



METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP

Dr. Shawn A. Smith
Superintendent

Lawrence Education & Community Center
6501 Sunnyside Road
Indianapolis, IN 46236
(317) 423-8200

November 19, 2018

RE: Request for Proposals (RFP) for Network Cable Installation

Dear Sir or Madam,

The Metropolitan School District of Lawrence Township (MSDLT, the District) seeks proposals for data cable installation in various school buildings throughout the school corporation.

I cordially invite you to respond to MSDLT's attached request for proposals (RFP) for network cable installation.

Sincerely,

Michael S Bottorff
Chief Technology Officer
Metropolitan School District of Lawrence Township

METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP RFP FOR NETWORK CABLE INSTALLATION

REQUESTING: **Proposal** (1 original and one electronic; delivered as described in sections 1.3 and 4.2)

Issue Date: November 19, 2018

Bid opening: December 21, 2018 at 12:00 pm local time (EST)

Procurement Time Frame: Request for Proposals Issued: November 19, 2018
Request for Proposals Response Date: December 21, 2018
Award and Contract Execution: January 14, 2019 (tentative)

Requested Services: Network Cable Installation

Enclosures: 1.0 Purpose and Background
2.0 Scope of Procurement
3.0 Evaluation Criteria and Vendor Selection
4.0 Proposal Format and Content

Response Documents: Mailing Label
Response Cover Page
Vendor Response Forms
Detailed Pricing Forms
Reference Form
Service Invoice/Order Form
Proposed Agreement

QUESTIONS: The District will only answer vendor questions during the onsite walkthrough scheduled at 8:30 am on December 4, 2018.

1.0 PURPOSE AND BACKGROUND

1.1 Purpose of this Request for Proposals (RFP)

Metropolitan School District of Lawrence Township (MSDLT, the District) seeks proposals for network cable installation in various school buildings throughout the school corporation. MSDLT seeks responses from appropriately qualified and experienced vendors.

Section 2.2 provides technical specifications for these services. Vendor responses must meet the District's requirements as described in this RFP. Although price is the most important factor, MSDLT will also consider vendors' qualifications and references. Section 4 describes the evaluation criteria and process in detail.

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals and establish a contract through fair and competitive negotiations. **The services requested in these documents are part of the E-Rate filings for Funding Year 2019 for Metropolitan School District of Lawrence Township. The specific filing is 470 application # 190005599.** Vendors may find further information on the USAC web site www.usac.org/sl/.

- Vendor(s) must provide their E-Rate Service Provider Identification Number (SPIN) as part of the proposal to be eligible for consideration.
- Vendor(s) must agree to comply with USAC rules and regulations and be familiar with USAC billing methods and timelines.
- Bids and awards related to this RFP are subject to funding approval through the E-Rate process. In the event projects do not receive E-Rate funding, Metropolitan School District of Lawrence Township reserves the right to cancel the project.
- The selected/winning vendor must complete the necessary FCC Form 471 templates required for each school/entity (i.e. Internal Connections, Basic Maintenance of Internal Connections and Managed Internal Broadband Services).

MSDLT invites prospective vendors to submit information in fulfillment of services described in this RFP. This RFP represents a statement of desired services and will assist MSDLT in gathering information regarding services available, whether or not the District is currently aware of this availability, to identify vendors capable of delivering these services, and to augment information contained in MSDLT's 2019 E-Rate filings.

This document does not commit the District to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to make any agreements in relation to the services and/or goods described in this RFP. Metropolitan School District of Lawrence Township reserves the right to request clarification, conduct discussions with vendors and/or request additional information. In addition, the District will not implement this project prior to receiving an E-rate Funding Commitment.

1.2 General Background and Procurement Objectives

The ninth largest school district in the state, Metropolitan School District of Lawrence Township serves approximately 16,000 students across four Early Learning Centers, eleven Elementary Schools, two Middle Schools, two High Schools, a Center for Innovation and Technology, and an alternative setting high school. MSDLT strives to be the district of destination, a reputation built over the years based on the district's award-winning staff, accomplished administrators, high-achieving students, supportive community, and innovative educational programs. Visit our website at www.LTschools.org.

MSDLT seeks vendor proposals for network cable installation. Most of the District's distribution frames utilize 1 Gbps fiber connections. MSDLT desires to increase all internal network connections to 10 Gbps. This project includes those cable upgrades for approximately half the District's schools. Section 2 provides specific details regarding the scope of work.

