

Intermediate Unit 1
REQUEST FOR PROPOSAL
STRUCTURED NETWORK CABLING AND ACCESS POINTS

Response Deadline: Friday, February 11, 2022, AT NOON E.S.T.
Mandatory Walk Through, see Section 2.1, for date and snow day.

1.0 INTRODUCTION

- 1.1 INTERMEDIATE UNIT 1 issues this Request for Proposal ("RFP") for NETWORK CABLING, EQUIPMENT, AND INSTALLATION at our EDUCATIONAL CAMPUS at COLONIAL. Intermediate Unit 1 intends to apply for discounts on the materials/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 **Issuing Officer and Technical Contact for Questions and Information**

Donald Terry
Intermediate Unit 1
Supervisor of Data Services
One Intermediate Unit Drive
Coal Center, PA 15423
724-938-3241 x280
donald.terry@iu1.org

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, Intermediate Unit 1 encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Network Cabling and Wireless RFP Question" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

If the RFP was downloaded from a web site link, Vendors are responsible for periodically monitoring the web site for any updates relating to this RFP.

- 1.3 An electronic proposal must be e-mailed with all attachments to the Issuing Officer on or before noon E.S.T. on Friday, February 11, 2022. Email must have a subject line of, "Colonial E-rate Network Cabling and Wireless Proposal." CC the following email addresses in addition: kristin.vanstrien@iu1.org and matt.yuvan@iu1.org. All required Vendor information, certifications and attachments must be included with the proposal.

Intermediate Unit 1 intends to select the successful Vendor and have the final contract presented to the school board no later than its February 2022 meeting.

- 1.4 Intermediate Unit 1 will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply.

Intermediate Unit 1 reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

1.5 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

1.6 All personnel that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in Intermediate Unit 1's locations.

1.7 Intermediate Unit 1 is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which Intermediate Unit 1 is not exempt or that is imposed or assessed by Vendor.

1.8 **Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

1.8.1 Vendor's proposal is submitted after proposals have been opened and reviewed by Intermediate Unit 1.

1.8.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.

1.8.3 Vendor is not authorized to do business in Pennsylvania.

1.8.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.

1.8.5 Vendor does not have an E-rate SPIN number.

1.8.6 Vendor cannot provide all equipment and services listed in Appendix A unless otherwise noted in this RFP that separate contracts may be awarded for subsets of equipment and/or services.

2.1 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Bidder must attend the mandatory site visit, which is scheduled for Monday, January 24, 2022, beginning at 2:00 PM. Interested vendors should register for the site visit by emailing Kristin.vanstrien@iu1.org no later than Monday, January 24th at 8:00 AM. If school would be closed due to inclement weather, the snow date will be Monday, January 31, 2022, at 2:00 PM. Bidder is to meet in the lobby of the IU1 Educational Campus at Colonial, 6353 National Pike Road, Grindstone, PA 15442 at the scheduled date and time. Building layouts will be provided. Pricing for wireless access points should be submitted separately using the Appendix A.

The proposed services must include, but not be limited to, the following items:

Provide labor and all materials to install cabling runs that will connect to Intermediate Unit 1's existing network. This includes installation, termination, and certification of new structured cabling and removal of the existing cabling.

- Estimated 230 Cabling Runs
- Use of Plenum Cat6 Cabling for Data */Wireless */Printer * connections
- Use of Plenum Cat3 24 pair, 24 gauge for MDF to IDF for inter network connectivity
- Use of Plenum OM3 10 gig Armored Fiber for MDF to IDF connections
- Each Data */Wireless */Printer * run will be in its own Patch Panel
- Each OM3 10 gig Armored Fiber will be terminated LC-LC
- All fiber patch and copper patch cables for MDF and IDF will be included
- Each MDF and IDF will need a UPS
- MDF will need a 4-post floor mount self-standing rack, enclosed with fans (and corresponding hardware)
- MDF rack (qty 1) PDU NEMA 5-15 standard outlet bar
- All conduits will be metal with metal boxes and metal faceplates with corresponding mounting hardware
- *All cabling to be color matched (example Data-blue Wireless-orange Printer-green)

There should be a single price quote for the cabling project. See Appendix B.

Pricing for wireless access point hardware and installation is listed in Appendix A. Pricing for wireless access points should be submitted separately using the Appendix A.

