

Looking for a Solution - Erate Eligible Category 2 Network Improvement

Amy Biehl High School FY 2018

Introduction

Overview

Amy Biehl Charter High School (ABHS) is a state chartered high school in Albuquerque, New Mexico. We are requesting proposed solutions to improve our network infrastructure using erate funds. We will not be carrying out a formal RFP, but an informal process. We are posting to the erate form 470 site and the state's miniquote system. We will also solicit proposals from vendors who have expressed interest in working with ABHS. However we will be treating all proposals the same. There are no special treatment for previous vendors. The technical contact will be our IT Director, Mark Carrara (mcarrara@abhs.k12.nm.us). Our Chief Procurement Officer is Betty Seeley (bseeley@abhs.k12.nm.us).

Locations

ABHS has two locations in downtown Albuquerque. They are located less than a block apart. The main building is located at 123 4th St SW, Albuquerque, NM 87102. The Simm's Annex is located in the Simm's Building, 400 Gold St SW, Suite 106. Both locations are included in this request.

Current Infrastructure

See attachment A

Project Scope

We will have two different projects. The first is for network infrastructure and the second for firewall and content filtering. We are not specifying specific equipment. We will specify a required and optional outcomes for each project. The vendors will determine the solution proposed.

Subproject 1 - Improve Network Speed, Capacity, Redundancy and Reliability

The solution will improve ABHS's network to meet the education goals of the school. The solution can build on the current infrastructure or replace part or all of it. The ultimate goal is for any user in any location in the buildings to be able to perform the needed tasks.

Timeline

1. RFI is posted on the NM Miniquote system and an Erate Form 470 is filed on Friday February 2, 2018.
2. Required meeting will be Monday February 12, 2018, 10:00 am MST at the school, 123 4th ST SW, Albuquerque, NM 87102. This will be an in person meeting.
3. Optional meetings may be scheduled before Friday February 23, 2018
4. All written questions must be submitted by 5pm MST on Friday February 23, 2018.
5. Response to written questions will be posted by 5pm MST on Tuesday February 27, 2018
6. Proposals in writing and electronic versions are due by 4pm MST on Monday March 5, 2018
7. Proposal evaluations will be completed by Thursday March 8, 2018. And the winning proposal announce at that time.
8. Final negotiations between the winning vendor and the CPO will be completed by 4pm MST on Wednesday March 14, 2018
9. The contract will be debated at the Governing Board Meeting on Thursday March 15, 2018

Required outcomes

To meet our needs we have determined four Key Performance Indicators (KPI) that are required outcomes for the project. To be considered fulfilled all four KPI's must be met. They are:

1. Speed
2. Capacity
3. Redundancy
4. Reliability

A complete description of the KPI and required results for each is listed in Attachment B.

Optional Outcomes

In addition to the optional results listed in Attachment B we have the following optional results. Provide a web based interface that works with Google Chrome browser that allows the network admin to view and configure the network. The ability to view real time performance indicators is helpful.

A solution to provide backup power for at least 15 minutes if the main power is disconnected with email notification of this condition.

Required Meeting

Before a vendor may submit a proposal they must meet with the IT Director and their representatives. During the meeting a walk through will take place. The meeting will begin at 10:00 am MST on Monday February 12, 2018 at the school, 123 4th ST SW, Albuquerque, NM 87102. A walk through for all vendors will take place after questions and answers.

Vendors may request additional meetings including a meeting to explain their proposal. However ABHS may or may not have the time or personal to hold such a meeting and the request may be denied. If an additional meeting is granted to one vendor it will be granted to others who request it. These optional meeting will be limited to one hour in length.

The IT Director will answer all written emailed questions up to Tuesday February 20, 2018. Both the question and reply will be posted on the school's website legal notices.

Additional Details

1. All work must be performed such that it does not interfere with the education mission of the school.
2. All equipment must include a minimum of three year and a maximum of five year license and maintenance agreement with the manufacturer.
3. All proposals must include four hours of one to one training on the use and configuration of the proposed solution.
4. All configuration and installation work will be covered by a thirty day warranty.
5. Payment will not occur until all required outcomes have been tested and the results meet the minimums set in Attachment B.
6. All erate, state and local procurement rules will be followed
7. The project will be funded mainly by category two erate funds. If the project is not approved for the funding it will be cancelled with no penalties to the district.
8. All terms and conditions of the proposal are subject to review by the CPO and legal counsel.

Proposal Requirements

All proposals are due to the CPO by the end of business (4pm MST) on Monday March 5, 2018. Provide both a written copy and an electronic copy. The written copy must be delivered to ABHS main building, 123 4th St SW, Albuquerque, NM 87102. Email the copy to bseeley@abhs.k12.nm.us.

