



Kenilworth Science and
Technology Academy
Request for Proposal (RFP)

470# 230001560

E-RATE RFP #2023-2024

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1. PURPOSE

1.1 Kenilworth Science and Technology Academy (K.S.T.A.) is seeking responses from interested vendors for the following products and services:

- Internal connections (WVLAN and LAN network deployment)
- Managed network services
- IP-based Voice and intelligent Network Infrastructure
- Internal paging and communication systems
- Interactive flat panel displays
- Interactive white boards and Projectors
- IP Security Camera Solution

1.2 The successful bidder(s) will have the capabilities and willingness to partner with K.S.T.A. on this endeavor to deploy and manage its I.T. network infrastructure.

1.3 This Request for Proposal (RFP) is issued to invite Vendors to submit proposal(s). Issuance of this RFP in no way constitutes a commitment by K.S.T.A. to select a Vendor and/or reward a contract. The K.S.T.A. reserves the right to accept or reject any or all proposals submitted.

Event	Date & Time
RFP Release Date	October 7 th , 2022
Intent to Bid	October 21 st , 2022
Questions Due	October 28 th , 2022
Questions and Answers Submitted	October 31 st , 2022
Deadline for submitting proposals	November 8 th , 2022, 2PM CST

2. OVERVIEW

2.1 This section is provided as a general overview of the Project and does not modify the more specific sections that will follow and are contained within this Request for Proposal.

2.2 K.S.T.A. is a newly approved charter school to be located at 8716 Siegen Lane Baton Rouge, La 70810. The project will be completed by Fall 2023. The school is seeking proposals that will provide a fully functional network infrastructure that will fully saturate its 87,000 SF facility. The network will support up to 1500 users. The school's curriculum requires a high-capacity wireless infrastructure that will allow students to stream 4k instructional video and support online video collaboration in clusters of up to 35 students.

- 2.3 It is important to K.S.T.A. that vendors meet the expectations as set forth in this RFP; especially the requirements for saturated wireless access, however K.S.T.S is also seeking a vendor to manage the network once deployment is completed. K.S.T.A. prefers a single vendor solution but will accept bids for each category of service requested. Equipment vendors must provide pricing for installation activation, training (if needed) and configuration.

Internal Network Infrastructure

- 2.4 The preferred solution is a turn-key network infrastructure where a single vendor provides, installs, and manages the network. K.S.T.A. wishes to utilize funding secured from the Schools and Libraries program (E-Rate) to offset the cost of the network. All proposals must clearly separate products and services that are eligible for E-Rate funding and are not Eligible for funding listed on the [eligible services list for 2022/23](#) published by the Universal Service Administrative Corporation (U.S.A.C).
- 2.5 K.S.T.A. expects the capacity of the access points should allow students to conduct moderate to heavy Web access for research with video streaming; such as all students being able to view a 5 – 10-minute online video in HD once every hour and to ensure that online testing can be conducted in work groups of up to 35 users in a single classroom. (Vendors may assume that K.S.T.A. has sufficient Internet bandwidth to supply the requirements above) Under the specified conditions. The Network should be able to support devices in classrooms, auditoriums, libraries, gyms, cafeterias, and common areas. Clients must be able to roam across individual campuses without needing to refresh DHCP. Should any bidder propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that K.S.T.A.'s objective will be met with their solution.
- 2.6 Proposals should include a centralized method of managing and controlling wireless access to all wireless access points.
- 2.7 Proposals should include all recommended equipment, software, and services both E-Rate Eligible and Non-E-Rate eligible with ineligibles clearly indicated and cost allocated. If a proposed component is partially eligible for E-Rate funding, a cost allocation table published by the manufacture must be included with the bid submission. VoIP, End User and surveillance systems are not eligible for E-Rate funding.

