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OETC-22B-Networking

Invitation to bid to provide volume price agreement and fulfillment of Networking equipment, software, and related services including E-rate eligible, Category 2 Technology and related Services

A Joint Cooperative Procurement by the public K-12 and Higher Education members of the Organization for Educational Technology and Curriculum (OETC).

FCC Document

FCC Form 470 #220004403

Proposal Submission Deadline:

Due Date: January 12, 2022, 2:00 p.m. PST

Electronic Submission

Submit electronically via oetc.org/bid-submit. Vendors shall submit all required documentation through the website no later than 2:00 p.m. on the Due Date identified above. OETC may reject late bids.

Hard Copy Submission

Hardcopy submittals will not be accepted.

Section I: ITB Overview

- 1. Introduction.** The Organization for Educational Technology and Curriculum (OETC), with its principal place of business at 471 High Street SE, Suite 10, Salem, Oregon 97301, on behalf of its public member K-20 institutions, is seeking proposals from Computer, Storage, Networking and Accessories providers in education (Proposer) for a price agreement and fulfillment services.
- 2. ITB Details.** See table below.

Solicitation Number	OETC-22B-Networking
Product Class	E-rate eligible, Category 2 Technology and related Services
OETC Contract Administrator	Thomas Richards thomas@oetc.org
Announcement URL	https://oetc.org/2021/11/22b-networking-itb/
Administrative Fee	.5% - 1% based on PO volume. See <i>22B-Networking - Exhibit 1 - Pricing</i> for specifics.
Contract Term	Three (3) years
Contract Renewal Term	Up to three (3) additional years
Shipping Charges	Freight on Board Destination (FOB) <i>if applicable</i>
Estimated Fulfillment Volume	\$3,000,000 annually

3. **Critical ITB Dates and Times.** See table below

November 16, 2021	ITB is released
November 30, 2021	Questions Period <i>All questions from Manufacturers or their Authorized Dealer(s) must be submitted to OETC using the web form found at the ITB Announcement URL</i>
December 3, 2021	Posted Answers <i>All questions and official responses will be posted on OETC's website at the ITB Announcement URL and with USAC's E-rate portal</i>
January 12, 2022	Closing <i>All sealed bids are due to OETC by 2:00 p.m. on this date to qualify for evaluation</i>
January 13, 2022	Bid Opening <i>OETC opens received bids, records submissions, and publishes at the ITB Announcement URL</i>
January 13-19, 2022	Response Evaluation Period <i>The evaluation period is an estimate and may be longer or shorter based on the number of responses and/or the complexities of the bids. OETC will post significant changes to this schedule at the ITB Announcement URL.</i>
January 21, 2022	Intent to Award <i>OETC will post its intent to award at the Announcement URL.</i>
January 28, 2022	Protest Period <i>Responsive bidders not awarded may protest in accordance with the terms and conditions set forth in this ITB.</i>
January 31, 2022	Notification of Award <i>All Proposers will be notified of the status of their bids.</i>

4. **Summary of Work and Objective.**

- a. The objective of this ITB is to establish a volume Master Price Agreement(s) with Contractor(s) who are able to provide specific E-rate eligible, Category 2 Technology and related Services so that OETC Members may order product(s) appropriate for their needs.
- b. The purpose of the Invitation to Bid (ITB) is to solicit sealed bids to establish a Statewide Price Agreement(s) through competitive negotiations for the procurement of E-Rate Category 2 (Cat 2) goods and services. This ITB aims to help address technology upgrade affordability issues for accredited educational

institutions represented by OETC's broad membership of more than 2,500 schools and libraries.

- c. OETC seeks qualified and experienced Vendors to provide high-density, E-rate eligible networking, and broadband-related equipment and/or services to as many E-rate eligible educational entities and libraries as possible, leveraging federal E-rate funds with E-rate discounts ranging from 20% to a rate of 85%. This procurement execution is subject to E-rate funding availability and approval, which is administered by the Universal Service Administration Company (USAC) on behalf of the Federal Communications Commission (FCC).
 - d. **“Educational Institutions”** is a term used throughout this document to refer to all of OETC's E-rate eligible entities as defined by USAC ([Webpage explaining E-rate eligibility](#)). It is the intent of the Agency to assist Educational Institutions with this procurement process to help ensure viable educational technology upgrade options.
 - e. It is the intent and purpose of this competitive procurement process, in accordance with both E-rate and state procurement laws, to establish Statewide Price Agreements with educational technology-related services and equipment Vendors for use by E-rate eligible Educational Institutions.
 - f. Educational Institutions will be required to conduct their own mini-bid using the pricing obtained from this request for proposals in their selection of products and/or services. A mini-bid is expected unless there is only a single vendor awarded a specific product category group in the Educational Institutions' state.
 - g. All OETC Members may use the resulting Contract(s). This ITB may result in multiple awards.
 - h. Additionally, the OETC Membership seeks to obtain greater volume-based price discounts resulting from the administrative savings that the Contractor(s) will accrue from the maintenance of a single, comprehensive Master Price Agreement for thousands of organizations throughout the Pacific Northwest and beyond. OETC Membership may change throughout the year. This procurement is seeking to accommodate both existing and future members during the active term of this contract. Vendors should indicate if there are any pricing model changes if more entities are added to this RFP. Vendors not providing a statement will be assumed to be able to support any additional entities at the same rates as proposed in the RFP response.
5. **Contract Requirements.** The successful Bidder(s) will be required to enter into a Contract with OETC per Appendix A - Sample Contract.
6. **About OETC.**
- a. OETC is a nonprofit that makes purchasing technology simple, reliable, and affordable to meet the needs of education. Our consortium membership is concentrated in the Pacific Northwest but includes institutions in K-12 and Higher

Education from every region of the United States—rural and central, large and small, old and new.

