



North Clackamas School District

NETWORK EQUIPMENT (E-RATE)

Request for Proposal (RFP)

RFP-001-2023

E-RATE FORM 470 #230008024

Date of Issue: 12/9/2022

Closing Date and Time: 1/10/2023 at 2:00 PM

Single Point of Contact (SPC): Leif Palmer

Address:	12400 SE Freeman Way
City, State, Zip:	Milwaukie, OR 97222
Phone (voice)	503-353-6082
E-mail:	palmerle@nclack.k12.or.us

North Clackamas School District promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

REQUEST FOR PROPOSAL (RFP)

Solicitation No: RFP-001-2023

Summary

The purpose of this Request for Proposals (Solicitation) is to obtain competitive Proposals from qualified vendors interested in providing network switches and routers to replace aging infrastructure throughout the District.

Interested Proposers must email a Proposal pursuant to the provisions of this Solicitation to palmerle@nclack.k12.or.us **NOT LATER THAN:**

SOLICITATION DUE DATE AND TIME (CLOSING):

January 10, 2023 AT 2:00PM PST

No public opening will occur. Proposals will be opened and recorded. The number of Proposals received, the identity of Proposers, or the content of any proposal will not be disclosed to the public until all proposals have been evaluated, negotiations completed if required and a recommendation for Award has been published.

Proposers are solely responsible for ensuring that the North Clackamas School District receives its Proposal. It is recommended that Proposers call to verify that their Proposal has been received prior to closing date and time.

LATE PROPOSALS WILL NOT BE ACCEPTED.

Prospective Proposers must register with Oregon Buys – www.oregonbuys.gov/bs0 to obtain the solicitation documents.

All questions and comments regarding this solicitation must only be emailed to:
palmerle@nclack.k12.or.us

PROPOSALS MUST BE PERSUANT TO THE PROVISIONS OF THIS SOLICITATION.

**THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL
PRESCRIBED REQUIREMENTS.**

SECTION I – INTRODUCTION
Solicitation No: RFP-001-2023
Network Equipment (2023 E-Rate)

1. INTRODUCTION:

This Solicitation is issued pursuant to ORS 279A, ORS 279B, North Clackamas School District Public Contracting Rules, and District Policies.

2. DEFINITIONS:

The term "District" or "Owner" throughout this document means the North Clackamas School District (NCS D). The term "Proposer" means the person or firm that submits a Proposal in response to this Solicitation. The term "Proposal" or "Offer" means a written response to provide Goods or Services in response to this Solicitation. "Closing" means the date and time specified in the Solicitation as the deadline for submitting Proposals. "Contractor" or "Supplier" means the firm awarded a Contract as a result of this Solicitation.

3. SOLICITATION REVIEW:

Proposers must carefully review the Solicitation documents and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest pursuant to QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST in Section III, protests or appeals based on such defects, ambiguities, omissions or errors received after issuance of the Notice of Intent to Award (NOI) may not be favorably considered.

4. DISTRICT OVERVIEW AND BACKGROUND:

- a. The North Clackamas School District is located approximately 12 miles from downtown Portland. Serving students from Milwaukie, Happy Valley, Johnson City, as well as other unincorporated areas within Clackamas County including Oak Grove, Sunnyside, Mount Scott, Southgate, and Carver. The District has an approximate enrollment of 17,200 students, located in 31 schools and represents a diverse community.
- b. The purpose of this RFP to establish a contract to purchase network switches and routers to replace and upgrade aging infrastructure throughout the District. All items are dependent upon E-rate and local funding. The District will seek reimbursement through the federal E-rate program for any purchases made under the Contract resulting from this RFP. Please see the following link for more information regarding the Erate program:
<https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>

5. SCOPE OF WORK:

The Scope of Work for this RFP is to procure Cisco or approved equivalent network switches and routers as outlined in ATTACHMENT C during the 2023 E-rate reimbursement period.

6. CONTRACTING REQUIREMENTS:

The successful Proposer, selected by the District, may be awarded a Contract. A sample is enclosed herein (see SECTION V - ATTACHMENTS).

