

ST. MARY'S HIGH SCHOOL
2525 N. THIRD STREET
PHOENIX, AZ 85004
Ph: (602) 251-2500 www.smknights.org

REQUEST FOR PROPOSAL

Date: 11/12/2009
RFP No. E-Rate 2010
Material and/or Service: **Internal Connections & Basic Maintenance**
RFP Due Date: **12/12/2009**
Opening Location: St. Mary's Roman Catholic High School, Phoenix

Proposals for the material or services specified will be received by St. Mary's High Roman Catholic High School, Phoenix, (St. Mary's High School), at the above specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and the vendors submitting shall be publicly read. All other information contained in the Proposal shall remain confidential until award is made.

Proposals shall be in the actual possession of the High School, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals will not be considered.

Proposals must be submitted in a sealed envelope with the solicitation number and Offeror's name and address clearly notated on the outside of the package. All Proposals must be written legibly in ink or typewritten. Additional instructions for preparing a Proposal are provided herein.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

Questions regarding this Request for Proposal must be submitted in writing to:

Liz Hansen,
Email: lhansen@smknights.org

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Scope

Proposal Scope

St. Mary's High School issues this Request for Proposal to provide a predetermined set of criteria representing the school's objectives and service requirements for various projects scheduled for fiscal year 2010 - 2011. Potential suppliers should submit a proposal that will meet or exceed the requirements stated in this document.

Proposal Response

Proposals will only be accepted by parties who have 10+ years of technology experience preferably with educational institutions. The supplier must be headquartered in Phoenix, AZ and maintain liability insurance limits of a minimum of 2 million dollars. Supplier must provide at least 5 references from other companies, preferably all from an education institution where similar services were provided. Supplier must be able to provide resumes, proof of minimum certifications and insurance requirements. Experience/certifications requirements shall include:

- MCSE
- CCNA
- HP ASE, MASE preferred

Scope of Services

Introduction

St. Mary's High School is submitting this response for project, maintenance, service and support of their current network infrastructure. Maintenance agreements shall be offered by the vendor through Service Level Agreement (SLA) contracts. St. Mary's High School intends to acquire the most cost-effective support through the Universal Service Fund (E-Rate) for any eligible items listed within this RFP.

Project Background

St. Mary's High School has an on-going strategic IT plan which includes network upgrades, phone system upgrade, and maintenance and support on current infrastructure. St. Mary's High School is seeking to leverage its investment in these areas to achieve maximum operating efficiencies and cost savings.

E-Rate Requirement

St. Mary's High School participates in the Federal Universal Service Fund's E-Rate program, and will submit for discount based upon the award(s) made as part of the competitive bid process. The E-Rate program is administered by the the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The USAC is a non-profit corporation is appointed by the Federal Communications Commission to ensure that the benefits of the telecommunications services reach students and communities across the

country. Potential suppliers responding to this RFP must have a current and valid SPIN number issued by the USAC's Schools and Libraries Division and reference their current SPIN number in the proposal response. In addition, suppliers must be familiar with the rules and regulations governing service provider participation in the E-Rate program. Due to the fluctuating availability of E-Rate funds on an annual basis, as determined by the number of applicants and applications filed with the USAC, should this application not meet the minimum E-Rate Priority Two funding threshold requirements or should St. Mary's be denied E-Rate funding for any cause, St. Mary's High School will not be bound to any agreement involving E-Rate goods or services resulting from this RFP.

Project Goals

St. Mary's High School is looking for an hourly rate for installation and support on the below listed items. Suppliers should submit a proposal that will meet or exceed the requirements stated within this RFP. The scope of this project is limited to installation, repair, maintenance, service & support of HP/Compaq hardware and software, Cisco routers, switches, etc., and NEC phone system.

Requirements

St. Mary's High School is looking for suppliers to provide information technology consulting services to assist St. Mary's High School in multiple areas. The term of the contract will be from July 1, 2010 to June 30, 2011. Project related services will begin July 1, 2010 and completed by August 6, 2010. Supplier should provide an hourly rate to support each of the services requested below. Projects and services requiring consultation are:

Projects:

Segmenting Networks

- Currently St. Mary's High School is on one network. All teachers, labs and students access resides all on the same network. St. Mary's High School is looking to create a separate network for students, teachers, labs, servers and printers. Segmenting the networks will put in a layer of security, increase the functionality to access data and keeps groups of computers from interfering with each other.
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Telephone Upgrade

- Currently St. Mary's High School has a NEC phone system with Neax voicemail. The Neax voicemail system is requiring an upgrade in order for their current phone system to be covered under support. In order to perform this upgrade, St. Mary's will need to purchase the latest version of the voicemail software to meet NEC's compliance requirements.

