



District Administration
Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
Phone 641.754.100
Fax 641.754.1003
www.marshalltown.k12.ia.us

**MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
Request for Proposal
Wireless Access Points**

Proposals are due at 2:00 p.m. CST on February 26th, 2018. Please email your quotation to the below email address. DO NOT SEND YOUR QUOTE DIRECTLY TO A DISTRICT EMPLOYEE'S EMAIL.

sealedbid@marshalltown.k12.ia.us

All proposals should contain the subject line “MCSD - Wireless Access Points”. Late proposals will not be accepted. Faxed proposals will not be accepted.

Contingent award of Proposal for equipment will be made by the Superintendent of the MARSHALLTOWN COMMUNITY SCHOOL DISTRICT.

Questions regarding the proposal process should be directed to the Director of Technology. Value added resellers must base their proposal on the specifications listed and may explain pricing in their proposal document.

Contact Information:

Josh Wesley – Director of Technology
MARSHALLTOWN COMMUNITY SCHOOL DISTRICT – Central Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
jwesley@marshalltown.k12.ia.us
(641)754-1000 Ext. 1396

District Profile:

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT (MCSD), includes six elementary buildings, one intermediate building, one middle school building, one high school building, one transportation building, one support services/central administration office building. Regular business hours at all locations are considered to be 7:30 a.m. to 4:30 p.m., Monday through Friday, exclusive of holidays observed by the district. There are approximately 5,400 students being served in our District. The District



District Administration
Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
Phone 641.754.100
Fax 641.754.1003
www.marshalltown.k12.ia.us

employs approximately 600 regular employees with 380 teachers, 25 administrators, and 200 support personnel.

- MCSD is a tax-exempt entity, therefore the project shall be exempt from Iowa State Sales Tax pursuant to Iowa Code Sections 423.3 (3) and 423.3 (80). The owner will provide additional documentation to the successful bidder subsequent to proposal award.
- MCSD reserves the right to accept or reject all or any parts of any proposal, waive minor technicalities and award the proposal that appears to best serve the interest of the District.

Intent/Purpose:

This Request For Proposal has been prepared by MCSD, which is seeking proposals for **304** brand new Cisco AIR-AP2802I-B-K9 Wireless Access Points (or equivalent) and **2** Cisco AIR-AP2802-E-K9 (or equivalent) and any required licensing for the 2018-2019 E-Rate Funding year. Proposals should include all fees including, but not limited to, products, delivery, shipping, etc.

Bid Requirements

- Competitive pricing.
- All costs must be listed and priced as detailed individual line items.
- **E-Rate eligibility must be indicated for all products and services.**
- Guaranteed brand new equipment availability with implementation schedule flexibility to meet District schedules.
- **This equipment purchase is contingent upon E-Rate funding for the 2018-2019 funding year and may be adjusted by the District to align with needs and available funding.**
- **All applicable licensing as individual line items.**
- Additional fees or overage costs
- The cost of all one-time connection and/or installation fees
- **All required licensing for switches, access points, etc.**
- Proposals must contain the following signed Vendor Acknowledgement table as the last page of the proposal:

Vendor Acknowledgement:	
Vendor Name:	Printed Name:
Address:	Authorized Signature:



District Administration
 Office
 1002 South 3rd Avenue
 Marshalltown, Iowa 50158
 Phone 641.754.100
 Fax 641.754.1003
www.marshalltown.k12.ia.us

Phone Number:	Title:
Fax Number:	Email Address:
Website URL:	Date:

Vendor Requirements

- Vendors must be an authorized reseller of the products that they propose.
- Vendors must list the certifications that they possess that are relevant to the products or work they propose.
- Vendors may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
- Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.
- Vendors are required to have a valid Service Provider Identification Number (SPIN) number and have filed a current Service Provider Annual Certification (SPAC).

Selection Criteria

Selecting Proposals will be selected using the following criteria at minimum which are all subject to review by our staff.

MAJOR FACTORS	POINTS
E-Rate eligible costs	30
Conformity to district standard	25
Prior experience with vendor	15
Additional cost of other services, products or fees	10
Warranty of services and products	10
Flexible Invoicing	5



District Administration
 Office
 1002 South 3rd Avenue
 Marshalltown, Iowa 50158
 Phone 641.754.100
 Fax 641.754.1003
www.marshalltown.k12.ia.us

Local or in-state vendor	5
--------------------------	---

Other Selection Criteria

1. Alternatives, variations and exceptions must be clearly stated.
2. The district reserves the right to consider proposals based on their relative merit, risk and value to our school district.
3. The district reserves right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. The district reserves the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. Product pricing shall be in effect for the period covered by this USF application.
8. The vendor's proposal will indicate the product's availability and a delivery timetable.
9. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
10. In submitting a bid, each vendor represents that they have read and understand these requirements.
11. Any E-Rate ineligible components will be broken out by the vendor, with separate costs for each component. If ineligible components cannot be cost allocated and are part of the standard product offering, the vendor will include a signed statement to that effect.

