

# REQUEST FOR PROPOSAL

## Priority I & II Items:

**Telecommunications  
Internal Connections  
Basic Maintenance**

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**E-RATE FUNDING YEAR 13**

**2010-2011**

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### **BIDS MUST BE SUBMITTED TO:**

**Westside Consolidated School District  
ATTN: Mary Carr, Technology Coordinator  
1630 Highway 91 West  
Jonesboro, AR 72404**

#### **Contact information:**

**Mary Carr  
e-mail: [mcarr@wcs.k12.ar.us](mailto:mcarr@wcs.k12.ar.us)  
(e-mail is the preferred method of contact)  
Phone: c: 870-974-3518  
o: 870-268-9595**

#### **Schedule of Events:**

**Release RFP:** January 6, 2010

**Pre-Bid Conference:** Refer to date and time listed under individual bid items. All attending vendors must contact Mary Carr prior to pre-bid conference date.

**Vendor Questions:** All questions must be submitted via e-mail. Due one day after Pre-Bid conference

**Answers to Vendor Questions:** At least 2 days after questions are submitted

**Bids submitted no later than:** 3:30 p.m. – February 5, 2010

**Bids opened:** February 5, 2010 after 3:30 p.m.

**Award of bid:** February 8, 2010

**Westside Consolidated School District #5**  
**Request for Proposals**  
**E-Rate**  
**RFP: WCS1011-FY13**

The Westside Consolidated School District is now accepting proposals to provide a solution to the achievement of the objective stated in the RFP. The solution is subject to all terms, conditions, and specifications in this RFP. All bids submitted will be reviewed and chosen based on the matrix below. The school district reserves the right to procure these services based on the district's ability to fund their portion of the project.

**Objectives: Internal Connections, Telecommunications, Basic**  
**Maintenance of Internal Connections:**

- 1) To upgrade and improve the infrastructure on the local area network for the Westside Consolidated School District, the Westside High School, the Westside Middle School and the Westside Elementary School for the purpose of delivering electronic content. This will be done by upgrading current cabling, adding additional cabling where needed, replacing cabling with fiber, upgrading existing fiber, replacing network switches and adding a wireless network to each campus.
- 2) To provide network and switch protection from short-term power outages, power surges, or power brown outs for the Westside Consolidated School District, the Westside High School, the Westside Middle School and the Westside Elementary School through the use of UPS devices.
- 3) To install PRI circuit for use by Westside Consolidated School District.
- 4) To upgrade the telephone system located in Westside High School with a system capable of communicating through fiber optic cable to a PRI circuit.
- 5) To receive annual Maintenance agreement for Distance Learning equipment.

### **General Terms and Conditions:**

1. The Board of Directors reserves the right to accept or reject any or all proposals.
2. Proposals which fail to comply fully with all terms and conditions of the RFP may be considered invalid and may not receive consideration.
3. Proposals shall be submitted to Mary Carr, Technology Coordinator.
4. Proposals must be signed by an individual authorized to bind the bidder.
5. It is the responsibility of the bidder to deliver his bid at the proper time to the proper place.
6. Bidders should clearly mark on the OUTSIDE of the sealed bid envelope: "Attention Mary Carr: RFP WCS1011-FY13"
7. Proposals must be delivered no later than 3:30 p.m. on February 5, 2010, to the following address:

Westside Consolidated School District  
ATTN: Mary Carr, Technology Coordinator  
1630 Highway 91 West  
Jonesboro, AR 72404

8. RFPs will be evaluated according to the following criteria.
  - a. 40 Pts. Cost Effectiveness
  - b. 30 Pts. The most appropriate solution for achieving the objective(s) of the RFP.
  - c. 25 Pts. The ability to provide service, as well as past performance of the vendor.
  - d. 5 Pts. Project Management Expertise.