VoIP and internal Communications

- 2.8 The school is seeking an on-premises VoIP solution that will provide a unified messaging system and administrative console. If a separate solution for VoIP and Paging is proposed, then the vendor must demonstrate that VoIP solution will integrate with the schools internal paging and communications systems. If the VoIP solutions proposed will not integrate with school communications, then the vendor must indicate that it will not integrate.
- 2.9 K.S.T.A. is requesting bids for an internal communication system that will support bidirectional communications in classrooms and unidirectional communications in public areas. The system must announce class change time schedules, emergency tones and emergency paging. The system must be deployed campus-wide so that all areas of the campus are saturated.

Interactive panel displays

- 2.10 K.S.T.A. desires to create a state-of-the-art learning environment to provide its students with every opportunity for success. K.S.T.A. is seeking pricing options for interactive flat panel displays and short throw projectors with white boards. Both solutions shall be wall mounted. The school is requesting bidders to include pricing for mobile bases if the bidder is proposing interactive panels as a solution.
- 2.11 Proposals must include installation, activation, configuration, and faculty training options.

IP based surveillance system

- 2.12 K.S.T.A. is requesting pricing for an IP based camera system. The system must have the capacity to operate on the school's internal network.
- 2.13 The solution must allow users to access an administrative console which will allow the user to determine alert parameters.
- 2.14 Bidders are encouraged to offer solutions that will integrate with access control and other security measures.
- 2.15 Because of the diversity of possible solutions, K.S.T.A. is asking for detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.
- 2.16 It has been noted that attachment "A" does not indicate infrastructure in the gym, cafeteria, and outdoor common areas. Costs for additional capacity in gyms, cafeterias, and outside educational areas should be listed on separate area of the proposal to allow the review committee to evaluate cost.
- 2.17 The proposal must guarantee performance sufficient to fulfill the needs of the school as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, software, cabling, or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.
- 2.18 It is the vendor's responsibility to ensure that any new equipment proposed meets the performance specifications of the manufacturer requested in this RFP. K.S.T.A. will not release the vendor from the performance guarantee required above because of malfunctions or defects in vendor installed equipment due to manufacturer error or flaws in the equipment or design.

3. Scope of Services

- 3.1 K.S.T.A. is seeking pricing for installation activation, configuration, and management of a complete internal network and communication infrastructure. The winning vendor must agree to coordinating with the K.S.T.A. general contractor and its team, including but not limited to weekly virtual status meetings.

3.2 **Specification of network Infrastructure:**

- a) Must provide centrally managed and high availability controllers to support all access points
- b) Provide Advanced RF and radio resource management
- c) Support Multicast video delivery across WLAN
- d) Support Guest access
- e) Must support hardware-based feature provisioning
- f) Must include a management system with the access points capable of a minimum 802.11 AX
- g) Powered via 802.3af PoE.
- h) Capable of connecting to wired network via 10/100/1000BASE-TX RJ-45.
- i) Must be IPv6/IPv4 dual stack capable and able to manage IPv6/IPv4 clients
- j) Wireless management application shall allow roll-based access to user defined groups
- k) Technical specifications of equipment should be provided with the proposal If new equipment is proposed
- l) The proposal must guarantee performance sufficient to fulfill the needs of the school as requested within the RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling, or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

3.3 **Specifications of panel displays and or white boards with projectors.**

Touch Panels (minimum)

- a) must support multi-function buttons for frequently used tools
- b) must be finger touch operable
- c) Must have a minimum of an 80" interactive are
- d) Support dual simultaneous inputs
- e) Offer Multi-touch features for intuitive use
- f) Include a stylus pen
- g) Include a customizable floating tool board
- h) Must be able to identify and process handwriting
- i) Must have the capacity to import Microsoft Office files
- j) Support IWB Common File Format (CFF) for easy sharing of content
- k) Support VLAN and WLAN connectivity
- l) Support remote conferencing
- m) Produce a minimum equivalent of 2700 ANSI Lumens
- n) Must support a wireless audio input and output

Projectors and Whiteboard

- a) Must be a minimum of 77"
- b) Projector must produce a minimum equivalent of ANSI 3000 Lumens
- c) Must have a minimum bulb life of 10,000 hours

