

Request for Proposals 20RFP053 Internet Router Upgrade - North Campuses

Date	Event
November 19 and 26, 2019	Dates of public notice
December 3, 2019	Due date for questions by 2:00 pm
December 6, 2019	Questions and answers posted on our website
January 8, 2020	RFP opening / due date at 2:00 pm CST
February 24, 2020	AISD Board meeting for review/approval

<p>Deliver Sealed Proposals to: Austin ISD Contract & Procurement Services 4000 S. IH 35 Frontage Road 4th Floor Reception Area Austin, TX 78704</p>	<p>Contact: Brenda Dalton Senior Procurement Specialist Phone: 512-414-2113 Brenda.dalton@austinisd.org</p>
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Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: Questions 20RFP053 Internet Router Upgrade North Campuses

Q & A and addenda will be posted on our website: www.austinisd.org/cp/bids

Proposals are due no later than 2:00 pm on the date indicated. Your proposal must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.

- Please submit the following:**
- Required**
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 - Requested**
 - One (1) digital copy on a flash drive

FAX, e-mail or other electronic proposals will not be accepted.

Proposals must be plainly marked with:
 Name and address of the respondent
 RFP number and title above

Checklist and Submission Guidelines

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I. INTRODUCTION

The Austin Independent School District is seeking proposals from firms qualified and experienced in providing Internet Router equipment acquisition, installation and configuration. Being a legal method of procurement for school districts in Texas, AISD would like to utilize current platforms to engage suppliers.

AISD intends to replace our current Internet router equipment with a Cisco ASR 1002-HX (or equivalent) network router and related accessories. The equipment will provide Internet routing services for the North segment of the AISD network which includes approximately 78 campuses. Details of the equipment and requirements for the project are described below under Scope of Service.

Austin ISD reserves the right to award a contract for any or all areas of this RFP. AISD will make awards to qualified respondents providing the best proposal based on a combination of the

executed with a success

Service Agreement is available on our website and should not be returned with a proposal.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

III. PROPOSAL FORMAT

A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The proposal itself shall be organized in the following format and informational sequence:

Section I Summary of Experience

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor fees to satisfy the requirements of this RFP. It is the contractor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD

address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive only**; they can be excluded from additional requested copies.

Contractor shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

Bid Certification

Notification of Criminal History of Contractor

Debarment, Suspension and Ineligibility Certification

EDGAR Vendor Certification

Software Vendor Certification Form (when applicable)

Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at [Conflict of Interest Questionnaire - CIQ](#).

IV. INITIAL REVIEW OF PROPOSALS

Any contractor determined non-responsible or any proposal determined non-responsive will not be evaluated further. The contractor will be notified of a non-responsible or non-responsive determination.

Responsive

In order for a proposal to be responsive:

ALL required forms listed above shall be signed and included with proposal;

Proposal shall be received prior to the RFP opening d

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm other factors considered.

B. The district anticipates that the evaluation process may include the following evaluation criteria (for example, but not limited to):

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan

- C. The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, contractors may be requested to revise any or all portions of their proposals and submit a best and final offer (BAFO) for consideration.
- D. If the district determines that additional evaluation steps are required to determine the best value between Contractors, the district reserves the right to consider ~~an~~ ~~3~~(tra)-2(cto)-5(r)]T

5. Install equipment during evening/night hours (possibly weekend) installation window (typically 4pm to 12am), as scheduled by AISD.
6. The equipment installation should be completed in one evening.
7. Remove old equipment and deliver to AISD storage location and inventory devices.
8. Provide any additional equipment to AISD that will be installed by AISD if necessary.

Vendor Response: Comply

Exception

The project manager must closely supervise the work crews. Details of daily schedules and progress must be reported to AISD accurately. Weekly summary reports to AISD will also be required.

AISD will provide an acceptance checklist to the contractor at the beginning of the project (see of each campus when installation is completed and verify that all work has been done to the AISD specifications. AISD will then schedule a final walkthrough with the vendor. There should be no punch list items found by AISD on this final walkthrough.

Vendor Response: Comply

Exception

Explanation:

B. Contractor Staffing Requirements

The contractor must be able to provide adequate,

If the installation crews can safely and quietly work around the daily class schedule, some work may be completed during the school day. The primary cutover of a site will always be scheduled

12. Any additional components and installations required will be done at the same unit costs as

Vendor Response: Comply

Exception

Explanation:

X. APPENDICES AND ATTACHMENTS

Appendices (Documents included within this proposal):

Appendix 1 Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

Attachments (Separate documents available to download):

Attachment A