

REQUEST FOR PROPOSAL  
RFP731521003, New Wireless Network  
Deadline 3/16/2021

The Pike County School District is requesting bids from qualified vendors for new wireless networks at all of the District's instructional facilities. The District is requesting proposals that include the design, installation and configuration of the network. Requirements are detailed in section 3.0 of this document.

The District will host a mandatory walk-thru on **Thursday, February 25<sup>th</sup>**, beginning at **10:00am EST** at the District's BoE. Only proposals received from vendors in attendance will be considered.

All questions must be submitted in writing. Questions must be submitted via: [rfp@fundingtechnology.com](mailto:rfp@fundingtechnology.com) and contain the subject line: "**RFP731521003 Q&A**". To ensure impartiality, only material questions submitted via this email will receive a response. *The Q&A period will end at 5:00pm EST on Monday, March 1, 2021.* Q&A responses will be posted to the USAC EPC portal. Communications outside of the defined processes will incur score deductions during the evaluation and may constitute grounds for disqualification of responses.

Proposals will be received until **5:00pm EST on Monday, March 16, 2021**. Bids received after this date and time will not be accepted. All proposals must adhere to the guidelines defined in Section 2 of the RFP and must be submitted directly to the District as described in Section 2. Upon submission, all proposals shall be considered legally binding.

Proposals will remain sealed until after the submission deadline and will be opened in the presence of the evaluation committee.

The District will evaluate complete and conforming responses from eligible vendors according to the guidelines set forth in this RFP as well as all applicable procurement rules and policies, including those set forth by USAC and the E-Rate program.

Vendor qualifications are detailed in Section 1.7 of the RFP. All successful vendors must be USAC approved, with a valid E-Rate SPIN and provide proof of participation in the Federal E-Verify program.

Thank you for your interest in working with the Pike County School District.

# Table of Contents

<b>1. PCSD WAN SERVICE REQUEST FOR PROPOSAL.....</b>	<b>1</b>
1.1 Introduction/Project Overview.....	1
1.2 Overview of Pike County Schools.....	1
1.3 Confidentiality Requirements.....	1
1.4 Relevant Dates.....	1
1.5 Retention of Responses.....	1
1.6 Communication.....	1
1.7 Vendor Qualifications.....	2
1.8 Assessment.....	3
1.9 Evaluation Criteria .....	3
1.10 Terms and Conditions .....	4
1.11 Miscellaneous Requirements & Information.....	4
1.12 Addenda & Opening of Proposals.....	5
1.13 Request for Clarification or Additional Information.....	5
<b>2. RESPONSE GUIDELINES .....</b>	<b>5</b>
2.1 Proposal Contents.....	5
2.2 Proposal Format.....	6
2.3 Pricing.....	6
2.4 Submission.....	6
<b>3. SERVICE REQUIREMENTS.....</b>	<b>7</b>
3.1 Objective.....	7
3.2 Facilities.....	7
3.3 Requirements.....	7
3.3 Pricing Attachment .....	7
<b>4. APPENDICES &amp; ATTACHMENTS.....</b>	<b>8</b>
APPENDIX A – STATEMENT OF ELIGIBILITY AND COMPLIANCE.....	8
APPENDIX B – CONTRACTOR AFFIDAVIT.....	9
APPENDIX C – CERTIFICATE OF ELIGIBILITY.....	10
APPENDIX D – SAMPLE CONTRACT.....	11
APPENDIX E – REFERENCES .....	12
ATTACHMENT A –PRICING WORKSHEET.....	13
ATTACHMENT B- PCHS Site Plans.....	14

# 1. PCSD FIBER WAN SERVICE REQUEST FOR PROPOSAL

## 1.1 Introduction/Project Overview

The Pike County School District (PCSD or the District) is seeking qualified bids for new wireless networks at the District's instructional facilities. The proposals should include the design, hardware, installation and configuration. The District does not have a preference for specific technologies, but is requiring full, adequate coverage for each facility.

## 1.2 Overview of Pike County Schools

Pike County Schools is a district in north central Georgia. The school system includes 5 schools in Zebulon, as well as the Board of Education Office and other administrative facilities that support over 3500 students and faculty.

## 1.3 Confidentiality Requirements

This RFP has been published to solicit proposals for these services and is considered confidential. No portion of this RFP may be used, reproduced, or disclosed.

## 1.4 Relevant Dates

Mandatory Walk-thru: 10:00am EST February 25, 2021

Q&A Deadline: 5:00pm EST March 1, 2021

Proposal Deadline: 5:00pm EST March 16, 2021

## 1.5 Retention of Responses

Any proposals or submission artifacts become the property of the PCSD and the release of any such information shall be performed in accordance with Georgia Open Record law. Any proprietary information in a submission must be identified as such. A submission will not be considered proprietary in its entirety. Proposals will not be available publicly until after a winning bid has been selected.

