

# **Whitehouse Independent School District**



## **Department of Technology**

**2020-2021**

### **Network Wireless Project**

**RFP#: WISD 2020-2021**

**Wireless**

**STATEMENT OF QUALIFICATIONS**  
**And**  
**REQUEST FOR PROPOSAL**  
**For**  
**Whitehouse Independent School District**  
**RFP#: WISD 2020-2021 Wireless**

Whitehouse Independent School District will accept sealed proposals from qualified vendors to provide services necessary for installation and configuration of wireless network equipment for the FY2020-21 (E-RATE) cycle.

**Project Scope**

The project scope includes separate wireless proposals for each of the following campuses:

- Cain Elementary School
- Higgins Elementary School
- Stanton-Smith Elementary School
- Holloway 6th Grade School
- Whitehouse Junior High School Cafeteria
- Whitehouse High School

Those interested shall submit a signed, sealed proposal to the district on or before 12:00 p.m. local time, February XX, 2020 at the Whitehouse Independent School District Educational Support Center at 104 Hwy. 110 N., Whitehouse, TX 75791. **Do Not Fax or Email Proposals.** Proposals will be received by the District at the address shown above until 12:00 P.M. CST, February XX, 2020.

Submittal should be clearly labeled on the outside of the submittal:

Whitehouse Independent School District  
Network Wireless Project  
**RFP#: 2020-2021 Wireless**

Submittal should be addressed to:

Whitehouse Independent School District  
Anthony Black, Executive Director of Technology  
104 HWY 110N  
Whitehouse, TX 75791

## **VENDOR REQUIREMENTS**

Vendors who respond to this Request for Proposal (RFP) must be willing to provide the Network Wireless Project RFP#: 2020-2021 Wireless to Whitehouse Independent School District (The District). The District has mostly standardized on the Meraki switching platform, and all proposed hardware must interface with existing switching. Any additional switches in the proposal will be the appropriate Meraki device.

## **NON APPROPRIATION OF FUNDS:**

In the event funds are not appropriated by Whitehouse Independent School District's Board of Trustees in any fiscal period for payments due under RFP # 2020-2021 Wireless, then the Chief Financial Officer (CFO), or Superintendent's designee(s), will immediately notify the successful vendor(s), or designee(s), of such occurrence and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the School District of any kind whatsoever, except for other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

## **AWARD OF SOME OR THE ENTIRE PROJECT MAY BE SUBJECT TO THE AVAILABILITY OF DISTRICT FUNDING AND PROJECT NEEDS.**

Proposer's response to the request must include a statement that the proposed terms will remain in effect and available for the project term identified, through June 30, 2021.

The work itself will consist of all aspects of technology implementation for which District desires to contract with the selected Proposer(s). The school district's vision for these technology projects calls for the installation and configuration of new technology equipment, software, and services to improve the district's network infrastructure.

Final completion for the project is scheduled for no later than June 30, 2021.

Whitehouse Independent School District reserves the right to waive any informality and to reject any or all proposals.

**SELECTION SCHEDULE**

<b><u>Event</u></b>	<b><u>Date</u></b>
Release of RFP to Vendors	February 14, 2020
<b>(Mandatory) Pre-proposal conference and walk-through 10 am - Educational Support Center - 104 Hwy 110 N. , Whitehouse, TX 75791</b>	February 25, 2020
Final day for question submittal	March 6, 2020
Deadline for submission of proposals	March 16, 2020, 12:00 pm
Vendor Proposals opened	March 16, 2020, 3pm

**One original and 2 copies of the proposal are to be prepared and delivered by hand or via courier to:**

Whitehouse Independent School District  
Attn: Anthony B. Black  
104 Hwy 110 N.  
Whitehouse, TX 75791

## INQUIRIES

All correspondence and inquiries regarding this RFP must be done via Email:

[blackt@whitehouseisd.org](mailto:blackt@whitehouseisd.org)

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Anthony Black at 903-839-5523 and confirm that the email message was received.

All responses to inquiries will be posted on The District E-Rate Procurement site so that all Service Providers can view them.

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This Network Wireless Project will be awarded to a single vendor who can quote, install and configure all equipment. **The School District requires a “turn-key” solution for this project.**

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## STATEMENT OF QUALIFICATIONS FORMAT

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format and sequence. Please provide succinct responses to the following questions and limit those responses to the page allowances set out in each item.

