

# DIXON ELEMENTARY SCHOOL

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## REQUEST FOR PROPOSAL

Category Two, E-Rate YR 20 (2017)

RFP Number: NCCE.MT.2017.02

### Request(s) Type:

Internal Connections

Basic Maintenance of Internal Connections

470 Number:

RFP Release Date: March 7, 2017

Non-Mandatory Walk-Through: **March 13, 2017; 1:00PM MST**

Non-Mandatory Phone Meeting: N/a

Deadline for Questions: **March 31, 2017; 12:00PM MST**

Proposal Due By: **April 5, 2017; 4:00PM MST**

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## 1 Preamble

Dixon Elementary School (hereinafter, District) is seeking a contract with a company (hereinafter, Proposer) for the following purposes:

- Internal Connections,
- Basic Maintenance of Internal Connections.

Specifically, the District is seeking proposals for:

- A new/upgraded wireless infrastructure for one school, including design, installation, and validation,
- Basic maintenance contracts for all eligible hardware procured as part of this request.

The Northwest Council of Computer Education (hereinafter, NCCE) has been retained by the District to manage their E-Rate application and to conduct a fair and competitive bid for the products and services outlined in this Request for Proposal (RFP).

The aim of this RFP is to (a) provide a description of the work needed (b) provide instructions regarding required forms and content of proposals, (c) establish scoring criterion, and (d) articulate local bid requirements and expectations of Proposer.

Request for Proposal Release Date: March 7, 2017

Proposers are *encouraged* to participate in a non-mandatory walkthrough on March 13, 2017; 1:00PM MST. Please RSVP to [echambers@ncce.org](mailto:echambers@ncce.org).

The deadline for questions is March 31, 2017; 12:00PM MST

Proposals in response to this RFP must be received by April 5, 2017; 4:00PM MST

All questions, comments, or concerns regarding this RFP should be addressed in writing to Eric Chambers at [echambers@ncce.org](mailto:echambers@ncce.org). *Attempts to contact anyone else regarding this RFP shall be viewed as an attempt to circumvent the competitive bidding process and may result in the disqualification of your bid(s).* Phone calls regarding this RFP will not be accepted.

## 2 District Background

Dixon Elementary School is a Pre-K to 8<sup>th</sup> grade district on the southwest corner of the Flathead Indian Reservation. In western Montana. The District is about 45 miles north of Missoula. Approximately 50 students attend the single school.

The address for the District is: B Street, Dixon, MT 59831

## 3 Statement of Work

### 3.1 Goal 1: Upgrade and expand existing wired and wireless infrastructure.

#### 3.1.1 Background

The District is seeking bids to update and expand the wireless networks in the three buildings on their single campus. The current infrastructure includes

- Router (purchased in 2016) – software based router on server.
- WAPS Ubiquity Unify (purchased in 2016). These have been wired but are not mounted.

The current wireless network is unable to support the expanding educational needs of the teachers and students, including supporting online learning/testing, 1 to 1 initiatives, BYOD initiatives and allowing guest access.

#### 3.1.2 General Specifications

The District is seeking an enterprise Wi-Fi design solution for the District. Solutions should be comprehensive and include new access points, and any necessary cabling, and so forth necessary to result in a new Wi-Fi infrastructure for each of the schools. For each of the core technologies the following minimum specifications shall be met.

##### 3.1.2.1 *Wired Access Points*

The District needs wired access points in the Superintendent's Office and the Front Office.

- Two drops per office; drops should be in the form of two-jack wall plates.

##### 3.1.2.2 *Wireless Access Points: Ubiquity AC-Pro or equivalent.*

The District anticipates needing between 6-8 more WAPs to include one (1) WAP in each classroom and major common areas.,but is open to any solution, including managed services, that meet the functional needs as described above.

- 802.11a/b/g/n/ac
- Internal antenna
- Dual-band, controller-based operating at 2.4 GHz and 5.0 GHz simultaneously
- Must include options for mounting on ceilings or walls
- Access points installed in the gyms, cafeterias, or outside shall be housed in a protective casing
- Must include all appropriate software and licenses
- Must include at least a five-year manufacturer's warranty, with costs broken out by year
- WAPs installed in the gym must be mounted in a protective case.

##### 3.1.2.3 *Switch:*

The District needs one (1) 48 port POE layer-two managed switch in the MDF and two (2) 24 port POE layer-two managed switches in the two (2) IDFs.