- b. On behalf of the public consortium members, OETC negotiates competitively bid contracts with some of the best manufacturers and resellers in the educational technology industry. These contract holders gain access to a purchasing market of 1,000 educational institutions, as well as convenient and reliable sales facilitated by our dedicated marketing and support staff.
7. **Participating Members.** This ITB is on behalf of all public members of OETC. All members are accredited educational institutions serving K-12 and Higher Education students. A complete and current list of OETC Members may be found at store.oetc.org/membership.
 8. **Summary of Product Categories.** *Important Notice:* This is a consolidated ITB that contains the following three (3) Requirement Sets to organize the provided seven (7) CAT 2 E-rate groups for cost reporting purposes.
 - a. **Equipment & Associated Professional Services**
 - i. Group One (1), Wireless Network Equipment
 - ii. Group Two (2), Wired Network Equipment
 - iii. Group Three (3), Content Distribution
 - iv. Group Four (4), Professional Services
 - v. Group Five (5), Basic Maintenance of Eligible Broadband Internal Connections
 - b. **Cable Installation & Verification Services**
 - i. Group Six (6), Cable Installation and Verification Services
 - c. **Managed Internal Broadband Services**
 - i. Group Seven (7), Managed Internal Broadband Services

Prospective Contractors have the option of submitting a proposal for either one, some, or all of the services. The submission of a proposal for particular services shall prominently indicate, within the proposal, the specific name of the service(s) to which the proposal applies. If the name of a specific service(s) is not prominently indicated within the proposal, the proposal submission will be accepted as being applicable to all services.
 - d. Submitted and accepted bids will be utilized to establish a pricing schedule, with approved Vendors that will be available for use by E-rate eligible Educational Institutions.
 - e. Vendors are encouraged to submit statewide or multiple county proposals in any or all of the three Requirement Sets associated with seven technical groups. It is also

possible that one Vendor may provide a mixture of hardware and services spanning across the ITB.

9. **Preference will be given to qualified Oregon-based Vendors** for economic growth purposes within the State of Oregon.
10. **This ITB is 100% make and model neutral.**
11. The purpose of this ITB and any resulting Statewide Price Agreement(s) is to solicit proposals for E-rate eligible (Category 2) services for OETC members within the seven (7) groups outlined below.

Section II: Instruction to Proposers

1. **Complete Bids.** Failure to submit bids in accordance with the provisions of this ITB shall be grounds to declare the bid as non-responsive, and the bid will receive no further evaluation or consideration.
2. **Complete All Attachments.**
 - a. **Attachment A - Bidder Information** (.xls/xlsx).
 - i. **Contract Coordinator** (*Required*). This should contain the Proposer's main contact for all Contract and ITB-related questions and notifications.
 - ii. **Administrative Fee** (*Required*). Contact to receive administrative fee notifications and provide administrative documentation (see Appendix for Administrative Fee collection template)
 - iii. **Product & Price Updates, Marketing, Sales and Support, Remit/To Payment Contacts** (*Optional*). Additional contacts can aid in OETC's marketing and service efforts.
 - b. **Attachment B - References** (.xls/xlsx). Submit three (3) to five (5) examples of current OETC Members that have or are currently receiving similar products and services to those proposed by the Respondent for this solicitation. In the event Respondent does not have current OETC Members as a reference, please provide other educational references.
 - c. **Attachment C - Terms, Conditions, and Specification Exceptions** (.xls/xlsx). *See §V ITB Terms and Conditions, paragraph 14: Solicitation Protest; Request for Change; Request for Clarification for directions on completing this Attachment.*
 - d. **Attachment D - Authorized by Manufacturer** (*not provided*). If Respondent is not the Manufacturer of the goods or services in the Bid, Respondent must attach a Manufacturer's authorization letter or other written evidence/documentation. The letter must specify the territory Responder is authorized for and specifically reference the OETC ITB opportunity.
3. **Complete All Exhibits.** Exhibits will be incorporated into the contract resulting from an award under this ITB.
 - a. **Exhibit 1 – Pricing Information** (.xls/xlsx).
 - i. **Category percent off of Manufacturer's Suggested Retail Price (MSRP)** (*required*). Tab - % off of MSRP: This is the percent off of MSRP an OETC Member can receive on a single or multi-unit order. Enter a manufacturer name in column A. Select the appropriate category from the dropdown. Enter a % off of Education MSRP in column C.

Respondents must provide an Education MSRP price list so that specific pricing against % off of MSRP may be calculated for comparison purposes.

Individual SKU pricing (required). Tab - various categories: Respondents provide specific pricing on the most important items for a given category.

- ii. **SKU pricing (required)**. Respondents provide specific pricing on the most important items for a given category.
 - b. **Exhibit 2 - Resellers (.xls/xlsx)**. Respondents may designate themselves or separate Resellers to fulfill the terms and conditions of the contract. The final selection of designated Resellers will be made in consultation with OETC.
 - c. **Exhibit 3 - EDGAR Certification (.doc/docx. Not required)**. Under the Code of Federal Regulations, all federal government funds must be spent with vendors who meet the EDGAR certifications. Completed EDGAR certifications allow OETC members to use federal funds (if available) to purchase off of the awarded contract.
 - d. **Exhibit 4 - VPAT - Section 508 Compliance (Not required. Not provided)**. If Respondent is a software provider, Respondent should describe their commitment to the development of accessible products by describing their support of the applicable provisions of the Workforce Investment Act of 1998, Section 508. More information can be found here: <https://www.itic.org/policy/accessibility/vpat>
4. **Complete Bid Submission and Signature Page**. Fill out the submission document checklist, identify any additional documents, and sign to confirm submission for this solicitation.