Each proposal must include the following sections:

1. Description of the vendor, approach to the solution and references to other comparable projects.
2. Overview of the proposed solution. Include installation and configuration along with a description of how the required outcomes will be met.
3. Detailed description of the proposed solution describing the technologies and equipment to be used.
4. Estimated timeline to complete the project.
5. Description of training included in the proposal
6. Any optional outcomes the solution meets.
7. Agreement that meeting required outcomes will be completed before final payment.
8. Total cost of the project including all license, equipment, installation, configuration and training. Breakdown of the cost is optional, but recommended.

Evaluation of Proposals

Only proposals received before 4pm MST on March 5, 2018 will be evaluated unless the CPO determines that extenuating circumstances occurred. ABHS reserves the right to reject any or all of the proposals for any reason.. The technical part of the proposal will be evaluated by at least two and no more than five people. The cost proposal will be evaluated by at least two and no more than five people.

Technology Evaluation Matrix	
Item	Points
Vendor capacity and approach	10
Vendor reputation and references	10
Proposed solution	15
Estimated Timeline	5

Optional Outcomes	10
How vendor plans on meeting KPI's	10
Total Points	60

Cost Evaluation Matrix	
Item	Points
Vendor notes erate eligibility (has SPIN)	Pass/Fail
License and maintenance included	Pass/Fail
Agreement to meet required outcomes	Pass/Fail
Total Cost as compared to other Vendors	40
Total Points	40

The score from the technology evaluation matrix is added to the score from the cost evaluation matrix for a total score. The proposals are ranked from highest to lowest by total score. If there is a tie the higher technology score ranks higher.

Before determining the winning proposal ABHS may request meetings with the two highest ranking projects to determine which would be the best solution for ABHS. The CPO and IT Director will review all proposals, evaluations and the results of any meeting before deciding the winning proposal.

The winning proposal will be offered the project. They have 24 hours to accept or reject the offer. If they reject the offer it will go to the next proposal as determined by the CPO and IT Director..

If they accept the project the losing vendors will be notified of the school's decision. The winning vendor will enter into negotiations with ABHS on implementing the project. Before the project is begun the school must receive a positive Funding Commitment Letter from Erate.

Subproject 2 - Firewall and Content Filtering

ABHS is seeking information and proposed solutions for network security and content filtering. The proposed solution can be one or two devices and must meet the required outcomes.

Our school has two locations with separate Internet circuits at each location. The buildings are connected by a wireless point to point link for LAN traffic. The proposed solution may consist of equipment located at each location or located at only one location. The vendor must explain how their solution will cover both locations.

Timeline

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2. Required meeting will be Tuesday February 13, 2018 10:00 am MST at the school, 123 4th ST SW, Albuquerque, NM 87102. Vendors may attend via a phone conference.
3. Optional meetings may be scheduled before Friday February 23, 2018
4. All written questions must be submitted by 5pm MST on Friday February 23, 2018.
5. Response to written questions will be posted by 5pm MST on Tuesday February 27, 2018
6. Proposals in writing and electronic versions are due by 4pm MST on Monday March 5, 2018
7. Proposal evaluations will be completed by Thursday March 8, 2018. And the winning proposal announced at that time.
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Required outcomes

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5. Speed
6. Capacity
7. Redundancy
8. Reliability

A complete description of the KPI and required results for each is listed in Attachment C.

Optional outcomes

In addition to the optional outcomes listed in Attachment C these are optional outcomes.

1. Provide a web based interface that works with Google Chrome browser that allows the network admin to view and configure the security and content filtering settings.
2. The ability to view real time performance indicators.
3. The ability to force remote users on Chromebooks to connect through the firewall and content filtering devices

Required Meeting

Before a vendor may submit a proposal they must meet with the IT Director and their representatives on Tuesday February 13, 2018 10:00 am MST at the school, 123 4th ST SW, Albuquerque, NM 87102. A conference bridge for those who chose not to attend in person will be available. The meeting will be for questions and answers. There will be an optional walk through after the question and answer section.

Vendors may request additional meetings including a meeting to explain their proposal. However ABHS may or may not have the time or personal to hold such a meeting and the request may be denied. If an additional meeting is granted to one vendor it will be granted to others who request it. These optional meeting will be limited to one hour in length.

The IT Director will answer all written emailed questions up to Tuesday February 20, 2018. Both the question and reply will be posted on the school's website legal notices.

Additional Details

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7. Agreement that meeting required outcomes will be completed before final payment.
8. Total cost of the project including all license, equipment, installation, configuration and training. Breakdown of the cost is optional, but recommended.

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Technology Evaluation Matrix	
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Vendor reputation and references	10
Proposed solution technology	15

Estimated Timeline	5
Optional Outcomes	10
Meeting KPI's	15
Total Points	60

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