

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	139755
SCHOOL NAME	PANAMA PUBLIC SCHOOLS
ADDRESS	401 HIGH SCHOOL DRIVE
CITY, STATE, ZIP	PANAMA, OK 74951

Please submit bids/proposals to the school by email or mail.

CONTACT	WAYNE WEDGE
EMAIL	WAYNEWEDGE@PANAMA.K12.OK.US
PHONE	918-647-6720

FUNDING YEAR 2021-2022 (July 1, 2021 - June 30, 2022)

SERVICES REQUESTED (As checked) 470 FILED SITE VISIT

BIDS DUE BY: February 18, 2022

CAT2					
	INTERNAL CONNECTIONS (Hardware i.e. switches/access points/cabling)	X			

REQUEST FOR PROPOSAL Cat 2 (RFP)

Category Two

85% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(s)

COSTS (including INSTALLATION NOT ELIGIBLE taxes / surcharges) (or other charges) SERVICES, if any

QTY	DESCRIPTION	LOCATION			
1	Uninterrupted Power Supply (UPS) for Switches and Servers. Large enough to support 3 48 port switches.	EL			
7000 Ft	Cat 6 cable drops from core switch Access Points, switches, desktops.	HS (2000), MS (1000), EL(4000)			
17	Access Points (Unifi) Installed with Cat 6 cables. Prefer UniFi Access Points.	HS(5), MS(4), EL(8)			
8	POE Switch, 8 ports	HS(3), MS(1), EL(4)			
1	POE Switch 24 port	HS0), MS(0), EL(1)			
3	POE Switch, 48 ports	HS0), MS(0), EL(3)			

Dark Fiber Upgrade

85% = Estimated discount

PROPOSALS MUST INCLUDE

QTY	DESCRIPTION	LOCATION	<u>MONTHLY COSTS</u> (including taxes / surcharges)	<u>INSTALLATION</u> (or other charges)	<u>NOT ELIGIBLE</u> <u>SERVICES</u> , if any
1					
25	Basic Maintenance for Internal Connections, including Switches, Access Points, and other Erate Eligible Devices (25 Hours)	High School , Middle School, and Elementary.			
25	Basic Maintenance for Internal Connections, Firewall appliance technical support	District			
1	Firewall and security definitions renewal. Includes installation and any other charges.	District.			

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms

School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.

All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response. **Ineligible charges must be bid separately from eligible charges.**

School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.

All products and services proposed must be operational and compatible with all network equipment brands/software used by school district.

Bids/ Proposal must meet or exceed minimum requested hardware or services requests.

Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). Maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.

For most requested services such as Internet, Installation, Basic Maintenance, Managed Internal Broadband Services, requires using sub-contractors, required disclosure of the contracting company and information is required.

School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required, minimum of 3 service providers). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.

School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered.

Group site visits (walk-throughs) allow for additional communication as well as limited interruptions to school campus and student activities. Morning Walk-through appointments are available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended but not required, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.

All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.

All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.

REQUEST FOR PROPOSAL (RFP)
Documentation Requirements

1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a IF SITE VISIT IS SCHEDULED, Must register, as soon as possible, to receive any email or updates for this RFP request.
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)
- c Responses for requested information will be posted on local school webpage for all service providers to view.

SEE WEB PAGE: www.panama.k12.ok.us (Select "Erate" from menu)

FINAL QUESTION DAY - 4 business days before posted deadline.(Please note this date	2/14/2022
FINAL ANSWER WEB POSTING - 2 two business days before bid deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)	2/16/2022

Service Provider must print a copy of school webpage with questions and answers. (required proof of receipt) If no questions, please state - NO QUESTIONS / ANSWERS FOUND ON SCHOOL WEBPAGE - with date and signature.

2 Response bid/proposal MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.
- c Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
- d **Plus, a complete copy of contract with terms for consideration.**
- e Statement of Work / Services including maintenance and warranty information. (if any)
- f Copy of State contract pricing, if applicable.
- g List of References (minimum of 3 within the state)
- e Copy of the list of posted questions & answers with date and signature - as listed above (item #d)
- f Federal Tax ID certificate (w-9)
- g Copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.
- h

3 Instructions to submit

- a Bids will be accepted for a minimum of 30 calendar days (). (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date unless extension date is requested from school AND update to the FORM 470 application.

**INTENT TO BID & SUBMIT RFP QUESTIONS
IF SITE VISIT IS SCHEDULED -**

**SERVICE PROVIDERS
Immediately Complete & submit
THIS PAGE for site visits**

DATE _____

SERVICE PROVIDER: _____

OFFICE# or CELL#: _____

CONTACT:

EMAIL:

SITE VISIT?			PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:	401 High School Drive		

Note: The above form only needs to be filled out if you are planning a site visit.
Email questions, if any to waynewedge@panama.k12.ok.us.
Please note any school breaks

Submit questions no later than
to waynewedge@panama.k12.ok.us
Panama Public Schools
WAYNE WEDGE

02/14/2022

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/receipt of any emails or correspondence.
 - > For RFP updates, questions and answers— not through individual emails.
SEE WEB PAGE: www.panama.k12.ok.us
- > All questions and answers will be posted by [02/16/2022](#)