- d) Must support VLAN and WLAN connectivity
- e) Must support external and wireless audio input and output
- f) Throw distance 4.1” – 16.1”

3.4 Specifications for VoIP and Internal communications

VoIP proposals must support the following and include staff training

- a) Call Forwarding Selective
- b) Call Notify
- c) Call Transfer
- d) Call Waiting
- e) Call Pickup
- f) Conference Calling
- g) Do Not Disturb
- h) Extension Dialing
- i) Remote Office
- j) Sequential Ring
- k) Simultaneous Ring
- l) Speed Dial
- m) Three-Way, N-Way Calling
- n) Two-stage Dialing
- o) Voice Portal Calling
- p) Auto Attendant
- q) Call Centers
- r) Call Park and Pickup
- s) Calling Group ID Delivery
- t) Calling Plan (Incoming and Outgoing)
- u) Click-to-Dial Directories
- v) Configurable Feature Access
- w) Hunt Groups
- x) Least Cost Routing
- y) Loudspeaker Paging
- z) Campus paging integration

3.5 School Paging and Intercom System

The intercom/paging system must support the following functionality and include staff training

- a) Announce school class change
- b) Offer public announcement capabilities
- c) Support unidirectional announcements in select areas
- d) Offer Bidirectional communications in select areas
- e) Be an IP based system
- f) Support GUI user interface
- g) Include interior and exterior speakers for paging
- h) Offer an administrative console

3.6 We would like all vendors to provide a complete description of the services, diagrams and clear explanation of the solution being proposed. Proposals will be separated into the following categories:

- Internal connections (WVLAN and LAN network infrastructure)
- Managed network services
- IP-based Voice capabilities and intelligent Network Infrastructure
- Internal paging and communication systems
- Interactive flat panel displays
- Interactive white boards and Projectors
- IP Security Camera Solution

Internal connections and Managed network services will separate E-Rate eligible and Non-E-Rate eligible products and services. If a product or service is partially eligible for E-Rate funding, then a cost allocation table will be provided.

3.7 All cables runs will be terminated into a patch panel at one end and in a wall mounted full box jack on the other.

3.8 The vendor will be responsible for labeling and testing all connections and providing a document showing all equipment locations as needed, as well as test results, including heat maps. All labeling must be E-Rate compliant.

3.9 K.S.T.A. recognizes that suppliers may find it necessary to work with other partners to propose a cost-effective solution. The proposal must describe how it will use subcontractors and local resources if awarded a contract. K.S.T.A. will not accept agreements that require multiple billing agents to be paid. K.S.T.A. expects to pay one vendor and that vendor will serve as the primary point of contact. The winning vendor will assume all responsibility for the solution proposed. Contract "out clauses" for continued poor performance of the solution will be included in any final agreement or award.

K.S.T.A. may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to K.S.T.A. all such information and data for this purpose as K.S.T.A. may request. K.S.T.A. reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy K.S.T.A. that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

3.10 The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to K.S.T.A.

3.11 The bidder must agree to provide a detailed asset ledger detailing the location, make, model, serial number, and location of each piece of equipment installed when the completion certificate is submitted for approval.

3.12 The successful bidder must ensure deployment does not interfere with school operations and will be responsible for any addition cost.

3.13 The successful vendor (contractor) must have or be certified with the following:

- a) Be able to supply all products and services.
- b) Be an authorized reseller in the State of Louisiana for all products being proposed.
- c) Hold a current liability insurance policy and workers compensation insurance (please enclose a copy of each with your bid).
- d) Provide the documentation of the vendor's wireless, switching and cabling certifications. A qualified engineer with a minimum certification of CCNA or equivalent shall perform all configurations.
- e) Provide a minimum of three K-12 client references for projects of similar size and complexity.
- f) Registered and in good standing with the Louisiana Secretary of State's Office.
- g) Must be eligible to participate in the Universal Service Schools and Libraries Program (E-Rate) if the proposal contains products and services that are eligible under the E-Rate program.

