



Request for Proposals 20RFP055 - Campus LAN Switch Upgrades

Date	Event
November 12 and 19, 2019	Dates of public notice
November 20, 2019	Due date for questions by 5:00 pm
November 22, 2019	Questions and answers posted on our website
December 18, 2019	RFP opening / due date at 2:00 pm CST
February 24, 2020	AISD Board meeting for review/approval

Deliver Sealed Proposals to: Austin ISD Contract & Procurement Services 4000 S. IH 35 Frontage Road 4th Floor Reception Area Austin, TX 78704	Contact: Brenda Dalton Senior Procurement Specialist Contract & Procurement Services Phone: 512-414-2113 Brenda.dalton@austinisd.org
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- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: Questions 20RFP055 - Campus LAN Switch Upgrades
- Q & A and addenda will be posted on our website: www.austinisd.org/cp/bids
- **Proposals are due no later than 2:00 pm on the date indicated.** Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered. **If you are delivering your proposal in person you will need an ID to check in with Security and obtain a badge for access to the 4th floor. You will then deliver you sealed proposal to the reception area on the 4th floor.**
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Requested**
 - One (1) digital copy on a flash drive – include signed “required” forms
 - One (1) hard copy marked “copy”
- FAX, e-mail or other electronic proposals will not be accepted.
- Proposals must be plainly marked with:
 - Name and address of the respondent
 - RFP number and title above

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Attend pre-proposal conference (not required)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

Forms

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | Conflict of Interest Questionnaire (CIQ) – electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

Submitting the Proposal

Completed

- Prepare the proposal in the format specified and sign all required forms
- Submit required hard copy marked “original”
- Submit requested quantity of digital copies on flash drive
- Submit requested quantity of hard copies marked “copy”
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “district”) is seeking proposals from firms qualified and experienced in providing Campus LAN Switch Upgrades. Being a legal method of procurement for school districts in Texas, AISD would like to utilize current platforms to engage suppliers to accomplish the following: replacement of existing local area network (LAN) equipment with a new Cisco 9000 series (or equivalent) network switch and related accessories. The network access switches at each of approximately 70 campuses will be upgraded as described below under Scope of Service.

Austin ISD reserves the right to award a contract for any or all areas of this RFP. AISD will make awards to qualified respondents providing the best proposal based on a combination of the program plan, scope of services, vendor’s capabilities and pricing. A Service Agreement will be executed with a successful vendor as a result of this process. A preview only copy of AISD’s Service Agreement is available on our website and should not be returned with a proposal.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

III. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor’s proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor’s experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor's fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Bid Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- EDGAR Vendor Certification
- Software Vendor Certification Form (when applicable)
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

- ALL required forms listed above shall be signed and included with proposal;
- Proposal shall be received prior to the RFP opening date at the address listed on the cover page;
- Proposal shall respond to the entire scope of service and performance requirements as requested.

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.

Points	Item	Detailed Description
25 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
25 Points	Contractor's Capabilities	The demonstrated ability of the contractor to provide services, including references.
15 Points	Management and Reporting Capabilities	The ability of the contractor to efficiently and accurately process management and reporting requirements as described in the RFP will be considered
35 Points	Financial Proposal	Costs for components as proposed in the unit costs on Attachment A – Unit Cost / Total Cost Estimate Worksheet will be the basis for this comparison.

- B. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.
- C. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider any or all of the following additional criteria; the proposed price, contractor’s experience, references and record for responsibility, or any other relevant factor that the district deems necessary to determine best value.

VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

Term

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the district reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

Overview

The Austin Independent School district is a large urban district in Austin, TX with approximately 83,000 students. All of Austin ISD's 130 sites are connected over a metropolitan fiber network known as the Greater Austin Area Telecommunications Network (GAATN). The GAATN network is arranged in multiple interconnected rings throughout the city and shared with several other government entities including the City of Austin, the State of Texas, and the University of Texas at Austin. The AISD network has implemented the Resilient Ethernet Protocol (REP) to meet requirements for high reliability and availability of the GAATN dark fiber network. Austin ISD obtains broadband Internet access via two 10 Gbps links running across the GAATN network. Each of these links connect to an AISD ISP provider in a colocation facility or point of presence (POP) to reach the Internet.

