

Lebanon School District #9 Technology Network Upgrade Request for Proposal

The Lebanon Community School District #9 (henceforth referred to as the “district”) is soliciting competitive sealed proposals for an upgrade to its wired network infrastructure. This bidding process falls under the USAC (Universal Service Administrative Company) E-Rate program and filed under the FCC Form 470.

Qualifications, procedures, and directions for reviewing the Lebanon Community School District #9 **Form 470 #: 160000629** can be found at the following USAC website:

<http://www.universalservice.org/sl/service-providers/default.aspx>.

Direct search of FCC Form 470s:

<http://www.universalservice.org/sl/tools/default.aspx>).

This request and supporting documentation will be posted on the following website. Any changes and/or clarifications to this request will be posted here as well.

http://tech.lebanon.k12.or.us/home/e-rate-network_upgrade

It is the responsibility of the respondents to periodically check this website for any updates.

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I. Standard Terms and Conditions

A. Qualifications to Bid

The district reserves the right to disqualify bidders failing to meet the following qualifications. Furthermore, the district reserves the right to reject all bids, any bid not in compliance with all prescribed public procedures and requirements and to waive informalities in this bid.

- Bidders must provide a Service Provider Identification Number (SPIN) and meet all other qualifications for “Service Providers” as defined by USAC (<http://www.usac.org/sl/service-providers/default.aspx>)
- Bidders shall refer to the provisions of the Oregon Statutes, Chapter 279. Specifically bidders shall agree to abide by the requirements of ORS 279C.800 – 279C.870 and the Districts local Public Contract Rules. The bid must indicate if bidder is a resident bidder as defined in ORS 279C.375 and if the contractor and subcontractors are licensed under ORS 701.005 – 701.055.
- Bidders must be bonded and insured
- Bidders must submit bids in a timely manner
- Bidders must have documented and/or referenced proof of previously performing similar sized projects
- Bidders must be timely in responding to district requests for information
- Bidders geographic proximity must be reasonably feasible to provide timely implementation and post-project support

B. Specifications/Scope of Work

Specifications/Scope of Work for items/services to be purchased is detailed in section IV “Detailed Specifications”.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event a bidder is proposing another manufacturer and/or model number other than stated in the specification, the bidder must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the bidder. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the district staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment purchased from the manufacturer, of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

In the event items requested are discontinued by the manufacturer, bidder shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Bidder shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the district.

C. Inquiries

All inquiries regarding submission & technical specifications in this bid should be directed to:

Peter Klingler - Network/Systems Engineer

E-mail: peter.klingler@lebanon.k12.or.us

Phone: 541-259-8934

Fax: 541-259-3849

Discussions may be held with bidders submitting bids acceptable or potentially acceptable. The purposes of the discussions are:

1. Promote understanding of the district's requirements and the bidder's proposals; and
2. Facilitate arriving at a contract most advantageous to the district taking into consideration price and other evaluation factors set forth in the Request for Proposal (RFP).

Answers to questions and clarification of documents will be posted on the district's website:

http://tech.lebanon.k12.or.us/home/e-rate-network_upgrade

Note: Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

D. Submission of Bids

Note: Instructions for submitting proposals are posted in section III "Proposal Submittal Instructions"

Oregon State statutes require that the district go through a prescribed bidding process. A bid is allowed under O.A.R. for certain goods or services. This bid allows bidders the opportunity to submit to the district the bid or bids that they feel will best serve the interests of the district.

Errors in Bid

The district takes the bidding process seriously, and it is its intent to solicit bids that are accurate and that each bidder intends and is able to honor. Bidders are expected to submit bids that are accurate, complete and contain all terms and conditions that they feel are necessary. It is the bidder's responsibility to fully inform themselves of the conditions, requirements, and specifications before submitting bids.

Changes & Withdrawals of Bid

If after submitting a bid, the bidder finds changes are necessary, the bidder may change or withdraw their bid ANY TIME UP TO the time of the bid closing time. However, after the closing time, the bid MAY NOT be changed or altered in any way.

The signed bid shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by the district. In case of a default and/or failure to perform on the part of the bidder after such acceptance, the district may take such action as it deems appropriate, including legal action for damages or lack of required performance.