1.3 Request Timeline and Important Dates

The anticipated timeline for this RFP is as follows:

Issue Date	November 16, 2018
Onsite Walkthrough	December 4, 2018, 8:30 am local time (EST)
Proposal Response Deadline and Opening	December 21, 2018, 12:00 pm local time (EST)
Vendor Selection and Contract Award (tentative)	January 14, 2018
Project Work and Completion (Pending approval of E-Rate funding)	June 2019 – Sept 2020

1.4 Onsite Walkthrough

MSDLT will conduct a mandatory onsite walkthrough for prospective vendors starting at 8:30 am local time (EST) on Tuesday December 4, 2018. The walkthrough will begin at Fall Creek Valley Middle School, 9701 E 63rd St, Indianapolis, IN 46236. The District prefers, but does not require, vendors to register for the onsite walk through. MSDLT will provide bidders with a tour of existing facilities and copies of building maps for reference. **Vendors must ask any questions concerning this RFP during the onsite walkthrough.** The District anticipates the following walkthrough schedule.

- 8:30 am –Fall Creek Valley Middle School
- 9:30 am – Skiles Test Elementary
- 10:30 am – Belzer Middle School
- 11:30 am – Harrison Hill Elementary
- 12:30 pm – Lunch Break
- 1:30 pm – Indian Creek Elementary
- 2:30 pm – Sunnyside Elementary
- 3:30 pm – Amy Beverland Elementary

2.0 SCOPE OF PROCUREMENT

Metropolitan School District of Lawrence Township seeks to procure cable installation services. This section describes MSDLT's requirements.

2.1 Length of Contract

Provided timely E-Rate funding approval, successful vendor must complete contracted work for all buildings in the project scope, except Amy Beverland Elementary and Sunnyside Elementary, between May 31 and July 29, 2019. October 21-25 and December 23-24, 2019 will serve as contingency dates if needed. Contracted work for Amy Beverland Elementary and Sunnyside Elementary will occur when appropriate according to the respective building renovation schedules sometime between May 31, 2019 and July 29, 2020.

2.2 Technical Specifications and Notes

MSDLT desires to increase the capacity of its internal network connections from 1 Gbps to 10 Gbps in schools throughout the corporation. This subsection describes the technical requirements for these connections. Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality.

All equipment shall be new, factory-sealed equipment currently available from the manufacturer; the District will not accept proposals of used, remanufactured, refurbished, "B stock," returns, open-box, discontinued, "gray market," or equipment in any condition other than new and factory-sealed with all original manufacturer warranties.

2.2.1 Equipment

The following list describes required specifications for each fiber cable installation included in this procurement.

- Armored Plenum 50 micron 12 count fiber or equivalent
- SC 50 micron Fiber Couplers or equivalent (2 per fiber connection)
- Fiber FastCam 50 micron SC Terminations or equivalent (2 per fiber connection)
- Leviton 1RU fiber enclosure or equivalent (1 per network closet/location)
- Vendor will provide all cabling, plates, jacks and other equipment

2.2.2 Connections

Please reference the applicable building maps (Attachment B) for network cable connection and termination locations (main distribution frames and intermediate

distribution frames). Note that qualified and interested vendors must submit a request via email to erate@msdlt.k12.in.us to receive Attachment B.

2.3 Installation Summary and Locations

The table below lists the quantity of network cable connections at each building. Please refer to Attachment B for building maps identifying the network cable connection and termination locations (main distribution frames and intermediate distribution frames). Attachment A provides each building's physical address and phone number for reference.

MSDLT Schools and Desired Number of New 10 Gbps Fiber Cable Connections

Building	New Connections
Amy Beverland Elementary	1
Belzer Middle School	6
Fall Creek Valley Middle School	2
Harrison Hill Elementary	1
Indian Creek Elementary	2
Skiles Test Elementary	1
Sunnyside Elementary	1
Total	14

MSDLT retains the right to select all, none or any selected portion of the proposed scope of work and/or adjust quantities prior to purchasing to meet the needs of the District.

3.0 EVALUATION CRITERIA AND VENDOR SELECTION

3.1 Evaluation Criteria and Process

The District’s selection team will identify a preferred vendor based the following evaluation criteria.

Evaluation Overview

Phase	Weight	Criterion
Proposal Evaluation	800	Cost
	200	Vendor Qualifications
	1,000	Total Points

MSDLT’s evaluation team will assign vendors a score for each criterion. The District will then combine these component scores into a total score to identify a preferred vendor.

3.2 Administrative Screening

Prior to evaluation, MSDLT’s selection team will review proposals for completeness, adherence to the required response format as described in Section 4.0 of this RFP, and compliance with minimum requirements as listed in Form 2: Minimum Requirements of the Vendor Response Forms (Part 4). The District may reject proposals that fail this administrative screening.

