2020
Promontory School of Expeditionary Learning
Request for Proposal (RFP)
E-Rate Category 2, Internal Connections

February 26, 2020

LAST TIME FOR QUESTIONS: March 20, 2019 3:00 P.M. MST
PROPOSALS DUE: March 26, 2020 9:00 A.M. MST
BID AWARDED: March 26, 2020 at 12:00 PM
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REQUEST FOR PROPOSAL

The Governing Board of Promontory School of Expeditionary Learning (PSEL) issues the following Request for Proposal (RPF) for E-Rate Category 2, Internal Connections and Basic Maintenance.

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request for Proposal is to solicit proposals from providers (“Providers”) to update internal connections needed for broadband connectivity at Promontory School which are essential for the transport of information to instructional areas throughout the school and grounds for educational purposes. Essential instructional equipment at this site has reached its end of life and needs replaced within the next year (2020-21). The intention is that Providers will supply and install the equipment.

1.2 BACKGROUND

Promontory School of Expeditionary Learning is a K-8 E-Rate-eligible public charter school consisting of one building in Perry, UT. As of the October 1, 2019 count, Promontory had 444 students. No substantial increase is projected for the 2020-21 school year.

1.3 ISSUING ENTITY AND RFP REFERENCE NUMBER

The Governing Board of Promontory School is the issuing entity for this document and all subsequent addenda relating to it. The transaction will be referenced by the RFP title “2020 PSEL RFP E-Rate Category 2 Internal Connections.” This title must be referenced on all proposals, correspondence, and documentation relating to the RFP.

1.4 SUBMITTING YOUR PROPOSAL

- Bids will be accepted until March 23, 2020 3:00 P.M. MST. Late proposals will not be accepted.
- Provide three (3) copies of the response to the Request for Proposal as follows in a sealed envelope mailed or hand-delivered to:
  Promontory School of Expeditionary Learning
  Attn: Nancy Moyle
  1051 W 2700 S
  Perry, UT 84302

1.5 LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of up to one (1) year. At the end of the one (1) year, PSEL has the right to terminate the Contract.

1.6 PRICE GUARANTEE PERIOD

The proposal shall state the price guarantee for the one (1) year period. All pricing must be guaranteed for that period of the Contract. Any adjustment or amendment to the contract will not
be effective unless approved by PSEL. PSEL will be given the immediate benefit of any decrease in the market, or allowable discount given by the Provider to other school and school districts.

1.7 QUESTIONS

Any questions regarding this solicitation are to be directed via email to nmoyle@promontoryschool.org. All questions asked will be answered by addendum. The final time for questions is March 20, 2020 3:00 P.M. MST. This will allow an addendum to be issued, if necessary, allowing all those requesting the RFP to receive the answers to all questions asked and all answers given. During the solicitation process vendors shall not contact the school administration (other than email to nmoyle@promontoryschool.org) regarding this RFP or associated E-Rate Form 470. Contact outside of said email regarding this solicitation may result in the rejection of your submission.

1.8 DISCUSSIONS WITH POTENTIAL PROVIDER (ORAL PRESENTATION)

An oral presentation by a provider to clarify a proposal may be required at the sole discretion of PSEL. PSEL may require oral presentations from finalists. However, PSEL may award a contract based on the initial proposals received without discussion with any potential provider. If oral presentations are required, they will be scheduled after the submission of proposals and before an award of the contract. Oral presentations will be made at the Provider’s expense. If an oral presentation is required, the presentations are tentatively scheduled for March 24, 2020.

1.9 ADDITIONAL INFORMATION

An awarded contract is contingent upon a positive E-Rate Funding Commitment Decision Letter (FCDL) or other qualified means of funding that covers the E-Rate share.

1.10 PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:
(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);
(2) Commercial information or non-individual financial information obtained from a person if (a) Disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;
(b) The person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and
(c) The person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;
(3) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a
governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed; ....

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Provider must:
1. provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to Promontory School, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:


To ensure the information is protected, PSEL asks the Provider to clearly identify in the Executive Summary and in the body of the proposal any specific information for which a Provider claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of PSEL. Materials may be evaluated by anyone designated by the district as part of the proposal evaluation committee. Informative materials submitted may be returned only at PSEL’s option.

2.1 SUMMARY SCOPE OF WORK

Objective: To update internal connections needed for broadband connectivity within the Promontory School campus which are essential for the transport of information to instructional buildings throughout the district for educational purchases.

Vendor Requirements

By submitting a proposal, each applicant agrees to be available on March 26, 2020 to sign the contract should their proposal be awarded. If awarded vendor can not sign the contract that day, their proposal may be excluded.

Vendor must have a valid USAC Service Provider Identification Number (SPIN) and list the SPIN on Appendix A: Promontory School E-Rate Vendor Response Form at the end of this document.

