Request for Proposal:

**NETWORK FIREWALL**
Equipment and Installation/Support
(ERATE Category II)

Bid Reference: NET_FIREWALL_1617

ISSUED: January 26, 2016

Sealed Bids due by 3:00p.m. Friday February 19, 2016

SEND PROPOSALS TO THE FOLLOWING ADDRESS:

Alton School District
C/O Dan Brynildsen
1854 E. Broadway
Alton, IL 62002

dbrynildsen@altonschools.org
GENERAL CONDITIONS

1. The Technology Department of the Alton Community Unit School District #11 (hereafter “District”) will receive sealed Proposals for providing network switches and associated equipment from qualified manufacturers and their distribution partners (hereafter “Vendor”).

2. Funding for this project is dependent upon approval of District’s funding and reimbursement through the Universal Schools and Libraries (USAC) new Category 2 equipment program. This program provides funding for increased broadband access to all schools and libraries.

3. The Vendor must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the or original work product of the Vendor.

4. The Vendor must submit one original copy and one electronic copy of the Proposal in sealed envelopes plainly marked with the name “RFP: NET_FIREWALL_1617.” Proposals should be delivered to:

   Dan Brynildsen  
   Technology Coordinator  
   Alton School District  
   1854 E. Broadway  
   Alton, IL 62002

5. Proposals will be received until 3:00 p.m., CDT, February 19, 2016. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.

6. Proposals may be modified or withdrawn by written notice or in person by the Vendor or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline.

7. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.

8. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.

9. The District reserves the right to reject any or all Proposals that do not adhere to these “General Conditions”.

10. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.

11. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until that time when the District takes official action on the Proposals.

12. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the
submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.

13. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.

14. Requests for interpretation must be made in writing or by electronic mail to the ITS Director of Alton School District no later than 4:00 p.m. on February 12, 2016. Any information given to a Vendor concerning the RFP will be furnished to all Vendors as an addendum to the RFP, if in the District’s sole discretion, such information is deemed necessary to all vendors in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed vendors. The Vendor should rely only on written statements issued by the District in the form of an addendum to the RFP.

15. Proposals may contain data that the Vendor does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Vendor marks the cover sheet of the Proposal with the following legend: “Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposal of the Alton School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Vendor as a result of or in connection with the submission of this Proposal, Alton School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”

16. The above restriction does not limit the District’s rights to use or disclose without the Vendor’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

17. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Vendor specifically qualifies its offer by stating that the Proposal must be taken as a whole.

18. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

19. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews and evaluations after receipt of the Proposal. If this is necessary, the Vendor will be contacted to arrange a time for an interview and product evaluation.

20. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.

21. The District reserves the right to negotiate final contract terms with any vendor, regardless of whether such vendor was interviewed or submitted a best and final Proposal.

22. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.

23. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
24. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

25. No vendor shall engage in any activity or practice, by itself or with other vendors, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction with result in immediate rejection of the Vendor’s Proposal.

26. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Vendor agrees to abide by the decisions of the District.

27. The District, in its discretion, may terminate the Agreement in whole or in part at any time, whenever it is determined that the successful Vendor has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Vendor has failed to correct such failure or breach to the District’s satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Agreement for materials and services, which have been accepted by the District.

28. The District may terminate the Agreement without cause by notifying the successful Vendor in writing 30 days prior to the effective date of termination. The successful Vendor shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.

29. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District’s obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Vendor and the District will thereby be relieved from all further obligations under the Agreement.

30. In the event that ERATE Category II funding is withdrawn, withheld, or otherwise not provided to District, the District shall have the right to terminate the Agreement by providing written notice to the successful Vendor and the District will thereby be relieved from all further obligations under the Agreement.

31. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Vendor; liquidation or dissolution of successful Vendor; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Vendor; assignment by successful Vendor for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Vendor.

32. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the Vendor’s Proposal.

33. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
34. The District shall not be responsible for any pre-Agreement expenses of any vendor, including the successful Vendor, incurred prior to the commencement of the Agreement.

35. All Vendors must fully comply with all USAC Schools and Libraries ERATE rules and regulations.
OVERVIEW OF PROJECT

The Alton School District is planning to utilize ERATE Category II funding to upgrade our network Firewall.