Section III. E-rate eligible, Category 2 Technology and related Services Specifications, Requirements, Scope of Procurement, and Technical Specifications

A. Requirements

Requirement Set 1: Equipment and Associated Services

1. **Purpose of Group One (1):** Wireless Network Equipment. To provide options for Industry-Standard-compliant Wi-Fi equipment, this group of products includes all components necessary to provide wireless networking capabilities when connected to a wired Ethernet infrastructure. Components include wireless access points, wireless controllers, and network control and management.
2. **Purpose of Group Two (2):** Wired Network Equipment. To provide options for Industry-Standard-compliant wired Ethernet equipment that will allow internal resources that connect Internet Service Provider (ISP) services to a Wide Area Network (WAN) connection so that customers may access content through end-user devices. This group includes gigabit-capable Ethernet switches and accessories such as Gigabit Interface Converter (GBIC) for use on the OETC members' campus (i.e., LAN) to a WAN connection for access to remote services, including the Internet. Industry-Standard-compliant racks and Uninterruptible Power Supplies (UPS)/Battery Backups are also included as options.
3. **Purpose of Group Three (3):** Content Distribution. To provide firewall equipment and service options to customers. A Firewall is a security system that protects a network from various potential threats coming from the Internet. A firewall can be hardware and/or software, but this RFP focuses on basic firewall protection before reaching an internal network. Please note many firewalls are only partially eligible for support and respondents must clearly identify the E-rate eligible portion.
4. **Purpose of Group Four (4):** Professional Services. Includes Evaluation, Planning, Design, Installation, and Configuration. This procurement is intended to provide options for the design, installation, and configuration of network equipment purchased through this and other contracts for customers. These professional services include all aspects of designing and configuring networks, but do not include the day-to-day management of the devices.
5. **Purpose of Group Five (5):** Basic Maintenance of Eligible Broadband Internal Connections. To provide basic network maintenance with affordable and timely response to technical assistance and equipment maintenance and/or replacement of networking hardware.

Requirement Set 2: Cable Installation & Verification Services

1. **Purpose of Group Six (6):** Cable Installation and Verification Services. To provide options to have Ethernet cable installed in an OETC member's buildings.

Requirement Set 3: Managed Internal Broadband Services

1. **Purpose of Group Seven (7):** Managed Internal Broadband Services. To provide options to outsource the day-to-day management of networks to world-class network providers. The transition to digital learning will mean that network outages have a direct negative correlation to performance. The goal of the managed services aspect procurement is to reduce the risk of network outages by providing access to state-of-the-art network management capabilities for every OETC member and to allow continuous monitoring on installed equipment.

B. Scope of Procurement

This solicitation will establish a Statewide Price Agreement(s). End Users may be required to conduct a mini-bid in accordance with E-rate rules, using the mini-bid process as defined in the Universal Service Administrative Company (USAC) glossary. End-Users will maintain ownership and control of the mini-bid process, all products, managed services, and provide their own payment for the share of the purchase not covered by the E-rate reimbursement (commonly known as the non-discount share).

In addition, OETC reserves the right to make partial, progressive, or multiple awards where it is advantageous to award separately by item or where more than one supplier is needed to provide the contemplated requirements as to the quantity, quality, delivery, service, geographical areas; and where other factors are deemed to be necessary or proper to the purchase in question, as compatibility with existing installed infrastructure may be a key criterion for some components such as wireless access points and wireless controllers.

1. **E-Rate Program Knowledge:** Vendor shall provide documentation indicating their knowledge of E-rate, and their ability to take necessary steps to ensure that current processes are being followed so that the work within the E-rate environment successfully maximizes funding opportunities for the customer and ensures the earliest possible project completion. Vendors providing proposals must have an E-Rate Service Provider Identification Number (SPIN) from the SLD and must include their SPIN on their proposal. There is no cost to register for a SPIN.
2. **E-Rate Eligible Cost, Material, and Labor:** All Vendor pricing must clearly identify the E-rate eligible costs associated with a given product or service. If a product or service is partially eligible, the vendor must clearly identify the E-rate eligible portion. In accordance with E-rate rules, the cost of E-rate eligible products or services will be evaluated separately from E-rate ineligible costs.
3. **E-Rate Ineligible Cost, Material, and Labor:** All Vendor proposals must clearly identify the E-rate ineligible costs associated with a given product or service. If a product or service is partially ineligible, the vendor must clearly identify the E-rate ineligible portion. In accordance with E-rate rules, the cost of E-rate eligible products or services will be evaluated separately from E-rate ineligible costs.

The scope of the procurement is intended to provide affordable purchasing of E-rate Category 2 eligible technology and services at cost savings for OETC members.

This procurement is intended to result in multiple awards in order to serve the needs of OETC members in states including, but not limited to; Oregon, Washington, California, Alaska, Idaho, Montana, Nevada, and Hawaii. There are no volume or purchase commitments by the members of OETC for the products and services awarded from this procurement. However, the products and services included in the awarded agreements must be available to the Educational Institutions should they elect to make any purchases.

The Statewide Price Agreement(s) awarded shall be for three years with the option to renew for three additional years. OETC reserves the option to contract with any one of the awarded Offeror(s) for all or part, or none of the services that are included in the awarded agreements.

The Statewide Price Agreement(s) resulting from this procurement for E-rate Category 2 eligible products and/or services will provide the procuring method made available to the Educational Institutions. The terms and conditions of the awarded agreement shall be the baseline for any contracted Category 2 purchases.

OETC Members reserve the right to add and/or change new or existing eligible locations to the list of locations included in the awarded statewide price agreements. If additional locations are added, the Educational Institutions will require related pricing for the new location(s). If an awarded vendor's service area changes, the vendor may submit its changes to the procuring Educational Institution with its related pricing for any new eligible locations in its service area. The pricing for new locations must be consistent with existing pricing and offer a cost-effective solution. As of the posting date of this RFP, the E-Rate eligible Category 2 products and services that are included in the awards can be found on [the USAC website](#). These are items that may be updated on the awarded Agreements per the OETC Member state's amendment process. For any changes requested to the Statewide Price Agreements, they must be reviewed by the Educational Institutions that will work in coordination with OETC's E-Rate Coordinator for signature approval of the changes to the Agreement through the Agency's statewide price agreement amendment process.

As stated in the introduction, the purpose of this RFP is to solicit proposals for the three Requirement Sets encompassing seven technical groups of E-rate eligible goods and services. End Users may elect to contract directly with the Vendor(s) for any of the goods, services, or any combination of goods and services described within this RFP. The Vendor(s) shall provide the goods or services in the Requirement Sets offered by the Vendor and awarded by the OETC directly to the electing End Users at the fixed prices established pursuant to this RFP. If offered, vendors must include any applicable volume discounts in their proposal.

The goods or services provided to End Users by the Vendor(s) shall, at a minimum, comply with the applicable requirements and specifications set forth in this RFP and the resulting Statewide Price Agreement(s). The Vendor(s) and electing End Users will contract between themselves for the goods or services and shall incorporate the terms and conditions established pursuant to this RFP and the resulting Statewide Price Agreement(s).

