**Request for Proposal (RFP)**

**For**

**MDF/IDF Cable Management Project**

**Unified School District No. 265, Sedgwick County, Kansas (Goddard)**

**Proposal Due Date**:

Thursday, January 11, 2024 at 11:59 pm Pacific Time

**Proposals Submitted To:**

<https://www.crwconsulting.com/ifcb>

Submit questions on RFP to no later than December 8, 2023 at 11:59 pm Pacific time via the website at: <https://www.crwconsulting.com/ifcb>

All bids must be submitted to <https://www.crwconsulting.com/ifcb> (login as a vendor, choose the district/IFCB you are interested in, then select upload a question or submit a bid)

**District Information**

Unified School District No. 265, Sedgwick County, Kansas (Goddard) – hereinafter referred to as the District - primarily serves the communities of west Wichita and Goddard. The city boundaries create challenges, but the school district has become the binding element for the school community. Much of the district’s tax base comes from west Wichita, which features several upscale and moderate housing developments. Patrons recognize that the district ranks with the best school districts in the state and choose the Goddard school community for that reason.

Three-fourths of the district’s students live in the City of Wichita. Approximately 95% of students in grades K-9 ride buses to Goddard schools. The City of Goddard is small — just 5000 residents — while the school district serves a population of almost 30,000. The area served by Goddard schools is basically bounded by Central Ave. on the north and Tyler Rd. on the east (in Wichita), and 55th St. on the south and Viola Rd. on the west, in rural Sedgwick County.

More than 6200 students attend school in 12 buildings across the district.  Goddard’s academic excellence is also demonstrated by the fact that more than 87% of Goddard High School students continue to post-secondary education after graduation.  Millions of dollars of scholarships and awards are offered to graduates annually, allowing a significant number of students to pursue academic, sports and fine arts achievements in college.

**District Facilities**

A complete listing of District facilities to be included in this project can be found in Attachment A.

**Project Overview:**

The District is seeking a vendor to clean up the existing Cat5 and Cat6 wiring in 48 MDF & IDF closets located across 12 buildings. This will include removing old patch panels and termination points, installing new patch panels, re-terminating existing Cat5 & Cat6 inside of closets, installing and terminating of wall ports in classrooms, office, etc., labeling and testing all connections and reconnecting existing switches to new patch panels. This project will **NOT** include any fiber cabling termination or running of the Cat6 wire.

**E-Rate/USAC Funded Project Requirements**

E-Rate/USAC funding will be used to help fund this project. The seeking vendor must follow all USAC requirements to be awarded this project. This includes obtaining a Service Provider Identification Number (SPIN). More information can be found at <https://www.usac.org/e-rate/service-providers/before-you-begin/>.

**E-Rate Consultant Information**

The District will be utilizing an E-Rate consultant, CRW Consulting, to assist in the RFP process. All bids and questions must be directed to their website, <https://www.crwconsulting.com/ifcb>.

**District Tours/Walkthrough**

To participate in the RFP, the proposed vendor ***must*** attend a walkthrough of some of the District’s wiring closets on **Tuesday, November 28, 2023 at 2:00pm CST or Friday, December 1, 2023 at 9:00am CST**. The walkthrough will be located at the District Central Office located at **201 S. Main, Goddard, KS 67052**. Please contact the District’s Director of Technology Jason Soupene via email, jsoupene@goddardusd.com if you have questions concerning the time. **Bids from vendors that do not attend one of the two mandatory walkthroughs will be disqualified.**

**Scope of Work**

The District is seeking proposals for the cleanup of 48 MDF’s & IDF’s located across 12 buildings. Not all closets will need to be completely rewired. No new cable runs, or termination of fiber optic cabling will be included in the RFP. The District would prefer to have this project done over the summer when there are fewer students and staff in the buildings and will have minimal impact on student learning. This may also include working evenings, nights, or weekends. The proposal shall include the following items below*. (Pictures of all MDF’s & IDF’s will be provided so they may be able to produce an accurate quote.* ***Attachment B*** *will provide total approximate quantities and totals per closet. Hereinafter MDF’s and IDF’s will be referred to as wiring closets and Cat5 & Cat6 cabling will be referred to as cabling.)*