### **1. FIRM INFORMATION: (LIMIT 1/2 PAGE)**

2. Name of Firm:

Address of Home Office and Address of Branch Office if Applicable:

Telephone Number(s):

Fax Number(s):

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other):

Primary individual to contact:

### **3. EXPERIENCE: (LIMIT 2 PAGES)**

3.1 Describe your firm's experience with completing this scope of work for public entities, if any.

3.2 Provide a list of the public entities previously assisted with contact names and phone numbers.

### **4. FEES:**

4.1 Based on the scope of work outlined herein, please describe your firm's full price associated with the completion of this work for the Network Wireless Project (RFP # WISD 2020- 2021 Wireless)

### **5. COORDINATION OF INSTALLATION**

5.1 The Contractor shall be responsible for securing all permits and approvals necessary to complete the work (if required).

### **Warranty Instructions**

The successful proposer must warrant its material and workmanship for a period of one year for items requiring purchase and installation, and this warranty will be included in the base price.

The successful proposer will provide, as separate line items, warranty for three years and warranty for five years. All equipment will be new, out-of-the-box.

**CRITERIA FOR SELECTION**

Factor	Weight
Price of the ELIGIBLE goods and services Including: <ul style="list-style-type: none"> <li>● the quality of the vendor’s goods or services</li> <li>● the reputation of the vendor and of the vendor’s goods or services.</li> <li>● the total long-term cost to the district to acquire the goods or services</li> </ul>	35%
Prior experience with public school districts Including: <ul style="list-style-type: none"> <li>● the vendor’s past relationship with the district</li> </ul>	20%
Personnel qualifications & professionalism Including: <ul style="list-style-type: none"> <li>● the impact on the ability of the district to comply with laws relating to historically underutilized businesses.</li> </ul>	15%
Management capability/Technology Solution Scope of Work (SOW) Including: <ul style="list-style-type: none"> <li>● the extent to which the goods or services meet the district’s needs</li> </ul>	15%
Attendance at facility walk-through	15%
<b>Total</b>	<b>100%</b>

The District reserves the right to select outright a single Proposer, and to waive the finalists’ state of the evaluation process in the event a Proposer has total points scored significantly higher than all the other Proposers responding to this RFP.

The District in its sole discretion may accept or reject any or all responses to this RFP and may waive all formalities, technicalities, and irregularities. All bidders are placed on notice that award of the RFP will be based upon the products and services best suited to the District. The sole judgment of the District on such matters shall be final.

The District has identified the factors itemized above underscoring criteria as critical to a company’s ability to effectively help the District integrate technology and better prepare students

to be successful citizens and productive workers in the 21<sup>st</sup> century. To be considered for evaluation, companies must provide relevant responses to all sections of this RFP (100 Evaluation Points Possible). A separate response is requested for each criteria section. Appropriate labeling required.

### **A. Personnel Qualifications**

The District is seeking an E-rate Proposer that has the depth, breadth, and quality of resources necessary to complete all phases of a broad technology and service project. In addition, the timely availability of these resources and related support elements will be critical to project success. Describe the various resources from your company that will be made available to assist the District in the execution of its mission in the performance of each SOW. Provide resumes and related experience summaries to demonstrate the competencies and experience of typical personnel who would be assigned to the District program. Provide a list of industry-standard certified employees and their certifications.

### **B. Meeting the needs of a K-12 entity**

The District is interested in providers that understand the technology, administrative, and instructional challenges facing today's educators, children, and administrators in the K-12 market. The education environment is vastly changing with challenges that make technology decisions more important as they reach District constituencies. The respondent must show that their solutions are sustainable within the framework of the District's resources to implement and maintain ongoing operations.

### **C. Prior Experience with public school districts**

The District has also determined that a company's background, experience, and financial stability are essential for the success of a long-term relationship with its selected Proposer. Proposers responding to this RFP should include information about their company's experience, financial stability, and quality of services and products and satisfaction of their clients. A minimum of three (3) references (school districts preferred) is required. References will include

- Company name
- Primary contact
- Phone number
- FAX number
- The email address of primary contact
- Physical Address
- Scope of work performed

#### **D. Management Capability/Technology Solutions - SOW's**

The District requires a network that will continue to provide the District with a modern, efficient and reliable network to support data and provide voice and video information transfer capabilities within the district buildings. Reliability and high performance are key requirements of this networking plan, as the District network continues to support the technology needs of the future. The vendor's proposal provides interoperability with current or planned District environment. Proposers must provide a scope of work (SOW) and contract information for each project being proposed

#### **E. Pricing**

- The proposer must provide separate, specific price quotes for each campus listed on Page 1 for eligible services.