Definition of Competitive Sealed Proposals

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

E. Receipt & Registration of Bids

Bids and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more district personnel. Proposals and modifications shall be shown only to personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

F. Selection Criteria

The primary objective of the district is to select a qualified firm to provide necessary equipment and services at a fair and reasonable cost. The district has established the following criteria for the selection process (which is further detailed in the “*Scoring Criteria*” document):

Price (15%)

- As required by USAC, this will be the highest weighted criteria. Price will be evaluated in relation to the district project budget of \$550,000.
For a fair cost comparison when scoring total bid prices, all bids with multi-year support contracts will have their total price reduced to reflect one year support cost.

Quality of Design (14%)

- Meets and/or exceeds the stated requirements listed in the RFP
- Design conforms to reasonable best practices in a K-12 educational environment
- Design accounts for reasonable future growth based off of current usage metrics
- Provides, where most critical, reasonable resiliency compared to cost

**Quality/Reputation/Compatibility/
Features of Product/Services (14%)**

- Feedback from product reviews and evaluations
- Products' performance and reliability can be verified by references from environments similar to the district
- Product will be compatible with the design of the district's network and the equipment attached to its network
- Product provides multiple useful features to meet current and future network needs

Fringe Benefits of Product/Services (5%)

- Product includes additional useful product features (examples: Software-Defined Networking (SDN), Network Management/Monitoring, VMWare Integration, etc.) Bidder provides useful additional included add-on services

**Quality of Engineering/
Implementation Team (14%)**

- Is sized appropriately to engineer and implement in a timely manner
- Is reasonable to schedule
- Quality of work
- Implementation timeframes
- Expertise and experience in design and implementation
- References

Terms-of-Service (12%)

- Flexibility of contract terms to adjust for district budget and/or E-Rate funding changes
- Flexibility of contract terms to adjust for changes in the needs of district network
- Flexibility of contract terms to adjust for changes in product bid

On-Going Support Costs (14%)

- Cost of future year Warranty/Support costs (including firmware/iOS upgrades)
- Product provides reasonable flexibility on how and what products will need extended support

**Post Implementation Support
And Training of District/Other Personnel (12%)**

- Training is offered to Lebanon Community School District #9 and other support personnel (ex: Linn-Benton-Lincoln Education Service District Technology Personnel)
- On-going support options are included and/or available

G. Award of Contract

The contract, if awarded, will be awarded to the bidder who has met all the qualifications listed in this RFP and has achieved the highest ranked score using the specified “Scoring Criteria” also listed in this RFP. If a bidder is unable to execute a contract and provide delivery within the time parameters specified in this RFP, the district will award the contract to the next most qualified bidder. Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this RFP.

In the case of a tie score between two or more bidders, the district selection committee shall conduct interviews with applicable companies. The interview will seek clarification around areas listed in the scoring criteria. The committee will then make a final selection.

At its option, the district may take either of the following actions in order to form a contract between the district and the selected bidder:

1. Accept a proposal by issuing a written “Notice of Award” to the selected bidder, which incorporates the proposal documents by reference and accepts all or selected portions of the bidder’s proposal. This “Notice of Award” will represent a contractual obligation, and will be executed by both the district and the selected bidder.
2. Enter into negotiations in an effort to reach a mutually satisfactory contract which represents a contractual obligation and will be executed by both the district and the selected bidder. This contract will be based on proposal documents, the submitted proposal and the associated negotiations

H. Terms of Payment and Invoicing

Terms of payment and invoicing requirements will be included in the final contract.

I. Vendor Performance

The successful offeror(s) will be evaluated by the district over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

II. Additional Terms and Conditions

A. Collusion

A bidder submitting a proposal hereby certifies that no officer, agent or employee of the district has a pecuniary interest in this proposal; that the proposal is made in good faith without fraud, collusion or connection of any kind with any other bidder and that the bidder is competing solely in its own behalf without connection with, obligation to any undisclosed person or firm. No employee or elected official of the district may own more than 5% of a business that is submitting a bid on any awards with the district unless it is fully disclosed in the bid documents.