- 4. FCC 19-121 Compliance.** By submitting an offer on the requested services herein, the vendor certifies its proposed services and/or products are in compliance with Part 47 Section 54.9 of the FCC rules which prohibits the sale, provision, maintenance, modification,

or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain.

5. **Lowest Corresponding Price.** As required by E-rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price ("LCP") see <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.
6. **Imports.** Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on foreign imports are encouraged to (a) identify such products in their proposals, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.
7. **Product Demonstrations.** Offerors proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

C. Technical Specifications

The requirements/specifications for each Requirement Set are set forth below. Vendor(s) shall respond to and comply with all "mandatory" requirements in each group of goods, services, or combination of goods and services offered by the Vendor(s) in response to this RFP. For each group, the "desired" requirements may or may not apply depending on the goods, services, or combination of goods and services contained in the Vendor's offer. Vendors are therefore required to review the desired requirements and respond as applicable to the goods, services, or combination of goods and services contained in the Vendor's offer. If a Vendor determines the desired requirement does not apply to the Vendor's offer, the Vendor may respond with "Not Applicable" or "Does Not Apply."

All Vendors will provide an explanation of how their proposed solution fits within the existing environment.

The vendor may respond to one or more of the three Requirement Sets (1-3) and each Requirement Set will be evaluated and awarded independently. Responding Vendors must have a Service Provider Identification Number (SPIN) issued by the USAC, must not be in red light status with USAC, and must comply with all E-rate rules.

Vendor Evaluation Questions for All Requirement Sets (1-3) Responses

1. The vendor must have a Service Provider Identification Number (SPIN) and will comply with all applicable E-rate rules. The vendor shall provide their SPIN in the vendor narrative below.

Met ____ or Not Met ____

2. Please describe your company and provide:
 - a. Company history

- b. Financial information
- c. The number of employees by discipline. OETC requires highly qualified support personnel in order to serve its members. Please include any applicable certifications earned by employees who would be directly engaging with OETC and its members.
- d. Company office locations and regional installers/partners are capable of providing service(s) to OETC members in at least Alaska, Oregon, Washington, and Idaho within 24 hours. Because of the vast number of OETC Members spread out across multiple states and geographies, only proposals from vendors who have local offices or can contract with local service providers will be considered. Please note: Vendors must adhere to local prevailing wage policies.

Please utilize Attachment A - Respondent Information to provide and organize this information.

- e. E-rate rules state that it is the applicant's choice to utilize the Form 472 Billed Entity Applicant Reimbursement (BEAR) Form where applicants pay the full bill and seek repayment from USAC directly or the Form 473 Service Provider Invoice (SPI) Form where the Vendor bills the applicant only the applicant's E-rate share and invoices USAC directly for the balance. The vendor shall afford the applicant the ability to select the BEAR or SPI billing discount methodology.

Met_____ or Not Met_____

Requirement Set 1: Equipment & Associated Services

1. For equipment supplied by the Vendor from other manufacturers or equivalent, the Vendor shall provide the manufacturer's statement of support. The statement must be current and dated and on the manufacturer's letterhead and must stipulate the Vendor is an authorized reseller of the manufacturer's product line.

Met_____ or Not Met_____

2. The Agency prefers Vendors who can support all OETC members. A full list of OETC's current members at the time of posting this RFP is available on its website. Please indicate in which states all services provided are supported.
3. OETC desires that each Vendor product include a 1 - 3 year warranty. For compliance with E-rate rules, a manufacturer's multi-year warranty for a period of up to three years and provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.
4. OETC desires the Vendor to provide general descriptions and use cases of the networking hardware being proposed for use in school and library buildings.
5. OETC desires the Vendor to provide a description as to how the wireless equipment is managed, including RF spectrum, client authentication, roaming, and integration into a broader management framework.

6. OETC desires the Vendor to describe all methods available for command and control of the wireless network, be it through a physical appliance, virtual appliance, or cloud offering.
7. OETC desires the Vendor to provide a description of the compatibility with any existing wireless environment management platform. Specifically, but not limited to, Aerohive, Aruba, Avaya, Cisco, Extreme Networks, Hewlett Packard, Meraki, Meru, Ruckus, Xirrus, Ubiquity, or equivalent.
8. OETC desires the vendor to describe the data plane flow (preference will be given to solutions that do not “backhaul” wireless client traffic to a controller or controllers).
9. OETC desires the Vendor to describe how connectivity is affected by temporary loss of connection to (i) management system and (ii) controller.
10. OETC desires the Vendor to provide multiple options for wireless access point models which includes at least one standard indoor model, one high-density indoor model, and one long-range outdoor model.
11. OETC desires the Vendor to identify which of the following features are supported in the proposed solution for each of the proposed access point models.
12. OETC desires the Vendor to describe any value-added function their wireless solution provides and should state if this function is eligible for E-rate reimbursement.

Group One: Wireless Network Equipment

1. Mandatory:
 - a. The proposed hardware must be IEEE 802.11 compliant.
 - b. The proposed hardware must provide IEEE 802.11ac support as well as backward compatibility with IEEE 802.11b/g/n in the 2.4GHz band.
 - c. The proposed hardware must have at least one 1000 Base-T Ethernet Port
 - d. Each Vendor product shall include a minimum one-year product warranty and the Vendor shall provide options for an extended warranty period of up to three years
 - e. Vendors shall provide the annual maintenance and support costs (quoted on an annual basis as required by E-rate rules)
 - f. Vendors shall provide copies of all warranties for the equipment offered by the Vendor in response to this RFP.
2. Desired:
 - a. Vendors must respond to the desired specifications but lack of full compliance with these desired specifications will not disqualify the Vendors from consideration.
 - b. Vendors shall provide general descriptions and use cases of the networking hardware being proposed for use in Educational Institution buildings.
 - c. Vendors shall describe all methods available for command and control of the wireless network, be it through a physical appliance, virtual appliance or cloud offering.
 - d. Vendors shall provide a description as to the compatibility with any existing wireless environment management platform.
 - e. Vendors shall describe the data plane flow.
 - f. Vendors shall describe in detail the items and services to be covered under maintenance.

