



Creswell School District 40
Request for Proposal (RFP)

E-Rate Creswell SD Network Equipment Project

ISSUE DATE: February 20, 2025

CLOSING (DUE) DATE: March 20, 2025

1. INTRODUCTION

Creswell School District 40 (hereafter referred to as "the District") is requesting proposals from qualified vendors to upgrade its network core switches and wireless access points at 3 sites. The District is looking for interested vendors who can provide solutions that will address its current and future needs. The District is open to all proposals from vendors that meet the District's needs and qualifications based on the information outlined in this Request for Proposal (RFP).

Creswell School District #40 (CSD) is seeking quotes for network equipment to support upgrades to multiple school networks. For the 2025-26 E-rate funding year, CSD is looking to purchase new network equipment for our schools.

CSD currently operates networks in 3 school buildings throughout the district as well as a separate administrative and support location.

This solicitation is part of the District's e-rate process and the successful Vendor must be a registered service provider with the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and must have a valid Service Provider Identification Number (SPIN). Vendors that wish to submit a quotation and do not have a valid SPIN number, may apply for and receive the number prior to award of quotation. Acceptance of a contract will constitute agreement by vendor to meet all vendor requirements for the District to successfully process and receive the appropriate e-rate reimbursement.

2. POINT OF CONTACT

Joel Higdon - Director of Technology, Creswell School District 40
998 West A Street
Creswell, Oregon 97426
541-895-6000
jhigdon@creswell.k12.or.us

3. TIMELINE

February 20, 2025	RFP Issued
March 3, 2025	Deadline for questions regarding bid specifications (2:00 PM)
March 20, 2025	RFP Closing (DUE) Date (3:00 PM)

4. SPECIFICATIONS

The District's estimated equipment needs are listed below, including descriptions and projected quantities. These quantities are estimates only and do not constitute a purchase commitment. Eligible equipment includes the items listed below or their equivalent (equivalent equipment must meet or exceed the specifications of the listed items).

Description / Part Number	Qty
HPE Aruba Networking CX 6200 Switch Series / 48x ports 10/100/1000BASE-T Class 4 PoE Ports / MMF transceiver (fiber optic)	6
HPE Aruba Networking 610 Series Wi-Fi 6E Campus Access Points (US) / Comprehensive dual radio tri-band coverage across 2.4 GHz, 5 GHz, and 6 GHz	81
HPE Aruba Networking AP-MNT-U Campus Access Point Type U Universal Mount Bracket Kit	81
HPE Aruba Networking AP-575 802.11ax 2x2/4x4 Dual Radio Integrated Omni Antennas Outdoor AP (R4H15A)	7
JW053A - HPE Aruba Outdoor Pole/Wall Short Mount Kit - network device mounting kit	7
HPE Aruba 9240 (US) Campus Gateway (R7H95A)	1
Aruba LIC-AP Controller License E-LTU (JW472AAE)	81

All submissions shall include:

A. Warranty coverage provided on all equipment purchased. Minimum basic maintenance shall be 1 year from the date of equipment delivery.

B. Additional services included by Vendor/Reseller.

The District reserves the right to adjust the scope of work or to cancel the project entirely, at its sole discretion. Pricing proposed by the bidder must include all costs to provide the product or service. Price increases will not be allowed during the term quoted. Bidders must clearly separate E-rate eligible costs from ineligible costs. Pricing must be all inclusive for a turn-key fully managed solution, including all networking equipment or components required for services. Bids that impose additional costs after bid submission may be grounds for bid dismissal.

5. SPECIAL TERMS AND CONDITIONS

1. BRAND NAME

Manufacturer's names and/or brand names used in the referenced specifications are for the purpose of identification and a basis for quality, and do not expressly or implicitly require or in any way limit what brands may be quoted. Unless the vendor states otherwise, it is understood that proposals are submitted on the specifications as described in this RFP. The District's decision of alternate acceptability is final.

2. RESERVATION OF RIGHTS WITHOUT PREJUDICE

The District reserves the following rights (in the District's sole discretion): to amend the RFP; to extend the deadline for submitting proposals; to decide whether a proposals does or does not substantially comply with the requirements of this RFP; to waive any minor irregularity, informality, or nonconformance with this RFP; to reject any proposal that fails to substantially comply with prescribed RFP requirements and procedures; to cancel the RFP; and/or to award or not award any part or all parts of any proposal.