B. Contract, Performance and Payment Surety Bonds

After receipt of "Notice of Bid Award", the bidder to whom the Contract is awarded, shall execute a formal, written contract and shall furnish a Corporate Performance Surety Bond and a Corporate Payment Surety Bond in form and with surety satisfaction to the district in an amount equal to the full contract sum for the faithful performance and payment of said contract and all provisions thereof; provided, that the formation of said contract shall not be complete and the district shall not be liable thereon until said formal written contract has been executed both by the successful bidder and by the district and said Performance Bond and Payment Bond, properly executed, have been delivered to and accepted by the district.

C. Insurance and Proof of Coverage

The Contractor will name the "Lebanon Community School District #9" as additional insured and include wording for "waiver of subrogation" and "primary non-contributory insurance". Work shall not commence until the Contractor has met all insurance requirements and certificates thereof have been filed with the Business Department.

Professional Liability Insurance (Errors and Omissions for IT Professionals)

The Contractor must hold \$2,000,000 aggregate limit (\$1,000,000 per occurrence) for Professional Liability (*Errors and Omissions for IT Professionals*) insurance which responds to losses of an economic nature (not bodily injury or property damage) caused through negligence in performing or failing to perform professional services.

General Liability Insurance

At all times during the performance of the work the Contractor, at the Contractor's expense and risk, shall carry General Liability insurance including completed operations, covering all operations of the Contractor and subcontractors in connection with the work, including motor-vehicle operation, in form and in a company or companies approved by the district and with limits of coverage not less than those hereinafter set forth, and no work shall be performed until a certificate evidencing such insurance has been delivered to and approved by the district. Said insurance shall be non-cancelable except upon THIRTY (30) DAYS advance written notice to the district and shall name the district as an additional insured and as a loss payee as its interest may appear. The policy limits for damages for bodily injury, including death, and for property damage shall be not less than the following:

1. \$2,000,000 aggregate limit (\$1,000,000 per occurrence) for Bodily Injuries, including damages for care and loss of services, arising out of bodily injury or death.
2. \$2,000,000 aggregate limit (\$1,000,000 per occurrence) for damages as a result of Personal Injury to include false arrest, false imprisonment, wrongful entry, wrongful eviction, wrong detention or malicious prosecution, libel or slander, assault and battery committed for the purpose of preventing or eliminating danger to person or property, and allegations of sexual or physical abuse.
3. \$2,000,000 aggregate limit (\$1,000,000 per occurrence) for Property Damage, including damages for loss of use, arising out of injury to or destruction of property in any one occurrence. Said coverage shall cover motor vehicles operation as well as all operations of the contractor and subcontractors in connection with any work on our premises.

Worker's Compensation

Bidders shall also deliver to the district a certificate evidencing sufficient Oregon Workers' Compensation coverage, as required by law, protecting the district from any claims arising, as a result of work performed on our behalf, by Contractor's or Subcontractor's employees.

Fire Insurance

The Contractor will provide primary fire coverage and/or assume responsibility as primary self-insured against loss of all tools, materials, and equipment, whether owned, leased, or rented, stored on or off the premises, used in performance of this construction project. The Contractor and subcontractors shall arrange their insurance so that the district will not be charged with any part of the cost of any insurance.

D. Required Certifications/Licenses

Nondiscrimination

Each Bidder must certify that the Bidder has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women, or emerging small business enterprise certified under ORS 200.055.

Resident Bidder

Each Bidder must identify whether the Bidder is a resident Bidder, as defined in ORS 279A.110 (4), ORS 279C.375.

Construction Contractors/ Landscape Contractors Board

The district will not receive or consider bids unless the Bidder is licensed with the Construction Contractors Board or the State Landscape Contractors Board, as applicable. Only "General Contractor - All Structures" or "Specialty Contractor - All Structures" classifications are allowed on district public works projects.

Public Works Bond

For projects exceeding \$100,000 the following applies: The contractor and every subcontractor must have a Public Works Bond pursuant to ORS 279C.936 filed with the Construction Contractors Board before starting work on the Project, unless exempt under ORS 279C.836(7) or(8).