- a. Proposers are advised to thoroughly review and familiarize themselves with the standard contract. Certain contract terms reflect state statute and may not be altered.
- b. **Upon Award, the selected Proposer shall promptly sign a contract including all standard terms and conditions contained in the Sample Contract. The awarded Proposer shall sign and return the Contract within seven (7) calendar days of having received it.** Failure to sign and return the Contract with any required insurance within this timeframe may result in the District terminating contract negotiations and awarding the Contract to the next highest scoring Proposer or canceling the Solicitation.

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- c. The District will execute the Contract only after it has obtained all applicable required documents and approvals.

7. AMENDMENTS:

The District may amend a Contract without additional competition pursuant to OAR 137-047-0800.

8. CONTRACT PERIOD / EXTENSION:

- a. Selected Proposer will be issued a Contract with approximately a one year initial term.
- b. Because the E-Rate program recommends/requires a new solicitation each year, the District does not anticipate authorizing any renewals. However, the District may elect at its sole discretion to offer and execute up to four (4) one (1) year renewal terms.
- c. The Supplier's Pricing and Rates must remain firm through the initial contract term. If any renewal terms are offered, pricing must be approved by the District prior to execution.

9. DISTRICT REPRESENTATIVE:

The District Representative for this Contract is the Administrator for Technology and Information Services or designee.

10. SOLICITATION SCHEDULE:

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. The District reserves the right to deviate from this schedule.

Event	Date	Time
Date of Issue	December 9, 2022	2:00 PM
Questions / Substitution Requests Due	December 27, 2022	2:00 PM
Closing (Proposal Due)	January 10, 2023	2:00 PM
Opening of Proposal	January 10, 2023	2:05 PM
Evaluation Committee Meeting (expected)	January 17, 2023	
Issuance of Notice of Intent to Award (expected)	January 18, 2023	
Board Meeting Date (expected)	January 26, 2023	6:30 PM
Notice to Proceed / PO issuance (expected)	January 30, 2023	

11. CONTACT DURING SOLICITATION:

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Questions must be submitted in writing via email to palmerle@nclack.k12.or.us as indicated on the Summary page of this Solicitation. No other contact regarding this solicitation during the solicitation process is permitted. Unauthorized contact regarding this solicitation may subject the related Proposal to rejection.

SECTION II – STATEMENT OF WORK

Solicitation No: RFP-001-2023

Network Equipment (2023 E-Rate)

1. PURPOSE AND INTRODUCTION:

The purpose of this RFP is for the District to enter into a Contract executed with a responsible Proposer to provide network switches and routers to replace and upgrade aging infrastructure, as specified in ATTACHMENT C.

2. ESTIMATED QUANTITIES:

The District currently estimates that it will support the purchase of the estimated quantities listed on ATTACHMENT C Product Specifications and Price Schedule. Award may be adjusted due to availability of funding.

3. PRODUCT SPECIFICATIONS:

All products included in Proposals must meet the Specifications listed on ATTACHMENT C Product Specifications and Price Schedule.

4. E-RATE EXPERIENCE & EXPERTISE:

Proposers shall have experience successfully delivering products under the E-rate program. Such experience includes personnel who are familiar with E-rate program requirements, and who have a demonstrated track record of supplying products to customers who were subsequently successful in obtaining E-rate reimbursement for the supplied products.

5. SHIPPING, PROCESSING, AND DELIVERY:

All products must be shipped F.O.B. North Clackamas School District, Technology and Information Services Department located at 4444 SE Lake Rd, Milwaukie, OR 97222, Freight Prepaid. For E-Rate reimbursements and billing concerns the District requires delivery after July 1st, 2023.

6. BRAND NAME OR EQUAL SPECIFICATIONS:

Proposals shall only include the specified brand name of product or approved equivalent (equal or superior) to the specified brand. The District is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Substitution Requests must be in writing and received by December 27, 2022 by 2:00PM PST. Proposer must promptly respond to any information requested from District to determine if substitution request is an approved equivalent.

