the amount of "service loop desired."

Switching Standards

At this time the District has standardized on Unifi/Ubiquiti switches as the lowest cost provider.

Bids on these items must come from Ubiquiti authorized resellers

Unifi Managed POE+ Gigabit Switches with SFP

<https://www.ubnt.com/unifi-switching/unifi-switch-poe/>

Models: US-24-500W, US-48-500W, US-48-750W

For switch "stacks" of 5 or more the district deploys an aggregation switch

Model: US-16-XG

<https://www.ubnt.com/unifi-switching/unifi-switch-16-xg/>

Port Count and Power Supply Configuration are determined based on use case.

We do not use EDGEMAX or EDGE PRO legacy product lines from Ubiquiti.

When necessary based on length of connections between IDF & MDF's the district uses

Ufiber SFP/SFP+ Modules and Cabling

<https://www.ubnt.com/accessories/fiber-modules-cable/>

Models: Fiber Cable, UF-MM-10G, UF-MM-1G, UF-RJ45-1G, UF-SM-10G, UF-SM-10G-S, UF-SM-1G-S

Wifi Standards

[UAP-AC-EDU](#)

The district standard for wifi is the Ubiquiti education access point. This access point is mounted in ceiling tile. Depending on the use case we may also consider using the Ubiquiti AC-PRO.

[UAP-AC-PRO](#).

UPS/Battery Backup Standard

The district has not standardized on specific manufacturers however, our requirements are outlined as below:

- Rack Mountable
- Minimum 700 Watts (Output Volt Amp Capacity (VA))
- Minimum 8 Outlet Receptacles
- Voltage(s) Supported 110V; The district does not currently have 220V connections in it's various IDF & MDF closets.
- Support for External battery expansion and or additional outlet receptacles

Evaluation Criteria

The RFP evaluation process will be conducted in the following order:

Step 1: Proposer Evaluation- This step evaluates the strengths of the proposers submitting the proposal. An evaluation team will score the proposals on the basis of Proposer Qualifications as specified and requested.

Step 2: Solution Evaluation- This step evaluates the strengths of the solutions submitted in the proposal. An evaluation team will score the proposals on the basis of Solution Qualifications as specified and requested and the quality, functionality and added value propositions included in the solutions that are proposed.

Step 3: Financial Evaluation- The evaluation team will assign point values to the cost and pricing strategy provided in the proposal. This step evaluates the prices submitted for required goods and services and the added value propositions for funding and pricing

Scoring Rubric

Proposer Evaluation

- | | |
|------------------------------------|-----------|
| a. References | 25 Points |
| b. Experience working with Schools | 25 Points |
| c. Company history and longevity | 25 Points |
| d. Personnel and Team Resources | 25 Points |

Solution Evaluation

- | | |
|---------------------------------------|-----------|
| a. Clarity of Solution | 25 Points |
| b. Experience with proposed solutions | 25 Points |

Financial Evaluation

- | | |
|----------|------------|
| a. Price | 175 Points |
|----------|------------|

Responders Proposal Formatting

The proposal should be separated by Tabs identifying each Section. Sections include, and are clarified within.

- Tab 1 Executive Summary
- Tab 2 Table of Contents
- Tab 3 Proposer Qualifications
- Tab 4 Solutions Qualifications
- Tab 5 Financial Qualifications
- Tab 6 Pricing Table

Proposer Qualifications

Company information

Include the following proposer Information (and for each sub-proposer):

Company name, parent company name

Address, city, state and zip of business offices

Accounts receivable contact name, title, phone, email, address, city, state and zip

Account executive name, title, phone, email, address, city, state and zip

Primary project contact name, title, phone, email, address, city, state and zip

Information on warehouse, stock inventory, or other relevant facilities owned/operated

Federal Tax ID number

E-Rate SPIN number

Nature and scope of the business

Length of time the company been licensed to do business in the state

Size of the organization

A brief organizational chart showing the positions that will be involved with this project

State the business philosophy and mission statement

State the approach to knowledge acquisition and evaluation of new technologies.

