

Portales Municipal Schools
501 South Abilene
Portales, NM 88130



Request for Proposal
for Network Equipment
and Cable Installation

RFP# 20-21-0002

NETWORK EQUIPMENT AND INSTALLATION REQUEST FOR PROPOSAL

PURPOSE OF REQUEST

Portales Municipal School District is requesting proposals from Service Providers to provide Network Switches, UPSs, 1 year support per device, all associated GBICs, and cables needed. A general description of the scope of work is provided below.

I. DESCRIPTION

1. Scope of work will include installation of all hardware, adapters and cabling.
2. Hardware options of 13- Extreme X440G2-48p-10G4 network switches, 5 - Extreme X440G2-24p-10G4 network switches, and 12 - Extreme 2U 1500 UPSs with network capabilities. Any other network equipment quoted must be comparable and compatible with Extreme. Estimated installation of 1,500 feet of underground fiber wiring and 500 feet indoor CAT6E wiring.
3. Vendor will include their registered name and Service Provider Identification Number (SPIN)
4. Vendor will be able and prepared to dispatch a qualified technician to district site within four hours.
5. Pricing will show installation costs, any service charges, include 1 year manufacture support per device, 1-1100W Power Supply and cable per switch, all associated GBICs, and necessary stacking cables, as well as, any other costs or fees.

II. PERIOD OF CONTRACT

Portales Municipal Schools is seeking a one year contract.

III. SCHEDULE

Work will start once determination letter is issued and work must be completed before 7/1/2022.

	Date	Task	Time	Additional Info
1	1/27/2021	Issue RFP-Posted on Website		
2	1/27/2021	Get Legal Ad to Newspaper for Sunday Paper		
3	1/27/2021	RFP Posted to USAC (28 Days)		
4	1/31/2021	Printed in Paper		
5	2/16/2021	Deadline to Submit Written Questions	4:00	Email to: jgriffith@portaleschools.com
6	2/22/2021	Response to Questions		
7	2/26/2021	Submission of RFP Due	12:00	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
8	3/1-7/2021	Proposal Evaluation Period		
9	3/8/2021	Board Approval	6:00	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
10	3/9/2021	Determination Letters Mailed		
11	3/23/2021	Protest Deadline	3:00	LC Cozzens Administrative Offices 501 S Abilene Ave Portales, NM 88130
12	3/24/2021	Issue Purchase Order & Sign Contract		
13	3/25/2021	Uploaded to USAC		

IV. INSTRUCTIONS TO SERVICE PROVIDERS

All questions should be directed to the District Representative, Joy Griffith, via email at jgriffith@portalesschools.com.

Interested respondents are asked to contact the District Representative only by email regarding this RFP.

RFPs must be submitted on 2/26/2021 by 12:00 pm MST. Late Proposals will not be accepted. It is the Applicants's responsibility to ensure that Proposals arrive at the appointed location, date and time. Proposals may be delivered early to avoid any possible delay of the submission. The documents shall be in a sealed envelope with the RFP number to:

Portales Municipal Schools
Attn: Sarah Stubbs, Finance Director/CPO
RFP 20-21-0002
501 S Abilene Ave
Portales, NM 88130

Each RFP will be date stamped, the time written, and initialed by the person receiving the RFP at the drop off point.

PROPOSALS RECEIVED AFTER THE DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE.

A public log will be kept of the names and submittal times of all Applicants who submitted proposals.

The superintendent will sign the contract with the awardee on 3/24/2021 (permission by the Board allowing signing of the contract will take place at the 3/8/2021 Board meeting). The Chief Procurement Officer (CPO), Sarah M. Stubbs, will issue a determination letter that will notify the selected Service Provider of the award based upon conformity to the criteria on 3/25/2021. All other applicants will receive notification of the selection via a determination letter by the CPO mailed 3/9/2021. The CPO determination will be approved at the Districts regularly scheduled Board meeting on 3/8/2021.

The District reserves the right to accept or reject, any or all submittals, and selects the Service Provider that is deemed to be in the District's best interest.

Proposals must be submitted by 12:00 PM on 2/26/2020. Late proposals will not be included in the evaluation process.

V. RIGHT TO PROTEST

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. The Protest Manager is the Chief Procurement Officer, Sarah M. Stubbs, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts on 3/9/2021 and will end at 3:00 pm Mountain Standard Time/Daylight Time on 3/23/21. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Protest Manager. The address to send that Protest and all supporting documentation to is:

Sarah M. Stubbs
Chief Procurement Officer
501 S Abilene Ave
Portales, NM 88130

Protests received after the deadline will not be accepted.

VI. RFP APPLICANT QUALIFICATIONS AND STATEMENTS

1. Please provide your Service Provider Information Number (SPIN) with your RFP submission.
2. Please provide a signed copy of the Campaign Disclosure Form located at the end of this RFP.
3. Before you submit a bid please ensure you understand and can comply with the E-Rate system as outlined in the link below. <https://www.usac.org/e-rate/service-providers/before-you-begin/>

VII. RFP SUBMITTAL EVALUATION CRITERIA

RFP submittals will be evaluated according to the following criteria and weight, based on USAC Bid Assessment Worksheet.

Criteria / Weight

1. Price / 25%
2. Understanding of Needs / 15%
3. Prior Experience / 20%
4. Personnel Qualifications / 10%
5. Service Times (dispatch and repair) / 15%
6. Local Vendor (within 250 miles) 15%

Total Overall Ranking Possible 100%

VIII. LEGAL REQUIREMENTS

1. The entity filing the FCC Form 470 must ensure that the competitive bidding process is open and fair: All bidders must be treated the same.
2. No bidder can have advance knowledge of the project information.
3. There are no secrets in the process - such as information shared with one bidder but not with others - and that all bidders know what is required of them.
4. With limited exceptions, service providers and potential service providers cannot give gifts to applicants.
5. In addition, the value of free services (e.g., price reductions, promotional offers, free products) must generally be deducted from the pre-discount cost of funding requests.

IX. QUESTIONS AND COMMUNICATION

All questions must be submitted in writing via email to:

Joy Griffith, Technology Coordinator
jgriffith@portalesschools.com

The deadline for submitting questions is 2/16/2021. A one-time response to the questions will be

provided no later than 2/22/2021.

Vendors can schedule a walk through on 2/11/21 by appointment only.

All responses, as well as, the selected service provider will be available to view on our website under RFP 20-21-0002 Network Equipment & Installation info at this address:

<http://www.portaleschools.com/> then click on the tab RFP/RFI bids

Thank you for your time and effort in responding to this RFP

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal. **FOR THIS SOLICITATION THIS WOULD REFER TO MEMBERS OF THE LOS ALAMOS SCHOOL BOARD.**

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)