E. Prevailing Wages

If the final project cost including all change orders exceeds \$50,000, than the following applies:

Prevailing Wages Apply

ORS 279C.800 through ORS 279C.870 applies to this Project. Workers shall be paid not less than the specified minimum hourly rate of wage in accordance with ORS 279C.830. The prevailing wage rates are set forth in the State of Oregon Bureau of Labor and Industries ("BOLI") publication entitled Prevailing Wage Rates for Public Works Projects in Oregon, July 1, 2013 and any subsequent amendments is incorporated by reference herein. THE LATEST VERSION IS PUBLISHED ON BOLI WEBSITE www.boli.state.or.us.

Payment of Prevailing Wages

No bid will be received or considered by the district unless the bid contains a statement by the bidder that "Contractor agrees to be bound by and will comply with the provisions of ORS 279C.840 or 40 U.S.C. 27a." See "Prevailing Wages Apply" above for instructions for obtaining prevailing wage requirements.

F. Equal Employment Compliance Requirement

By submitting this bid, the bidder certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports that are required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws shall be supplied to the district upon request, for purposes of investigation to ascertain compliance with such acts, regulations and orders.

G. List of Subcontractors

The awarded contractor will submit a list of all subcontractors, including Builders' Board registration number, proof of a filed Public Works Bond and insurance information, proposed to be used on this project. No additional subcontractor may be added to this list after the submission without the written approval of the district. It shall be the responsibility of the General Contractor to assure that all subcontractors are duly registered and have filed a Public Works Bond with the Oregon State Builder's Board and carry adequate liability and Oregon Worker's Compensation, as required.

H. Criminal Background Check, Drug Testing, Tobacco and Alcohol Policies

The district is committed to maintaining a drug-free workplace and strictly complies with the Drug Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. No alcohol, drugs, firearms or weapons are allowed on any district

Lebanon Community School District #9, Technology Network Upgrade Request For Proposal property. In accordance with district policy, smoking and the use of all tobacco products are prohibited on all district property. In order to comply with ORS 279C.505 (2) and to enable the district to determine that a bidder will comply with the district's above noted policies, bidders shall submit, with their quote submission a copy of their Employee Criminal Background Check, Drug/Alcohol Testing Process/Policy. Per ORS 279C.505 (2) documentation of a drug testing program or proof of no employees must be submitted to the district with your proposal/quote.

I. Hold Harmless

The Contractor shall hold harmless, indemnify, and defend the district, its officers, agents, and employees for all claims, suits or actions of any nature arising out of any act, error, or omission of the Contractor, its officers, subcontractor, agents or employees whether actual or alleged, and resulting in bodily injury, property damage, or personal injury, during or resulting from the work described under this contract except liability arising out of the sole negligence of the district.

J. Antitrust Claims

The vendor hereby assigns to the Lebanon Community School District #9 fully, finally, and in their entirety, any and all federal and/or state antitrust claims that the vendor now has or may hereafter acquire as a result of or in connection with any and all goods and services in the contract. Further, the vendor shall cause similar wording in favor of the district to be made a part of any and all contracts entered into with subcontractors or suppliers as a result of the primary contract. Claims shall include price-fixing, monopolization, and any other violation of state or federal antitrust law.

K. Transfer or Assignment

Neither this contract nor any interest therein shall be transferred to any other party or parties, and in case of such transfer, the district may refuse to carry out this contract, either with the transferor or the transferee. All rights of action for any breach of this contract by a successful bidder are reserved to the district. No officer of said district, nor any person employed in its service, is, or shall be, permitted any share or part of this contract or any benefit, which may arise from this point on. The successful bidder further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided for herein. The successful bidder shall not permit any lien or claim to be filed or prosecuted against the district for or on account of any labor or material furnished aforesaid.

L. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least one (1) year from the date of delivery. Any additional warranty offered by the bidder should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the district.

M. Additional Offered Services

In the event the bidder wishes to provide additional services above and beyond the stated requirements of this proposal at “no cost” to the district; these services should be identified and included in the proposal response.

N. Compliance with Specifications/Terms and Conditions

The RFP (I. Standard Terms and Conditions, II. Additional Terms and Conditions, III. Proposal Submittal Instructions, IV. Detailed Specifications), Attachments/Additional Documentation/Forms, responses to vendors, addenda, and/or any other pertinent documents form a part of the bidder’s proposal and by reference are made a part thereof.

