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**Request for Proposals #9-012
for
Network Switch Upgrade for Ogden High School**

Prepared by : Technology Department

**DUE: Feb 25, 2019
2:00 PM Mountain Time**

5 hard copies and 1 electronic copy (you may also submit 1 redacted copy electronically) of the Proposal for each location that must be received by The Ogden School District Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Monday, February 25th, 2019 and must be labeled RFP #9-012.

Ogden City School District

Purchasing Department Room #210

**1950 Monroe Blvd.
Ogden, Utah 84401**

1950 Monroe Blvd., Ogden, UT, 84401-0619
801-737-7300, www.ogdensd.org

Affirmative Action · Equal Opportunity · ADA Employer

General Information

A. Purpose

Ogden School District (the “District” or “OSD”) is accepting proposals from qualified, reputable firms for new network switches that will meet our specifications listed below. Bids will be evaluated and each requirement will be scored. A higher emphasis will be placed on initial costs, licensing costs, yearly maintenance costs and support costs.

This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting the minimum requirements, but is not intended to limit a proposal’s content or exclude any relevant proposal. Respondents are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

B. Background

Ogden City School District has a student enrollment of approximately 12,000 students. The District currently operates fourteen (14) elementary schools, three (3) Jr. High schools, two (2) high schools, and one (1) Alternative high school. District offices and support facilities are located at 1950 Monroe Blvd, Ogden, Utah.

C. General Requirements & Information:

(Hardware compatibility with current system 30 points)

The vendor shall be a registered E-RATE service provider and will provide their SPIN number as part of the bid process. The service provider must accept the Service Provider Invoice (SPI) method for E-RATE billing. Please enter the SPIN number and acknowledgement of the SPI billing method in the “Executive Summary” section of the bid response.

Vendor will have a Utah presence or will have previously done business with Ogden School District for bid to be considered. Please quote all line items with Description, part number, quantity and amounts separately.

Awarding and funding of this RFP will be dependent on E-RATE funding approval. The District reserves the right to cancel the RFP if E-RATE funding is denied, not fully funded, or District funds become unavailable.

All questions regarding this RFP will be submitted and responded to through SciQuest <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>,. If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request electronically through the SciQuest website. Questions and responses will be posted on the SciQuest website. **Questions must be submitted by Feb**

15th, 2019 by 12:00pm. No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

All products offered in response to this solicitation shall be new, current and in ongoing production; shall have been formally announced for general marketing purposes, shall be a model or type currently functioning in a user (paying customer) environment, and capable of meeting or exceeding all specifications and requirements set forth in this solicitation. Used, refurbished, demo, prototype or gray market equipment will not be acceptable in this Bid. All products must be supplied through an authorized distribution channel.

All products listed below are for reference only and any equivalent or better product can be substituted:

1. Quantity 3 HPE Aruba 5412R 92GT PoE+, Part Number JL001A, or equivalent or better.
2. Quantity 4 HPE Aruba 5460R 44GT PoE+, Part Number JL003A, or equivalent or better.
3. Quantity 20 HPE Aruba 1100 Watt Power supply for 5400's, Part Number J9829A, or equivalent or better.
4. Quantity 21 HPE Aruba 24p PoE+, Part Number J9986A, or equivalent or better.

D. Proposal Considerations:

(Perception of Firms Ability to Accomplish Scope of Work 10 points)

Respondents should give consideration to the following in putting together their proposal:

- Demonstrated ability: The responder will have demonstrated ability providing hardware in the quality and quantity requested in this RFP. Responder shall list at least 3 previous examples of satisfying an order of this size or larger.
- Timeline of delivery: The responder will provide an approximate delivery time table for complete order to arrive at the District once purchase is finalized.
- After sale support: The responder will describe their ability to support the District after the sale is completed. Specify warranty support on the new equipment and other sales needs the District may have in response to this purchase.
- In order to be considered, respondents must have local (Utah-based) sales and support resources or have previous relations with the Ogden School District.

E. Proposal Response:

(Overall Qualifications, Experience 10 points)

Each respondent should set forth its most compelling case for being selected to provide services requested in this RFP. All proposals must be organized and tabbed with the following sections in this order:

1. Transmittal Letter & Executive Summary (2 pages Maximum)
The letter of transmittal should include:

- An introduction of the firm, including name, address, telephone number and email address of primary contact and others authorized to deal with this proposal response;
- E-RATE SPIN number;
- Acknowledgment of using the E-ERATE SPI method for billing;
- A general statement of interest and what sets your firm and product apart from other potential respondents.

2. Detailed Discussion

This section constitutes the major portion of the proposal and must address items delineated in Section C above and also include responses to listed items in section D above.

3. Protected / Proprietary Information

The Government Records Access and Management Act (GRAMA), UCA § 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, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 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 UCA § 63G-2-309;

* * * * *

And

(6) 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, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).

3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

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

F. Fee Proposal:

(Fee proposal 50 points)

The Fee Proposal must be Separately Sealed. The fee proposal should include a clearly delineated cost breakdown. Any variable costs and options should be included in the fee proposal and designated appropriately.

G. Evaluation Criteria

The proposal will be analyzed and respondents may be requested to respond to a committee of District officials for any clarifying questions regarding the RFP or proposed equipment. The District reserves the right to accept or reject any proposal. It is also the right of the District to waive any formality or technicality if determined to be in the best interest of the school district.

Evaluation Rubric

Hardware Compatibility with current systems	30%
Perception of Firms Ability to Accomplish Scope of Service	10%
Overall Qualifications, Experience and References	10%
Fee Proposal and Fee Schedule	50%

Award shall be made to the respondent deemed most capable of providing the system and support deemed to most effectively meet District needs taking into account the proposals and evaluation factors here outlined.

H. Terms of Agreement:

All recommendations from the selection committee are subject to board approval. Once the Board has approved the recommendation, the district may then enter into a contractual agreement with selected vendor. Funding of this RFP is dependent on E-RATE funding and therefore, the District reserves the right to cancel all proceeding if funding is not available.

I. Standard Contract Terms and Conditions

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

J. Due Date

To qualify as a responsive proposal, five (5) hard copies of the proposals and one (1) electronic copy (either emailed to crawfordk@ogdensd.org or on a USB drive) of the proposal must be received by the office of Ken Crawford, Director of Purchasing, (1950 Monroe Blvd., Building 1 Room 210, Ogden, Utah 84401) no later than 2:00 PM Monday, February 25th 2019. Please reference RFP #9-012 and Vendor Name on the package label.