SECTION III – INSTRUCTION TO PROPOSERS

Solicitation No: RFP-001-2023

Network Equipment (2023 E-Rate)

1. FORMAL SELECTION:

The District may procure Goods or Services by competitive sealed Proposals as set forth in ORS 279B.060.

2. PRE-PROPOSAL CONFERENCE:

There will be no pre proposal conference.

3. PROPOSALS ARE OFFERS:

A Proposal submitted in response to this Solicitation is the Proposer's offer to enter into a Contract.

- a. By signing and submitting a Proposal, the Proposer acknowledges it has read, understands and agrees to be bound by the terms and conditions contained in this Solicitation.
- b. The Proposal is a "firm offer," and must be held open by the Proposer for the District's acceptance for sixty (60) days.
- c. The District's Award of a Contract constitutes acceptance of the Proposal and binds the Proposer to the Contract.
- d. The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.

4. PROPOSAL PREPARATION:

A Proposer must sign and submit its Proposal in accordance with the instructions set forth in this Solicitation. Failure to submit Proposals in accordance with the provisions of this Solicitation will be grounds to declare the Proposal as non-Responsive. Proposers must:

- a. Submit a complete Proposal (a Proposal that meets all requirements of this Solicitation);
- b. Provide the District with all required and requested documents and descriptive literature;
- c. Initial or provide electronic confirmation for any corrections or erasures to their Proposal prior to Closing;
- d. Identify (on the Proposer Certification) whether the Proposer is/is not a "resident Proposer", as defined in ORS 279A.120(1);
- e. Provide (on the Proposer Certification) certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4); and
- f. Provide (on the Proposer Certification) Written acknowledgment of receipt of all Addenda.

5. PROPOSAL SUBMISSION:

- a. To ensure proper identification and handling, Proposals must only be emailed to palmerle@nclack.k12.or.us. The email subject line should include the solicitation number, Proposer's name, and/or like information that clearly identifies the Proposal.
- b. The District is not responsible for Proposals submitted in any manner, format or to any delivery point other than as required in this Solicitation.
- c. Proposers are solely responsible for ensuring that the District receives their Proposal at the required delivery point prior to Closing.

6. ADDENDA:

- a. **Issuance; Receipt.** The District may change this Solicitation only by Written Addenda. A Proposer must provide written acknowledgement of receipt of all issued Addenda in the space provided on the Proposer Certification.
- b. **Notice and Distribution.** The District will publish notices of any and all Addenda on the Oregon Buys website. Addenda may be downloaded from the Oregon Buys website. It is the

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Proposers' responsibility to inquire about Addenda. Proposers should frequently check the Oregon Buys website until the Solicitation Closing (due date and time) about any Addenda issued, i.e., at least once weekly until the week of Closing and at least once daily the week of the Closing.

- c. **Timelines; Extensions.** The District will issue Addenda within a reasonable time to allow prospective Proposers to consider the Addenda in preparing their Proposal. The District may extend the Closing if the District determines prospective Proposers need additional time to review and respond to Addenda. Except to the extent required by public interest, the District will not issue Addenda less than 72 hours before the Closing unless the Addendum also extends the Closing.
- d. **Request for Change or Protest.** Unless a different deadline is set forth in the Addendum, a Proposer may submit a Written request for change or protest to the Addendum, as provided in OAR 137-047-0730, by the close of the District's next business day after issuance of the Addendum, or up to the last day allowed to submit a request for change or protest under OAR 137-047-0730, whichever date is later.

If the date established in the previous sentence falls after the deadline for receiving protests to the Solicitation Document in accordance with OAR 137-047-0730, then the District may consider a Proposer's request for change or protest to the Addendum only, and the District will not consider a request for change or protest to matters not added or modified by the Addendum.

7. COOPERATIVE PROCUREMENT:

This Solicitation is NOT a Permissive Cooperative Procurement.