In the event of an award, the Service Provider must meet and maintain all requirements and certifications to participate in the E-Rate Program, including process completion of the Invoicing for funded equipment and services, through USAL and the FCC.

Vendor proposing equipment they consider to be “fully functional equivalent” of the specified equipment that should include supporting documentation such as manufacturer technical specifications, data sheets, white paper, or other documentation that supports equivalence to the
specified equipment. Should said documentation not be included with the bid submission, the vendor may be considered “non-responsive” and the bid may be rejected.

Equipment must be fully compatible with existing school system management systems and protocols.

Promontory School’s intent is to award this contract on an “all or nothing” basis to the Provider.

Equipment provided by successful Provider shall be new and shipped directly from the manufacturer.

Promontory School would like to have the equipment installed and fully functional by August 20, 2020. Scoring points will be given to vendors whose narratives explain a reasonable plan of how to make that happen as outlined in section 2.4 Proposal Evaluation Criteria.

Promontory Governing Board will make the final determination of the equivalence of the proposed alternative. If it is determined that the proposed alternatives are not equal in all features and functionality, the bid for the alternatives will not be considered.

The decision of Promontory School with respect to questions of compliance with the bid specifications shall be final.

**Requested Equipment**

The following table details the type of equipment (or fully functional and compatible to Promontory’s existing systems equipment) being requested to update internal connections needed for broadband connectivity at Promontory School. Prices need to include freight/delivery costs to Promontory School, 1051 W 2700 S, Perry, UT 84302.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Model</th>
<th>Capabilities/Description</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td><strong>Cisco Meraki MS120-8 FP POE Switch</strong></td>
<td></td>
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<tr>
<td></td>
<td>Model</td>
<td>Capabilities/Description</td>
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<td></td>
<td><strong>MS120-8FP</strong></td>
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<td></td>
<td>1GbE RJ45</td>
<td>8</td>
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<tr>
<td></td>
<td>1GbE SFP</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Dedicated Mgmt Interface</td>
<td>-</td>
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<tr>
<td></td>
<td>Max Switching Capacity</td>
<td>20 Gbps</td>
</tr>
<tr>
<td></td>
<td>PoE/PoE+ Capable</td>
<td>Yes, 124W</td>
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<td></td>
<td></td>
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<tr>
<td>1</td>
<td><strong>Cisco Meraki MS225-48LP POE Switch</strong></td>
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<tr>
<td></td>
<td>Model</td>
<td>Capabilities/Description</td>
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<td></td>
<td><strong>MS225-48LP</strong></td>
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<td></td>
<td>1GbE RJ45</td>
<td>48</td>
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<tr>
<td></td>
<td>10GbE SFP+</td>
<td>4</td>
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<td></td>
<td>10G Hardware Stack Port</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Dedicated Mgmt Interface</td>
<td>1</td>
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<tr>
<td></td>
<td>Fan Operation</td>
<td>Fixed Internal</td>
</tr>
<tr>
<td></td>
<td>Power Supply</td>
<td>Fixed Internal</td>
</tr>
<tr>
<td></td>
<td>Redundant Power Supply</td>
<td>External RPS+ (optional)</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PoE/PoE+ Capable</td>
<td>Yes, 370W</td>
</tr>
<tr>
<td></td>
<td>Switching Capacity</td>
<td>176 Gbps</td>
</tr>
<tr>
<td></td>
<td>Layer 3 Routing</td>
<td>Static Routing</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
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<tr>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td><strong>Cisco Meraki MS250-48 Layer 3 Switch (non POE)</strong>&lt;br&gt;<img src="image" alt="MS250-48 Specs" /></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Meraki 5-year license for MS120-8 POE Switch</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Meraki 5-year license for MS225-48LP POE Switch</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Meraki 5-year license for MS250-48 Layer 3 Switch</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Wall-mount UPS battery backup units&lt;br&gt;Battery back-up units for Meraki MS120-8 FP POE switches installed above tiled ceiling – battery backup units must be fully functional with switches – including any licenses that might be needed to make the units function</td>
<td></td>
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<tr>
<td>1</td>
<td>Labor to install specified equipment and remove old switches</td>
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2.2 PROPOSAL RESPONSE FORMAT

All proposals must include:

1. **Vendor Response Form**: Promontory School Vendor Response Form completed and signed (Appendix A)

2. **Executive Summary**: The executive summary should be no longer than 2 (two) pages and contain the following elements:
   - A. Briefly describe Provider’s proposal with regard to products and services.
   - B. Highlight major features of the proposal, demonstrating Provider’s knowledge of the project.
   - C. Indicate any requirements that cannot be met by Provider.

The reader should be able to determine the essence of the Proposal by reading the executive summary. Protected information requests should be identified in this section.