## 1.6 Communication

Questions must be submitted via email to: [rfp@fundingtechnology.com](mailto:rfp@fundingtechnology.com) with the subject line: **"RFP731521003 Q&A"**.

Only material questions will receive responses. And all responses will be made available via the E-Rate portal after the Q&A deadline. Questions submitted via any other channels or without the appropriate subject line will not be considered received and will not be addressed.

Proposals must be submitted in hard copy and electronic format as described in Sections 2.2 & 2.4.

*No other form of communication related to this RFP is permitted, including communication with the PCSD board members or staff. **Failure to adhere to these policies will result in score deductions the evaluation and may result in immediate disqualification.***

## **1.7 Vendor Qualifications**

### **1.7.1**

Vendors must be an FCC licensed Telecommunications Carrier (for WAN & Internet services) and possess a valid, unencumbered SPIN for the Universal Service Administration Company (USAC), as well as an FCC registration number. Vendors must be able to provide a copy of the most recent USAC Form 473 (SPAC).

### **1.7.2**

Vendors must be financially stable and responsible. The PCSD reserves the right to request any and all of the following as proof of financial stability: a bank reference documenting positive standing with a financial institution, positive credit references from other vendors or an accredited credit bureau or a certificate of insurance noting liability coverage that is sufficient to cover potential liability associated with the services covered in this RFP.

### **1.7.3**

A signed copy of the Statement of Eligibility and Compliance found in Appendix A.

### **1.7.4**

Submission of a qualified proposal that meets all the requirements set forth in this RFP, including the required Appendices & Attachments and formats, communications policy and disclosure of conflicts of interest.

### **1.7.5**

Vendors must be fully licensed to do business in the State of Georgia and remain in compliance with any and all legal requirements set forth by the Georgia Public Service Commission and the Federal Communications Commission of the United States.

## **1.8 Assessment**

The PCSD and/or its designated agent will compile all responses. Bids will be unsealed and reviewed after the deadline to ensure adherence to the requirements identified in this RFP. Bids will be evaluated for completeness and the vendor will be evaluated to ensure qualification as set forth in Section 1.7. Only complete, conforming responses from qualified vendors will be considered in the evaluation.

PCSD reserves the right to invite vendors to present the proposed solution to the vendor selection team.

The District reserves the right to withdraw this RFP at any time with no liability to prospective respondents. Prospective vendors assume responsibility for any and all costs associated with the proposal.

## **1.9 Evaluation Criteria**

The bid evaluation will consider each of the following: Cost (Eligible and Ineligible Cost), Service and Proposal Requirements, E-rate experience and Prior experience with Pike County. Cost of E-rate **eligible**

services will be the most heavily weighted factor.

The Service Requirements portion of the score will include all requirements set forth in the RFP and any subsequent Q&A. Vendor Qualification will include prior E-Rate experience. Lastly, the Prior Experience with Pike County will consider prior experience working with the Pike County School District.

As a result, proposals should clearly identify: all E-Rate eligible and ineligible costs (to include the cost of any equipment, maintenance or additional services that are required), a detailed service level agreement, detailed technical descriptions, an understanding of all stated requirements, the vendor’s relevant qualifications and experience, including E-Rate program and PCSD experience.

The total scores will be calculated as follows:

Factor	Points
E-rate Eligible Cost	40
Ineligible Cost	10
Service and Proposal requirements ( <i>functional, technical and rfp requirements</i> )	30
Vendor Qualifications ( <i>E-Rate experience</i> )	10
Experience with Pike County	10
<b>Total Points</b>	<b>100</b>

## **1.10 Terms and Conditions**

### **1.10.1 Conflicts of Interest**

Any relationship between a responding vendor and the Pike County Board of Education or its staff must be disclosed at the time of submission.

### **1.10.2 Lawful Compliance**

All qualified vendors must comply with all local, state and federal laws governing procurement and the provisioning of products or services.

### **1.10.3 Pricing and Payments**

All pricing submitted with a bid will be considered accurate and constitute a legally binding offer. The PCSD reserves the right to request a best and final offer at any time from vendors that have submitted qualified bids. Payment will occur per a mutually agreed to payment schedule.

### **1.10.4 Proposal Cost**

All costs associated with developing a proposal are the sole responsibility of the Offeror. Under no circumstances will the District provide reimbursement for such expenses, including those related to attending any required pre-proposal conference.

### **1.10.5 Proposal Withdrawal**

A proposal that has been submitted may be withdrawn prior to the RFP submission deadline. Such a request must be made in writing and signed by an authorized representative of the vendor. A copy of the request should be submitted via email to: [rfp@fundingtechnology.com](mailto:rfp@fundingtechnology.com) with the RFP ID in the subject line and a hard copy mailed to the PCSD, addressed to the attention of RFP731521003.

