

Mecosta Osceola ISD

Request for Proposal

Allowable Contract Date: January 19, 2024

15760 190th Ave

Big Rapids, MI 449307

Contact person: Fred Sharpsteen

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Important Notes

- All quotes must be submitted with the understanding that implementation may be dependent upon:
 - E-rate funding approval by the SLD
 - Enrollments
 - Existing budgetary requirements
- The following specifications are to be used as *guidelines* in quoting a solution. Although specification changes are permitted, *the quality of the product/service requested must be based upon industry standards **at time of delivery**.*
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2024 USF Eligible Services List located on the USAC website (<http://www.usac.org/sl/>) for guidance. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)
- All bidders must adhere to the Lowest Corresponding Price (LCP) guidelines (as dictated by the SLD).
- All bidders will understand that if the entity closes, contract termination fees will not be incurred by the entity.
- All bidders will understand that the entity may choose more than one provider for one type of service.
- Multi-year contracts may be considered.
- All bidders must have an E-rate SPIN.
- All bidders must have the 2024 Service Provider Annual Certification Form 473 on file with USAC by September 1, 2024.
- The district reserves the right to accept or reject any or all quotations.
- Implementation and completion of the services are contingent upon the district receiving approved funding from the Universal Services Fund. The services may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of the entity. If requested, the vendor will complete the SPI (Form 474) application. It is the vendor's responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Corporation and the Universal Services Fund.
- The Board reserves the right to:
 - Reject any or all bids without assigning any reason thereto
 - Be the sole judge of equivalency

- Waive any bid requirement in accepting or rejecting bids.

Bid Evaluation

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. **Do not assume the lowest bid will be awarded the project.**

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Financial stability
- Personnel qualifications
- Comply with the spirit of the district's long range technology plan
- Compatibility with district hardware/software standards as set forth within district's long range technology plan
- Provide lower long-term cost of ownership
- Ability to upgrade and adapt to technological advances
- Completeness of response and adherence to bid specifications
- Summary of project implementation plan
- Capability of the bidder to successfully complete the installation within the required timeframe

Category 2 Services

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

Bid opening is January 19, 2024 at 2:00 pm.

- **Switches and associated parts**
 - Approximately 8 24-port PoE HPE Aruba JL677A or equivalent needed
 - Maintenance

Required Bid Form - failure to use these sheets, we reserve the right to disqualify the bid.

BID PROPOSAL SHEET

**Mecosta-Osceola ISD
Erate - Request For Proposal**

NAME OF BIDDER:_____

ADDRESS:_____

PHONE:_____

FAX:_____

CONTACT NAME:_____

**Itemized information and cost:
(Additional pages may be attached if more space is needed)**

I agree to abide by all the terms of this request for a proposal unless otherwise stated in my bid proposal. Any omission of cost in the RFP will be the vendor's responsibility, or the School District may reject the bid. Price is to include delivery to 15760 190th Ave, Big Rapids, MI 49307.

Authorized Signature

Date

Print Name, Title

I certify that none of the equipment used will have any components that are made by Huawei/ZTE

Signature and Written Name and date

Note: All documents submitted must be in a sealed envelope and be on paper. No FAX or EMAIL bids allowed.

Send Bid to:

Fred Sharpsteen
Attn: APC UPS Bid
Assistant Superintendent of Technology Services
15760 190th Ave, Big Rapids, MI 49307