### **Special Terms and Conditions:**

1. The vendor must meet and/or exceed any specifications listed.
2. All proposals and bids must remain in effect for at least 90 days after notification by Schools and Libraries of acceptance or rejection of E-Rate funding.
3. Warranty repair requests will be honored within 72 hours of notification.
4. Vendors will submit, with proposals, sites where vendor's equipment and/or services have been previously installed or utilized.
5. Bidder must participate in the E-Rate program and must have a SPIN number. SPIN number must be provided along with the bid.
6. The awarding of any bids and any ensuing contracts are contingent upon receiving approval for E-Rate discount, and the availability of specifically budgeted district technology funds. The bidder agrees to honor any proposal and costs submitted through the E-Rate Funding Year of July 1, 2010 – June 30, 2011.
7. Bidders are to submit bids which will meet the objectives listed above. Proposals should include bid(s) on the equipment listed in each Bid Item. Vendors may bid on one or all of the Bid Items. There must be individual proposals for each bid item, if vendors wish to submit proposals on more than 1 bid item. Each proposal must have the Bid Item # and heading listed at the top of the proposal. The proposals selected will be filed individually with E-Rate, so they must be bid separately.

**CABLING/CONNECTORS & OTHER ELIGIBLE INTERNAL  
CONNECTIONS COMPONENTS:**

**Bid Item 1 – Cabling/Connectors & Other Eligible Internal Connections Components**  
**High School: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Installation and termination of the following:

350 – Category 6 network cabling drops. Include all locking wall cabinets/racks, patch panels, patch cables (patch panel to switch and wall box to device), wall boxes, raceway, wire management, labor fees for installation.

1 segment of 6 strand fiber optic cable (length to be determined onsite). Fiber Distribution boxes – 1 IDF, 1 MDF.

**Bid Item 2 – Cabling/Connectors & Other Eligible Internal Connections Components**  
**Middle School: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Installation and termination of the following:

200 – Category 6 network cabling drops. Include all locking wall cabinets/racks, patch panels, patch cables (patch panel to switch and wall box to device), wall boxes, raceway, wire management, labor fees for installation.

3 segments of 6 strand fiber optic cable (length to be determined onsite). Fiber Distribution boxes – 3 IDFs, 1 MDF.

**Bid Item 3 – Cabling/Connectors & Other Eligible Internal Connections Components**  
**Elementary School: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Installation and termination of the following:

125 – Category 6 network cabling drops. Include all locking wall cabinets/racks, patch panels, patch cables (patch panel to switch and wall box to device), wall boxes, raceway, wire management, labor fees for installation.

4 segments of 6 strand fiber optic cable (length to be determined onsite). Fiber Distribution boxes – 4 IDFs, 1 MDF.

**Bid Item 4 – Cabling/Connectors & Other Eligible Internal Connections Components**  
**DISTRICT: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Installation and termination of the following:

2 segments of 12 strand laser optimized fiber optic cable (length to be determined onsite). Capable of speeds of 10 gigabit. Fiber Distribution boxes. (Elementary to High School. Middle School to High School).

## **DATA DISTRIBUTION & DATA PROTECTION:**

### **Bid Item 5 – Data Distribution: Network Switches & Data Protection**

**High School: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Switches for coverage in the following locations:

- MDF-H: 24 Port Fiber Switch  
144 total Ports for Category 6 Cabling. Layer 3 switches. 10/100/1000 Stackable. @ least 24 PoE Ports.  
1 – 2200 UPS (for all above devices) Rack mountable
- IDF-H1: 120 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF1) Rack mountable
- IDF-H2: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF2) Rack mountable
- IDF-H3: 48 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 12 PoE ports.  
1 – 1500 UPS (for all devices in IDF3) Rack mountable
- IDF-H4: 24 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 12 PoE ports.  
1 – 1000 UPS (for all devices in IDF4) Rack mountable
- IDF-H5: 16 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 6 PoE ports.  
1 – 1000 UPS (for all devices in IDF5) Rack mountable
- IDF-H6: 16 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 6 PoE ports.  
1 – 1000 UPS (for all devices in IDF6) Rack mountable