- g. Vendors shall describe how connectivity is affected by temporary loss of connection to the management system or controller.
 - h. Vendors shall provide multiple options for wireless access point models which will include at least one standard indoor model, one high-density indoor model, and one long-range outdoor model.
 - i. Vendor shall list which of the following features are supported in the proposed solution for each of the proposed access point models:
 - i. Powered by IEEE 802.11af POE or IEEE 802.11at POE+
 - ii. Support for dual radio, 2.4GHz, and 5GHz bands, simultaneously
 - iii. Support for 5GHz
 - iv. Support for Dynamic Frequency Selection
 - v. Support for Multiple-In, Multiple-Out (MIMO) radio; multiple spatial stream design with a minimum capacity of 2x2:2
 - vi. Support for at least 2 spatial streams in the 5GHz band
 - vii. Support for multiple SSIDs and per-SSID access policy
 - viii. Support for “captive portal” or other facilities to ensure Acceptable Use Policy is affirmed by end-users
 - ix. Support for rate limiting and traffic shaping of guest clients
 - x. Support for client isolation; prevent attached wireless devices from communicating directly with each other
 - xi. Support for rogue AP detection
 - xii. Number of 1000 Base-T Ethernet Ports
 - xiii. Support for multiple VLANs with assignable QoS
 - xiv. Support for IEEE 802.1X Authentication and IEEE 802.11i WPA2/Enterprise cryptography
 - xv. Support for Layer 2 / 3 roaming/mobility without performance degradation or re-authentication required by clients (roaming within a single Educational Institution)
 - xvi. Support to forward wireless client traffic without backhaul to centralized controller
 - xvii. Can centrally manage all Access Points from one management console/interface
 - xviii. Support for autonomous channel, power and RF configuration based on dynamic environment changes; explain how/if APs can adapt to changing RF conditions without human intervention.
 - xix. Options for mounting hardware required for ceiling or wall
3. Optional:
- a. Vendors should describe any value-added function their wireless solution provides with respect to Mobile Device Management (MDM). For example, if a wireless access point’s cost includes client device management software that provides value-added functions specifically in conjunction with the wireless products, this should be highlighted.
 - b. Vendors should describe any value-added function their wireless solution provides with respect to Classroom Management. For example, if a wireless solution cost includes classroom management software that provides value-added functions specifically useful to a teacher in a K-12 classroom, it should be highlighted.
 - c. Vendors should, if responding with both Wireless and Ethernet Switch equipment, also provide a narrative describing the value of the combined solutions, including

network management, policy control, mobile device management (client management), network access control and other features/benefits gained in a holistic approach.

Group 2: Wired Network Equipment

1. Mandatory:
 - a. Routers, minimum standards:
 - i. Layer 3
 - ii. Protocols: IP Routing, OSPF, and BGP
 - iii. Two (2) 1GB copper interfaces
 - iv. One (1) SFP+ interface
 - v. SNMP management capabilities
 - vi. Each Vendor product shall include a minimum one-year product warranty and specify the options for an extended warranty up to three years
 - vii. Vendors shall provide an annual maintenance and support option (quoted on an annual basis as required by E-Rate rules)
 - viii. Vendors shall provide copies of all warranties for the equipment offered by Vendors in response to this RFP.
 - b. Switches, minimum standards:
 - i. Layer 2 and 3 (Upgrade process or IOS/license info if Layer 3 routing is needed)
 - ii. Support for multiple VLANs
 - iii. Support for IEEE 802.3at POE+ on one or more
 - iv. Support for at least 15Watts of POE per port, on 90% 1GbE ports simultaneously
 - v. Non-blocking switch backplane
 - vi. Trunking (IEEE 802.3ad)
 - vii. Vendor-specific management capabilities
 - viii. Ethernet switches will have a minimum of 8 ports (POE preferred and 8 is standard)
 - ix. Each Vendor product shall include a minimum one-year product warranty and specify the options for an extended warranty up to three years
 - x. Vendors shall provide an annual maintenance and support option (quoted on an annual basis as required by E-rate rules)
 - xi. Vendors shall provide copies of all warranties for the equipment offered by Vendors in response to this RFP.
 - c. Desired Switching:
 - i. Vendors must respond to the desired specifications but lack of full compliance with these desired specifications will not disqualify the Vendors from consideration.
 - ii. Vendors shall provide a description as to how the equipment is ideally managed.
 - iii. Vendors shall describe all methods available for command and control of the hardware, be it through a physical appliance, virtual appliance or cloud offering.
 - iv. Vendors shall describe how the equipment may be managed using an existing management console at Educational Institution. Educational

Institutions shall not be required to employ multiple wired-network management platforms within any given Educational Institution building.

- v. At a minimum, Vendors shall provide pricing options on all of the following configurations (if available):
 - 1. 24 Port POE GbE with 2 SFP+ connections
 - 2. 24 Port POE GbE with 4 SFP+ connections
 - 3. 24 Port GbE with 2 SFP+ connections
 - 4. 24 Port GbE with 4 SFP+ connections
 - 5. 48 Port POE GbE with 2 SFP+ connections
 - 6. 48 Port POE GbE with 4 SFP+ connections
 - 7. 48 Port GbE with 2 SFP+ connections
 - 8. 48 Port GbE with 4 SFP+ connections
 - 9. 8 Port GbE with 1 SFP+ connection (appropriate for Portables)
 - 10. 8 Port POE GbE with 1 SFP+ connection (appropriate for Portables)
 - 11. 19 inch, two-post, racks (floor mount or wall mount) with cable management for network hardware (grounded)
- d. Optional:
 - i. Vendors should include pricing for optional Redundant Power Supply, extra GbE SFP Modules, and extra 10GbE SFP Modules. Vendors should note ineligible costs in their proposal.
 - ii. Vendors should, if responding with both Wireless and Ethernet Switch equipment, also provide a narrative describing the value of the combined solutions, including network management, policy control, mobile device management (client management), network access control and other features/benefits gained in a holistic approach.