#### **F. The company provides all services**

#### **G. The District is interested in providers that provide all components and installation for RFP.**

## **ADDITIONAL TERMS AND CONDITIONS**

### **A. CONTRACT TERM**

The term of the contract award will begin July 1, 2020. Initiation of the contract is dependent on E-Rate funding, in the event E-Rate does not fund the project then the contract will be null and void. A Funding Commitment Decision Letter (FCDL) does not guarantee the District will proceed with this project.

### **B. CONTRACT/PURCHASE ORDER TERMINATION**

The District shall reserve the right to terminate any contract/purchase order entered into as a result of the REQUEST FOR PROPOSAL at any time by giving thirty (30) days written notice of its intent to cancel.

In the event the Proposer fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, the District will notify the Proposer, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a 10-day period, the Proposer must submit, in writing, why such corrective action has not been performed. The District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

### **C. LICENSING REQUIREMENTS**

The successful Proposer must keep himself informed of, and adhere to, all laws and ordinances governing any matter related to work performed under the resulting contract/purchase order. The successful Proposer will obtain all necessary licenses and permits, and will be aware of all labor conditions and agreements relating to the work specified in this document and shall make all provisions necessary to avoid any disputes which might arise from those conditions and agreements and shall be responsible for any delays, damages or extra costs caused by disputes.

### **D. SAFETY REQUIREMENTS**

It shall be the Proposer's responsibility to provide for the safety of workers and the public in compliance with the requirements of insurance and public health and safety. The District requires all workers on-site to undergo a criminal background check and to have a company badge. A list of workers with a current photograph must be provided to the school district's Technology Department throughout the life cycle of the project(s) that require installation or services

### **E. INDEMNIFICATION**

The Proposer shall be responsible for all damage persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents or subcontractors. Proposer shall save

and hold harmless the District and its School Board against any and all loss, cost, damage, claim, expense or liability in connection with the performance of the contract/purchase order.

Any equipment or facilities damaged by the Proposer's operation shall be repaired and /or restored to their original condition, including cleaning and painting, at the Proposer's expense. The successful Proposer will assume the liability for all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (including death), or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the Proposer, and his agents, and employees, including losses, expenses, or damages sustained by the District. The successful Proposer will undertake and agree to indemnify and hold harmless the District and its board, individually or collectively, and the officers, agents, and employees of the District and its Board, from any and all such losses, expenses, damages (including loss of use), and to pay all damages, judgments, costs, and expenses, including attorney's fees in connection with said demands and claims resulting thereof.

The Proposer shall abide by the Federal Occupational Safety and Health Administration (OSHA) regulations that apply to work performed under this Request. The Proposer shall defend, indemnify, and hold the District free and harmless against any and all claims, loss, liability, and expense resulting from any alleged violation(s) of said regulation (s) including but not limited to, fines or penalties, judgments, court costs, and attorney's fees.

#### **F: INSURANCE**

Within ten (10) days after notification of award, The Service Provider shall furnish to The District a Certificate of Insurance showing compliance within the following limitations:

- a) The Service Provider agrees to comply with the provisions of Worker's Compensation Laws of the State of Texas.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- c) The Service Provider shall maintain other insurance (with the limits shown below) that shall protect The Service Provider and The District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Service Provider shall furnish The District with certificates and policies of such insurance as follows. Below is a list of the insurance coverage that must be procured by The Service Provider at his own expense. The Service Provider agrees to follow the instructions indicated in each case:

The District Protective Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Service Provider's Public Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

## **G. ATTORNEYS STATEMENT**

In the event that the District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Proposer agrees to pay the attorney's fees and expenses incurred by the District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney's fees and court costs.

## **H. NEGOTIATIONS**

The District reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.

## **I. ORDER OF PRECEDENCE**

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order: (1) The REQUEST FOR PROPOSAL, including the Scope of Work and (2) Proposer Response.

## **J. FINANCING**

The Service Provider will provide a binding contract to The District for submission to the Schools and Libraries Division. After notification of award from the Schools and Libraries Division, The Service Provider will receive a Purchase Order for the products and services for which the Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD), after notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD.

**K. SPECIFICATIONS**

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

**L. STORED MATERIALS**

Any materials stored on the job site shall be the Service Provider’s responsibility.

