

Request for Proposal  
Menard Independent School  
District E-Rate 2018-2019

Broadband Internal Connections

- Switches
- Cabling, connectors and related components used for broadband internal connections
- Installation, activation, and initial configuration of eligible components

# **Menard Independent School District 2018-2019 E-rate Request for Proposal**

## **General Information:**

The Menard Independent School District is soliciting E-rate Proposals for internal connections needed for broadband connectivity. These upgrades may include switches, cabling, connectors and related components. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which the Menard ISD intends to govern the relationship between it and the selected Vendor.

It is the intention of the Menard ISD to award the contract to the company or companies that appears most advantageous to the District.

**All proposals must be received no later than 5:00 PM (CST) February 7, 2018**

## **Return all bids to:**

Menard Independent School District  
221 E. San Saba Street  
P.O. Box 729  
Menard, Texas 76859-0729

Attention: Johnny Whitson

## **Electronic Proposals may be submitted via email to:**

johnny.whitson @menardisd.net

The subject line: E-rate 2018 Bid

**Required Walk-through:**

All bidders must schedule a walk-through of the district before submitting a bid. Failure to complete a walkthrough will be grounds for rejecting a bid. All walk-throughs must be completed by February 6, 2018. To schedule a walk through please contact Johnny Whitson by phone at 325.456.7760.

**Bid Selection**

Bids will be evaluated on February 8, 2018 at 8:00 AM at the Menard Administration Building located at 221 East San Saba Street, Menard Texas.

**EVALUATION PROCESS:**

Menard ISD will award the contract to the service provider who best meets the needs of the Menard ISD. Criteria will include, but is not limited to:

1. Purchase price.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The total long-term cost to the district to acquire the goods or services.
7. Performance on previous purchases or contracts with the Menard ISD.
8. A solution that can be supported and maintained without excessive cost to the district.
9. Vendors must have valid Service Provider Identification Number (SPIN) and must have a relationship in good standing with FCC/USAC/SLD
10. Vendors are required to schedule and attend an on-site visit.

Winning bidders will be selected based on a Bid Evaluation as directed by the Schools and Libraries Programs. The Bid Evaluation Process will include price of the eligible products and services as the primary factor when constructing the evaluation of bid responses.

**Award of Proposal:**

Menard ISD reserves the right to award this proposal on an item by item basis or a group of items.

Menard ISD reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal.

**Confidentiality:**

The information contained in proposals submitted for Menard ISD consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Menard ISD will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law and E-rate rules and guidelines.

**Costs of Preparation:**

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

**Proposal Understanding:**

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

**District Obligations:**

Menard ISD accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. Menard ISD reserves the right to select a proposal without discussion with the vendors. Menard ISD reserves the right to reject any and all proposals received.

**References:**

The vendor must provide a list of references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.

**Brands:**

Brand names that are included in this proposal request are for descriptive purposes, to indicate the quality, design and utility desired. These specifications are not to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this proposal request. Each bidder shall indicate the manufacturer's name and model number of the brands being proposed.

**E-rate Contract Terms:**

The contract may be subject to Menard ISD receiving E-rate funding in the form of a funding commitment decision letter in the amount requested.

**Scope of Services:**

**Menard Elementary School**

**1. Switches**

Menard ISD is seeking bids for purchase, installation, and configuration of Cisco or compatible switches. Vendor recommendations based on the functionality of their particular product, the layout and construction of the campus will determine the final numbers.

**Scope of Services:**

**Menard Middle School**

**2. Switches**

Menard ISD is seeking bids for purchase, installation, and configuration of Cisco or compatible switches. Vendor recommendations based on the functionality of their particular product, the layout and construction of the campus will determine the final numbers.

**Scope of Services:**

**Menard High School**

**3. Switches**

Menard ISD is seeking bids for purchase, installation, and configuration of Cisco or compatible switches. Vendor recommendations based on the functionality of their particular product, the layout and construction of the campus will determine the final numbers.