8. QUESTIONS/CLARIFICATIONS/CHANGES AND SOLITATION PROTEST:

Proposers may request changes or clarifications to, or protest, any provision, specification or Contract term contained in this Solicitation:

- a. **Questions, Clarifications, Changes.** All questions regarding this Solicitation must reference the Solicitation number and must be submitted in writing via e-mail to the attention of the person indicated on the Summary page of this Solicitation. Questions received by the District prior to the deadline will be answered in written addenda should the District deem an answer necessary.
- b. **Protest.** Pursuant to OAR 137-047-0730, a prospective Proposer may protest the Procurement Process or the Solicitation Document for a Contract solicited under ORS 279B.060 as set forth in ORS 279B.405.

Written protests must include:

- i. A detailed statement of the legal and factual grounds for the change, clarification, or protest;
- ii. A description of the resulting prejudice to the Proposer; and
- iii. A statement of the form of relief requested or any proposed changes to the Solicitation provisions, specifications, or contract terms and conditions.

Written protests must be clearly marked with the Solicitation number and submitted in writing to the SPC by email to palmerle@nclack.k12.or.us.

- c. **Deadline.** Questions, changes, clarifications, or protests must be received by the District by noon Pacific Time not later than ten (10) calendar days prior to the date Proposals are due, or as stated in Section I SOLICITATION SCHEDULE. The District will not consider any protest or request for change that is submitted after the submission deadline.

SECTION III – INSTRUCTION TO PROPOSERS

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- d. **Response.** Responses to questions/clarifications and notice of the District’s protest determination will be provided in written addenda pursuant to ADDENDA above. The District’s response to a Proposer, whether orally or in Writing, does not change the Solicitation and is not binding on the District unless the District amends the Solicitation by written Addendum.
- e. Protesters must exhaust all administrative remedies before seeking judicial review.

9. PRE-CLOSING MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

A Proposer may modify or withdraw its Proposal in Writing only prior to Closing. Modification or withdrawal must:

- a. Be clearly marked “Proposal Modification” or “Proposal Withdrawal” and marked and delivered as described in PROPOSAL SUBMISSION above;
- b. Include the Proposer's statement that the modification amends and supersedes the prior Proposal; Proposers are responsible for ensuring that the District receives its modification or withdrawal.

Modifications and/or withdrawals must be prepared and submitted on the Proposer's letterhead, signed by an authorized representative of the Proposer.

10. RECEIPT, OPENING, AND RECORDING OF PROPOSALS:

- a. The District’s email system will electronically time-stamp each Proposal and any modification upon receipt.
- b. The District will not be responsible for the premature opening or failure to open a Proposal that is not properly addressed and/or identified.
- c. Proposals will be opened and recorded. The number of Proposals received and the identity of Proposers may be disclosed to the public within 72 hours after the closing date and time. The contents of any Proposal will not be disclosed to the public until all Proposals have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

11. LATE PROPOSALS, LATE WITHDRAWALS, AND LATE MODIFICATIONS:

Any Proposal received after Closing is late. A Proposer’s request for withdrawal or modification of a Proposal received after Closing is late. The District will not consider late Proposals, withdrawals or modifications except as permitted in MISTAKES below. The District reserves the right to consider Proposals that have been delayed or mishandled by the District.

12. MISTAKES:

To protect the integrity of the competitive Procurement process and to assure fair treatment of Proposers, the District will carefully consider whether to permit waiver, correction or withdrawal of Proposals for certain mistakes. The District will not allow a Proposer to correct or withdraw a Proposal for an error in judgment. If mistakes in a Proposal are discovered after Opening, but before Award of the Contract, the District may take the following action:

- a. The District may waive, or permit a Proposer to correct, a minor informality. A minor informality is a matter of form rather than of substance that is evident on the face of the Proposal, or an insignificant mistake that can be waived or corrected without prejudice to other Proposers.
- b. The District may correct a clerical error if the error is evident on the face of the Proposal, or other documents submitted with the Proposal, and the Proposer confirms the District's correction in writing.

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- c. The District may permit a Proposer to withdraw a Proposal based on one or more clerical errors in the Proposal only in accordance with OAR 137-47-0470(2)(c) and (d).
- d. The District will reject any Proposal in which a mistake is evident on the face of the Proposal and the intended correct Proposal is not evident or cannot be substantiated from documents accompanying the Proposal.