* Clean up all cabling in all closets, including old cable coax cabling. This will **NOT** include any fiber optic cabling.
* No new racks will be needed.
* Most of the District’s cabling is currently labeled.
* Identify all cables that are currently plugged into a switch.
	+ There will be numerous cables that are currently terminated that will not be re-terminated. These cables need to be cut at the existing patch panel to keep them as long as possible and then bundled together. The exact location of the bundle will differ depending on the closet, but it will be located within the closet.
	+ Some existing patch cables will be marked with color coded electrical tape. These existing cables will need to be plugged back into the same port number as they are configured for specific VLAN’s.
* Remove old patch panels and install new patch panels in necessary closets to condense space in the existing racks.
* Re-terminate all existing ports that are currently plugged into a switch to the new patch panel and the opposite end in the classrooms, offices, etc.
	+ The District has numerous Cat5 & Cat6 cables that are used for AP’s, cameras, HVAC, etc. devices. These devices will **ONLY** need to be re-terminated in the closets and **NOT** on the other end.
* Test and label all cables in classroom, offices, etc. wall plates. Cables used for AP’s, cameras, HVAC, etc. will only need to be labeled.
* Move existing switches so they are directly above or below patch panel and re-connect with mostly 6” Cat6 patch cable making sure the ones labeled with color coded electrical tape are plugged into the same port number.
* Some closets will only need to be cleaned up and no termination will be required.
* Vendor will be responsible for the disposal of old equipment in the District’s trash containers located at each building.

Each of the 12 buildings shall be quoted separately within the same proposal. The services will only be awarded to one vendor and not separated out to multiple vendors. The District reserves the right to determine which buildings to award to stay within the fiscal year budget. To be considered for award on this RFP, vendors must provide pricing for all 12 buildings. Vendors that submit bids for less than all 12 buildings will have their bid disqualified.

The final proposal price must include all hardware and labor to fulfill the RFP requirements. Any equipment provided as part of this contract shall be listed as part of the submitted proposal and is to include manufacturer, model(s) and quantities. All equipment provided as part of this proposal shall be new and not used, refurbished, or grey-market equipment.

**PROPOSAL FORMAT**

Vendors shall upload a PDF copy to CRW Consulting at <https://www.crwconsulting.com/ifcb> on or before Thursday, January 11, 2024 at 11:59 pm Pacific Time.

All proposals must include the sections below. Any proposal deemed non-conforming by the Director of Technology and/or Evaluation Committee Chairman regarding format will be considered nonresponsive and will be disqualified.

**Summary of Sections**:

A brief explanation of each section is listed below. Vendors are encouraged to fully address each section completely.

1. Pricing for each building shall be listed on the pricing worksheet in Attachment C. This page should be located at the front of the proposal.
2. Letter of Introduction – Each proposal must be accompanied by a transmittal letter that must include the following information:
3. Identify the submitting organization and describe the background of the organization.
4. Identify the name, title, telephone and e-mail address of the person(s) authorized by the company to contractually obligate the organization for this proposal.
5. Be signed by a person authorized to contractually obligate the organization.
6. Vendor Profile – Brief history of vendor. Provide information that demonstrates the background and experience of your vendors’ ability to produce the required outcome of this RFP.
7. Timeline – Please describe how this project would be implemented according to the Scope of Work above. This shall include estimated timelines.
8. References – Provide at least 3 references from previous customers with similar projects in the past 5 years.
9. Other Value-Added Services or Options – Vendors are encouraged to provide additional information regarding their services and/or knowledge of the industry that will ensure the success of a project.
10. Example contract or agreement the District would sign with your vendor.

# Confidential Material

Any material that is to be considered confidential in nature must be clearly marked as such and will be treated as confidential by the District to the extent allowable by law.

# Questions & Answers

All questions (except walkthrough) must be directed to CRW Consulting at <https://www.crwconsulting.com/ifcb> by **Friday, December 8, 2023 at 11:59 pm Pacific Time.** All vendors questions and the District’s answers and RFP updates will be available to all respondents by way of a Q&A page on the District’s consultant website located at <https://www.crwconsulting.com/ifcb>.

**Evaluation Process**

The purpose of the evaluation of proposals is to assess the relative merits of the proposals submitted and to make an award to the vendor whose proposal is determined to be the most advantageous to the District. The Evaluation Committee may determine that interviews will be necessary for the shortlist finalist vendors. Vendors that do not make the shortlist will also be notified.