O. Reservations

The Lebanon Community School District #9 herein expressly reserves the following rights:

1. To reject any or all quotes as permitted by Oregon Statute or Administrative Rule.
2. To consider the competency and responsibility of prospective bidders and of their proposed subcontractors in making the award.
3. To award a contract for any one of the items described under the general specifications or upon any number of the items described therein or upon all of the items described therein, as it determines is in the best interest of the district.
4. In the event any prospective bidder or prospective bidders to whom the contract is awarded shall default in executing said formal contract or in furnishing a satisfactory Performance and/or Payment Bond within the time and in the manner hereinafter specified, to re-award the contract to another prospective bidder or prospective bidders, as provided by statute.
5. In the event only one quote is received, the district, at its election, return the quote.
6. To require a signed statement from the prospective bidder, on the product quote, to furnish any materials herein requested that does fully meet all of the specifications published in this document and the attached quote quantity listing for that material, substance or product.
7. The bidder agrees that the district shall have the right to place purchase orders referencing “Wired Network Upgrade” for quantities of listed items as the district may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The district will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the district.

III. Proposal Submittal Instructions

A. Completion of Proposal Submittal Form

For each item listed on the additional “RFP Submittal Form” complete with the requested information.

B. Proposal Preparation and Submittal

All proposals shall be:

- Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

- Submitted in a sealed envelope, which is plainly marked with the
 - District Name: Lebanon Community School District #9
 - Proposal Name: Wired Network Upgrade
 - Form 470 Number: 160000629
 - Date and Time of Proposal Opening: 1PM, January 15th, 2016

- Follow the format described in Section IV “Detailed Specifications”.

- Bidders shall provide two (2) copy(s) of submitted proposal proposals containing all pertinent documentation.

- Mailed or delivered in sufficient time to ensure receipt by the Technology Department prior to the proposal opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the bidder.

- Proposals submitted by facsimile or email transmission will not be accepted.

- Considered an irrevocable offer for a period of sixty (60) days from the date of proposal opening.

Bidders are encouraged to review carefully all provisions and additions of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

The district assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

C. Submittal Deadline

Quotes must be received at the address below prior to 1:00 PM Pacific Time, Friday, January 15, 2016. Abby Henderson, is the designated district official for receipt of these quotes. All quotes must be received by the Technology Department of the Lebanon Community School District #9 at the address below no later than the date and time specified. Late quotes will be rejected. The district WILL NOT be responsible for quotes delivered to any location other than the Technology Department. If quotes are mailed or delivered to a location other than the Technology Department, but are not received by the Technology Department by the time and date of bid closing noted above, they will be rejected.

D. Submittal Contact Information

Lebanon Community School District #9
Technology Services
Attention: Abby Henderson
485 S. 5th St.
Lebanon, OR 97355

IV. Detailed Specifications

A. Background and Purpose

The Lebanon Community School District #9 is made up of (8) schools and (3) operations buildings over a 50-mile radius, serving approximately 4,200 students, and 500 staff. The following is a list of the buildings and their function:

Schools:

Cascades Elementary School (K-5th grade)
Green Acres Elementary School (K-8th grade)
Hamilton-Creek Elementary School (K-8th grade)
Lacomb Elementary School (K-8th grade)
Lebanon High School (9th-12th grade)
Pioneer Elementary School (K-8th grade)
Seven Oak Middle School (6th-8th grade)
Riverview Elementary School (K-5th grade)

Other Buildings:

Land Lab (Agricultural classroom center for High School)
District Office (including Warehouse housing Transportation and Facilities Services)
City of Lebanon Justice Center (district off-site connection to service providers)

The wired network infrastructure is a core component of the technology resources for the district, yet most of the current system / equipment is over 10-years old. As demand for this network resource continues to steadily rise, it is essential that the district update this aging infrastructure. This request is seeking proposals to upgrade the district's wired network in order to provide a resilient and high speed backbone for the foreseeable future. Proposed upgrades must support:

- Continued increase in wireless device usage
- The network loads created by a student 1:1 (or even 1:2 or greater) device ratios (PCs, Chromebooks, iPads, personal cell phones and tablets)
- Increased need to quickly and seamlessly access various internet-based cloud services
- Ongoing incorporation of audio/video-based teaching instruction
- Mandatory online testing
- Continued access to internally hosted applications, files and printing
- District-wide security cameras

As a K-12 educational institute, funds are often hard to come by and are spaced few and far between. In approaching this design-implementation contract, the following points must be incorporated:

- While the district might be able to upgrade individual components sooner, as a whole the district seeks a solution that will last for the next 10 years.