Physics Wireless Installation

- Physics instructors have requested that we put computers in their Physics labs in order to complete data login for experiments. In order to connect those computers to the St. Mary's network, we will need to put a wireless network into the lab. (Cisco Aironet 1130 a/g)

Cabling in Computer Lab

- St. Mary's needs to add additional computers in the computer lab due to academic change to make computer technology a requirement for all freshman students. In order to meet the minimum of 40 students in the lab, St. Mary's will need to add about 10 additional network drops (CAT6) to the current lab. The project will include installation, terminating drops, test and cabling.

Exchange Installation/Migration

- St. Mary's High School will be replacing their current Exchange Server. The project includes server build, installation of MS operating system and Exchange, installation of all updates and patches, migration of approximately 75 users from old server to new, installation/migration of Neax mail to include update and patches.

Maintenance/Support:

Support

St. Mary's High School consists of Hewlett Packard servers and Cisco routers and switches. St. Mary's High School is requesting quotes to provide onsite support to maintain current infrastructure. Such services will include service updates, patches, firmware upgrades, viewing event logs, and providing basic maintenance and support as required to ensure functionality of equipment. St. Mary's High School is estimating 16 hours per month.

Maintenance

St. Mary's High School has standardized on Cisco networking equipment and Hewlett Packard Servers. Below is a list of equipment to be supported under this RFP. Extended warranties will be required for all equipment which falls outside of the standard manufacturer's warranty or Cisco Smartnet support. Please provide a yearly out of warranty cost for each product where warranty is not supported during fiscal year 2010 – 2011.

Equipment List:

Manufacturer	Model	Serial Number	Current Warranty	Function
Hewlett Packard (To be replaced)	ML350 G4 (DL380)	USM54005JV	Expired	DHCP, DNS, AD, File Server, Printer Server
Hewlett Packard	DL360 G5	USE823N3TS	6/18/2011	Power School
Hewlett Packard	DL360 G5	USE828N0SP	7/21/2011	Backup Server & Active Directory
Dell (To be replaced)	PowerEdge 2950 (ML350)	TBD	3 Years	Email / Phone Server
Cisco	CON-SNT-WS-C3508G	CSG0914P00Q	Expired	
Cisco	CON-SNT-C3550-48S	CAT0920Y0N1	Expired	
Cisco	CON-SNT-C3550-48S	CAT0919Z1KB	Expired	
Cisco	CON-SNT-C3550-48S	CAT0920Y0NV	Expired	
Cisco	CON-SNT-C3550-48S	CAT0919Z1KR	Expired	
Cisco	CON-SNT-C3550-48S	CAT0919Z1JB	Expired	
Cisco	CON-SNT-3750GS1U	FOC1138Y4HS	Expired	
Cisco	Cisco 3550			
Cisco	Cisco 3550			
Cisco	Cisco 3550			

E-RATE PROGRAM PARTICIPATION AND INVOICING PROCEDURES

A portion of the payment for this contract may come from the Universal Service Fund (“USF”). The Supplier is to acknowledge that approval and payment for any e-rate portion of the contract is dependent on approval of E-Rate funding. ST. MARY’S HIGH SCHOOL may be eligible for a certain discount percentage, with eligibility to be determined and verified by the Schools and Libraries Division (“SLD”) of the Universal Service Administrative Company (“USAC”). ST. MARY’S HIGH SCHOOL is only responsible to the Supplier for that percentage of its contractual obligation not discounted by the SLD. ST. MARY’S HIGH SCHOOL standard payment terms for E-Rate invoices are net 30 days after receipt of invoice. Any Supplier that enters into a contract involving E-Rate funds with ST. MARY’S HIGH SCHOOL must adjust its billing policies and procedures to conform to the payment requirements of the USF Fund and E-Rate program rules. The Supplier will invoice a percentage of the service and support provided directly to ST. MARY’S HIGH SCHOOL. This percentage will be paid by ST. MARY’S HIGH SCHOOL to the Supplier at such time as it becomes available. The Supplier will invoice the SLD or the USF Fund Administration Designee the remaining percentage of the contracted amount, pursuant to the procedures set forth immediately below. When ST. MARY’S HIGH SCHOOL purchases are made using available E-Rate funding, the Supplier will be required to be delivered, installed and are operational, but before any submission to USAC for payment. As described in more detail below, the Supplier must show the full amount of the invoice and then show the appropriate percentage due from ST. MARY’S HIGH SCHOOL and from SLD or the USF Fund Administration Designee.