### **1.10.6 Right to Reject**

The PCSD reserves the right to reject all proposals when it is in the best interest of the District, including cases in which it is deemed that a service provider is not capable of meeting all service requirements. The PCSD also reserves the right to make an award without further discussion. Therefore, responses should be submitted with the best viable offer.

### **1.10.7 Georgia Code TITLE 20 – EDUCATION**

As mentioned in section 1.10.2, all contracts must comply with Georgia law, including Georgia CODE TITLE 20 – EDUCATION CHAPTER 2 – ELEMENTARY AND SECONDARY EDUCATION ARTICLE 10 CONTRACTS AND PURCHASES BY PUBLIC SCHOOLS. The PCSD is soliciting a multi-year agreement. However, the terms of the contract must comply with § 20-2-506 of ARTICLE 10 covering the authority to enter into multi-year agreements.

## **1.11 Miscellaneous Requirements & Information**

There are no additional requirements outside of those identified elsewhere in this RFP.

## **1.12 Addenda & Opening of Proposals**

The PCSD reserves the right to amend this RFP prior to the proposal due date. All amendments and supplemental information, including material Q&A, will be posted to the USAC EPC Portal in the event of E-Rate eligible products or services.

## **1.13 Request for Clarification or Additional Information**

The PCSD reserves the right to request additional supporting information to facilitate the evaluation and scoring of a proposal. Such a request will be submitted via email along with a courtesy phone notification. All responses must be made in writing and typically be received within 48 hours of the request for additional information.

## **2. RESPONSE GUIDELINES**

Vendors should provide a thorough description of the proposed equipment and services, which must meet the requirements established in this RFP. The proposal should include all the necessary detail in a clear, concise form so that the submission can be scored during the evaluation process without the need for any additional details.

All bids must be signed by a vendor representative with legal authorization to enter the vendor into a legally binding agreement. Bids must include all the required components referenced in this RFP,

including the pricing attachment in digital format, E-Verify certification and, when applicable, sample contract.

Whenever possible information should be summarized in the form of tables, diagrams or other visual representations. Emphasis should be placed on concise language and limited to information that is relevant to the services and requirements identified in this RFP.

As noted in Section 2.2, the proposal and Appendices should be submitted in hard copy and digital format. All of the proposal contents should be included in a single file except for the pricing information, which should be included in separate file(s) in order to ensure pricing confidentiality.

## **2.1 Proposal Contents**

A proposal should include at least each of the following sections.

### **2.1.1 Executive Summary**

The Executive Summary should include a brief statement covering the service provider's understanding the products and/or services, and how the proposed services meet the stated requirements. The Executive Summary should include the company's name and address, SPIN, and contact information for the point of contact and legal representative.

### **2.1.2 Table of Contents**

The Table of Contents should accurately identify all the sections and content contained within the proposal.

### **2.1.3 Vendor Qualifications**

The Vendor Qualifications summary should include the following basic information: Company name and legal form, full address, accounts receivable contact information, account executive or service manager contact information, helpdesk contact information, project manager contact information, Federal Tax ID, E-Rate SPIN, and a recent D&B report (if applicable).

Furthermore, the Vendor Qualification section should address the following:

- a. The existence of any pending litigation that might impact the ability of the Vendor to provide the services detailed in the proposal
- b. A brief company history and description of the size of the organization, mission, locations, revenue and/or market share.
- c. A brief description of the Vendor's commitment to K-12 education and K-12 clients
- d. References for 1-3 similar clients in the K-12 market
- e. A list of all personnel that would be assigned to the project(s) covered in this RFP (if applicable)
- f. A description of why the vendor is qualified to provide the products or services in this RFP

## 2.1.4 Solutions Qualifications

The Solutions Qualifications section should address the following:

- a. Detailed specifications, including model numbers and technical specs
- b. A description of the implementation plan for installation and configuration
- c. A description of the Vendor's support services
- d. A description of the process for testing and validating installation and configuration
- e. A description of the process for remediating technical issues

## 2.1.5 RFP Exceptions

If there are any discrepancies between the requirements defined in this RFP and the Vendor's proposal, those should be clearly stated.

## 2.1.6 Appendices

The following Appendices must be included in the proposal.

- a. Completed Statement of Eligibility and Compliance
- b. Completed Contractor Affidavit
- c. Certificate of Eligibility
- d. Sample Service Contract
- e. Client References (optional: insurance cert, bank refs, vendor refs)
- f. Pricing Attachment A (RFP731521003A.xlsx)

## 2.2 Proposal Format

Proposals and attachments must be sealed and submitted to the District's Board of Education office in hard copy form accompanied by a complete copy in digital format on a USB drive.

