REQUEST FOR PROPOSAL
E-Rate Eligible Local Area Network (LAN) Equipment Upgrade
PROPOSITION A 2016 BOND PROGRAM
PROJECT NO. 12184
RFP NO. LAN_12184

E-Rate 2020-2021 FCC FORM 470 No. 200012647

EMAIL PROPOSALS TO
chans1@sfusd.edu
battyc@sfusd.edu
And
MHarken@csmccentral.com

PROPOSAL DUE DATE AND TIME
February 19, 2020 - 2:00 P.M. PST

The San Francisco Unified School District (SFUSD) Department of Technology is soliciting Request for Proposals (RFP) from qualified and responsible vendors to supply network equipment and related services for campus wired Local Area Network (LAN), and related services including but not limited to electronics, associated modules, software, applicable licenses, and related technical services. The District hereby invites all interested vendors to submit a bid to furnish all labor, requested materials, and any other related items required for performance under the RFP. Bidder responses that do not comply with the format, forms and other criteria indicated, may be ruled non-responsive.

This is a RFP pursuant to California Public Contract Code 20118.1: In accordance with the California Public Contract Code section 20118.1, the District may contract with any one of the three lowest responsible Bidders who, in the District's sole discretion, best meets the needs of the District as set forth in the Bid Documents.

- Please look for “E-Rate Eligible Local Area Network (LAN) Equipment Upgrade” section under “Current RFPs, RFQs, RFOs & RFIs”. All related documents for this bid will be posted here.
- Competitive proposals for the specified material and/or service must be received by the San Francisco Unified School District, Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, Bidders are required to respond according to the instructions contained in the RFP. Bidders will respond utilizing the format, forms and other criteria indicated in the RFP.
- Bidder responses that do not comply with the format, forms and other criteria indicated, will be rejected. The District reserves the right to refuse all proposals.
- Proposals received after the due date and time will be rejected.
- To preserve the integrity of this RFP, the Bidder is requested not to contact any individual, within the District, except those designated on the RFP, prior to the publication of the District’s intent to award. Please note that inappropriate contacts by a prospective bidder may subject the bidder to disqualification from the contract award process.
The District reserves the right to refuse any and all bids, and to waive any irregularities or informalities in any bid or in the bidding.

The District reserves the right to amend this RFP as necessary.

The District reserves the right to negotiate all terms, conditions, scope of work, and costs before award of contract.

All materials submitted to the District in response to this RFP shall remain the property of the District.

The District shall not be responsible for the costs of preparing any proposal in response to the RFP.

The District may award multiple vendors on the merit of the best value for equipment and/or services. The intent of the award of the proposal will be posted on the District’s website. The award resolution will be submitted for approval to the SFUSD Board of Education at the public Board meeting on Tuesday, March 10, 2020.

Table of Contents

RFP Timeline .................................................................................................................................................................. 2

Submittal Requirements .................................................................................................................................................. 3

Post Award Documents Required ................................................................................................................................... 3

Inquiries and Contacts .................................................................................................................................................... 3

Information for Bidders .................................................................................................................................................. 3

Protest Procedures ......................................................................................................................................................... 3

Note Regarding The Public Records Act ........................................................................................................... 4

Background and Overview .............................................................................................................................................. 4

Project Purpose and Expectations....................................................................................................................................... 5

Scope of Services ........................................................................................................................................................... 5

Equipment Specifications .................................................................................................................................................. 5

Delivery and Invoicing Requirements ................................................................................................................ 5

Contract ........................................................................................................................................................................... 5

Evaluation Scoring .......................................................................................................................................................... 6

RFP Timeline

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issue Date</td>
<td>1/19/20</td>
</tr>
<tr>
<td>RFP Document Posting (SFUSD Website)</td>
<td>1/19/20</td>
</tr>
<tr>
<td>RFP Advertisement No. 1 Run Date</td>
<td>1/19/20</td>
</tr>
<tr>
<td>RFP Advertisement No. 2 Run Date</td>
<td>1/26/20</td>
</tr>
<tr>
<td>Pre-Proposal Question Submission Deadline at 5:00 p.m. PST</td>
<td>2/5/20</td>
</tr>
</tbody>
</table>
Submittal Requirements

Proposals will be accepted electronically by E-mail to chans1@sfusd.edu, battyc@sfusd.edu and MHarken@csmcentral.com with the subject line, “LAN Equipment Upgrade F470 No. 200012647” by Wednesday, February 19, 2020 at 2:00 p.m. (Local Time). SFUSD is not responsible for any technical difficulties with the submission of the bid. Proposals received after the date and time indicated will be rejected.

The proposal response package must be submitted in its entirety to include the following items:

- Proposal Identification Statement - Cover Letter
- The vendor should provide the organization name, mailing address, and primary contact information
- The response must contain all responses to the requirements in this RFP with the organization in the same format and order as presented in this RFP.
- Signed copy of Attachment A – E-Rate Supplemental Terms and Conditions
- Attachment C – Bidder Equipment Response Template

Post Award Documents Required

1. Insurance certificates and endorsements
2. All other supporting documents as required by the District

Inquiries and Contacts

For clarification questions regarding the RFP and/or F470 No. 200012647, please email chans1@sfusd.edu, battyc@sfusd.edu and MHarken@csmcentral.com by Wednesday, February 5, 2020 at 5:00 p.m. (Local Time). No questions/inquiries will be entertained after this date.