Austin ISD, as part of the E-Rate Program, is planning a partial upgrade to the Campus LAN network infrastructure in about 70 AISD school campuses. This RFP addresses the replacement and/or upgrades of the access switches of the LAN network in 70 AISD schools. AISD may begin the switch upgrades as early as April 2020 and expects complete all work by June 2021.

The current LAN infrastructure at each campus consists of hierarchical network design based on a Cisco 4506E or 9500 distribution switch in the campus MDF, interconnecting 3750 / 2960 access switches (in IDFs or portables) throughout the campus. The current 3750 and 2960X switches are nearing the end of the equipment life cycle. The purpose of this project is to update the LAN access switches at each campus with more current switch models to enhance network performance, reliability, and serviceability.

A proposed standard hierarchical system design is presented to provide guidance for response to this RFP. Cisco equipment is used in the example, but proposals of alternative products with equivalent features and functionality will be accepted for consideration. In the proposed configuration the campus distribution switch (Cisco 9500–40X or C9500-16X) will remain in place at each campus. The campus access switches (model 3750) deployed in the MDF/IDF closets will be replaced. The campus portable building switches (model 2960S/2960X) will be replaced. The switches within each IDF will be interconnected in a ring configuration using REP rather than in a stacked configuration. Each IDF will be managed as an independent REP ring. AISD prefers that the replacement switches offer support for the following features:

- 10Gbps, with upgradeability to 40Gbps Ethernet
- Resilient Ethernet Protocol (REP) to interoperate with AISD's existing metro fiber ring design
- Multiple Virtual Networks (VRFs)
- Enhanced Interior Gateway Routing Protocol (EIGRP)
- On-box Python scripting support
- NETCONF and the Yang Development Kit (YDK)

This RFP also specifies optical modules or Twinax / DAC cable for installation in the campus distribution switches. The bidder should include the specific model number and pricing for each type of switch and optical module or Twinax / DAC cable proposed for this project in their response. If the bidder is offering Cisco switches, preference is given to bids with optical transceiver or Twinax / DAC cable models that are supported and warranted by Cisco. The bidder should include the specific model number and pricing for the type of switch proposed for this project in their response.

Any alternative solution proposed must include all additional costs that would be incurred in order to create an equally functional and managed enterprise environment. These additional considerations must include licensing, implementation of a management platform, etc. The additional technical issues must be described comprehensively in the proposal. The associated costs must be explained in detail in the bidder's response. These items should be included on the financial proposal and the additional items should be listed in the appropriate sections of Attachment A. Costs for network management and some feature licenses may not be eligible for ERATE funding. These items should be quoted to accurately reflect the costs to AISD.

Evaluation Criteria for this section: **Proposed Plan**

1. LAN Network Upgrade Project Scope

- 1.1. The contractor will be required to provide comprehensive services to complete the entire process of the LAN network upgrades at the sites specified. These services will include planning, equipment acquisition, staging, scheduling, installation and integration of the new equipment into the existing network, reporting, documentation updates, communication and coordination with other parties involved in the overall project. The selected contractors must be willing to work in a cooperative manner with the AISD staff and other parties working on behalf of AISD. There may be other projects underway at a campus that will require coordination and planning.
- 1.2. The scope of this project will include the purchase, configuration, and installation of Cisco (or equivalent) LAN equipment (and possibly other devices). The contractor will be responsible for removing existing equipment (and transporting it to a designated storage facility), installing new equipment, making all necessary interconnections, and then verifying that the campus network is fully functional.

