

Imperial Valley Regional Occupational Program
E-Rate 2012-2013
RFP Requirements

To: Vendors

From: Lupe Garcia
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Re: 470# **434060001013987**

Award of this proposal is contingent upon the approval of 100% funding from the Schools and Libraries Universal Service Administrative Company. The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company ("USAC"), and/or the Schools and Libraries Division ("SLD"). Imperial Valley Regional Occupational Program (IVROP) and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.

Contract will take effect on July 1, 2012, and continue through June 30, 2013. Should an extension be permitted by the Schools and Libraries Service Administrative Company the contract will be extended accordingly.

Proposals must be received by 12:00 PM local time (PST) on March 5, 2012, by e-mail or USPS only to the following address:

Lupe Garcia
Imperial Valley Regional Occupational Program
687 State Street
El Centro, CA 92243
E-mail: lgarcia@ivrop.org

1. Proposals received after the exact time and date noted will NOT be considered for the bid process.
2. IVROP will not be responsible for any proposal that:
 - Does not indicate the Request for Proposal reference, closing date and proponent's name;
 - Is sent to any e-mail address other than that provided above.
3. Proponents may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by IVROP, but may withdraw their proposal at anytime.
4. E-mail transmitted proposals will be accepted under the following conditions:
 - The proposal and all required attachments are received before the submission deadline at the e-mail address stated;
 - IVROP will not accept liability for any claim, demand or other actions for any reason should the e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail system other than that stated herein, or for any other reasons.

5. All questions or inquiries concerning this Request for Proposal must be submitted to the e-mail address provided above no later than two (2) business days prior to the proposal deadline. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.
6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to IVROP. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
8. The contract will contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent to thereof.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
10. IVROP has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against IVROP as a consequence.
11. Any amendments made by IVROP to the Request for Proposal will be posted on the IVROP website.
12. IVROP is not liable for any costs of preparation or presentation of proposals.
13. An evaluation committee will review each proposal. IVROP reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
14. The proposal and accompanying documentation submitted by the proponents are the property of IVROP and will not be returned.
15. Vendor must notify IVROP of any specific portions of proposals considered confidential. IVROP will take reasonable efforts to protect the confidentiality of such material but makes no guarantees that such material may be protected. Entire proposals designated as confidential may be rejected.
16. Vendor proposal in response to this RFP will be incorporated into the final agreement between IVROP and the selected vendor. The submitted proposal at a minimum should include the following sections:
 - Services Rendered, Project Schedule and Scope of Work
 - Itemized Pricing and Total Sheet Summary
 - Exclusions
 - IVROP and Vendor Responsibilities
 - Fees, Payments and Applicable Trade-in Credits
 - Legal Terms and Conditions
17. Vendors must include references for projects of similar size and scope that have been completed within the past two years. These references must be schools, school district or a County Office of Education and contain the following:
 - Job Location
 - Contact Name and Telephone Numbers
 - Dates of Contract
 - Project Description
 - Equipment Installed

18. Important: Some equipment may contain components that are ineligible for funding by the Schools and Libraries division of the E-rate Program. Vendors shall provide in the proposal a cost breakdown of these ineligible components and determine e-rate and non-e-rate eligible items.
19. Please contact IVROP via e-mail to arrange site visit. Visits are preferred on Wednesdays.
20. All services must be provided solely by a single vendor.
21. Vendor must guarantee all solutions are 100 percent compatible with our existing network and communication systems and endpoints.
22. Vendor is responsible for the installation, integration, and configuration of all components into our existing network structure.

General

All solutions require certification by respective product manufacturer (i.e. Cisco solution requires the vendor must be a Cisco Gold Partner and appropriate product certification by Cisco) or equivalent.

All vendors must have a valid contractor's license as required by the state of California and proof of insurance with a minimum of \$1,000,000 liability insurance.

Purpose of RFP

To solicit from qualified service providers the replacement and addition of internal connections equipment for the Imperial Valley Regional Occupational Program. The scope of the project will be as follows:

Telephone System Upgrade

Current System Setup Includes:

- NEC NEAX 2000 IPS system with voice mail
- Pri line for inbound and outbound calls
- Support for multiple fax machines
- Currently 75 users – need 100
- With switchboard

Current Network Includes:

- PIX 515E Firewall
- 3 Switches

The goals of this project is to replace the existing telephone system with a VoIP solution and upgrade network equipment.

Replace existing telephone hardware with a VM solution, minimum hardware requirements are as follows:

Bare Metal UCS C200M2 Svr., 2xE5506 CPU, 24GB RAM, 4x1TB HDD
2.13GHz Xeon E5506 80W CPU/4MB cache/DDR3 800MHz
4GB DDR3-1333MHz RDIMM/PC3-10600/single rank/Low-Dual Volt
Gen 2 1TB SAS 7.2K RPM
LSI 6G MegaRAID 9260-4i card (C200 only)
650W power supply unit for UCS C210 M1 Rack Server
Power Cord, 125VAC 13A NEMA 5-15 Plug, North America
Appropriate VM software or equivalent
Upgrade firewall, switches, and router as deemed necessary

UPS power supplies are required with a minimum of two hour back up time and any other materials deemed necessary.

Quotes must include line item pricing detail on all material hardware and software required. Include a line item for Sales Tax, all necessary installation labor. Basic maintenance (8x5xNBD) should be listed as a separate item.

Documentation

Vendor shall submit to the IVROP the following documents within 30 days of installation. These documents need to be in electronic format as well as bounded paper copy.

- End user guides
- System documentation
- Detailed inventory list of all equipment installed
- Full technical specifications and as-built documentation
 - Router and switch configurations
 - IP addresses list and usage
 - Network diagrams
- Other related documentation to the project

Vendor proposal in response to this RFP will be incorporated into the final agreement between IVROP and the selected vendor. The submitted proposal at a minimum should include the following sections:

- Cost should be reflected in a monthly billing cycle.
- Exclusions
- IVROP and Vendor
- Fees and Payments
- Legal Terms and Conditions

Evaluation Factors for Award

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, costs, and management requirements. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

1. Vendor's costs, including unit prices, labor rates, travel/trip charges, etc. (40%)
2. Proposal preparation, thoroughness and responsiveness to this request for proposal. (10%)
3. Vendor's experience, overall installation, integration, and maintenance capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach. (20%)
4. Vendor's costs for ineligible components. (10%)
5. Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope. (10%)
6. The extent to which the vendor's proposed solution fulfills IVROP's stated requirements as set out in this RFP. (10%)

IVROP may, at their discretion and without explanation to the prospective vendor's, at any time chose to discontinue this RFP without obligation to such prospective vendors.