13. AWARD:

- a. Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the District reserves the right to cancel any Solicitation or resulting contract at no penalty.
- b. If awarded, the District will award a Contract to the Responsible Proposer(s) that submitted the most advantageous responsive Proposal(s), and that meets the minimum requirements of this Solicitation.
- c. The District may award by item, groups of items or the entire Proposal.
- d. The District may Award multiple Contracts if beneficial to the District for adequate availability, delivery, service, competition, pricing, product capabilities, or other factors deemed significant by the District. This notice of potential Multiple Awards does not preclude the District from awarding a single Contract.
- e. The District may award a Contract for parts of the Solicitation for which acceptable Proposals have been received.
- f. The District may award all or none Offers if the evaluation shows an all or none Award to be the most Advantageous or in the best interest of the District.
- g. The District may reject all Proposals received and may issue a new Solicitation on the same or revised terms, conditions and Specifications if deemed to be in the best interests of the District.
- h. When Proposals are identical, and if the District intends to award a contract the District must Award the contract Pursuant to OAR 137-046-0300, or choose to award portions of the contract(s) to each identical proposal.

14. NOTICE OF INTENT TO AWARD:

The District will provide a written Notice of Intent to Award (NOI) to all Proposers at least seven (7) calendar days before the Award of a Contract, unless the District determines that circumstances require prompt execution of the Contract. The District's Award will not be final until the later of the following:

- a. SEVEN (7) calendar days after the date of the NOI, or
- b. Until the District provides written response(s) to all timely filed protest(s) denying the protest(s) and affirming the Award.

15. PROPOSAL REJECTION: Pursuant to OAR 137-047-0640 and OAR 137-047-0650

- a. The District may reject any Proposal as set forth in ORS 279B.100:
 - I. When the rejection is in the best interest of the District.
 - II. When the Proposal is contingent upon the District's acceptance of terms and conditions (including Specifications) that differ from the Solicitation.
 - III. When the Proposal takes exception to terms and conditions (including Specifications) set forth in the Solicitation.
 - IV. That attempts to prevent public disclosure of matters in contravention of the terms and conditions of the Solicitation or applicable law.
 - V. That fails to meet the Specifications of the Solicitation.

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- VI. That is submitted late.
- VII. Not in substantial compliance with the Solicitation or with all prescribed public procurement procedures.
- VIII. Not in compliance with ORS 279B.120, 279B.130, OAR 137-046-0210(3), 279A.105, ORS 279A.110(4). ix. When the Proposer is not Responsible pursuant to ORS 279B.110.

16. SOLICITATION CANCELLATION:

The District may cancel, delay or suspend a solicitation, or reject all Proposals, in accordance with ORS 279B.100 when it is in the best interest of the District as determined by the District. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection.

17. PROPOSAL COSTS:

Proposers responding to solicitations are responsible for all costs they may incur in connection with submitting Proposals.

18. CONTRACT AWARD PROTEST:

- a. Proposers may protest the Award of a Contract, or the intent to Award a Contract if the conditions set forth in ORS 279B.410(1) are satisfied. Proposers must deliver a written protest to the District within seven (7) Days after the issuance of the NOI.
- b. The Proposer's protest must be in writing and must specify the grounds for the protest to be considered by the District pursuant to ORS 279B.410(2). A protest must be submitted to palmerle@nclack.k12.or.us. The Proposer is responsible for ensuring the District receives the protest.
- c. The District will not consider any protest that is submitted after the submission deadline.
- d. Resolution of Protests. The District will settle or resolve a written protest submitted in accordance with the requirements of this Rule and will issue a written decision on the protest in a timely manner as set forth in ORS 279B.410(4).
- e. Decision. If a protest is not settled, the Superintendent, or designee, has the authority to resolve the protest.
- f. Proposers must exhaust all administrative remedies before seeking judicial review. Judicial review of this decision will be in accordance with ORS 279B.415.
- g. If the District upholds the protest, in whole or in part, the District may in its sole discretion either Award the Contract to the successful Protestor or cancel the Procurement or Solicitation.