3.3 Response Evaluation

The District will subsequently evaluate all responses using the criteria described below.

- Cost (800 Points)

MSDLT seeks the best value solution. The District will evaluate proposals based on the total project cost. MSDLT will use information provided by vendors in Detailed Pricing Forms (Part 5) to assign a Cost score. See the example below.

EXAMPLE

Vendor A: \$180,000

Vendor B: \$150,000

The vendor with the lowest total cost will receive the total number of points allotted for Cost (800 points). Vendors with a higher total cost will receive a proportional percentage of the total possible points for Cost, based on their deviation from the lowest total cost. See the example continued below.

EXAMPLE

Vendor A:

$$\frac{\$150,000 \text{ (lowest total cost)}}{\$180,000 \text{ (Vendor A's total cost)}} \times 800 \text{ (total possible points)} = \mathbf{667 \text{ points}}$$

Vendor B:

$$\frac{\$150,000 \text{ (lowest total cost)}}{\$150,000 \text{ (Vendor B's total cost)}} \times 800 \text{ (total possible points)} = \mathbf{800 \text{ points}}$$

- Vendor Qualifications (200 Points)

The District seeks relationships with vendors that are viable, stable, and committed to the proposed line of service. MSDLT's selection team will evaluate the vendor's revenue and operating history, changes in ownership, available resources, client base, terminations for default, and current or recent experience with similar organizations.

This District will also base a portion of this criterion's score on vendor references. MSDLT's selection team will consider the similarity of reference clients' demographics, size, scope of services and support history as well as overall client satisfaction. The District prefers references from similarly situated clients (e.g., large scale, K-12 educational organizations) and may conduct associated phone interviews.

MSDLT will use information provided in Forms 3 - 7 of the Vendor Response Forms (Part 4) and the Reference Forms (Part 6) to assign scores for this criterion.

3.4 Competitive Negotiation

Metropolitan School District of Lawrence Township reserves the right to request clarification, conduct discussions with vendors, to request revisions and/or waive minor informalities. The District also retains the right to negotiate the final contract terms and conditions with one or more of the most responsive vendors as solely determined by the District. Finally, MSDLT may discard all vendor responses if none meets the stated minimum requirements or if none are deemed in the best interests of the District.

4.0 PROPOSAL FORMAT AND CONTENT

4.1 General Directions

This Request for Proposals contains all the information and forms necessary to complete and submit a formal response. All documents and accompanying documentation submitted will become the property of Metropolitan School District of Lawrence Township upon response opening.

4.2 Required Response Format

Vendors must submit one original and one electronic copy of the proposal by the due date indicated on the cover page and Section 1.3 of this RFP. To assist in the evaluation process, all responses must follow the format outlined below. MSDLT may consider proposals in any other format non-responsive and may reject them.

4.2.1 Response Cover Page

A person authorized to make a binding offer for the vendor must complete and sign the Proposal Cover Page (Part 3). MSDLT may deem proposals that fail to include an originally signed Proposal Cover Page non-responsive and reject them from further consideration.

4.2.2 Vendor Response Forms

Vendors must complete the vendor response forms (Part 4) in their entirety and submit them in their native electronic format (Microsoft Word). Instructions for completing these forms are included within the document.

4.2.3 Detailed Pricing Forms

Vendors must complete the detailed pricing proposal forms (Part 5) in their entirety and submit them in their native electronic format (Microsoft Excel). Instructions for completing these forms are included within the document.

4.2.4 Reference Form

Vendors must complete and submit the reference form (Part 6) in its native electronic format (Microsoft Word). Vendors must provide references from at least three (3) organizations for which they have provided similar services.

4.2.5 Service Invoice/Order Form

Vendors must submit a complete service invoice/order form for each building, including a price breakdown as follows:

- Location (building name)

- Quantity
- Manufacturer
- Part Number
- Description
- Unit Price
- Extended Price

The pricing information listed in the service invoice/order form should match the information provided in the Detailed Pricing Forms (Form 5). The service invoice/order form should also include a brief description of the materials used (e.g., cables/circuits, faceplates, patch panels, cable management bars, J hooks) and deliverables (e.g., test reports). MSDLT may reject vendor proposals that lack sufficient detail regarding materials used.

4.2.6 Proposed Agreement

Vendors must provide a copy of their proposed network cable installation services agreement. Vendors must specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment along with the manufacturer's warranty. However, vendors do not need to submit a separate document if their service invoice/order form contains a complete list of relevant terms and conditions.