- 1.3. There is existing LAN equipment on each campus that will be removed as part of this project. The new LAN equipment will be installed in its place and some additional equipment may be installed on each campus.
- 1.4. AISD will provide detailed instructions for network design, site survey templates, configuration templates, installation procedures, documentation procedures, and coordinate scheduling with the campuses. The contractor will be expected to provide experienced staff with adequate expertise in project management and LAN technologies to comply with the implementation standards required at AISD.
- 1.5. Attachment B provides an example of the installation and configuration instructions that will be provided for the contractor. This will be updated prior to the start of the project with specific information for this project.
- 1.6. The Acceptance Checklist in Attachment C provides an outline of the requirements for completion of this project. This checklist is preliminary and may be revised as the project plans are finalized. The contractor must agree to follow these procedures and complete these checklists during the project.
- 1.7. The contractor will be required to update existing documentation of the LAN layouts at each campus and provide digital photos of their work. AISD will provide a template in Excel format to the contractor. The vendor must be able to work with Visio drawings, MS word documents, and Excel spreadsheets, update AutoCAD drawings, Cisco Prime network management system, as well Cisco (or equivalent) and Cisco device configuration interfaces.

Vendor Response: Comply

Exception

Explanation:

2. General Outline of the Project Process

These are the primary tasks for each campus in this project:

- 2.1. Perform a pre-installation site survey at each site to verify installation plans, rack placement of equipment, verify/document equipment counts, patch cable lengths and counts, and jumper cabling required.
- 2.2. Update documentation of campus LAN device inventory per AISD documentation requirements.
- 2.3. Stage equipment (at contractor's location, off site), load predefined device configurations, inventory and label devices.
- 2.4. Install equipment during evening/night hours (possibly weekend) installation window (typically 4pm to 12am), as defined by AISD.

- 2.5. A campus should be completed in one evening.
- 2.6. Configure switch ports (via Cisco IOS or equivalent) with VLANs, etc. needed to support the AP's, Cameras, other special devices, and document the network connections in the interface descriptions.
- 2.7. Remove old equipment and deliver to AISD storage location and inventory devices.
- 2.8. Provide any additional equipment to AISD that will be installed by AISD if necessary.

Vendor Response: Comply

Exception

Explanation:

3. E-Rate Terms and Conditions

- 3.1. The AISD intends to apply for discounts on the services/equipment listed in this RFP through the federal Universal Service Support Mechanism for Schools and Libraries, commonly known as "E- Rate." Vendors submitting bids under this RFP must agree to meet the following conditions relating to the E-Rate program:
- 3.2. The Vendor must obtain a valid E-rate SPIN number (Service Provider Identification Number) and must provide that SPIN in the Proposal submitted in response to this bid opportunity. If a Vendor does not currently have a SPIN but would like to apply for one, the Vendor must submit a completed FCC Form 498 to the E-rate program administrator, the Schools and Libraries Division of the Universal Service Administrative Company ("SLD"). The form is available on the SLD's website at: www.usac.org/sl in the Forms section. If the Vendor is unable to obtain a SPIN before the deadline for responding to this Request, the Vendor may attach its completed FCC Form 498 and proof that the form was submitted to the SLD (for example, Postal Form 3817 or a copy of the envelope bearing the postmark date of the mailing of the form; or email confirmation, etc.).
- 3.3. Vendor must agree to timely submit to the SLD a completed Form 473, Service Provider Annual Certification Form, which is a program requirement. The Vendor must also agree to provide a copy of the completed Form 473 to the AISD upon request. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.4. The Vendor must agree to ship and/or deliver, and invoice for any services, goods and/or equipment requested in this Service Request on or after July 1, 2020.
- 3.5. The Vendor must register with the FCC and obtain a FCC registration number. See <https://apps.fcc.gov/coresWeb/publicHome.do> for more information about this requirement.
- 3.6. The Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on its invoices. To determine what items are eligible, visit the E-rate Eligible Services List at: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx> or call the SLD at 888-203-8100. This requirement applies to services provided to E-rate eligible entities (K-12 schools) and other AISD entities that are not eligible for E-rate. The Vendor must provide unit pricing to enable the AISD to compute the bid price of services provided to K-12 schools.