- While the district desires a solution that will support future needs, the district prioritizes a design-implementation that:
 - Is reasonably suited to the needs of a K-12 environment (the district is not a financial institution, multi-campus corporation, or higher-ed organization).
 - Is fine-tuned to realistic future needs estimated from current usage metrics.
 - Provides resiliency only where most critical (some amount of downtime is acceptable in this environment as a trade-off to higher costs).
 - Considers many, if not most, current and future applications are migrating to the cloud.
 - Accommodates performance requirements for internally hosted resources including DNS, DHCP, limited SQL environment, printing, file services, workstation management (Remote Control, Group Policy, Imaging, Application Deployment, and Windows Updates), IP Telephony, Security Cameras, Library Management and Transportation Management systems.

B. Overview of Request and Required Format of Submitted Proposals

Eligible proposals will include the following elements:

1. Executive Summary

This section shall provide a summary of the bidder's proposal to provide the equipment and services detailed in the specifications.

2. Company Experience

This section shall provide detailed project profiles describing the bidder's experience in designing and implementing projects of similar size and scope. Project descriptions should include information regarding the project size/scope, design process, implementation details, performance metrics for completed solution, and client reference(s). Bidders will also include staffing information for each project detailing design and implementation staff and their certifications/registrations. References and contact information must be listed on the "*RFP Submittal Form*".

3. Ability to Perform

This section shall provide:

- A detailed Statement of Work/Deployment plan for the configuration and deployment of any equipment and/or service. This will include a suggested timeline for *pre-engineering, configuration, implementation, testing, and training* stages of this project.

Note: A final timeline with clearly defined deadlines for the pre-engineering, configuration, implementation, testing, and training stages, along with penalties for failing to meet these deadlines, will be negotiated in the final signed contract with the winning bidder.

- Resumes of staff who bidder will be assigning to this project for pre-engineering, configuration, deployment, and post-project support services. Resumes will include name, title/role, project experience, certifications/registrations, current

Lebanon Community School District #9, Technology Network Upgrade Request For Proposal project assignment(s), and lists of other known projects that staffer will be supporting during this project for the district.

4. District-wide wired network design

This shall include a proposed wired network design for the district data center, all schools and buildings (including outlying buildings (i.e. LHS Stadium, LHS Brickhouse, LDO Warehouse, etc.). Include, as necessary, upgrades to single-mode fiber, switches, routers, electrical wiring, UPS/Surge protection, PoE (Power-over-Ethernet), and included components of any of these items.

Please see section “(D.) Technical Details” below for further detailed requirements.

5. Cost Proposals

Bids should separate costs according to school/location, with core equipment/services that service all locations as a separate item. Equipment that is used to terminate “Dark Fiber” between locations should also be listed as a separate line item so as to allow cost allocation between E-Rate Category 1 and Category 2. If appropriate, itemize cost of equipment components by those components providing “Dark Fiber” connectivity and those providing “Internal Connections”.

Include the following costs in the submitted bid:

- *Itemized Equipment Costs*
 - Switches, routers and all included components (SFP(+) transceivers, PoE, power supplies, modules, power cables, stacking modules/cables, etc.)
- *Itemized Implementation Costs*
 - Engineering
 - Project management
 - Installation
 - Configuration
 - Testing
 - Training
- *Itemized Support Costs*
 - Warranty
 - Support Contracts (1-year minimum/3-year maximum)
 - Provide an estimate of yearly support costs for 8 years (this can include quoted support contract time period).
- *Other itemized Costs & Requirements*
 - Fiber-optic and/or UTP cabling and related components
 - Telecommunications infrastructure
 - Patch Cables
 - UPS units
 - PDUs (power strips) and surge-protection
 - Electrical wiring and/or infrastructure

C. Schedule

- Filing of Form 470 and Wired Network Upgrade RFP
 - December 2, 2015

- Non-mandatory Walk-Throughs

Two non-mandatory informational walk-throughs will be held starting at the Lebanon District Office, located at 485 S. 5th St. All bidders and potential sub-contractors are encouraged to attend at least one.