Indicate what procedures are in place to maintain the base of knowledge in the firm

State whether the organization pursues business on a national, regional or local scale

Three References

Provide for each reference the customer name, contact name, title, telephone number, email address, and scope of experience /work performed for this reference.

Other Considerations

Describe other qualifications that may be used to assess proposer's capabilities.

Solutions Qualifications

In order for APA to assess the technical competencies of the Proposer and develop a comparative assessment of the proposer pricing the proposer shall review and present a complete pricing table

Technical Standards district wide :

All patch panels and communications COs shall be 8-pin modular jack output, wired to the EIA/TIA 568 B wiring convention

Racks, patch panels, wire management, and Communication Outlet faceplates are to be manufactured by ICC or equal quality .

APA requires that all patch panels, and faceplates are "HD" compatible in order to allow easy color coding of various cabling, jacks, and modules. All cabling must be a CAT6 standard or higher unless otherwise specified.

Cabling colors

APA has adopted a cable coloring standard district wide and all new cabling must adhere to this standard. This includes the HD keystone jacks for patch panel and wall faceplates.

Yellow - Video/CCTV

White - Phones/Communications

Blue - Data

Orange - PA/Announcement Systems.

Green - Data with Dual purposes for example access points that are also speaker/announcement systems

Financial Qualifications

All cost must be inclusive of all out of pocket expenses and will be at no additional cost. Used, reconditioned, obsolete or discontinued products are not acceptable.

Please use the below tables to provide your pricing

Part Description incl. raw materials, labor & warranties as requested in the RFP	Unit Price	D1	D2	D3	WV1	WV2	Salem
Patch Panel, Cat 6, HD compatible, 24-Port, 1 rms		3	5	2	3	8	4
Module, Cat 6, HD, Green		126	188	60	122	274	130
1-Port Keystone Jack Surface Mount Box "Biscuit Jack"		63	94	30	61	137	65
Rack, Wall Mount, 18" Deep, 30 Rms		0	0	0	0	0	1
Kit, Rack To Wall Ladder Runway, 5Ft		0	0	0	0	0	1
Interior Run, Drop Ceiling, 1 ~ 150 Feet, green cable, terminated to patch and biscuit		12	37	5	12	69	25
Interior Run, Drop Ceiling, 150 ~ 300 ft, green cable, terminated to patch and biscuit		51	57	25	49	68	40

Part Description / Part Number Switching	Unit Price	D1	D2	D3	WV1	WV2	Salem
Ubiquiti 24 Port 500W Switch - US-24-500W		3	5	3	3	8	4
Ubiquiti US-16-XG - Aggregator Switch		1	1	0	1	1	1
Ubiquiti UF-MM-1G (These are quantities of actual modules not quantity of the part #)		8	10	2	8	16	8

Part Description / Part Number Access Points	Unit Price	D1	D2	D3	WV1	WV2	Salem
Ubiquiti UAP-AC-EDU - Education Access Point + Speaker		63	94	30	61	137	65
Installation of the UAP-AC-EDU using manufacturer guidelines and materials		63	94	30	61	137	65

The quantities included are estimates actual ordered quantities will be determined based on funding commitment level and availability of district funds for cost allocation.

It is the belief of the District that all requested products/parts/materials are eligible services and e-rate approved.

Proposal Submission Requirements

Proposals must be submitted by Wednesday March 21st 2018 by Noon MST with 5 hard copies to the district office. 12894 Pony Express Road STE 600 Draper, UT 84020. The evaluation committee will not be available during this time to discuss or accept your proposals.

The secretarial staff will provide you a certification form that your bid has been received by the district and by the required deadline.

It is also required that a soft copy be provided via email to dbowman@apamail.org. In the event of differences between the printed and digital versions the printed version will be care the heavier weight.