- 3.7. The Vendor must be in good standing with the FCC and have no debts outstanding that are owed to the FCC and must not be on Red Light Status. The Vendor must immediately notify the AISD in any event that the Vendor is put on Red Light Status by the FCC and must take immediate measures to resolve and remove its Red-Light Status. Vendor's Red-Light Status constitutes a material breach of contract and the AISD reserves the right to cancel the Agreement of the parties immediately and without incurring any termination charges.
- 3.8. If Vendor learns of any federal, AISD or local investigation conducted by any regulatory authority that could have an impact on the AISD's ability to continue to receive the benefit of E-rate funding, Vendor must notify the AISD within 30 days of learning of such investigation. The AISD reserves the right to cancel the agreement without penalty if the investigation impedes the AISD's ability in any way to receive the benefit of E-rate funding subject to any investigation of wrongdoing.
- 3.9. The Vendor must cooperate with the AISD in ensuring that the location names and addresses listed on the Vendor's bills are accurate and correct. The Vendor must agree to make any corrections to location names and addresses within 30 days of receiving such requests.
- 3.10. The Vendor must cooperate with the AISD in providing documentation concerning the billing charges and calculations and answering any questions that may be required during the SLD review of the AISD's E-rate application.
- 3.11. The Vendor must agree to retain copies of all bills and any other records such as work orders, change orders and request for price quotes, issued to the AISD for 10 years from the end of each fiscal year that this contract is in effect, and to provide copies of these documents to the AISD upon request. These records may be stored electronically, and paper copies are not required to be retained.
- 3.12. Vendors must agree to comply with the FCC's Lowest Corresponding Price rule and not charge a price above the LCP for E-rate eligible services. See 47 C.F.R. Section 54.511 and 47 CFR Section 54.500(f). The Vendor is obligated to provide the LCP not just in this bid response, but throughout the course of the contract. The contract is required to contain a process for annual LCP compliance. Vendors may refer to USAC guidance at <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx> for additional information.
- 3.13. Vendors must agree to cooperate with AISD in completion of a Service Substitution Request in the event that this is necessary to receive funding approval for a newer model device that becomes available before the project begins.

Vendor Response to items in this section: Comply Exception Explanation:

Evaluation Criteria for this section: **Contractor's Capabilities**

4. Project Management

- 4.1. This project will be coordinated by an AISD project manager. The selected contractor will be required to provide comprehensive project management services on this project. These services will include on-site inspections, scheduling, close oversight of work crews, weekly reporting, documentation updates, communication and coordination with other parties involved in the overall project. The vendor should provide a dedicated project manager for the entire project. The selected vendors must be willing to work in a cooperative manner with the AISD project manager and with other AISD contractors. These project management services should be quoted as a separate cost (there is a line item at the bottom of the Attachment A – Cost Estimate Worksheet). The PM costs should be based on a fixed cost for each switch installed at a campus.
- 4.2. The contractor will be responsible for all tasks requested in this RFP under the direction of a project manager provided by AISD. The contractor will not sub-contract or enter into any subcontracting agreements pertaining to this contract without prior written agreement by AISD. Any intention to subcontract parts of this project should be clearly stated in the contractor's response to this RFP.
- 4.3. The individual in the role of project manager will have a critical role in the successful completion of this project. The contractor should include a resume of the individual that they propose for project manager. AISD reserves the right to approve the individual assigned as project manager. AISD expects this project to be the top priority of the assigned individual for the duration of our project. AISD expects this individual to follow our processes and procedures during the project. AISD reserves the right to require a change of project manager at any time if, in our judgment, that would improve the outcome of this project.
- 4.4. The requirements for the project manager include commitment to ownership of this project, organization skills, familiarity with the technical aspects of the project, prompt and forthright communication, attention to details, honoring all commitments, ability to work cooperatively, willingness to conform to AISD processes/procedures, timely materials management, hands on management of work crews, and on-site presence during campus installations.
- 4.5. The project manager must closely supervise the work crews. Details of daily schedules and progress must be reported to AISD accurately. Weekly summary reports to AISD will also be required.
- 4.6. AISD will provide an acceptance checklist to the contractor at the beginning of the project (see Attachment C). The contractor's project manager must complete a site inspection of each campus when installation is completed and verify that all work has been done to the AISD specifications. AISD will then schedule a final walkthrough with the vendor. There should be no punch list items found by AISD on this final walkthrough.

Vendor Response: Comply

Exception

Explanation:

5. Contractor Staffing Requirements

- 5.1. The contractor must be able to provide adequate, dedicated resources to work continuously on this project, and stay on the schedule provided by AISD. The contractor is expected to provide the resources to support an implementation schedule in which a site upgrade is completed each

week. This will require multiple crews working simultaneously on different phases of the process.