#### 3.1.2.4 Racks

The District is interested in proposals for small racks for the two IDFs. Currently the infrastructure in the IDFs are makeshift.

#### 3.1.2.5 Cabling: Category 6 or better

- Plenum-rated, when required – Note winning Proposers are expected to understand and comply with local building codes.
- Must meet or exceed the following transmission standards;
  - ANSI/TIA-568-C.2,
  - CENELEC EN50288-6-1,
  - ISO/IEC 11801 Class E.

In addition, all bids should include the following:

- Fifteen feet of patch cable shall be connected to each jack to allow ease of movement of the access point
- Include sufficient cabling to support the new APs and WAPs

All cabling, connectors, hardware, and so forth required for this project shall be included in the proposal. If a Proposer is unable to provide some required components they should be listed separately, including proposed specifications (or suggested brand and model number), and listed as “District-required Purchase.”

*PLEASE NOTE: Proposals should include costs for replacing all cabling and costs for only the new cable runs.*

#### 3.1.2.6 Basic Maintenance and Firmware Updates

Proposals shall include five (5) years of basic maintenance as follows:

- Maintenance plans shall meet the Federal E-Rate definition of “basic maintenance.”
- Proposal shall include quotations on an annual basis per E-Rate rules.
- Proposals shall include copies of all warranties for the equipment offered by the Proposer in response to this RFP.
- At the time of installation, the Installer must ensure that the latest stable release of firmware is installed in each access point and controller.

#### 3.1.2.7 Professional Services

Complete bids include evaluation, planning, design, installation, validation, and configuration of the system but do not include the day-to-day management of the devices.

Installation must include:

- Running all necessary cable unless existing cable meets category 6 district standard,

- Removal of existing access points and physically mounting and installing all hardware including access points,
- Configure and test all APs and WAPs
  - Setting up monitoring software,
  - Importing maps, if applicable
  - Setting threshold alerts,
- Test access from each access point, reported in throughput report for each access point,
- Test all cable and hardware, including existing cable used in the installation,
- R/F tuning configuration route/switch changes based network performance analysis.

The Proposer shall provide a plan to eliminate or reduce the disruption to student learning during the installation process.

If the Proposer intends to use existing cabling the Proposer must include a plan to eliminate or reduce the disruption to student learning during the cut over.

If agreed upon timelines are not met the Installer (the successful Proposer) agrees to the following penalties:

- 10% of all costs returned to the District and,
- 1% per day until the completion of work.

#### 3.1.2.8 Training

Proposers are required to provide training sufficient to develop within existing District staff, the skills needed to manage the day-to-day operation of the system, including:

- Setup/Configuration training for add/moves,
- Firmware updates.

## 3.2 General Design and Installation Specifications

- All fiber and cabling shall meet or exceed generally accepted industry standards and specifications (see below).
- Proposal shall include a timeline/proposed work schedule with work beginning on or around July 1, 2017.
- Proposers are responsible for reading all provided information and requesting necessary clarifying information to ensure they understand the project prior to submitting a proposal.
- At the completion of work, the winning Proposer shall be able to provide the District with validation surveys including RSSI, SNR, co-channel, connectivity tests, heat maps and as built designs.
- It is the responsibility of the Proposer to design, furnish, install, and test all aspects of installed cabling and equipment for this project.
- The Proposer accepts that any available site plans, maps, or images furnished as part of this process are not guaranteed to be an accurate representation of all conditions.
- Any work completed on District property and environs shall follow all State laws related to school or “safety” zones.

- All runs/ports/switches including existing runs shall be labeled using the District naming protocol (provided to the successful Proposer).
- When applicable, the Proposer is responsible for confirming the location of existing utilities prior to commencing work.
- Proposer shall restore landscaping, hardscaping, and any walls, floors, or ceilings to their pre-installation condition prior to concluding work.

### 3.2.1 Manufacture’s Statement of Support

If the Proposer is anyone other than the manufacturer of the hardware or cabling, the Proposal shall include a Statement of Support from the manufacturer which conforms to the following requirements:

- The Statement of Support shall be current, dated, addressed to District, signed by an individual authorized to bind the Manufacture, and printed on Manufacture’s letterhead.
- The Statement of Support shall stipulate that the Proposer is an authorized to sell and install the Manufacture’s product lines.

### 3.2.2 Product inspections

All products shall be inspected prior to installation including;

- Verification that cable is the proper gauge, includes the correct number or pairs, and is free of damage including non-uniform jacket thickness, jacket tightness, or buckling.
- Verification that hardware is the material ordered.
- Verification that software and/or licenses are the correct and most current version.