- 2.1 Included in this proposal vendor must itemize the description of each material/service included in this procurement. Proposals must include all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 2.2 Proposals must include a description of the manufacturer's warranty for each component listed. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.3 Proposals are requested that are required turnkey; comprehensive solution that addresses all requirements set forth in the Scope of Services.
- 2.4 Work must be completed by vendor employees only. Subcontractors are not permitted.
- 2.5 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 Discounted Bills: Should Intermediate Unit 1 so choose; Vendor must agree to provide discounted bills to Intermediate Unit 1 which reflect the net charges due to Intermediate Unit 1 after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that Intermediate Unit 1 will NOT be liable to Vendor and Vendor shall have no recourse against Intermediate Unit 1 for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that Intermediate Unit 1 shall not be liable to Vendor and Vendor shall have no recourse against Intermediate Unit 1 for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If Intermediate Unit 1's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, Intermediate Unit 1 shall not be liable to Vendor and Vendor shall have no recourse against Intermediate Unit 1 for the amount at issue until both Intermediate Unit 1 and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC. Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.3 If Vendor learns of any federal, state, or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on Intermediate Unit 1's ability to continue to receive the benefit of E-rate funding, Vendor must notify Intermediate Unit 1 within 30 calendar days of learning of such investigation. Intermediate Unit 1 reserves the right to cancel the agreement without penalty if the investigation impedes Intermediate Unit 1's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 3.4 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to Intermediate Unit 1. All such records shall be retained for 10 years following completion of services and/or installation of equipment and shall be subject to inspection and audit by Intermediate Unit 1.
- 3.5 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
 - Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Invoicing to USAC that is consistent with the contract and Intermediate Unit 1's Form 471
 - Ensuring that services or products are not provided to Intermediate Unit 1 without Intermediate Unit 1's express written permission or official purchase authorization

- Ensuring that Intermediate Unit 1-approved substitute services or products are prominently noted on invoices submitted to USAC and Intermediate Unit 1.
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year.
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to Intermediate Unit 1 in a timely manner.
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner.
- Maintaining fixed asset list of E-rate-supported equipment provided to Intermediate Unit 1 with detailed information for each item (model number, serial number, product description) and made available to Intermediate Unit 1 in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 Intermediate Unit 1 reserves the right to:

- Amend, modify, cancel this RFP, or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of services at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual Intermediate Unit 1 needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- Intermediate Unit 1 intends to award a single contract for all services in Appendix A; however Intermediate Unit 1 reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;
- Reject any or all the Proposals.
- Accept other than the lowest offers.

4.2 Timeline for Purchase of Services

The purchase of services will be contingent upon E-rate approval and a Notice to Proceed, or Purchase Order by the Intermediate Unit 1 after E-rate approval has been received.

4.3 Lowest Corresponding Price

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.4 Intermediate Unit 1 reserves the right to extend or abbreviate the contract period if

such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

- 4.5 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to Intermediate Unit 1 for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed, and materials supplied that matches Intermediate Unit 1's contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to Intermediate Unit 1 (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of company.
- 5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the Intermediate Unit 1.
- 5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 3 current Pennsylvania K-12 clients of similar size to Intermediate Unit 1 that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm's experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify Intermediate Unit 1 if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- 5.8 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in January 2022 – April 2022 in order to assist with

the completion of Intermediate Unit 1's 471 E-rate applications, if requested.

5.10 Provide copy of terms and conditions for proposed contract.

5.11 **Pennsylvania Right-to-Know Law**

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. Intermediate Unit 1 intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, Intermediate Unit 1 is required to select the proposal of the "lowest responsible bidder" in the event that Intermediate Unit 1 decides to award a contract.

In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must comply with the following:

6.1 Submit a timely proposal and not be disqualified under Section 1.8.

6.2 The proposal must include all of the required information in Section 5.

6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.

6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.

6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF WIRELESS EQUIPMENT AND SERVICES SCOPE

All applicable taxes, fees, shipping, and surcharges from which the Intermediate Unit 1 is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the Intermediate Unit 1.

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the Intermediate Unit 1's existing equipment which are as follows:

Existing Equipment: Sophos XG Firewall will be used to manage the Sophos access points

Please see attached list.

Vendor: _____

DATA PROVIDED BY INTERMEDIATE UNIT 1				DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part #	Estimated Quantity	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
Wireless Access Point with ceiling mount hardware	Sophos or equivalent	Sophos 530 APX	26				
Wireless Access Point with ceiling mount hardware	Sophos or equivalent	Sophos 740 APX	2				
Installation of Access Points							
TOTALS				\$	\$		

APPENDIX B

NETWORK CABLING AND INSTALLATION SCOPE OF WORK

TOTAL PRICE QUOTE FOR CABLING MATERIALS, INSTALLATION AND SERVICES IS: \$_____

VENDOR NAME: _____

DATE: _____