**McMinnville School District #40**

800 NE Lafayette Ave.

McMinnville, OR 97128

**Date Posted:** December 20th, 2023

**Bid Submission Due:** January 17th, 2024

**Allowable Contract Dates:** July 1st, 2024 - September 30th, 2025

**E-Rate Request for Quotes for Switch Maintenance**

**Funding Year 2023**

**Applicant Form 470 Identifier:** MSD\_FY2024\_C2\_BMIC\_CORE\_SWITCHES

**Technology Department Contact:**

Hiran Amerasinghe

800 NE LAFAYETTE AVE

MCMINNVILLE, OR 97128

503-565-4080

hamerasinghe@msd.k12.or.us

**Overview**

McMinnville School District #40 (MSD) have a number of Juniper 24 and 48 port switches used for internal network communication that is at end of life.

MSD is looking for quotes for the following (no installation services are needed):

* **Quantity 21** – 24-port 1GbE with 4xSFP uplink ports, licenses, and management application.

Please clearly identify any non-E-rate eligible services/components if applicable.

**Terms and Conditions**

1. Each vendor must have a Service Provider Identification Number (SPIN).
2. Prices to remain firm through SLD approval, execution and duration of the proposed contract.
3. Bidder must acknowledge that approval and payment for this contract is pending e-rate funding.
4. Manufacturer must warrant all equipment.
5. All items shall be delivered FOB to the District.
6. The District has a right to reject any and all quotes, or any or all items of any quote. The District also reserves the right to increase or decrease the given quantity. In the event quantities are increased or decreased, the amount added or deducted shall be based upon prices quoted.

**Discrepancies, Omissions and Questions**

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to, Hiran Amerasinghe, McMinnville School District, hamerasinghe@msd.k12.or.us. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final contract that may be derived from this RFP. Addenda will be uploaded to the RFP in EPC. This RFP and its addenda will be part of any possible future contract with successful vendor(s).

Bidding will close after the E-Rate 470 allowable contract window, 28 days after form 470 submission, December 20th, 2023. Proposals should include equipment, necessary software, taxes and fees, shipping fees and must be priced out on their own line item within the bid. In the event that too few quotes are received after the 28-day waiting window has ended, applicant may extend the quote deadline with appropriate notice to vendor(s). We reserve the right to reject late filed quotes.

## Partial Bids

Partial bids will be accepted however, bids that meet the full requirements outlined in the “Line Items” portion of the RFP will be scored higher during the evaluation process. If only partial bids are received, applicant may choose not to award the contract, or award the contract to multiple service providers.

## Product Eligibility

The proposer must include E-rate eligibility percentages for each product and/or service listed in the bid.

## Proposal Rejection

Agency may reject a proposal for any of the following reasons:

* Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that proposer’s authorized representative sign the proposal.
* Proposer makes any contact regarding this RFP with applicant staff other than the single point of contact or those the single point of contact authorizes, or inappropriate contact with the single point of contact.
* Proposer attempts to inappropriately influence a member of the evaluation committee.
* Proposal is conditioned on applicant’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or addenda.
* The proposal does not include the eligibility percentage of each product and/or service listed.
* The district has a right to reject any and all quotes, or any or all items of any quote. The district also reserves the right to decrease the proposed quantity. In the event quantities are decreased, the amount deducted shall be based upon prices quoted.

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| **Evaluation Criteria** | **Points** |
|  **Price** | **30** |
| **Quality of Design (Meets or exceeds stated requirements; design conforms to reasonable best practices in K­12 environment; allows for future growth and provides reasonable resiliency compared to cost.** | **20** |
| **Quality of Product (Product reviews; product** **performance/reliability can be verified from similar environments; compatible with District’s network design and equipment attached to network; and provides features that meet current and future network needs without additional equipment or upgrades.)** | **25** |
| **Proposer Qualifications/References (Size of team appropriate to project; quality of proposal submission; implementation timeframes; expertise and experience in design and implementation; references and training and support offered; previous work with Oregon K-12 districts preferred)** | **25** |
| **TOTAL POINTS POSSIBLE** | **100** |

**Quotations**

Quotes must be received by McMinnville School District by end-of-day, Wednesday, January 17th, 2024

Quotations can be sent by mail or email (preferred) to:

Hiran Amerasinghe

800 NE LAFAYETTE AVE

MCMINNVILLE, OR 97128

503-565-4080

hamerasinghe@msd.k12.or.us

**Please include the following information with your quote:**

Vendor name and address

SPIN Number

Detailed description of proposed equipment with line items for each component

Total for all items

Signature with printed name and title