### 3.2.3 Inspection by the District

The District reserves the right to perform inspections and approve on-going work at each phase of the project including, but not limited to: mandatory checkpoints meetings instead of specific as below

- Mandatory “checkpoint” meetings,
- ‘Shop” drawings,
- Hardware installation including switches, patch panels, and wireless access points,
- Cable installation including terminations,
- Installation and labeling of faceplates.

In addition, the District reserves the right to approve any substitution request prior to ordering or installing substitute parts.

### 3.2.4 Installation of Cables

All work shall be performed in accordance with all applicable standards including, but not limited to:

- ANSI/TIA/EIA-568-C.0 and addenda “Generic Telecommunications Cabling for Customer Premises”
- ANSI/TIA/EIA-568-C.1 and addenda “Commercial Building Telecommunications Cabling Standards”



- ANSI/TIA/EIA 568-C.2 and addenda “Balanced Twisted-Pair Telecommunication Cabling and Components Standards”
- ANSI/TIA/EIA-569-C and addenda “Commercial Building Standards for Telecommunications Pathways and Spaces”
- ANSI/TIA/EIA-606-B and addenda “Administration Standards for Commercial Telecommunication Infrastructure”
- ANSI/TIA/EIA-607-B and addenda “Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises”
- International Building Code 2015
- International Fire Code 2012
- National Electric Code 2014
- Manufactures installation protocols

If standards conflict, the District shall make the final decision on which standard takes precedence.

### 3.2.5 Labeling Cables and Outlets

- All labels new and existing shall conform to District numbering scheme, which shall be provided in detail to the winning Propose but shall include:
- Patch panels must have a matching label to the biscuit jack in the ceiling
- Access points shall be labeled with District standards to the jack and the patch panel
- All labels shall be machine printed using black on clear Mylar tape or equivalent. Self-laminating labels shall be used on cable jackets, appropriately sized to the outside diameter of the cable, and placed within view at the termination point on each end. Outlet labels shall be the manufacturer’s labels provided with the outlet assembly
- Labels shall be printed in a large enough font to be read from the ground. That is, label size and font size shall be customized to the location.
- All labeling information shall be recorded on the as-built drawings and all test documents shall reflect the appropriate labeling scheme
- Complete labeling specifications can be found:

### 3.2.6 Grounding

When grounding is required per installation standards or manufacturing installation requirements the following standards shall be met:

- BICSI Telecommunications Distribution Manual 13<sup>th</sup> Edition, “Bonding and Grounding (Earthing)”
- ANSI-J-STD-607-A “Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications”
- IEEE1100 “Recommended Practices for Powering and Grounding”

If standards conflict, the District shall make the final decision on which standard takes precedence.

### 3.2.7 Installation of Raceways

- Bids should include appropriate non-metallic raceways with appropriate fittings for all exposed cable except for any cable installed in the attic.

- Installers shall comply with manufacturer’s instructions when installing raceway
- All raceways shall be installed plumb and level.
- All surface mounted raceway shall be affixed with appropriate screws via pre-punched mounting holes. No adhesive tape shall be used to secure the raceway.

### 3.2.8 Testing and Quality Control

- Installers shall perform all required tests and inspections per latest standards on all hardware and cabling including, but not limited to;
- ANSI/TIA/EIA-568-C.0 and addenda “Generic Telecommunications Cabling for Customer Premises”
- ANSI/TIA/EIA-568-C.1 and addenda “Commercial Building Telecommunications Cabling Standards”
- ANSI/TIA/EIA 568-C.2 and addenda “Balanced Twisted-Pair Telecommunication Cabling and Components Standards”
- Manufactures testing protocols
- Category 6A shall also include the following additional tests:
  - Alien Attenuation Crosstalk Ration Far-End (AACRF)
  - Alien Far-End Crosstalk (AFEXT)
  - Alien Near-End Crosstalk (ANEXT)
  - Power Sum Alien Attenuation Crosstalk Ratio Far-End (PSAACRF)
  - Power Sum Alien Far-End Crosstalk (PSAFEXT)
  - Power Sum Alien Near-End Crosstalk (PSANEXT)
- All testing of new and existing network cable reports shall be provided to the District.
- If existing cable run fails test, contact district IT staff.
- The District reserves the right to hire an independent testing company to verify any test results provided by the installer. If the results vary more than 10% from the results provided by the Installer, the Installer may be required to retest the entire system.