We are seeking vendors who can supply the Equipment, Installation, Documentation, and Support of the new firewall. However, we will also accept and consider proposals for “Equipment only”, or “Installation/Support/Documentation only”. Please clearly specify the extent of your proposal(s) when submitted.

Since ongoing support after completion of project is important to us, we will only accept proposals for Installation/Support/Documentation from Vendors physically located within 60 Miles of Alton, IL.

All Proposals shall be written with line-item detailed pricing to ensure a fair and honest evaluation of proposals between Vendors.

The final decision will be made and proposals will be judged based on the following scoring rubric:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>40%</td>
</tr>
<tr>
<td>Compatibility with Current System</td>
<td>30%</td>
</tr>
<tr>
<td>Vendor Ability to Provide Equipment + Install/Support/Documentation</td>
<td>20%</td>
</tr>
<tr>
<td>Vendor K-12 Experience and References</td>
<td>10%</td>
</tr>
</tbody>
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SPECIFICATIONS OF NETWORK FIREWALL

Below are the firewalls that we would like to receive proposals for implementation into our network. We are also looking for installation, configuration, and documentation in the scope of this project, which is further detailed in the next section.

We are only going to purchase 1 ASA, we want to see pricing for these models:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Make:</th>
<th>Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cisco ASA 5525-X</td>
<td>Firewall/Security for Entire Network</td>
</tr>
<tr>
<td>1</td>
<td>Cisco ASA 5545-X</td>
<td>Firewall/Security for Entire Network</td>
</tr>
</tbody>
</table>
The District would like to have this Firewall installed and configured as part of this project. The Vendor will work under the supervision and guidance of the Technology Coordinator and Assistant Technology Coordinator. These firewall will be installed in an existing rack, replacing old ASA.

As part of this project, Vendor must be capable of providing the following:

- Installation and Configuration of new Firewall
- Backups of all Firewall configurations
- Option for ongoing support after completion of project in the form of draw-down hours to be purchased in advance for future use.
- Vendor must be able to provide same-day support for “Critical” Network problems.
- All best practices shall be observed and a thorough documentation and knowledge transfer will occur to complete the project.

Please provide pricing for your hourly rate and any other expenses the district would be responsible for to complete system installation.

Depending on the total cost and availability of funding, the District may choose to utilize it’s IT Staff to install and configure network firewall. This decision will be made based on the availability of funding and the overall cost of the project.
BIDDER’S QUALIFICATIONS AND SUPPORT CAPABILITIES

Company Name ________________________________
Legal Name (if different) ____________________________
Service Provider Identification Number (SPIN): ______________
Years in Business ___________________________________
Number of years installing/supporting systems similar to this bid ________
Contact Person ________________________________
Full Mailing Address _______________________________

________________________________________________
Telephone Number __________________________________
Email Address________________________________________

Distance from Alton, IL _______________________________
Able to provide same-day support? (Yes/No) ________________
Willing to Provide Installation/Support only (Yes/No): ______________
To be a qualified Bidder, if Vendor has not done similar work for the District in the past 5 years, the Bidder must include below three (3) references with similar scope of work. Preference will be given to Bidders with references for implementations at organizations most similar to the client. References will be contacted – please verify information before submitting. All references will be called. Please inform your contacts that a 10-15 minute call may be anticipated.

Reference 1
Organization Name: ________________________________
Address: _______________________________________

Type of Business: _________________________________
Contact Person: __________________________________
Telephone Number: _______________________________
Dates of Installation or Service: _____________________
Description of Systems/Services Provided: __________________

Reference 2
Organization Name: ________________________________
Address: _______________________________________

Type of Business: _________________________________
Contact Person: __________________________________
Telephone Number: _______________________________
Dates of Installation or Service: _____________________
Description of Systems/Services Provided: __________________
Reference 3

Organization Name: ________________________________
Address: ____________________________________________
______________________________________________________

Type of Business: ________________________________
Contact Person: ________________________________
Telephone Number: ________________________________
Dates of Installation or Service: ________________________________
Description of Systems/Services Provided: ________________________________
______________________________________________________