### **Bid Item 6 – Data Distribution: Network Switches & Data Protection**

**Middle School: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Switches for coverage in the following locations:

- MDF-M: 16 Port Fiber Switch  
72 total Ports for Category 6 Cabling. Layer 3 switches. 10/100/1000 Stackable. @ least 24 PoE Ports.  
1 – 2200 UPS (for all above devices) Rack mountable
- IDF-M1: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF1) Rack mountable
- IDF-M2: 48 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 12 PoE ports.  
1 – 1500 UPS (for all devices in IDF2) Rack mountable
- IDF-M3: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF3) Rack mountable
- IDF-M4: 16 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 6 PoE ports.  
1 – 1000 UPS (for all devices in IDF4) Rack mountable

**Bid Item 7 – Data Distribution: Network Switches & Data Protection**  
**Elementary: [ONSITE VISIT REQUIRED: January 25, 2010 – 9:30 a.m.](#)**

Switches for coverage in the following locations:

- MDF-E: 16 Port Fiber Switch  
72 total Ports for Category 6 Cabling. Layer 3 switches. 10/100/1000 Stackable. @ least 24 PoE Ports.  
1 – 2200 UPS (for all above devices) Rack mountable
- IDF-E1: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF1) Rack mountable
- IDF-E2: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF2) Rack mountable
- IDF-E3: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink ports. @ least 24 PoE ports.  
1 – 1500 UPS (for all devices in IDF3) Rack mountable
- IDF-E4: 48 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 12 PoE ports.  
1 – 1500 UPS (for all devices in IDF4) Rack mountable
- IDF-E5: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 24 PoE ports.  
1 – 1000 UPS (for all devices in IDF5) Rack mountable
- IDF-E6: 72 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 24 PoE ports.  
1 – 1000 UPS (for all devices in IDF6) Rack mountable
- IDF-E7: 16 total Ports for Category 6 Cabling. Layer 2 or 3 switches with gbic uplink port. @ least 6 PoE ports.  
1 – 1000 UPS (for all devices in IDF6) Rack mountable

**Bid Item 8 – Data Distribution: Wireless Access Points**  
**Middle School: [ONSITE VISIT REQUIRED: January 27, 2010 – 9:30 a.m.](#)**

38 Wireless Access Points (or the number required to meet 1 – 1 capacity initiative) – A/B/G/N Compatible. 37 to be installed in classrooms with drop-down ceilings. 1 to be installed in Gymnasium (which will require stronger antenna and power injector). Devices must be able to be powered up or down through network. Devices must be able to be centrally managed through Wireless LAN Controller. All devices will be connected to PoE ports.

**Bid Item 9 – Data Distribution: Wireless Access Points**  
**High School: [ONSITE VISIT REQUIRED: January 27, 2010 – 9:30 a.m.](#)**

52 Wireless Access Points (or the number required to meet 1 – 1 capacity initiative) – A/B/G/N Compatible. 50 to be installed in classrooms with drop-down ceilings. 2 to be installed in Gymnasium (which will require stronger antenna and power injector). Devices must be able to be powered up or down through network. Devices must be able to be centrally managed through Wireless LAN Controller. All devices will be connected to PoE ports.

**Bid Item 10 – Data Distribution: Wireless Access Points**

**Elementary School: ONSITE VISIT REQUIRED: January 27, 2010 – 9:30 a.m.**

46 Wireless Access Points (or the number required to meet 1 – 1 capacity initiative) – A/B/G/N Compatible. 45 to be installed in classrooms with drop-down ceilings. 1 to be installed in Gymnasium (which will require stronger antenna and power injector). Devices must be able to be powered up or down through network. Devices must be able to be centrally managed through Wireless LAN Controller. All devices will be connected to PoE ports.

**TELECOMMUNICATIONS, VOICE DISTRIBUTION, TELEPHONE COMPONENTS:**

**Bid Item 11 – Non-recurring cost of telecommunications (Priority I):**

**District: ONSITE VISIT REQUIRED: January 28, 2010 – 9:30 a.m.**

Installation and Configuration of PRI Circuit into the Elementary Phone System, to be utilized by entire district, for the purpose of beginning the PRI service.