If standards conflict, the District shall make the final decision on which standard takes precedence.

### 3.2.9 As-Built Drawing

The installers shall provide one (1) paper set and one (1) electronic set of as-built drawings to the District which includes:

- A floor plan of the buildings showing the location of access points, conduit/raceways, and terminal points.
- A listing of all access points identified per system labeling scheme.

## 4 Contents of Proposal

### 4.1 Proposal Content

All proposals must include the following:

- A face sheet, available here: [http://www.ncce.org/images/2015\\_Face\\_Sheet.docx](http://www.ncce.org/images/2015_Face_Sheet.docx)
- A certification form, available here: [http://www.ncce.org/images/2015\\_Certification\\_Page.docx](http://www.ncce.org/images/2015_Certification_Page.docx)
- Proposals must include the following section headings, and address each specific question;
  - **Section One:** Introduction and Executive Summary.

- **Section Two:** Proposer background information, including company background, relevant experience, and *at least* three references including contact information for similar sized projects, preferably from schools in Montana State. In addition, each proposal must address the following questions;
  - Describe the resources availability to analyze an existing network and the school building(s) itself to plan, design, and configure a wireless network,
  - Provide personnel profiles for the professional services personnel assigned to this work, including any certifications,
  - Provide a list of Manufacturers the professional service team is certified to design and install with/for,
  - How many years of experience and years' experience working with the proposed product line do you have?
- **Section Three:** System Specifications, including network design, installation, and maintenance of your proposed solution. There is no page limit but each proposal shall answer the following questions:
  - Provide a general description and use case of the networking hardware being proposed.
  - Describe the compatibility of your proposed solution with any existing wireless environment management platform.
  - Describe how connectivity is affected by temporary loss of connection to the management system or controller.
  - Describe any vendor-specific features such as integration with Apple Bonjour, Google Chromecast or vendor-specific printing
  - Describe and define any client software that must be installed as well as any servers or appliances required and their operating locations i.e. (cloud, school central office, and/or individual school).
  - What devices are supported by your solution (i.e. Apple iOS, Apple OS X, Google Android Tablet, Google Chromebooks, or Microsoft Windows)? Note that only bids that support three or more devices will be considered.
- **Section Four:** Basic Maintenance.
  - Provide a list of all equipment by make, model and SKU, that is covered under your basic maintenance contract.
  - Describe your process for processing warranties.
- **Section Five:** Network topology, physical topology, logical flow, and maps including proposed WAP placement.
- **Section Six:** Pricing.
  - Please note that all costs associated with management of the components must be provided on a per-device per-year basis, as required by E-Rate rules. Any portion of any fee, license, feature or component that is not E-Rate eligible must be clearly apportioned and enumerated. It is acceptable to include non-E-Rate eligible components in a solution, but they must be clearly called out to enable proper reporting and filing to the FCC and USAC by the District. When applicable, include model and part numbers. Please specify which line items are eligible for E-Rate reimbursement under Category One or Two. If your proposal is accepted, these data shall be used to compete the Item 21 Attachment.
- **Section Seven:** Timelines including both Proposer's and District's responsibilities.
- **Section Eight:** Terms and conditions of proposed contract. It is acceptable to include a sample contract to meet his requirement.

- **Section Nine:** Subcontractor information, if applicable, including name, brief background information, a description of their roles, and three references for each if they will be involved in any installation, service, or testing on District property.
- **Section Ten:** Product information sheets, white papers, etc. There is no limit to the amount of information included in this document, however, these are not scored and may not be reviewed.

Proposals shall include one (1) signed original, two (2) printed copies, and one (1) electronic copy in PDF, MS Word, or Rich Text Format via a thumb drive or CD ROM.

Proposals that are missing one or more of these sections or any of the required forms will not be reviewed.

## 4.2 Proposal Format

Proposals should be on standard 8x11 paper for ease of copying and distribution. If it is necessary to include a document of larger size, please indicate so in a cover letter. Please do not bind proposals.

## 4.3 Submitting a Proposal

**Proposals should be submitted to:**

Crista Anderson  
 Dixon Elementary School  
 P.O. Box 10  
 Dixon, MT 59831

Bids will remain sealed until the bidding has been closed.

Proposals shall be received by the date indicated in this RFP. Proposers are solely responsible for ensuring bids are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service, will not be grounds for an extension. Proposers are encouraged to send a tracking number for all proposals to Eric Chambers at [erate@ncce.org](mailto:erate@ncce.org).