19. ADDITIONAL REQUIREMENTS:

- a. The District reserves the right to seek clarifications of submitted Proposals, which may or may not affect the evaluation scoring.
- b. The District reserves the right to negotiate a final Contract that is in the best interest of the District.
- c. Failure of the District to insist on strict performance will not constitute a waiver of any of the provisions of this Solicitation or resulting Contract or waiver of any other default of the Proposer.

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20. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE:

Materials submitted in response to this RFP and/or the Contract shall become the property of the District and are, therefore, subject to public records laws.

In the event that a Proposer desires to claim that portions of its submittal are exempt from public disclosure, under the provisions of ORS 192.501, it is incumbent upon the Proposer to identify those portions in a transmittal letter. The transmittal letter must identify the page and the particular exemption(s) from disclosure upon which the claim is made. Each page claimed to be exempt from disclosure must be clearly identified, on the page, by the words: "This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS 192".

If the District receives a request for public records disclosure of the information so designated as confidential by Proposer, the District will make a reasonable attempt to notify Proposer of the request so Bidder/Contractor may claim any exemption Bidder/Contractor is entitled to under applicable laws.

The Oregon Public Records Law exempts from disclosure trade secrets, and the exemption from disclosure applies "unless the public interest requires disclosure in the particular instance," ORS 192.501(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of this solicitation may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law.

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP-001-2023

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1. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a Proposal in response to this Solicitation. The purpose of this format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each Proposal. Failure to provide any information requested in this Solicitation may result in rejection of the Proposal.

2. PROPOSAL FORMAT:

A Proposer's submitted Proposal:

- a. Must include ONE (1) complete electronic copy in PDF format attached to an email. The district may remove the price proposal for evaluation purposes.
- b. **There is a five (5) page limit for Proposals. The cover page or any required attachments/forms are not included in the page limit.**

3. PROPOSAL CONTENT REQUIREMENTS:

Proposers must provide a reply to each of the following items. The Proposer Certification Form (see Attachments) must be completed and submitted as the cover of the Proposer's response. Proposers are cautioned to provide in their Proposals, in a brief and concise manner, as much detail as possible pertaining to their capabilities and experience in providing the services requested in this Solicitation. Do not assume the District has any prior knowledge of the Proposer.

Proposers must present a Proposal containing the specific information requested and submit all attachments as required, in the order listed below:

a. **REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS:** See SECTION V – ATTACHEMENTS, PROPOSAL SUBMISSION CHECKLIST.

b. **DETAILED PROPOSAL CONTENT REQUIREMENTS:**

I. Pricing (Up to 60 Points)

- i. Complete ATTACHMENT C PRODUCT SPECIFICATIONS AND PRICE SCHEDULE. ATTACHEMENT C must be thoroughly and clearly completed.

II. Project Implementation Plan (Up to 20 Points)

- i. Describe how Proposer would carry out major activities in context with the scope of work.
- ii. Explain Proposer's ability to support District needs regarding products and issues that could arise with installation and use of products.
- iii. What potential challenges have the Proposer encountered with the E-rate or similar programs and how would the Proposer mitigate those challenges under the Contract resulting from this RFP? A clear understanding of challenges and effective mitigation are desirable.
- iv. Clearly describe the Proposer's experience successfully delivering products in compliance with the E-rate program.

III. References (Up to 10 Points)

- i. Provide three (3) references from current or former clients of similar projects performed within the last five (5) years. References must be able to verify the quality of previous related work. District may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. District may use references to obtain additional information, or verify any information needed. District may contact any reference (submitted or not) to verify Proposer's qualifications.

SECTION IV – RESPONSE AND EVALUATION

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Proposer shall submit reference names and contact information. District will make two attempts to contact each of the references provided by the Proposer. If these attempts are unsuccessful, the Proposer will receive a score of zero for that reference.

IV. Warranty (Up to 10 Points)

- i. Provide a detailed explanation of Proposer’s warranty.