Group 3: Content Distribution

- 1. Mandatory:
 - a. Caching Server, minimum standards:
 - i. Vendors shall describe their solution, its components, and use cases in detail, explaining how qualified and authorized teachers are able to push content to the student devices, how this impacts network load, increases teacher effectiveness, and allow the students to perform assignments in the temporary absence of an internet connection.
 - ii. Vendors shall 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, individual school, etc.).
 - iii. Vendors shall identify the devices supported. At a minimum, 3 of the following list must be supported: Apple iOS, Apple OS X, Google Android Tablet, Google Chromebooks, or Microsoft Windows.
 - iv. Vendors shall provide at least two reference customers that are using the product in an educational setting.
 - v. Vendors shall provide copies of all warranties for all products provided by Vendors as part of its solution offered in response to this RFP.
 - vi. All servers will have a power supply
 - vii. A dual power supply is highly recommended, but may not be E-rate eligible.
 - b. Minimum caching server configuration:

- i. TIER 1 - Basic Server (< 25 users)
 1. Operating System: Windows 2012 R2 Foundation (max 15 users) or Essentials (max 25 users) or Most any Version of Linux
 2. Size/Shape: Floor Standing Tower or 1 U Rackmount Chassis
 3. CPUs/CPU Cores: 1 @ CPU with 2 @ Cores
 4. RAM: 8 GB
 5. Local Disk/Storage: SATA-3 Hard Disk Minimum 1 TB.
 6. Network/NIC: 1 @ GB NIC
- c. Firewalls, minimum standards:
 - i. Next-Generation Firewall (NGFW) Capabilities
 - ii. Application awareness
 - iii. Packet Inspection
 - iv. Geo IP blocking
 - v. Malware identification/blocking
 - vi. Virtual Private Network (VPN) capabilities\
 - vii. One (1) SFP+ Gigabyte throughput or higher (SFP+ provides 1GB or 10GB Capability)
 - viii. May include cloud management of firewall
- d. IEEE 802.3ad Trunk aggregation standard
- e. Starting configurations:
 - i. Tier 1 Firewall (1 – 100 or less end users)
 1. Max concurrent sessions (IPv4 or IPv6) = 20000
 2. Max connections per second = 5000
 3. Memory = 4GB
 4. Flash = 8 GB
 5. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
 6. Monitoring Interfaces = 8GE
 7. Threat prevention throughput = 90 Mbps
 8. URL filtering entries = 20000
 9. Traffic throughput – 1 Gbps SFP
 - ii. Tier 2 Firewall (100 to 1000 end users)
 1. Max concurrent sessions (IPv4 or IPv6) = 100000
 2. Max connections per second = 10000
 3. Memory = 8 GB
 4. Flash = 8 GB
 5. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
 6. Monitoring Interfaces = 16GE, 4GE SFP
 7. Threat prevention throughput = 250 Mbps
 8. URL filtering entries = 50000
 9. Traffic throughput – 1/10Gbps SFP
 - iii. Tier 3 Firewall (1000+ end users)
 1. Max concurrent sessions (IPv4 or IPv6) = 500000
 2. Max connections per second = 20000
 3. Memory = 12 GB
 4. Flash = 8 GB

5. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
6. Monitoring Interfaces = 16GE, 4GE SFP
7. Threat prevention throughput = 1250 Mbps
8. URL filtering entries = 100000
9. Traffic throughput - 10Gbps SFP
- f. Each Vendor product shall include a minimum of one year and not to exceed three years product warranty
- g. Vendors shall provide copies of all warranties for the equipment offered by Vendors in response to this ITB

Group 5: Professional Services for Installation including Evaluation, Design, Planning, and Configuration

1. OETC desires the Vendor to provide a list of their resources available to analyze an existing network and the school or library building itself in order to plan, design, and configure a high-density, reliable wireless, and wired network.
 - a. Personnel profiles for the professional services personnel that will be assigned to this work.
 - b. A list of equipment Vendors certified to design/install and/or have extensive experience working with
 - c. Vendor's detailed methods/practices for designing/installing/validating high-capacity wireless networks
2. In addition to basic network configuration functions and tasks, OETC desires the Vendor to list additional services provided.
3. Mandatory:
 - a. Vendors shall list their resource availability to analyze an existing network and the Educational Institution building itself in order to plan, design, and configure a high-density, reliable wireless, and wired network.
 - b. Vendors shall list counties in (at minimum) Oregon, Washington, Idaho, Montana, California, Nevada, and Alaska where the Vendor is able to provide a 2 hour on-site response time to facilitate quick response to significant network outages that require onsite support.
 - c. Vendor shall provide the following:
 - i. Personnel profiles for the professional services personnel that will be assigned to this work
 - ii. A list of equipment Vendors they are certified to design/install and/or have extensive experience working with
 - iii. Their detailed methods/practices for designing/installing/validating high-capacity wireless networks
 - iv. Their plans for staging equipment such that Educational Institutions take responsibility for equipment only once properly installed.
4. In addition to basic network configuration functions and tasks, the Vendor shall affirm that they can provide the following services:
 - a. Physically mount and install network hardware, including Access Points and Network Switches.
 - b. Ensure the latest firmware is installed in each wireless access point and switch

- c. Configure network management console to meet best practices as defined by the customer
- d. Maximize the use of available spectrum to minimize co-channel interference
- e. Test access from each AP and provide throughput report for each AP
- f. Configure and test the authorization of clients, which relies on MS Active Directory in most Educational Institutions
- g. Other configuration changes as recommended by the customer following feedback from site visits and network performance analysis.
- h. Configuring the network management console to integrate the new/upgraded Educational Institutions' deployment into the management system. The following come to mind:
 - i. Understand and agree to the network coverage and performance requirements
 - ii. Evaluate the current network infrastructure and develop a design plan to meet the network coverage and performance requirements
 - iii. Develop site-specific configuration recommendations including those for security and authentication
 - iv. Implement the design plan (installation) including configuration recommendations
 - v. Test/validate that the deployment meets the network coverage and performance requirements through formal system acceptance testing to include connection of standard Educational Institution equipment
 - vi. Configure the network management console to integrate the new/upgraded Educational Institution deployment into the management system.