- 5.2. The contractor must agree to increase the resources allocated to this project if the scheduled work begins to fall behind (or if requested by the AISD Project Manager).
- 5.3. Each work crew must have an assigned team lead to provide continuity and clear communication throughout the course of this project. Each work crew must include one or more network engineers with adequate technical expertise to address any configuration or troubleshooting issues that may arise during the staging and installation phases of the project. The crews should have adequate manpower to complete the installations within the allocated windows. This will require several experienced installation teams working simultaneously. AISD expects the installation team to include at least 2 to 4 people. The network engineers should not be included in this count because their time should be dedicated to verifying connectivity, troubleshooting, customization of port configurations, and comprehensive testing of network functionality. The project manager is expected to be onsite for each installation to ensure that the installation is on schedule, manage communication of status to AISD throughout the process, and deal with logistical issues.

Vendor Response: Comply Exception Explanation:

6. Scheduling

- 6.1. It is anticipated that the entire project will be scheduled for completion over approximately 12 months.
- 6.2. The contractor must commit to meeting the schedule as agreed upon with AISD. The contractor will be expected to do whatever is necessary to meet the schedule. The contractor must be willing to address any contingencies that arise to stay on schedule.
- 6.3. If the installation crews can safely and quietly work around the daily class schedule, some work may be completed during the school day. The primary cutover of a site will always be scheduled after hours or on a weekend. However, the labor rates quoted to AISD should be valid no matter what time the work is scheduled.

These are the current school start and end times:

Elementary - 7:45 a.m. - 2:45 p.m.*

Middle & Junior High - 8:20 a.m. - 3:30 p.m.*

High School - 9 a.m. - 4:10 p.m.*

*Variations may exist with kindergarten or high school schedules or magnet schools.

Administrative Facilities – 7 a.m. – 5 p.m.

- 6.4. During the summer vacation and other periods when there are no classes, the contractors will be allowed to work during normal business hours. During the school year, contractors should plan to work after typical campus hours, typically 4p.m. to 12:00a.m.

Vendor Response: Comply

Exception

Explanation:

7. Attachment A – Cost Estimate Worksheet

- 7.1. This worksheet must be completed by the contractor. The Excel document can be obtained from the AISD purchasing department. The vendor should modify each section of the document to reflect the part numbers being bid, and add rows and columns to the tables as needed. It is the responsibility of the bidder to specify all components necessary to provide a complete solution based on the products offered. The document should be returned within the RFP response and also as an Excel document.
- 7.2. The cost estimate worksheet (Attachment A) provides the basis for the evaluation of the bidder's financial proposal. Please follow the directions on the worksheet to complete the cost estimates.
- 7.3. Section 1 of the worksheet provides the estimates for the types and quantities of equipment that will be required for the bidder's proposed solution at each newly constructed campus. These estimates are intended to provide a price comparison for the RFP evaluation process. The actual quantities and items required for each campus will be adjusted after completion of the bidding process. The bidder should include the unit costs for each item, create the subtotals for each type of device, and provide a total for each campus. The bidder should include any other costs that might be incurred in the implementation of a complete solution in the response provided.
- 7.4. Section 2 of the worksheet provides the estimates for the types and quantities of equipment that will be required at each campus to have the existing network switches upgraded. These estimates are intended to provide a price comparison for the RFP evaluation process. The actual quantities and items required for each campus will be adjusted after completion of the bidding process. The bidder should include the unit costs for each item, create the subtotals for each type of device, and provide a total for each campus. The bidder should include any other costs that might be incurred in the implementation of a complete solution in the response provided.
- 7.5. The cost worksheet (Attachment A) includes an example of the types of devices and quantities of equipment that will be needed. The bidder may replace the example models and cost with the specific model cost for their proposed solution, or the specific models will be determined at a later date. This list is intended to provide the bidder with a general idea of the scope of the project in order to provide appropriate discount levels in the bid.
- 7.6. The contractor should include discount rates off list pricing for the various categories of network switching equipment, maintenance, and services listed in bottom section of this attachment.
- 7.7. This RFP may also be referenced for additional, similar network switch installations at other campuses during the contract period (and any subsequent renewal periods).