## 5 Scoring Criteria

The following criteria shall be used to go evaluate bids:

25 points	Pricing of eligible goods and services
20 points	Compatibility with District's existing infrastructure
20 points	Proposer qualifications/experience including certifications
15 points	Price of ineligible goods and services
10 points	Past experience with Proposer
10 points	References

## 5.1 Non-Responsive Bids

The Proposer's bid responses will be deemed non-responsive by the District and will be rejected without further consideration or evaluation if statements *such as* the following are included:

- "This bid does not constitute a binding offer"
- "This bid will be valid only if this offer is selected as a finalist or in the competitive range"
- "The Proposer does not commit or bind itself to any terms and conditions by this submission"
- "This document and all associated documents are non-binding and shall be used for discussion purposes only"
- "This bid will not be binding on either party until incorporated in a definitive agreement signed by authorized representatives of both parties"
- A statement of similar intent.

## 6 Additional Information

### 6.1 Addendum and Other Documentation

Any modification of this RFP that results in substantial changes to the Statement of Work will be published in an Addendum to this RFP. This RFP and subsequent addendum, if any, shall be published at <http://www.ncce.org/e-rate/request-for-proposals>. It is the responsibility of the Proposer to ensure they have reviewed the RFP and any addendum prior to submitting a proposal.

Questions from Proposers shall be answered, collated, and posted at <http://www.ncce.org/e-rate/request-for-proposals>. Generally, questions shall be answered within two business days. When questions cannot be answered within this timeframe the questions shall be marked "answer pending" until such a time as an answer may be posted. If a question cannot be answered in a reasonable amount of time, the Vendor may request an extension to the due date of the proposal. If an extension is granted, such extensions shall apply to all vendors interested in responding to this RFP.

The District reserves the right to not answer some questions if, in the opinion of the District and their agents, the answer is not necessary to provide a qualified bid. For example, the answer to the question "How much are you currently paying for cellular service" is irrelevant because the District expects that each Proposer shall provide the "best and final" offer in their proposals.

Please see the deadline for submitting questions, above.

It is the responsibility of the Proposer to ensure that they have received the most current "Question and Answer" document prior to submitting their proposal.

### 6.2 Authorized Signature

Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract. Proposals submitted by a third-party agent for equipment or services on behalf of another

entity, must include a valid letter of authorization, power of attorney, or other documentation sufficient to certify the agent's authority to bind the Proposer.

### 6.3 Availability of Funds

Awarding of a contract is contingent upon funding through the E-Rate program. If funding is denied, the District is not obligated to complete the project described in this RFP in part or in whole.

### 6.4 Award of Proposal

The award of any contract that comes from this RFP may be contingent upon the approval of funding from the Schools and Libraries Division of the Universal Services Administration (USAC).

### 6.5 Award Rights

The District retains the right to award all or part of the work described in Section One, above, to one or more Proposers.

### 6.6 Cancellation

The District retains the right to cancel this RFP and all supporting documents at any time. Cancellation notices shall be posted at <http://www.ncce.org/e-rate>.

### 6.7 Clarifications

The District reserves the right to obtain clarification of any point in the proposal obtaining information necessary to properly evaluate the proposal, including contacting subcontractors if listed in the proposal. Failure of a Proposer or subcontractors to respond to such a request for additional information or clarification may result in the rejection of the proposal. The District's retention of this right shall in no way reduce the responsibility of the Proposer to submit a complete, accurate, and clear proposal.

### 6.8 Compliance with Local, State, and Federal Laws

The Proposer must know, understand, and comply with all local ordinances and state and federal rules, regulations, and laws related to the competitive bid process. Additionally, the Proposer must have the appropriate licenses necessary to complete the proposed work if their proposal is accepted.

### 6.9 Confidentiality

Proposals received in response to this RFP may be subject to public records requests. It is the responsibility of the Proposer to clearly mark any information that is proprietary or otherwise exempt from federal, state, or local public information requests. (c.f. The Freedom of Information Act, 5. USC § 552). Marking the entire proposal as "proprietary" may result in the rejection of your proposal.

Any information marked as “proprietary” shall be protected to the best of the District’s ability. However, the decision to release proposals remains with the District.

#### 6.10 Conflict of Interest

Potential conflicts of interest shall not automatically result in the rejection of the proposal but they must be declared with the proposal.

#### 6.11 Cost Allocation and Ineligible Products/Services

The Proposer is responsible for correctly applying cost allocation to otherwise eligible products and services and correctly identifying ineligible products/services on the bid form.