If fewer than five proposals are submitted, the Evaluation Committee reserves the right to recommend an award or to reissue the RFP.

**Schedule of Events**

1. **Wednesday, October 25, 2023:** This RFP is being issued by the District and will be posted on <https://www.crwconsulting.com/ifcb>.
2. **Tuesday, November 28, 2023 at 2:00pm CST:** Walkthrough #1 located District Central Office at 201 S. Main, Goddard, KS 67052
3. **Friday, December 1, 2023 at 9:00am CST:** Walkthrough #2 located District Central Office at 201 S. Main, Goddard, KS 67052
4. **Friday, December 8, 2023 at 11:59 pm Pacific Time:** Response deadline to written questions/RFP Amendments. No questions will be answered afterward.
5. **Thursday, January 11, 2024 at 11:59 PM Pacific Time:** ALL PROPOSALS MUST BE UPLOADED AT <https://www.crwconsulting.com/ifcb> FOR REVIEW AND EVALUATION BY THE TECHNOLOGY DIRECTOR FOR DISTRIBUTION TO THE EVALUATION COMMITTEE. Proposals received after this deadline will not be accepted.
6. **Proposal Evaluation:** The evaluation of proposals will be performed by a District appointed Evaluation Committee. The Evaluation Committee shall consist of a minimum of three (3) people. The Evaluation Committee may, at their option, initiate discussions with vendor(s) who submit proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. Discussions **SHALL NOT** be initiated by the proposal providers.
7. **Selection of Finalists:** The Evaluation Committee will select, and the Technology Director will notify the final Vendor.
8. **Recommendation for Award:** The recommendation for award will be finalized with the most advantageous vendor at a date yet to be determined. If mutually agreeable terms cannot be reached within the time specified between the District and the selected vendor, the District reserves the right to finalize an agreement with the next most advantageous proposal without undertaking a new procurement process.
9. **Award of Contract and Negotiations:** This award shall be made to the vendor whose proposal is most advantageous to the District.
10. The USD 265 Board of Education has the final authority in this matter and has the right to reject any and/or all proposals.

Thank you for considering this request for proposal. Do not hesitate to contact CRW Consulting at <https://www.crwconsulting.com/ifcb> if you have questions or need additional information.

**Attachment A – Building Locations**

|  |  |  |
| --- | --- | --- |
| **Name** | **Abbreviation** | **Address** |
| Amelia Earhart Elementary | EAR | 19201 W. 23rd Street South, Goddard, KS 67052 |
| Apollo Elementary | APO | 16158 W. Apollo Street, Goddard, KS 67052 |
| Challenger Intermediate School | CHA | 325 N. Walnut, Goddard, KS 67052 |
| Clark Davidson Elementary | CDS | 333 S. Walnut, Goddard, KS 67052 |
| Discovery Intermediate School | DIS | 301 S. Main, Goddard, KS 67052 |
| Eisenhower High School | EHS | 1230 S. 167th Street West, Goddard, KS 67052 |
| Eisenhower Middle School | EMS | 16152 W. Explorer Street, Goddard, KS 67052 |
| Explorer Elementary | EXP | 16746 W. Explorer Street, Goddard, KS 67052 |
| Goddard Academy | ACA | 19701 W. 23rd Street South, Goddard, KS 67052 |
| Goddard High School | GHS | 2500 S. 199th Street West, Goddard, KS 67052 |
| Goddard Middle School | GMS | 2700 S. 199th Street West, Goddard, KS 67052 |
| Oak Street Elementary | OAK | 501 N. Oak Street, Goddard, KS 67052 |
| Successful Dreams | SD | 24401 W. MacArthur Road, Goddard, KS 67052 |