Group 7: Basic Maintenance of Eligible Broadband Internal Connections

1. OETC desires the Vendor to describe their basic maintenance services eligible for E-rate reimbursement and their ability to provide the following basic maintenance services.
 - a. Repair and upkeep of eligible hardware
 - b. Wire and cable maintenance
 - c. Configuration changes
 - d. Basic technical support including online and telephone-based technical support
 - e. Software upgrades and patches including bug fixes and security patches
2. Preference will be given to managed service providers with experience in the education vertical, as well as those Vendors that can provide K-12 reference customers.
3. Mandatory
 - a. Vendors shall provide a description of the managed service, including the specific equipment supported; for example, list the network equipment Vendors and product families that may be managed.
 - b. Vendors shall provide a description of their help desk, physical address, staff size, hours of operation, and other characteristics necessary to differentiate their service from other providers.
 - c. Vendors shall provide a copy of their SLA along with a schedule of prices based on the pricing model. Each Educational Institution's network architecture is unique, but generally implements a hub-and-spoke design with all Educational Institutions connected to a central hub, which is then connected to the Internet.

- d. The Educational Institutions shall own or lease some or all network equipment. It is entirely up to each Educational Institution to select the best and most cost-effective, technical solution for their establishment.
 - e. Any additional wireless access points and Ethernet switches and any associated cable must be procured by the Educational Institution through this or other competitive bidding process and titled in the name of the Educational Institution.
 - f. Vendors shall provide an annual maintenance and support option (quoted on an annual basis as required by E-rate rules)
4. The Vendor agrees any cabling installed becomes the property of the Educational Institution at the termination of the contract.
- a. Under E-rate rules, only services provided can be billed. Contingency or stand-by billings are not allowed under E-rate rules.
 - b. Only internal connections as outlined in the E-rate Eligible Services List are eligible for coverage under the basic maintenance and technical support portion of the RFP, and exclusions from covered services in the Eligible Services List apply.
5. E-rate eligibility limitations for basic maintenance – Basic maintenance is eligible for support only if it is a component of a maintenance agreement or contract for eligible broadband internal connections. The agreement or contract must specifically identify the eligible internal connections covered, including product name, model number, and location. Support for basic maintenance will be paid for the actual work performed under the agreement or contract. Support for bug fixes, security patches, and technical support is not subject to this limitation. Basic maintenance does not include:
- a. Services that maintain ineligible equipment
 - b. Upfront estimates that cover the full cost of every piece of eligible equipment
 - c. Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information
 - d. Network management services, including 24-hour network monitoring
 - e. On-site technical support (i.e., contractor duty station at the applicant site) unless applicants present sufficient evidence of cost-effectiveness
 - f. Unbundled warranties

Requirement Set 2: Cable Installation & Verification Services

- 1. Group 4: Cable Installation and Verification Services
 - a. Uplinks between IDFs and MDFs should be fiber due to limitations with copper.
- 2. Mandatory:
 - a. All new cable purchased must be Category 6A copper or better or single-mode fiber 9Micron or (50MicronMultiMode fiber).
 - b. Rated for 10GB or higher.
 - c. The plenum-rated cable must be used where necessary based on individual school construction and fire code.
 - d. Vendors shall provide grounding systems designed as specified by the NEC and other applicable codes and standards (ANSI/TIA607-A, NECA/BICSI-568-2206
 - e. All installers must be BICSI certified.
 - f. All new CAT6A cable and fiber runs must be tested to BICSI Standard for ten gigabits per second Ethernet.

- g. Vendors shall provide three reference customers in the education vertical market; K-12 or higher education is acceptable.

Requirement Set 3: Managed Internal Broadband Services

1. Group 6: Managed Internal Broadband Connections.
 - a. For this Requirement Set, Vendors are asked to explain all available service pricing-based models, e.g. Standard Service, Buy-To-Own, Lease-To-Own, etc. Full E-rate compliance is preferred for proposed service solutions.
 - b. Please list the equipment that can be operated and managed per the Offeror scenario.

Preference will be given to managed service providers with experience in the education vertical, as well as those Vendors that can provide K-12 reference customers.

2. Mandatory:
 - a. Vendors shall provide a description of the managed service, including the specific equipment supported; for example, list the network equipment Vendors and product families that may be managed.
 - b. Vendors shall provide a description of their Network Operations Center, physical address, staff size, hours of operation, and other characteristics necessary to differentiate their service from other providers.
 - c. Vendors shall provide a copy of their SLA along with a schedule of prices based on the pricing model.
 - d. Vendors agree any cabling installed becomes the property of the Educational Institution at the termination of the contract.
 - e. Under E-rate rules, only services provided can be billed. Contingency or stand-by billings are not allowed under E-rate rules.

E-rate eligibility limitations for managed internal broadband services

1. The equipment eligible for support as part of a managed internal broadband service may include only equipment listed as a broadband internal connections component above. Upfront charges that are part of a managed service contract are eligible for E-rate support except to the extent that the upfront charges are for any ineligible internal connections (e.g., servers other than those that are necessary to provide caching) which, if included in the contract, must be cost allocated out of any funding request.

Section V: ITB Evaluation

Phase 1.	
Responsive Bid	Pass / Fail
Responsible Bidder	Pass / Fail
Terms and Conditions	Pass / Fail
Phase 2.	
Pricing	Lowest price from complete and responsive bids

1. **Phase 1 – Review and select responsive and responsible bids.** All bids will be evaluated to determine if they are responsive and responsible. The purpose of this phase is to determine if each bid complies with the mandatory terms, conditions, and specifications in this ITB. A pass or fail criteria will be used.
 - a. **Responsive Bid.** A responsive bid is complete and on time.
 - b. **Responsible Bidder.** A responsible bidder is qualified to sell the proposed products in the education industry and in the OETC membership geographic area.
 - c. **Terms and Conditions.** Any bid that requests changes to this ITB’s terms and conditions or the terms and conditions of the Sample Contract (Appendix A) may constitute a fail designation for this phase. OETC reserves the right to conditionally pass a respondent on this section, but to negotiate any proposed changes to the terms and conditions.