Vendor Response: Comply

Exception

Explanation:

8. LAN Installation Guidelines for Vendors (preliminary) - Attachment B

- 8.1. Attachment B provides an example of the installation and configuration instructions that will be provided for the contractor. This example will be updated prior to the start of the project with specific information for this project.
- 8.2. The contractor should thoroughly review this document. The work done on this project must comply with the specifications described in the final version of this document (to be provided at the beginning of the project).
- 8.3. In the RFP response, the contractor must verify that the installation guidelines document has been reviewed and that the contractor has the ability to meet all requirements.

Vendor Response: Comply Exception Explanation:

9. LAN Acceptance Checklist (preliminary) - Attachment C

- 9.1. The Acceptance Checklist in Attachment C provides an example to outline of the requirements for completion of a typical AISD installation project. This checklist is preliminary and may be revised as the project plans are finalized. This is additional information to assist the contractor in understanding the requirements of the project.
- 9.2. In the RFP response, the contractor must verify that the acceptance guidelines document has been reviewed and that the contractor has the ability to meet all requirements.

Vendor Response: Comply Exception Explanation:

10. Contractor's Capabilities – Specific Requirements

The items listed below are requirements that the vendor must meet. The vendor must specifically address each numbered (10.x) item below in their response. Omission of a specific response will be considered as a negative response.

- 10.1. Consideration will be given to the partner certification level that the bidder holds with the product manufacturer that is being offered. The bidder should verify this status in the bid response. Bidders that have attained an equivalent of a Gold or Platinum certification level are preferred.
- 10.2. It is preferred that the contractor have staff located in the greater Austin area in order to satisfy requirements for prompt response to operational issues (per AISD SLAs).

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- 10.3. The contractor must specifically state any plans to bring staff from outside the area to meet the work force requirements and to staff availability for support and follow-up on this project.
- 10.4. AISD must approve any subcontractor to be used on this project.
- 10.5. Contractor must provide 3 references for projects of a similar scale and scope. Educational environments are the preferred references.
- 10.6. The contractor must commit adequate, dedicated manpower to complete the work at all campuses within approximately 12 months. The exact schedule will be set by AISD.
- 10.7. The allocated manpower must be adequate to complete installations at one site within the schedule provided by AISD.
- 10.8. The contractor must submit a detailed manpower resource plan to demonstrate that adequate resources are committed to this project.
- 10.9. The contractor must agree to add additional manpower to the project if it falls behind schedule. All contractor staff working at an AISD facility must have company identification and wear AISD badges at all time.
- 10.10. All contractor staff must dress according to professional standards and conduct themselves in a professional manner while on AISD property.
- 10.11. All contractor staff working at an AISD facility must pass AISD required background checks.
- 10.12. Contractor must obtain contractor access keys from the AISD service center, AISD contractor picture ID badges from AISD PD, and follow AISD access procedures to work on campuses.
- 10.13. Contractor must obtain a set of contractor keys for each crew and for the project manager (minimum requirements).
- 10.14. Contractor must provide a dedicated project manager to oversee all the contractor's activities, and to serve as the single point of contact to AISD personnel and the project consultant.
- 10.15. The project manager will be responsible for coordination of all activities of contractor's staff.
- 10.16. Contractor must closely supervise work on each campus while underway and must complete inspection of work within 2 days of completion of a campus.
- 10.17. The project manager will be expected to provide daily and weekly reports of progress on the project. These reports must be accurate.
- 10.18. The contractor must provide documentation as specified by the AISD project manager. This will include updating existing documentation provided by AISD.
- 10.19. Contractor will be responsible for communicating all requirements to any subcontractor and for all work done by subcontractor.
- 10.20. The contractor should submit the resume of the proposed project manager.
- 10.21. The contractor should submit the resume of the networking professional proposed for the technical leader of this project.