3. **Detailed Response**: This section should constitute the majority of the proposal and must contain at least the following information:
   - A. **Narrative**: A complete narrative of the Provider’s assessment of the conversion process, timeline and Provider’s ability and approach to fulfill the requirements. This should demonstrate Provider’s understanding of the desired overall expectations.
   - B. **Point-by-point Response**: A specific point-by-point response, in the order listed, to each item contained in section 2.1 Summary Scope of Work of this RFP.

4. **Cost Proposal**: Within this section of the proposal, Provider illustrates an outline of the cost structure aligned to this project. Provider must include all fees applicable to the purchase and services including licensing, unit costs, technical support, fees, and any additional materials required for the installation of this wireless system. These costs must be broken out individually where possible.

All vendor pricing responses must meet the Lowest Corresponding Price requirements as set by the FCC and administered by USAC and continue to charge lowest corresponding price through invoicing. If the awarded vendor is found to be in violation of LCP requirements by the program, the vendor must also provide reparations due to Promontory School.

*(THE COST SECTION OF THE PROPOSAL MUST BE SEPARATE IN YOUR PROPOSAL DOCUMENTS.)*

5. **Experience and References**: A description of the Provider’s experience in implementing similar projects including references of institutions using providers digital conversion, resources and/or support for similar items to those you propose to provide to PSEL. Include the name, phone number, and email addresses of the contact person for these references.
6. **Project Team:** Provider shall identify the individuals that will be responsible to coordinate and implement the project including their qualifications and relevant experience.

2.3 **ADDITIONAL FEATURES AND INFORMATION** *(Optional)*

Please identify any unique features or additional information about the wireless system that you believe is important for PSEL to consider.

2.4 **PROPOSAL EVALUATION CRITERIA**

Bids will be opened and reviewed on **March 26, 2020 at 12:00 PM MST** at Promontory School in the board room. Evaluation of the proposal will be performed by a committee established for that purpose and will be based on the criteria below. Each area of the evaluation criteria must be addressed in detail in the proposal.

<table>
<thead>
<tr>
<th>Points for Evaluation Criteria</th>
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<tbody>
<tr>
<td>Price of Eligible Products and Services 45</td>
</tr>
<tr>
<td>Experience with the School 40</td>
</tr>
<tr>
<td>Quality of Specified Equipment 10</td>
</tr>
<tr>
<td>Favorable Timeline 5</td>
</tr>
<tr>
<td>Local Vendor 5</td>
</tr>
<tr>
<td>Points Total 100</td>
</tr>
</tbody>
</table>

3.1 **NOTIFICATION**

Based on the results of the ratings and interviews (if believed necessary), the Provider deemed as most advantageous to the district with the capacity for providing the necessary products and services will be selected.

Respondents not selected will be notified by the school, following the selection process, through an email communication to the designated contact person.

PSEL reserves the right to reject all proposals if the evaluation team determines that the value provided by the proposals does not justify the costs.

Once a proposal has been selected, the awarded Service Provider will be immediately notified and asked to sign a contract that on March 26, 2020 so that FCC Form 471 can be also be filed on March 26, 2020.

By submitting a proposal, each applicant agrees to be available on March 26, 2020 to sign the contract should their proposal be awarded. If awarded vendor can not sign the contract that day, their proposal may be excluded.
4.1 APPENDIX

A. Promontory School E-Rate Vendor Response Form – Please return to Promontory School with sealed bids before specified deadlines.

PROMONTORY SCHOOL
Vendor Response Form

DELIVER TO:

Promontory School of Expeditionary Learning
1051 W 2700 S
Perry, UT 84321
435-919-1900

COMPLETE THE FOLLOWING:

Company: __________________________________________
Address: __________________________________________

Contact Person: ______________________ E-Mail: ______________________
Phone: ______________________ Vendor’s SPIN #: ______________________

BEFORE REPLYING PLEASE READ THE FOLLOWING CONTRACT STANDARD TERMS AND CONDITIONS

The undersigned hereby declares, as Bidder, that he / she has reviewed all the requirements and specifications and is willing to comply with these Promontory School documents.

PLEASE READ AND SIGN:

1. Any deviation from specifications must be clearly noted. Only written specifications and instructions are valid.
2. Proposals must be received at Promontory School: 1051 West 2700 South, Perry, UT 84302, by the Due Date and Time listed in the advertisement.
3. The undersigned certifies that he/she is willing and able to furnish services in strict accordance with the requirements of this Request for Proposal.
4. In compliance with the Americans with Disabilities Act, individuals needing special accommodations to submit this Proposal should notify Promontory School of Expeditionary Learning, 435-919-1900, at least 36 hours prior to the time special accommodations will be required.

Failure to sign below in ink may result in being rejected.

Signature: ______________________ Title: ______________________
Print or Type Name: ______________________ Phone Number: ______________________