 - Thursday, December 17, 2015 at 9:00 AM (PST)
 - Tuesday, January 5, 2016 at 9:00 AM (PST)

- Close of Bidding Window
 - Friday, January 15, 2016 at 1:00 PM (PST)

- Award of Contract / Signing of Final Contract
 - Within 60 days of the close of bidding window

- Filing of Form 471
 - Estimated January/February 2016

- Implementation of Network Upgrades based off of signed contract timeline
 - E-Rate eligible between April 2016 through September 2017
 - Desired completion of implementation, testing, and training stages is July 31, 2016.
 - A final timeline with clearly defined deadlines for the pre-engineering, configuration, implementation, testing, and training stages, along with penalties for failing to meet these deadlines, will be negotiated in the final signed contract with the winning bidder.

D. Technical Details

The district is seeking to upgrade its core wired network. It has divided this upgrade into two sections:

Section 1: Upgrade District Core Network Components

Section 2: Upgrade of School/Locations Core And Access Layer Network Components

Section 1:

Upgrade District Core Network Components

Upgrade of the district's current core datacenter network switches and routers. Provide 10Gb uplinks to each of the current single-mode dark fiber connected schools and possibly a separate data plane (Top-of-Rack solution) for the server/storage infrastructure.

Note: The district does not plan to replace its current Cisco ASA 5510 Firewall in this upgrade. It will be removed as firewalling is currently being performed by the district's ISP (Linn-Benton-Lincoln ESD).

Core Switch

Replace current district core Cisco 4506 (Supervisor 4) layer-3 switch. With the exception of the district's two remote schools and farm (Hamilton-Creek, Lacombe and Land Lab), layer-3 routing is performed at this core and then layer-2 out to the buildings. It has been recommended that the district shift layer-3 routing to each building core. This recommendation should be addressed in bidder's proposed designs. Currently the district's servers and storage terminate directly into the Cisco 4506 core switch.

Upgrade with equipment equivalent to or better:

- Cisco Catalyst 4500-X
- 1Gb/10Gb Fiber Optic Modules
- Patch Cables
- Installation Services (Installation, Configuration, Testing, and Project Management)
- Warranty/Support Services (1, 2, or 3 year maximum)
- Resiliency (Spare Chassis, Dual Power Supplies, Dual Management Modules, Spare Module(s)).

Top-of-Rack Switches

Switches for core Server/Storage (Server, Storage, vMotion). Currently this is integrated into the core switch (minus vMotion and iSCSI (iSCSI array will be going away in the near future). The district is open to keeping storage/server terminated directly in the core or moving to its own separate data plane (Top-of-Rack). Currently all the servers/storage are running 1Gb or aggregated 1Gb copper. The district would like minimum 10Gb uplinks (for a Top-of-Rack solution), sufficient 1Gb copper to cover current server/storage access needs, and a small amount of additional 10Gb capability for server/storage access if it decides to move any servers/storage to 10Gb. Inventory of current servers/storage is listed on associated documentation (EquipmentbySchool-VendorCopy.pdf)

If moving to a separate data plane (Top-of-Rack solution), upgrade with:

- Switches appropriate for server/storage data traffic in this environment
- 1G Copper and 10G or 40G Fiber Optic Modules
- Stacking cables/modules as required
- Patch Cables
- Installation Services (Installation, Configuration, Testing, and Project Management)
- Resiliency Required

Justice Center

This is where the district connects with its service providers, Peak Internet and LS Networks. Peak Internet currently provides connections to the district's three remote locations:

- Hamilton-Creek (100Mb Fiber)
- Lacombe (50 Mb Point-to-Point Licensed Wireless)
- Land Lab farm (100Mb fiber)
- The above 3 terminate into a 100 Mb aggregated link back to the Justice Center

LS Networks currently provides a connection over to the district's ISP (Linn-Benton-Lincoln ESD) in Albany, Oregon.

- 400Mb link back to the districts ISP (Linn-Benton-Lincoln ESD in Albany, OR).