4. EVALUATION CRITERIA:

The District will score each Proposal by reviewing and evaluating the Proposal content requirements outlined above relative to the RFP requirements. The following table indicates how the total points in the scoring will be assigned by required Proposal item. Failure to meet minimum requirements/specifications for any individual item may disqualify the Proposal regardless of the total points scored for the other items. Each item will be evaluated as follows:

EVALUATION CRITERIA MATRIX		Maximum Points Possible
i.	Pricing*	60
ii.	Project Implementation Plan	20
iii.	References	10
iv.	Warranty	10
TOTAL		100

*The price score will be assigned through a mathematical calculation in which the Proposal with the lowest total price is awarded the maximum points possible, and all other Proposals are awarded points by weighting their total prices against the lowest total price.

5. PROPOSAL EVALUATION:

- a. **Responsiveness and Responsibility:** The District will utilize the following objective factors to determine if Proposals are Responsive and Proposers are Responsible:
 - 1. Responsibility of Proposer (OAR 137-047-0500). Before awarding a Contract, the District shall determine that the Proposer submitting the most Advantageous Proposal is Responsible. The District shall use the standards set forth in ORS 279B.110 and OAR 137-047-0640(1)(c)(F) to determine if a Proposer is Responsible. In the event the District determines a Proposer is not Responsible, it shall prepare a written determination of non-Responsibility as required by ORS 279B.110 and shall reject the Proposal.
- b. Contingent Proposals. The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.
- c. Non Resident Proposers. In determining the most Advantageous Responsible Proposal, the District shall apply the reciprocal preference set forth in ORS 279A.120(2)(b) and OAR 137-046-0310.

SECTION IV – RESPONSE AND EVALUATION

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- d. Identical Proposals. When one or more Proposals are identical under OAR 137-046-0300, the District shall award a Contract in accordance with the procedures set forth in OAR 137-046-0300.
- e. Recycled Materials. The District may give preference for Recycled Materials as set forth in ORS 279A.125 and OAR 137-046-0320.
- f. Clarification of Proposals. After Opening, the District may conduct Discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the Proposal.
- g. Negotiation. The District may conduct Discussions or Negotiate with Proposers. If the District determines, in its sole discretion that it is in its interests, the District may terminate contract negotiations.

6. EVALUATION COMMITTEE:

The Proposals will be evaluated by the Evaluation Committee consisting of not less than three (3) knowledgeable individuals (Evaluators) to review and score Proposals according to the evaluation criteria set forth in this Solicitation. The District may assign certain Evaluators to evaluate specific Proposal categories in keeping with the Evaluators' area of expertise. Working as a Committee or independently (at the discretion of the District) with copies of the written Proposals, the Evaluators will independently assign scores to each Proposal received in accordance with the evaluation criteria defined herein. Evaluators will utilize the criterion to measure the merit of each Proposal received in accordance with the subjective evaluation criteria to determine which Proposals(s) will provide the District with the most advantageous and best overall value. The recommendations of this committee will be final.

SECTION V – ATTACHMENTS
Solicitation No: RFP-001-2023
Network Equipment (2023 E-Rate)

PROPOSAL SUBMISSION CHECKLIST

The following certifications and forms must be completed and signed by the person authorized to represent the Proposer regarding all matters related to the Proposal and authorized to bind the Proposer to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

___ PROPOSER CERTIFICATION. (Attachment A) This serves as the cover sheet for your Proposal.

___ PROPOSER REFERENCE FORMS – (Attachment B)

___ PRODUCT SPECIFICATIONS AND PRICE SCHEDULE – (Attachment C)

___ **DETAILED PROPOSAL CONTENT REQUIREMENTS**

Detailed Proposal Content Requirements are specified in SECTION IV – RESPONSE AND EVALUATION.

The following attachment(s) are **NOT** to be returned with the Proposal. The content of these attachment(s) must be reviewed by the Proposer. The terms and conditions are incorporated in this Solicitation and will apply to the Contract to be executed for the work.

Attachment D Sample Contract

This checklist is provided for the Proposer’s convenience in assembling your Proposal and is NOT required to be returned with the Proposal.