#### 6.12 Cost of Preparing Proposal

All costs incurred in the preparation of the proposal(s) shall be the responsibility of the Proposer and shall not be reimbursed by the District.

#### 6.13 Debarment

The Proposer must not be debarred, suspended, proposed for debarment, voluntarily excluded or otherwise declared ineligible to enter a contract with the District by any local, state, or federal department or agency. The Proposer agrees to notify the District and the NCE of any change to this status.

#### 6.14 Design Limitations of this RFP

This RFP is intended to represent a functional description and performance criteria for required systems. The Proposer is responsible for the actual system engineer and design activities that shall lead to the final system configuration (c.f. “Cost of Preparing Proposal” above).

#### 6.15 Errors in the Proposal

Proposers are responsible for all errors and omissions in their proposal and any such errors or omissions shall not serve to diminish their obligations to the District.

#### 6.16 Family Education Rights and Privacy Act

Student educational records are subject to 20 U.S.C. 1232g, Family Rights and Privacy Act (FERPA) and may not be disclosed except in very limited circumstances. The Proposer shall ensure that every employee or subcontractor responsible for carrying out the terms of this contract is aware of the confidentiality requirements of federal law. In addition, every such employee or subcontractor with access to student educational records must sign a confidentiality acknowledgement that indicates that he or she understands the legal requirements for confidentiality. The Proposer is responsible for the actions of its employees and subcontractors and must take all precautions necessary to ensure that no

violations occur. Finally, access to personally identifiable student education information will be limited to those employees and subcontractors who must have access to it to perform their responsibilities pursuant to this contract.

### 6.17 Inconsistencies

In the case of inconsistencies or disputes among the Agreement, the District's RFP, and the Proposer's Response to the RFP, the following order of precedence shall prevail in descending order of priority:

- The Agreement and any written and fully signed amendments thereto.
- The District's RFP and any written amendments thereto.
- The Proposer's Response to the RFP and any authorized written amendment or clarifications thereto.

### 6.18 Incorporation of the RFP and Proposal in the Final Agreement

This RFP and the selected Proposer's/Proposers' response, including all promises, warranties, commitments, and representations made, shall be binding and incorporated by reference into the District's contract with the Proposer.

### 6.19 Proposal Disposition

All materials submitted in response to this RFP shall become the property of the District.

### 6.20 Registered Sex Offenders

Proposers acknowledges that District's "Registered Sex Offenders" policy prohibits anyone registered or required to register as a sex offender from being present on any school property for any reason, whether before, during or after school hours.

### 6.21 Reseller Authorization

When applicable, Proposer must be able to produce upon request, evidence of reseller authorization from the hardware and/or software manufacture.

### 6.22 Right to Waive Irregularities

The District reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The District also reserves the right to waive mandatory requirements if all the otherwise responsive proposals failed to meet the requirement and doing so does not materially affect the scope of the project.



### 6.23 Service Provider Identification Number (SPIN)

Proposer must in have a valid SPIN at the time the proposal is submitted and must not be in 'red light' status with the Federal Communications Commission as listed here:

<https://apps.fcc.gov/redlight/login.cfm>

### 6.24 Severability

If any provision or part of a provision of this Request for Proposal is found invalid, illegal, unenforceable, or in violation of FCC rules, that portion shall be modified or severed from this RFP and the remaining provisions deemed valid and enforceable. In the event of a modification or removal of any provision or part of a provision of this RFP, NCCE shall publish an addendum at [www.ncce.org/e-rate](http://www.ncce.org/e-rate).

### 6.25 Taxes and other fees

Current use taxes and other fees must be included as separate line items in the proposal.

### 6.26 Terms of Validity

Proposal should be valid for a period of 180 days or greater

### 6.27 Use of Subcontractors

The Proposer shall, in all cases, serve as the sole point of contact regarding any subcontracted services, equipment, software, and supplies, and shall ensure that all subcontractors comply with the terms of this RFP and subsequent Agreement(s). Responsibility for all work shall be the sole responsibility of the Proposer.

### 6.28 Drug Free Work Place

Proposers acknowledge that the entire District including all instructional and non-instructional facilities are drug-free environments, including smoking, vaping, and the use of all tobacco products.

### 6.29 Withdrawal of Proposal

The Proposer may withdraw their proposal from consideration at any time prior to the bid opening by contacting Eric Chambers at [echambers@ncce.org](mailto:echambers@ncce.org).