Both Peak and LS Networks terminate into a HP Procurve 2920-24G switch via 1Gb copper. This switch links back to the district core at the Lebanon High School MDF via city donated 2 strands Single-Mode fiber. (The city has verbally offered an additional (2) strands of Single-Mode fiber if needed.)

Upgrade with equipment equivalent to or better:

- Cisco Catalyst 2960X or 4500-X
- 10G Fiber Optic Modules
- Patch Cables
- Installation Services (Installation, Configuration, Testing, and Project Management)
- Resiliency Requirements (Dual power supplies for a single chassis/switch solution OR redundant/backup switches)

Backup Site/Secondary VM site (Pioneer School MDF)

This site functions as the "off-site" backup and secondary VM environment. Currently backup and VM hosts terminate with 1Gb copper into a single HP 2848 switch with 1Gb single-mode fiber back to district core. Inventory of current server/storage is listed on associated documentation (EquipmentbySchool-VendorCopy.pdf)

Upgrade with equipment equivalent to or better:

- Cisco Catalyst 2960X w/ Stacking Modules or integrate into Pioneer school's core switch(es)
- 1G Copper/10G Fiber Optic Modules
- Stacking cables/modules as required
- Patch Cables
- Installation Services (Installation, Configuration, Testing, and Project Management)
- Resiliency Preferred

Section II:
Upgrade of School/Locations Core
And Access Layer Network Components

Upgrade the core switch at each school/location with layer-3 switch(es) and PoE (Power-Over-Ethernet). Replace school/location secondary closets switches with Layer 2 and/or layer2/3 switches and POE.

Core switches will provide WAN connectivity back to the District Core (in LHS MDF) via lit or dark fiber or point-to-point wireless. Dark fiber connections to District core should be upgraded to 10Gb. UPS equipment will need to be provided and installed at school core closets and surge protection provided and installed in secondary closets. Unless it is considered unreasonable based on current and projected use in the next five years, replace fiber cabling and connections to secondary closets to provide 10Gb ethernet connectivity.

School/Location Cores

Upgrade with equipment equivalent to or better:

- Cisco Catalyst 4500-X, Cisco Catalyst 3650, or 2960XR layer-3 switches (depending on location needs)
- PoE/PoE+ for phones, security cameras, and access points
- 1G/10G Fiber Modules
- Stacking cables/modules if needed
- Patch Cables
- UPS equipment and network monitoring equivalent to Eaton 5PX1500RT (All school cores except Lebanon High School MDF which is already sufficiently protected by an Eaton 9355 UPS). Desired minimum runtime of 20 minutes.
- Electrical wiring upgrades necessary to support quoted equipment. Current MDFs and closets are serviced with 15amp or 20amp 110v circuits.
- Installation Services (Installation, Configuration, Testing, and Project Management)

School/Location Access Layer Closets

Upgrade with equipment equivalent to or better:

- Cisco Catalyst 2960-X POE+ Switches
- 1G/10G Fiber Modules
- Stacking cables/modules if needed
- Patch Cables
- Upgrade fiber runs to closets, where it makes sense based on estimated growth in the next 5-10 years, to Single-Mode fiber
- Surge Protection
- Installation Services (Installation, Configuration, Testing, and Project Management)

RFP - Additional Technical Documentation

These documents are posted at the following site:

http://tech.lebanon.k12.or.us/home/e-rate-network_upgrade

- EquipmentbySchool-VendorCopy.pdf (File)
(Contains detailed audit of current equipment (switches, routers, storage, servers, PoE), fiber, used port counts at each location. Also includes network diagrams.)
- Graphs By Location (Google Folder)
<https://drive.google.com/folderview?id=0BwfWFhNruL4YZ3V4bDdjOXYyTIU&usp=sharing>
(Contains network bandwidth metrics at each location)
- Pictures By Location (Google Folder)
<https://drive.google.com/folderview?id=0BwfWFhNruL4YWVRLVDhyeid6aDQ&usp=sharing>
(Contains pictures of datacenter and MDF/IDF closets)

RFP - Forms and Other Documentation

These documents are posted at the following site:

http://tech.lebanon.k12.or.us/home/e-rate-network_upgrade

- RFP Submittal Form.pdf
(Submit with RFP in sealed bid envelope/package)
- Scoring Criteria.pdf
(Scoring metrics and definitions district will use for scoring bids)