4. Quantity Estimates

Quantities are approximate, bidders are asked to provide multiple equipment options, when possible, final quantities may differ. Bidders must provide per unit pricing.

Networking equipment

- A minimum of 40 WAP's
- A Minimum of 15 48 port switches
- Per unit cost for 24 port switches
- A minimum of 275 data drops
- 1 4 post open frame rack with a max capacity of 48 u
- 4 wall mount 4u racks, open and closed option with a max capacity of 12u
- UPS in the following sizes. (Actual specification may vary by manufacture)
 - 750 va
 - 1500 va
 - 2200 va
 - 3000 va

VoIP

- A minimum of 45 stations
- 1 reception console

Projectors / interactive Panels

- A minimum of 1 per classroom

Internal school communication

- One bidirectional interface per classroom
- Unidirectional interfaces in all common areas including public exterior common areas

5. RIGHT TO REJECT

K.S.T.A. reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. K.S.T.A. reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. K.S.T.A. reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of K.S.T.A., is not in a position to adequately perform the contract. K.S.T.A. reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of K.S.T.A. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of K.S.T.A.

6. RIGHT TO DISQUALIFY

K.S.T.A. reserves the right to award to other than the lowest cost bidder when, in the judgment of the school administration, it is in the best interest of the school to do so. A Bidder will be disqualified for any of the following reasons:

- a) Bidder's failure to comply with requirements regarding Certificate of Responsibility
- b) Bidder's failure to sign Bidder's Proposal Form or to complete the Proposal Form otherwise properly
- c) Bidder being in litigation with K.S.T.A.
- d) Bidder having defaulted on a previous contract
- e) Bidder having preformed unsatisfactorily on a previous contract with K.S.T.A.
- f) Bidder's failure to fulfill the warranty obligations of a previous contract with K.S.T.A.
- g) Bidder's failure to include documentation for required certifications and authorizations
- h) Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity

7. Evaluation Methodology

K.S.T.A. will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. Pricing sheets must be completed (if listed in section 7). If the product or service, the vendor is proposing is "not listed" then per unit pricing is requested. The following factors will be considered when evaluating responses:

- a) Price of goods and services
- b) Preference will be given for prior positive experience with the Vendor
- c) Preference will be given to Louisiana based vendors
- d) Preference will be given for vendors proposing a solution that maximizes the use of K.S.T.A.'s infrastructure. (The school wishes to have all services and products to function n a single network infrastructure)

Bidders are asked to enter pricing information for key components of the network infrastructure bids using the table below:

Network Equipment				
Description	Manufacture	Model	Per Unit Cost	Per Unit installation cost
Access Point				
Access Point License				
24 Port PoE switch				
Switch License				
48 Port PoE switch				
Switch License				

Cabling	
Type	Per Drop Cost

VoIP	
Description	Per unit cost
Seat (Handset)	
DID cost (if proposed)	
DOD cost (if proposed)	

8. CLARIFICATION

If after the completion of this project, during normal operation of the network, K.S.T.A. discovers the services will not perform to the capacity required in this RFP as stated in section 3 of this document, then the vendor will be required to do whatever is necessary to meet the specifications with **no** additional cost to K.S.T.A.

9. TERMS

Any contract may be contingent upon the approval by the governing board. It is the schools intent to have the Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission to fund a portion of this RFP.

- 9.1 This proposal may be funded only if approved by USAC and if USAC appropriates the fund.

Term of this agreement shall be July 1, 2023, through June 30, 2026 (36 months. K.S.T.A. reserves the right to extend the contract annually with (2) one-year extensions; not to exceed a total of five (5) years. In addition, the school reserves the right to fund, (proceed with project or purchase) or not to deploy any or all services, regardless of E-Rate approval.

Vendor must agree to invoice the school using the service provider invoicing method or (SPI)

10. FORMAT

Proposals should be submitted in letter-size (8-1/2" x 11") PDF format. Proposals should follow the format and order of presentation described below:

- 10.1 Cover Page:

The following information should be included under the title "Request for Proposals for K.S.T.A. "FY 2023":

Name of the firm

Firm address

Firm telephone number

Firm federal tax identification number

Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm

- 10.2 Proposal

1. Introduction (Cover Letter)

By submitting a proposal, the Proposer certifies that the signor is authorized to bind the Proposer. The proposals must include the following.