**M. APPLICATION FOR PAYMENT**

All applications (invoices) for payment shall be submitted to the District according to the USAC regulations. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

**N. GOVERNING LAW**

All RFPs and related documents submitted to The District by the Service Provider are governed under the laws of the State of Texas.

**O. PRICE QUOTATIONS**

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Texas Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

**P. PROJECT START DATE**

The District reserves the right to start the project on or before July 1, 2020, even if the project has not yet received funding. All pricing proposed will be considered valid.

**Q. TERMS OF PAYMENT**

Billing for services for this project may not begin prior to July 1, 2020

**EXHIBIT A**  
**PROPOSER'S CONTRACT DOCUMENTS**

The proposer shall provide a contract for services to be offered. Proposer shall also provide a Service Level Agreement (SLA) to include resolution procedures, escalation process, and Proposer's response structure (tiered or other).

**SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS**

The following section provides specific technical requirements/specifications for RFP # WISD 2020-2021 Wireless. Whitehouse Independent School District is standardizing its network equipment for ease of management and future growth of the district's network. The District has mostly Meraki switches and seeks a robust Wi-Fi 6 802.11ax wireless network infrastructure that works well with these switches as well as some of our older HP switches. The district currently has a Meraki wireless network but is desirous to move toward a product that is equal or superior to the Ruckus Wireless Access Points. For the installation of equipment for this project, all school sites will be open from 8:00 a.m. to 5:00 p.m. The vendor will:

1. Install and configure new wireless system equipment and all new network equipment to support the wireless infrastructure, including access points, controller/controllers, switches, and any other necessary devices;
2. Install all needed cabling connections to access points from wiring closets (footage to be determined by the vendor based on the proposed solution);
3. Test all wireless equipment across the district sites.
4. Provide heat maps of wireless locations in each school building that includes AP model and location.

**Minimum specifications:**

Whitehouse Independent School District has engaged in a 1:1 device rollout that is dependent on a robust Wireless LAN. The district utilizes a mixture of over 600 iPads and over 2500 Chromebooks in mobile carts and in 1:1 applications. This in addition to over 1300 desktops on a switched Ethernet network. There are a variety of wireless devices in PK-6. For the purposes of this proposal, the W-LAN will:

1. Provide a minimum signal-to-noise ratio of 25dB in all coverage areas;
2. Support a minimum of 50 concurrent users at 5Mbps/user in all classrooms;
3. Support up to 400 concurrent users at 3 Mbps/user in the cafeteria/auditorium and

- Learning Resource Centers in all campuses listed;
4. Support the 802.11ax wireless standard, and be capable of upgrading to additional radios as needed for future growth.
  5. Switches: Meraki 24-port POE or more/less as needed.
  6. Cabling: Standard Cat6 **as required** for WAP placement.
  7. Rack: Four-post, floor-mounted; Rack should only be quoted if absolutely necessary for mounting additional required switches.
  8. Please consider services that are equivalent, more or less in quantity, better and/or more cost-effective when submitting proposals.
  - 9. Editing Addition to RFP. Upon completion of equipment installation, a map will be provided to WISD showing the location of each AP labeled with Device ID as it is labeled at the corresponding patch panel.**

**Estimated equipment worksheets:**

**Cain Elementary**

Service Type	Function	Manufacturer	Quantity	Unit	Installation and Configuration
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

**Higgins Elementary**

<b>Service Type</b>	<b>Function</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Unit</b>	<b>Installation and Configuration</b>
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

**Stanton-Smith Elementary**

<b>Service Type</b>	<b>Function</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Unit</b>	<b>Installation and Configuration</b>
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

**Holloway 6th Grade School**

<b>Service Type</b>	<b>Function</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Unit</b>	<b>Installation and Configuration</b>
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

**Whitehouse Junior High Cafeteria**

<b>Service Type</b>	<b>Function</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Unit</b>	<b>Installation and Configuration</b>
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

### **Whitehouse High School**

<b>Service Type</b>	<b>Function</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Unit</b>	<b>Installation and Configuration</b>
Internal connection	Cabling	Panduit		Feet	Yes
Internal connection	WAP	Ruckus		Each	Yes
Internal connection	Rack	No preference		Each	Yes
Internal connection	Switches	Meraki		Each	Yes
Internal connection	Antennas	Compatible		Each	Yes
Internal connection	UPS	APC		Each	Yes
Internal connection	Wireless Controller	Compatible		Each	Yes

**Please Note: School building drawings showing network MDF and IDF's will be provided at the mandatory walkthrough.**