2. **Phase 2 – Evaluate Pricing.** Only those bids found to be complete and responsive under Phase 1 will be considered in Phase 2.
 - a. OETC may request clarification from one or more bidders. Responses to clarifications must be made in writing. OETC will only use what is in writing for evaluation purposes. The response to the request for clarification may be considered along with the original bid for the evaluation.
 - b. OETC reserves the right to make an award without further clarification of the bids received. Therefore, it is important that each bid be submitted in the most complete manner possible.
 - c. Of all the bids that pass Phase 1, only the lowest-priced bid for a given manufacturer line or category will be awarded a contract.

Section VI: ITB Terms and Conditions

1. **Joint Cooperative Procurement.** This solicitation is a Joint Cooperative Procurement. Authorized agencies may establish a Contract with the provider to purchase the goods and services awarded by this solicitation. Authorized agencies may not materially change or alter the terms, conditions, and prices from the original contract between the provider and the district.
2. **Brand Specification.** If items called for by this Invitation to Bid have been identified by a brand name, such identification is intended to be descriptive but not restrictive and is to indicate the quality and characteristics of products that will be satisfactory. OETC is manufacturer/brand-neutral and all manufacturers will be fairly evaluated.
3. **Estimated Fulfillment Volume Is Not a Guarantee of Sales.** The Estimated Fulfillment Volume is provided as a courtesy to Respondents to corroborate proposed pricing. The Estimated Fulfillment Volume is based on purchasing history and consortium demand.
4. **Change by Written Addenda.** OETC may change this ITB by written addenda. OETC will issue all Addenda and changes at the Solicitation Announcement URL. At its discretion, OETC may extend the closing to allow Respondents time to analyze and adjust to changes.
5. **Reservations.** OETC reserves the right to reject any and all bids, modify these ITB specifications or waive informalities in the ITB.
6. **Modifications.** Modifications must be prepared and submitted using the TERMS, CONDITIONS, AND SPECIFICATIONS EXCEPTION FORM attached to this ITB.
7. **Withdrawal.** A Respondent may modify or withdraw its Bid in writing prior to closing.
8. **Bids are Irrevocable.** Bids submitted by Respondents shall be irrevocable for at least ninety (90) calendar days after the bid opening date and time.
9. **Controlling Language.** The Respondent hereby acknowledges and agrees that these ITB Terms and Conditions and the resulting contract terms and conditions control any contract awarded by this process unless the Respondent expressly states on Attachment C any such alternative terms or conditions.
10. **Late Bid.** Any Bid received after closing is late. A Proposer's request for withdrawal or modification of a Bid received after closing is late. OETC will not consider late Bids.
11. **Receipt, Opening, and Recording Proposals.** Proposals will be opened and recorded. The number of Bids received and the identity of Respondents will be disclosed to the public at the time of opening. The content of bids will not be disclosed until all bids have been evaluated, negotiations completed if required, and an Intent to Award has been published.
12. **Preference.** If all other factors are equal, goods or services that have been manufactured or produced in Oregon will receive preference.
13. **Multiple Awards.** OETC reserves the right to elect, in its sole discretion, to make multiple awards. The number of awards shall be based on the anticipated member need and service, and awardees will be selected based upon the point totals awarded through the proposal

scoring process. This notice of multiple awards does not preclude OETC from awarding a single Contract.

14. Solicitation Protest; Request for Change; Request for Clarification.

- a. **Procedure.** The appropriate means of seeking clarification or modification to provisions of an ITB are through
 - i. Request for clarification;
 - ii. Requests for changes to contractual terms or specifications
- b. Any Bid that includes non-approved alternate product brands or that takes exception to the specifications or contractual terms of the ITB may be deemed non-responsive and may be rejected.
- c. **Method of Submitting Requests For Modification of ITB Provisions.** An email must be received by the OETC Contract Administrator listed on Page 2 of the ITB, no later than seven (7) calendar days prior to the Bid Closing Date. Unless this specific deadline is extended by subsequent Addenda, no requests for substitution, requests for clarification, requests for change, or protests pertaining to provisions contained in the originally-issued ITB will be considered after the date specified herein.
- d. **Request for Clarification.** Any Bidder who finds discrepancies in, or omissions from, any provision of the ITB, Specifications, or Contract Documents, or has doubt as to the meaning, shall make a request for clarification in writing, to the OETC Contract Administrator listed on Page 2 of the ITB. To be considered, the request for clarification must be received no later than seven (7) calendar days prior to the Bid Closing Date.
- e. **Request for Changes to Contractual Terms or Specifications.** Any Bidder may submit a request for changes to contractual terms or specifications, in writing, to the OETC Contract Administrator listed on Page 2 of the ITB. To be considered, the request for clarification must be received no later than seven (7) calendar days prior to the Bid Closing Date.
 - i. The request must include the specific changes requested, and the reason for the requested changes supported by factual documentation.
 - ii. The request must be made using Attachment C.

15. Requirements for Protest. The respondent may protest the Intent to Award during the protest period if:

- a. The Respondent is adversely affected because the Respondent would be eligible for Award of the Contract in the event the Protest was successful; *and*
- b. The reason for the Protest is that (the aggrieved Respondent must provide details):
 - i. All higher scoring Bids are not responsive;

- ii. OETC has failed to conduct the evaluation of Bids in accordance with the criteria or processes described in this ITB; and
- iii. OETC's evaluation of Bids or OETC's subsequent Intent to Award is otherwise in violation of the provisions of ORS 279A or 279B.

16. Protest Process. A Respondent may protest the procurement process or the ITB document as set forth in ORS 279B.405(2). Proposer written comments shall include:

- a. A detailed statement of the legal and factual grounds for the protest;
- b. A description of the resulting prejudice to the Respondent; and
- c. A statement of the form of relief requested or any proposed changes to the contract terms and conditions or specifications.
- d. OETC will issue a Written Disposition of the Protest in a timely manner. OETC's Executive Director has the authority to settle any protest. If the Executive Director does not settle a Protest, the OETC Board President, or designee, has the authority to resolve the Protest. If OETC upholds the Protest, in whole or in part, OETC will, in its sole discretion, either award the Contract to the successful protester or cancel the ITB.