Provide a brief statement regarding the vendor's understanding of the scope of the work to be performed.

2. Executive Summary

Provide an executive summary of the Proposer's proposed plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of K.S.T.A. as stated in the scope of work.

This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (1) year from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet K.S.T.A.'s overall requirements.

It shall include a positive statement of compliance with the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied.

10.3 Qualifications and Experience

Vendors must be authorized resellers of the equipment being proposed. This information must contain proof of authorization to resell the products proposed, reference name, name of contact person, telephone number and email address.

Vendors must provide proof of proper license (if required) to perform all work cited in their response.

Vendor must provide a current certificate of General Liability Insurance

Additionally, vendors must provide at least 3 references from K-12 schools. References shall include name of school, contact person's telephone number, address, and email address.

10.4 In order to submit a proposal the vendor:

Must be eligible to participate in the E-Rate Program, have or apply for a service provider identification agree to obtain or have a current Service Provider Annual Certification Form (SPAC) on file with the SLD, and comply with all SLD service provider requirements.

Since K.S.T.A.'s relies on E-Rate funding to pay for requested services, vendor must be a "green light" company if the proposal includes E-Rate eligible products and/or services. Vendor must agree that should the status change to "red light" at any time during the bid process or contract period that they will immediately notify the K.S.T.A. in writing.

10.5 Approach and Methodologies

Vendors may provide proposals for all requested services or the provision of equipment with installation, Cabling, or network management.

Provision and installation of equipment: Vendors must provide a complete description of this process to include estimated lead times for delivery as well as methodologies for installation of such equipment.

10.6 Proposed Plan

Proposals should include any resources for project implementation or deployment.

Present creative solution or innovative concepts to meet the needs of the school for consideration.

10.7 Project Schedule

Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected. The winning vendor must ensure that the deployment and maintenance of the network must “not” interfere with school operations. The proposing vendor must agree to coordinate with the general contractor including but not limited to regular virtual status meetings.

10.8 Proposed Fees

Pricing of equipment/installation, cabling, and management must be listed separately in your proposals. The school request per unit pricing for all equipment and services proposed as well as a summary for each category (Equipment, Installation, and Cabling) to identify “total” project cost. If additional warranty’s and or licenses are offered beyond what the manufacture offers with the cost of equipment, then the cost must be listed separately. Any equipment or services that are recommended outside the scope of this project must be listed separately.

If a managed wireless solution is being proposed, the proposal must describe all leasing terms and or annual fees for the duration of the agreement.

If there are any E-Rate ineligible items or services contained in the equipment list, vendors must provide a detailed itemized list the ineligible cost and clearly distinguishable from the E-Rate eligible portion of the proposal. Vendor bid submissions that do not clearly describe a fair and reasonable cost allocation where it is apparent that ineligible elements exist will not be accepted for review.

Any additional material or equipment necessary for installation and operation of the service not specified or described the vendor’s proposal will be deemed to be part of the service at no additional charge to K.S.T.A. Furthermore, claims for compensation will not be allowed for extra work resulting from the lack of knowledge of any existing condition on the part of the service provider.

10.9 Financial Qualifications (minimum)

A proposer submitting a proposal shall demonstrate proof of the ability to obtain a performance bond in an amount equal to 100% of the total annual contract amount.

10.10 Electronic Copy –Must be presented in PDF format. Failure to provide a readable electronic copy of the response may result in proposal disqualification.

11. SUBMISSIONS OF PROPOSALS:

All proposals must be submitted by November 8th, 2022, 2PM CST and Date stamp and email response will validate receipt.

All proposals must be uploaded to: <https://eratesupport.sharefile.com/r-1e8144a18d214806b1bf8ae0bfb81324>

12. FOR QUESTIONS PLEASE CONTACT:

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