The SPI must:

- Contain all goods and services provided by the Supplier and must reflect all charges to both ST. MARY’S HIGH SCHOOL and USAC. This invoice must contain a comprehensive itemization of all charges and clearly set forth the appropriate percentage of payments due from USAC and ST. MARY’S HIGH SCHOOL, respectively.
- Itemize all E-Rate eligible and ineligible goods and/or services being procured per the corresponding ST. MARY’S HIGH SCHOOL purchase order.
- Be submitted to and reviewed by ST. MARY’S HIGH SCHOOL prior to submission of the SPI to USAC. ST. MARY’S HIGH SCHOOL will review all Supplier E-Rate invoices within 20 business days from their receipt by the ST. MARY’S HIGH SCHOOL Technology E-Rate Team. The Supplier will only be permitted to submit the SPI to USAC after receiving written approval from ST. MARY’S HIGH SCHOOL.
- Must be free of variances between items delivered and items billed. If variances are found, ST. MARY’S HIGH SCHOOL will notify the Supplier of such variances and that the invoice has not been approved. Corrected invoices must be re-submitted via the SPI process previously described.
- Maintenance invoices will be paid on a monthly basis.

ST. MARY’S HIGH SCHOOL retains the right to verify with SLD or USAC that only ST. MARY’S HIGH SCHOOL-approved SPIs have been submitted to USAC for reimbursement.

Proposal Requirements

One (1) original and three (3) copies of your proposal should be submitted. Please mark the original as “ORIGINAL” and the copies as “COPY”. All proposals should be submitted in 3-ring binders. St. Mary’s High School will not assume responsibility for any costs related to the preparation or submission of the proposal. In order for your proposal to be considered, the following should be included and should be referenced with ***index tabs***:

- Tab 1** Cover letter introducing your company to the High School.
- Tab 2** Cost Form.
- Tab 3** Method of Approach to the proposed Scope of Work.
- Tab 4** The names and resumes of proposed project team members who would work on the project and indicate the area of project responsibility for each team member. Indicate information on prior experience for comparable projects as proposed for St. Mary’s High School. Also indicate who will act as the Account Manager for the team.
- Tab 5** A list of five (5) references, preferably comparable school districts where the offeror has provided similar services comparable to the scope as presented within this RFP. Provide contact information to include name, title, address, and telephone number of responsible for the services.
- Tab 6** Offer and Acceptance Form.
- Tab 8** I.R.S. W-9 Form, Request for Taxpayer I.D. Number.
- Tab 9** Brochures and supporting documentation.

Cost Form*

In order to insure that an equitable comparison can be made between vendor responses St. Mary's High School will be using a pricing matrix (see below) which will require that each vendor submit their response(s).

Equipment/Services	Estimate Hours	Cost Per Hr/Support	Extended Cost
Segmenting Networks	80		
Telephone Upgrade	8		
Wireless Installation	4		
Exchange Migration	12		
Monthly Support	16/Month		
Yearly Maintenance			
CON-SNT-WS-C3508G			
CON-SNT-C3550-48S			
CON-SNT-C3550-48S			
CON-SNT-C3550-48S			
CON-SNT-C3550-48S			
CON-SNT-C3550-48S			
CON-SNT-3750GS1U			
Cisco 3550			
Cisco 3550			
Cisco 3550			
ML350 G4			
New Product Purchase			
Descripton	Qty	Cost	Extended Cost
HP Proliant ML350 G6	1		
HP Proliant DL380 G6	1		
4 Port Router	1		
Cisco Aironet 1130a/g	1		
Cable Drops – CAT6	10		
Upgrade software for existing NEC phone system with Neax voice mail	1		
Uninterruptible Power Supply (UPS)/Battery Backups	2		

**Hours provided are estimates only*

Server specs should include:

ML350 G6
 Dual Processor 2.0GHz+
 3 – 146GB SAS
 Redundant Power & Fans

DL380 G6
 Dual Processor 2.0GHz+
 6 – 146GB SAS
 Redundant Power & Fans

OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Customer Name

Signature

Address

Printed Name

City State Zip

Title