3. VENDOR QUALIFICATIONS

Qualified vendors offering these products and services should submit proposals including detailed descriptions, with all costs associated with the delivery of the products and services. Any line items not 100% eligible for E-rate discounts according to program rules should be isolated, with separate subtotals. Items that are conditionally or partially eligible should also be noted. Ineligible items should be eliminated when possible (or minimized where necessary but ineligible) and broken out as separate line items.

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-rate"). Vendor shall submit with its proposal a valid Service Provider Identification Number (SPIN) and a valid Federal Communications Commission Registration Number. Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (USAC), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor's services and/or products. Vendor shall provide to District staff and/or the District's E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

In general, the District prefers "discount" invoicing method and Service Provider Invoicing (SPI). Unless specifically negotiated with the vendor, SPI is the District's choice. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

6. BID REQUIREMENTS and SUBMITTAL PROCEDURES

A. GENERAL

1. The District shall not be responsible for any expenses and/or costs incurred by the vendor in submitting their proposal. Each vendor does so solely at that vendor's own cost and expense.
2. The District assumes no responsibility for delays caused by any delivery service. Late submissions will not be accepted and will be automatically disqualified from consideration. All proposals and any accompanying documentation become the property of the District and will not be returned.

B. SUBMITTAL

1. The proposal submitted shall be signed by a duly authorized representative of the vendor.
2. Only one proposal per vendor shall be submitted.
3. Vendor shall EMAIL a complete, signed proposals (as an Adobe PDF file) to jhigdon@creswell.k12.or.us no later than 2:00 pm on 3/20/2025. The title "E-Rate Creswell SD Network Equipment Project" should appear in the subject line of the Email.
4. With the proposal, the vendor shall certify to non-collusion practices on the Signature Page included as part of the RFP.
7. With the proposal, the vendor shall certify to non-discrimination in employment practices and by submitting a proposal, the vendor certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities. All information and reports required by the Federal or Oregon state governments having responsibility for the enforcement of such laws shall be supplied to the District in compliance with such acts, regulation and orders.
8. With the proposal, the vendor shall indicate in their status as a "resident" or "non- resident", in accordance with ORS 279A.120.

C. SUBMITTAL FORMAT

Information should be presented in a clear and concise manner. To provide consistency in the review of the proposals, firms are requested to prepare their proposal to be consistent with the following specified format:

1. TITLE PAGE. Vendor should identify the title of the proposal, date of proposal, name of company, address, telephone number, fax number, Email address and name of the primary contact.
2. A completed proposed PRODUCT SPECIFICATIONS AND PRICING PAGE (MODELS, DESCRIPTIONS, UNIT PRICES, TOTALS).
3. A completed (signed) SIGNATURE page.
4. Additional information that will assist the District in determining evaluation of product. The information may include, but not be limited to, confirmation the item meets specifications listed, confirmation the item is fully compatible with existing equipment, maintenance information, and any services available from Vendor/Reseller related to the purchase of equipment.

D. EVALUATION FACTORS

Proposals will be initially reviewed for completeness and compliance with the requirements of this RFP. Those proposals which are incomplete, which do not meet all requirements of the RFP, or otherwise deemed by the District to be “non-responsive” will be rejected. Quotations considered complete, or “responsive”, will be reviewed further to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the proposal is unclear, Vendor may be asked to provide written clarification. The district selection committee will evaluate each responsive proposal received; rating each responsive proposal based on the following factors. The importance of each factor will be scored as follows:

Pricing: 40 Points. Based on Cost. Provide detailed listing of unit and total cost for each of the items listed.

Compatibility/Technical Equivalence: 25 Points. Based on Technical Equivalence to specified Parts. Provide a brief narrative explaining how the proposed equipment is equivalent to the equipment listed in the proposal.

Support from Reseller: 10 Points. Provide a brief overview of the availability of the proposed equipment and local support available for the products.

Product Reliability: 15 points. Provide any available data with regards to the reliability of the proposed hardware.

Product availability and Delivery: 10 points. Provide a brief overview of the availability of the proposed equipment. Provide key date schedule including shipping time and delivery date. District would like to take delivery of all items no later than 7/25/2025.

Total Possible Points: 100

7. QUESTIONS CONCERNING SPECIFICATIONS

Questions regarding this RFP should be emailed to:

Joel Higdon - Director of Technology, Creswell School District 40

jhigdon@creswell.k12.or.us

The deadline for questions is March 3, 2025 at 3:00 p.m. Questions submitted after the question deadline will be ignored. To ensure that all vendors have access to the same information, answers to all questions will be posted on the district website. No consideration will be given for the vendor's lack of information.

END OF RFP