## 2.3 Pricing & Terms

Pricing must be at the line-item level and must adhere to the format provided in the pricing schedule file (RFP731521001A). All pricing for installation and any additional equipment required to provide the service must be included.

The vendor is required to indicate whether their proposed pricing includes all estimated taxes and fees. If the cost provided by the vendor does not include the estimated taxes and fees, the vendor must provide the expected percentage for these additional charges.

## 2.4 Submission

All proposals must be mailed or hand-delivered to the District's Board of Education office located at **16 Jackson St, Zebulon, GA 30295** and addressed to the *attention of Mr. Matt Westbrook*. Response packages must include a hard copy of the proposal with an accompanying digital copy. No proposals should be sent via email. Proposals submitted through other means will not be considered. *Proposals must be received by: 5:00PM EST 3/16/2021*. Responses will remain sealed until after the deadline and will be opened in the presence of the evaluation committee.



### 3. SERVICE REQUIREMENTS

#### 3.1 Objective

The District is evaluating options for a complete refresh of its wireless networks, to include design, hardware, licenses, installation and configuration.

#### 3.2 Facilities

The District requires new wireless networks for all of its instructional facilities. A list of the facilities can be found in the **locations** tab of the pricing attachment, RFP731521003A. Detailed site maps for each facility can be found as attachments to the Erate form 470. Note that the site map for Zebulon HS is located on the far-right side of the Zebulon and Old MS Auditorium attachment.

#### 3.3 Requirements

The District seeks proposals and pricing for a turn-key solution that includes analysis of the facilities to determine adequate wireless coverage as well as a design, including specific hardware recommendations, to fulfill the requirements.

The District's goal is to achieve a 1:1 ratio for students: end user devices. Any proposed solution should provide complete coverage throughout the instructional facility with the presumption of a 1:1 student ratio. The **locations** tab of the pricing attachment includes the current student population for each school. Not substantial change in student population is expected over the next 5 years.

Prospective vendors will receive more detailed regarding coverage density requirements during the mandatory walk-thru.

The instructional facilities currently have WAPs deployed with cabling from the respective data closets. As part of the walk-thru and design, prospective vendors will be expected to determine if the existing cabling, switch ports and any other existing infrastructure are adequate to support the proposed wireless solution. Any components that do not adequately support the proposed design should be included in the proposal and pricing worksheet.

#### 3.4 Pricing Attachment

The locations tab of the pricing attachment, **RFP731521003A.xlsx**, includes a list of the facilities and student enrollment. Prospective vendors must use the pricing worksheet in this file to provide a line-item level detail of the proposed solution and costs, to include all labor, cabling, licenses and any other hardware or components.

**Appendix A**  
**STATEMENT OF ELIGIBILITY AND COMPLIANCE**

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP response, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this bid for the Service Provider.

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY WEBSITE \_\_\_\_\_ S

SIGNATURE \_\_\_\_\_

**Appendix B**  
**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Pike County Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
(Federal Work Authorization User Identification Number)

\_\_\_\_\_  
(Date of Authorization)

\_\_\_\_\_  
(Organization Name)

I hereby declare under penalty of perjury that the forgoing is true and correct. Executed on \_\_\_\_\_, 2021 in \_\_\_\_\_(city), and \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Name(s) and Title(s) of Authorized Representative(s)

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:\_\_\_\_\_

**Appendix C**  
**CERTIFICATE OF ELGIBILITY**  
(Certificate Regarding Debarment, Suspension, Ineligibility)

The Pike County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

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Organization Name

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Name(s) and Title(s) of Authorized Representative(s)

**Appendix D**  
**SAMPLE CONTRACT**

A sample contract must be provided by the prospective Vendor.

## Appendix E REFERENCES

References should be for client school districts or else clients with similar requirements and service levels.

1. School or Company Name \_\_\_\_\_

Description of Service(s) \_\_\_\_\_

Service Start Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

2. School or Company Name \_\_\_\_\_

Description of Service(s) \_\_\_\_\_

Service Start Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

3. School or Company Name \_\_\_\_\_

Description of Service(s) \_\_\_\_\_

Service Start Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

**Attachment A**  
**PRICING FORMS**

Pricing information must be included with a proposal and must include the line items and headers exactly as they appear in the attachment. Please utilize the pricing worksheet in ***RFP731521003A.xlsx***. Additional columns may be added following the last of the required columns.

## **Attachment B**

*Please refer to the following site map attachments:*

*PSMap: Pike County Primary School*

*PCESMap: Pike County Elementary School*

*PCMSMap: Pike County Middle School*

*GymMap: Pike County Middle School Gym*

*PCHSMap: Pike County High School*

*ZHSandOldMSAudMap: Zebulon HS and old middle school auditorium*

*PCSDComplex: Main Pike County Schools complex overviewI've*