Alameda Unified School District  
Wireless Access Point RFP

Response Due: Tuesday March 6, 2018, 3 p.m.

Purpose and Scope. The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors for the purchase of wireless access points, for sixteen (16) sites and facilities in the Alameda Unified School District (the “District”), pursuant to Public Contract Code section 20118.2. General information about the District can be found at http://www.alameda.k12.ca.us.

The District is seeking to upgrade secure wireless coverage to all points within school district buildings.

Requirements include:
1. Mainstream products with strong manufacturer commitment and vendor support.
2. Industry standards-based – 802.11a/n/ac and 802.11b/g/n
3. Easy to install/upgrade to newer standards as they become widely accepted and available.
4. Easy integration into existing centralized management system.

It is the sole responsibility of the proposer to monitor the District Purchasing website (http://www.alameda.k12.ca.us/technologyservices) for any addenda to the RFP. For the purpose of this document, the terms proposer, responder, vendor, supplier and contractor are those entities submitting a response to this RFP.
SECTION 1: GENERAL REQUIREMENTS

1.1 Proposal Validity Period. Submission of the proposal will signify the vendor’s agreement that their proposal and the content thereof are valid for 120 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.2 Evaluation Process. The evaluators will consider how well the vendor’s proposed solution meets the needs of the District as described in the vendor’s response. It is important that the responses be clear, concise and complete so that the evaluators can understand all aspects of the proposal. The evaluation process is not designed to simply award the contract solely based on the lowest bid. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, relevant skill-sets, and cost, based on the evaluation factors.

Please include all required and appropriate information with your proposal. No other source of information, written or verbal, will be considered part of your proposal. At the completion of the RFP process, the District will determine the viability of moving forward to complete negotiations with the chosen vendor to provide equipment services and solutions that best meet the needs of the District’s criteria for design, cost, vendor requirements and references.

All Responders must meet the following criteria:

1. Responder must be currently licensed to do business in the State of California, which will be validated by Responder providing copies of all licenses and/or certificates as part of Responder’s proposal.
2. Responder must have been in existence at least three (3) years as an operating business.
3. Responder must not have declared any form of Bankruptcy in the last five (5) years.
4. Responder must provide a list of at least three (3) clients where Responder has established a contract of comparable size and scope of services.
5. Responder shall have the ability to fulfill standard contract requirements, including indemnification and insurance of the District, if necessary.
6. Responder must be currently eligible as a provider of services under the E-Rate guidelines and provide their E-Rate Service Provider Identification Number (SPIN).
7. Responder shall meet other presentation and participation requirements listed in this RFP.

1.3 Schedule. Late responses will not be considered.

An approximate schedule is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>RFP released</td>
<td></td>
<td>February 6, 2018</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>3 p.m.</td>
<td>March 6, 2018</td>
</tr>
<tr>
<td>Winning Vendor Selected</td>
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<td>March 7, 2018</td>
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1.4 Deadline for Questions. Questions regarding the RFP should be asked in writing. Responses will be posted on the District website. In order to make information available to all proposing vendors, no questions will be answered if submitted after 4 p.m. on February 20, 2018.

1.5 RFP Submission. Please submit one (1) electronic copy by e-mail, to our E-Rate consultant (Rick Del Valle), at rick.delvalle@yahoo.com by 3 p.m. on Tuesday, March 6, 2018.

1.6 Vendor Communication. Upon release of this RFP, all vendor communications concerning the overall RFP should be directed Rick Del Valle. Unauthorized contact with District employees regarding this RFP is not permitted. Any oral communications will be considered unofficial and non-binding to the District. Vendors should rely only on written, faxed, or e-mailed statements as issued by Rick Del Valle, or posted on the Alameda USD web-site as previously noted.

1.7 Right of Selection/ Rejection - Waiver of Informalities or Irregularities. The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor shall not be construed as an award of contract but as a commencement of contract negotiations, including but not limited to the proposed contract price.

The District reserves the right to order all items, or only some of the items, or none of the items.

1.8 RFP Revisions. The District reserves the right to change the schedule or issue addenda to the RFP at any time up until the submission deadline. The District also
reserves the right to cancel or reissue the RFP at any time. Addenda or a notice of cancellation will be posted to the District’s website. It is the sole responsibility of the proposer to monitor the District’s website for the posting of such information.

1.9 **Compensation.** No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with any subsequent written contract.

1.10 **Commitments.** All quotes should be submitted on the most complete basis and with the most favorable financial terms available. The selected proposal may, at the District’s option, be made part of the final purchase contract, and all representations in the proposal may be considered commitments to supply the system as described.

1.11 **Contract Award and Execution.** The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor’s response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor’s products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The successful vendor is expected to enter into a contract with the District on terms similar to those set out in this RFP. If the selected vendor fails to sign and return the final contract within ten (10) business days of delivery, the District may elect to cancel the contract and award it to the next highest-ranked vendor.

No cost to the District may be incurred before the vendor has returned a fully executed contract.

Contract dates are as follows: contract start date will be July 1, 2018; contract end date will be September 30, 2019. Contract should have the option of at least one (1) one-year extension to allow for any unseen circumstances that may prevent delivery and installation of the services before the September 30, 2019 end date.

1.12 **Late Submissions.** Proposals received after the due date, and time, will not be accepted. The District is not responsible for late delivery or proposals lost in transport. Please refer to the RFP schedule for the due date.

1.13 **Proposal Preparation.** All proposals must be received by 3 p.m. on Tuesday, March 6, 2018. E-mail proposals only, will be accepted. The District is not responsible for any costs incurred by the responder in the preparation of the proposal.

Proposals must be organized as follows:

1. Cover letter – must include firm name, address, telephone, fax, and email
1.14 **Number of Proposals.** Responders shall provide one (1) electronic copy by e-mail to rick.delvalle@yahoo.com

1.15 **Screening of Proposals.** The District will screen all proposals and may reject any proposal that does not meet the minimum requirements. The District reserves the right to reject any and all proposals. The District shall evaluate the proposal using the following criteria, which are also given relative weighting:

1. Initial Price: 40%
2. Previous Vendor experience with client: 10%
3. Performance and performance reliability: 15%
4. Ease of management, modification and updating: 15%
5. Warranty: 10%
6. Proposals in which vendors are willing to bill the District only the Discounted (post E-Rate) amount, and the vendor bills USAC for the Difference: 10%

1.16 **RFP Addenda.** The District reserves the right to amend this RFP at any time prior to the closing date. It is the responder’s responsibility to check the District website at [http://www.alameda.k12.ca.us/technologyservices](http://www.alameda.k12.ca.us/technologyservices) for any addenda prior to submitting their response.