- 10.22. The contractor must minimize and coordinate downtime of the existing network equipment when performing this work.
- 10.23. Contractor must have a set of test equipment for testing copper (and fiber) links. This test equipment must be onsite with each installation crew.
- 10.24. Contractor must remove old equipment, inventory all old equipment, cables, etc. and relocate this equipment to an AISD storage facility as instructed by AISD
- 10.25. The day after each installation is completed; the contractor must have staff available to return to the site for any problem resolution.
- 10.26. The contractor must label all cables in accordance with AISD cabling standards.
- 10.27. The contractor will be required to take digital photos of all installed equipment at completion of installation.
- 10.28. Contractor must also be prepared to make revisits to campuses to investigate possible issues at no extra charge to AISD.
- 10.29. Contractor will be responsible for upgrading or downgrading the OS version on the switches and LAN equipment per AISD's directive.
- 10.30. The contractor will be required to make pre-installation site visits in preparation for installation and may be required to assist in adjusting equipment in the racks to facilitate the placement of new equipment.
- 10.31. Contractor will be responsible for checking accuracy of parts required at each campus as part of the preliminary site visits and must notify AISD project manager of any discrepancies.
- 10.32. Contractor must verify placement of new LAN components during preliminary site visits.
- 10.33. Contractor must also verify exact cable length requirements for all copper patch cables during the preliminary site visits. Contractor must adjust orders to get the correct patch cables.

Vendor Response to all items in this section: Comply Exception Explanation:

Evaluation Criteria for this section: **Management and Reporting Capabilities**

11. Management and Reporting Capabilities

- 11.1. The project manager will be expected to provide AISD with documentation of a detailed, clearly defined work schedule for each campus.
- 11.2. AISD will issue a PO for the work at each campus.
- 11.3. Contractor must provide 1 invoice for each campus that includes all charges (equipment, labor, etc.). This invoice must be itemized and must match the format of the PO submitted

to the contractor by AISD. The invoice must be submitted within 1 month of the completion of the work on a campus.

- 11.4. All equipment ordered must be new from the manufacturer.
- 11.5. The contractor will be responsible for ordering all equipment and supplies far enough in advance to maintain the work schedule.
- 11.6. If necessary, the contractor will be required to obtain equipment and supplies through distribution channels to meet the AISD implementation schedule or to complete installations if additional items are needed on short notice.
- 11.7. The contractor will be responsible for the receipt of the equipment at the contractor's staging area for inventory and configuration.
- 11.8. The contractor will be responsible for the delivery of the equipment to each campus following the staging process.
- 11.9. The contractor will be required to expedite deliveries (at no cost to AISD) if necessary, to maintain the work schedule.
- 11.10. The contractor must adjust the number of switches ordered for each campus after the site visit to avoid installation of unnecessary equipment.
- 11.11. The contractor will be responsible for managing the equipment inventory for the overall project to avoid a surplus inventory at the end of the project.
- 11.12. If a component fails within 30 days of installation, the contractor must replace this component with new equipment from the manufacturer. It is not acceptable to handle this as an RMA with refurbished components.
- 11.13. Contractor will be responsible for all RMA's of equipment until the entire project is complete. If a component fails after the initial 30 day installation period, the contractor must handle the RMA of this component and installation of the replacement unit.
- 11.14. Any additional components and installations required will be done at the same unit costs as the original quote with no additional charges for change order processing.
- 11.15. The Contractor must provide verification that the Cisco (or equivalent) maintenance contract is in effect and all products are under coverage.

Vendor Response to all items in this section: Comply

Exception

Explanation:

Evaluation Criteria for this section: **Financial Proposal**

12. Financial Proposal

The vendor should include pricing for all required costs in the designated sections of Attachment A.

- 12.1. Cost for components as bid in the unit costs on Attachment A – Unit Cost / Total Cost Estimate. Worksheet will be the basis for this comparison.
- 12.2. Purchase Price of the entire solution provided by the vendor's proposal.
- 12.3. Total long-term cost to the district in supporting the solution after the initial install.
- 12.4. Additional cost to the district to integrate and manage the system beyond what has been provided in the proposal.

VII. APPENDICES AND ATTACHMENTS

- Appendices (Documents included within this proposal):
 - Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

- Attachments (Separate documents available to download):
 - Attachment A – Cost Estimate Worksheet
 - Attachment B – Switch Installation and Configuration Guide - Example
 - Attachment C – LAN Acceptance Checklist - Example