Information for Bidders

Protest Procedures

A. Protest of Contract Award
   a. Within two (2) business days of the District's issuance of a Notice of Intent to Award a contract under this RFP, all Contractors who submitted a responsive proposal shall be afforded an opportunity to review all responsive Proposals. This opportunity for review shall be for a limited time and only those authorized representatives of each responsive Contractor shall be given access.
   b. Within five (5) business days of the District’s issuance of a Notice of Intent to Award a contract under this RFP, any Contractor that believes that the District has incorrectly selected another bidder for award
may submit a written notice of protest (hereinafter "protest" or "notice of protest") as provided for herein.

c. The notice of protest must be in writing and include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the protesting company. The protest should specify facts and evidence sufficient for the District to determine the validity of the protest.

B. Delivery of Protests

The notice of protest must be received by the District at or before 5:00 p.m. PDT on the fifth (5th) business day after the Notice of Intent to Award. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests or notice of protests made orally (e.g. by telephone) shall not be considered. All protests must be delivered to:

Susan Chan
SFUSD Lead Purchaser
135 Van Ness Avenue, Room 310
San Francisco, CA 94102

C. Disposition of Protests

The protest procedures and time limits set forth herein are the sole and exclusive remedy in protesting any aspect of this RFP.

Note Regarding The Public Records Act

Government Code Section 6250 et seq., the California Public Records Act (PRA), defines a public record as any writing containing information relating to the conduct of the public business.

The PRA provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety.

In addition, all information submitted in response to this RFP is itself a public record, excepting to the extent permissible by law a Proposer’s financial information.

Submission of any materials in response to this RFP, other than Financial Documentation clearly marked as “CONFIDENTIAL”, constitutes a waiver by the submitting party of any claim that the information is protected from disclosure.

By submitting materials, (1) you are consenting to release of such materials by the San Francisco Unified School District if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold SFUSD harmless for release of such information.

Background and Overview

The San Francisco Unified School District, founded in 1851, is the seventh-largest school district in California, educating over 55,000 PreK-12 students every year. As of the school year 2016-17, SFUSD has 73 elementary and K-8 schools; 12 middle schools; 20 high and continuation schools; 17 transitional kindergarten schools; and 10 active charter schools authorized by the District. The District employs nearly 10,000 people, including substitutes. SFUSD’s mission is to provide each and every student the quality instruction and equitable support required to thrive in the 21st century. Our vision is that every student who attends SFUSD schools will discover his or her spark, along with a strong sense of self and purpose. Each and every student will graduate from high school ready for college and career and equipped with the skills, capacities, and dispositions outlined in SFUSD’s Graduate Profile.
To achieve this vision, SFUSD has identified specific strategies to Transform Learning. Transform Lives. for Classrooms, Schools, Central Offices, and Policy & Governance. Central Office strategies related to this RFP include the following technology investments:

- establishing a resilient technology backbone to empower a digital district.

**Project Purpose and Expectations**

The San Francisco Unified School District is seeking services for the purchase and delivery of new network and communication equipment for Twenty (20) schools as described on Attachment B – LAN Equipment Upgrade Specifications per School and Attachment C – Bidder Equipment Response Template.

In compliance with this RFP and related specifications, the Bidder shall provide the specific equipment for the District as defined below in the Scope of Services section.

The purpose of this Request for Proposal (RFP) is to provide network equipment and related services for campus wired Local Area Network (LAN), including but not limited to electronics, associated modules, software, and applicable licenses for Twenty (20) designated schools throughout the District as described on Attachment B – LAN Equipment Upgrade Specifications per School and Attachment C – Bidder Equipment Response Template.

**Scope of Services**

**Equipment Specifications**

1. The Vendor shall provide network equipment, modules, components, and applicable licenses as described on Attachment B - LAN Equipment Upgrade Specifications per School and Attachment C – Bidder Equipment Response Template. The District seeks: Two (2) Cisco Catalyst C9300-24UX-EDU Switches (or equivalent), Thirty-Two (32) Cisco Catalyst C9300-48U-EDU Switches (or equivalent), and Fifty-Eight (58) Cisco Catalyst C9300-48UXM-EDU Switches (or equivalent).
2. The Vendor shall complete Attachment C - Bidder Equipment Response Template, and indicate the percentage which the line item is E-Rate eligible and/or ineligible.
3. Refurbished equipment will not be accepted.

**Delivery and Invoicing Requirements**

1. The Vendor shall deliver all hardware to the San Francisco Unified School District Department of Technology located at the District’s Central Offices: 555 Franklin Street, San Francisco, CA 94102
2. The Vendor shall deliver all hardware to the District by June 10, 2020
3. The Vendor shall coordinate delivery with the District’s Department of Technology Project Manager or other District designated representative
4. The District intends to use the BEAR process (Form 472)
5. The Vendor shall not invoice the District until all hardware has been delivered to the District
6. The Vendor shall invoice the District’s Department of Technology separately by school site as indicated in Attachment B – LAN Equipment Upgrade Specifications per School

**Contract**

A. The form of agreement ("Contract") is the document the selected firm will be expected to execute, regardless of the scope or volume of work awarded. The General Terms and Conditions and all Appendices and/or Exhibits that are a part of the Contract are not negotiable. In the event you have any clarifying questions about the Contract, please submit them in written form before the deadline for submission of written questions and the District will respond accordingly.
B. If selected, your firm must agree to the terms and conditions stated in the Contract, which will incorporate by reference all aspects of the RFP and your submitted Proposal.

Evaluation Scoring

1. Vendors will be evaluated based on the criteria in the table below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Rate Eligible Costs</td>
<td>70</td>
</tr>
<tr>
<td>E-Rate Ineligible Costs</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

The District will use the Ratio Method for scoring each cost category of the RFP response. With this method, the proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their relationship to the lowest. This will be determined by the following formula:

\[(\text{Lowest Cost}/\text{Cost Being Evaluated}) \times \text{Maximum Points Available} = \text{Awarded Points}\]