**\*Bid Item 12 – Voice Distribution: Network Switches**

**High School: ONSITE VISIT REQUIRED: January 28, 2010 – 9:30 a.m.**

1 - 24 Port QOS Switch with 2 fiber uplink ports for voice communication between High School complex and elementary complex. Elementary complex contains PRI digital transmission circuit.

**\*Bid Item 13 – Telephone Components:**

**High School: ONSITE VISIT REQUIRED: January 28, 2010 – 9:30 a.m.**

Bids may be placed on all or a portion of this Bid Item according to what services the vendor provides. Bids must be separated out as follows:

1. Cabling and all connecting devices.
2. Phone System with features specified
3. Handsets (must be priced out separately since this is an ineligible e-rate item).

Bids must include installation, configuration, one year warranty and technical support.

1. 100 Voice Cable Drops with appropriate connectivity in wall boxes if existing. If not existing, include raceway, wall boxes, punch down blocks.
2. Phone system capable of at least 100 handset connections. Needs to be capable of connected to PRI circuit. Needs to be compatible with Nortel BCM 400. Must be able to connect to QOS switch via copper connection from Phone System to switch. At least 150 voice mail boxes. Auto-Attendant. Installation & Configuration.
3. Pricing for 70 standard handsets. Pricing for 2 handsets capable of routing calls to all handsets. 8 handsets with same advanced functions, but not having the extra console to route calls.

**\*Bid Item 14 – Telephone Components:**

**Elementary School: ONSITE VISIT REQUIRED: January 28, 2010 – 9:30 a.m.**

- 1 – 32+ Digital Station Media (NT7B09).
- 1 – Expansion Cabinet (NT7B14)
- 1 – Installation / Configuration

Cabling & Termination of 8 Station lines.

**\*Bid Item 15 – Telephone Components:**

**Middle School: ONSITE VISIT REQUIRED: January 28, 2010 – 9:30 a.m.**

Components to enable connection of copper voice lines between Avaya telephone system (located in Middle School) and PRI Circuit (located in elementary school).

**\*Explanation of current configuration for Bid Item #12 – Bid Item #15:**

Currently we have a Nortel BCM 400 phone system in the Elementary School. We have an Avaya Phone System in the Middle School. We are requesting a new phone system for the high school. The phone system in the Elementary school is connected through POTS lines. Those lines will be eliminated with the installation of the PRI Digital Transmission circuit, which will feed the dial tone through the PRI Card installed in the Elementary Nortel BCM 400. In turn the PRI will be connected to a QOS switch located in the Elementary School. Fiber lines will be terminated to the High School where there will also be a QOS switch that will connect to the phone system installed in the High School. This will allow the High School to receive the benefit of the PRI service. All voice transmission will run separately from data transmission.

The Middle School Phone system is an Avaya system. The Middle School receives it's dial tone through copper connections from the middle school to the elementary school. We need to upgrade the Elementary Nortel BCM 400 Phone System by adding a 32+ Digital Station Media card, and an Expansion Cabinet to accommodate the additional voice lines that will need to be connected to the system. We need to install 10 Analog Modules into the Nortel BCM 400 phone system, and terminate all lines going from the elementary to the middle school so that the middle school can utilize the PRI circuit. The Middle School would be connected through the elementary phone system – for access of the PRI circuit. The high school would access the PRI circuit through the QOS switch that the PRI card is connected to at the elementary school.

**BASIC MAINTENANCE OF INTERNAL CONNECTIONS:**

**Bid Item 16 – Basic Maintenance of Internal Connections:**

**High School:**

Basic Maintenance of Polycom VSX 8400 video conferencing system for distance learning. Multi-year contract will be considered.

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For all above bid items, contact Mary Carr, Technology Coordinator, for specifications on individual items. [e-mail: [mcarr@wcs.k12.ar.us](mailto:mcarr@wcs.k12.ar.us) (preferred method of contact)]