**Attachment B – Parts List and Termination Breakdown**

|  |
| --- |
| **Summary** |
| **Description** | **Qty** |
| Ports Need Terminated in Closet | 1994 |
| Ports Need Terminated in Classrooms, Offices, Etc. | 971 |
| 24 Port Patch Panel w/ Inserts | 63 |
| 48 Port Patch Panel w/ Inserts | 46 |
| 6-inch Cat6 Patch Cable | 1600 |
| 1ft Cat6 Patch Cable | 350 |
| 3ft Cat6 Patch Cable | 125 |
| Wall Cat6 Jack Inserts | 1150 |
| Wall Plates w/ Single Inserts | 700 |
| Wall Plates w/ Dual Inserts | 150 |
| 12u Wall Mount Rack (opens from back) | 2 |

|  |
| --- |
| **Termination Breakdown by IDF/MDF** |
| **School** | **Closet** | **Ports Need Terminated in Closet** | **Ports Need Terminated on opposite End** | **24 Patch Panels** | **48 Patch Panel** |
| ACA | MDF | 128 | 65 | 0 | 0 |
| APO | 145-MDF | 12 | 0 | 1 | 2 |
| APO | 110 | 0 | 0 | 1 | 1 |
| APO | 181 | 0 | 0 | 1 | 1 |
| CDS | CAFE | 0 | 0 | 0 | 0 |
| CDS | 39 | 43 | 18 | 2 | 0 |
| CDS | 4C | 74 | 30 | 2 | 1 |
| CDS | 27-MDF | 78 | 46 | 2 | 1 |
| CHA | PAT | 0 | 0 | 0 | 0 |
| CHA | 18 | 59 | 25 | 2 | 1 |
| CHA | LIB | 104 | 43 | 2 | 2 |
| CHA | 58 | 87 | 55 | 2 | 1 |
| CHA | PS | 18 | 13 | 2 | 0 |
| DIS | 111 | 0 | 0 | 3 | 1 |
| DIS | 126 | 64 | 34 | 1 | 1 |
| DIS | 105-MDF | 64 | 35 | 1 | 1 |
| EAR | WR | 0 | 0 | 0 | 0 |
| EAR | Library-MDF | 127 | 42 | 1 | 3 |
| EHS | 231 | 12 | 0 | 3 | 4 |
| EHS | 143 | 12 | 0 | 2 | 1 |
| EHS | Counselor | 0 | 0 | 2 | 1 |
| EHS | GYM | 0 | 0 | 1 | 1 |
| EHS | TIES | 0 | 0 | 1 | 1 |
| EMS | TR1 | 0 | 0 | 1 | 1 |
| EMS | DC | 0 | 0 | 1 | 2 |
| EMS | TR2 | 0 | 0 | 1 | 1 |
| EMS | Stadium | 0 | 0 | 0 | 0 |
| EXP | Multi | 0 | 0 | 1 | 0 |
| EXP | 520 | 40 | 18 | 1 | 1 |
| EXP | Office | 55 | 26 | 1 | 1 |
| EXP | MDF | 110 | 61 | 1 | 2 |
| EXP | BBallField | 0 | 0 | 0 | 0 |
| GHS | C31-1stBase | 166 | 111 | 2 | 3 |
| GHS | H21-Gym | 35 | 0 | 2 | 0 |
| GHS | J45-Mezz | 63 | 28 | 1 | 1 |
| GHS | D05-3rdBase | 81 | 30 | 2 | 1 |
| GHS | 2ndBase | 83 | 51 | 2 | 1 |
| GHS | Library-MDF | 55 | 16 | 0 | 1 |
| GHS | Visitor-Conc | 7 | 4 | 1 | 0 |
| GHS | FieldHouse | 12 | 7 | 1 | 0 |
| GHS | Concessions | 21 | 15 | 2 | 0 |
| GMS | E2 | 0 | 0 | 0 | 0 |
| GMS | A27 | 55 | 24 | 1 | 1 |
| GMS | Library-MDF | 138 | 74 | 4 | 3 |
| OAK | LIB | 0 | 0 | 0 | 0 |
| OAK | 129 | 76 | 40 | 2 | 1 |
| OAK | MEZZ-MDF | 105 | 55 | 3 | 2 |
| SD | Rm4 | 13 | 5 | 1 | 0 |
|  |  |  |  |  |  |
| **Totals** |  | **1,994** | **971** | **63** | **46** |

**Attachment C – Pricing Worksheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Parts** | **Labor** | **Total** |
| Amelia Earhart Elementary |  |  |  |
| Apollo Elementary |  |  |  |
| Challenger Intermediate School |  |  |  |
| Clark Davidson Elementary |  |  |  |
| Discovery Intermediate School |  |  |  |
| Eisenhower High School |  |  |  |
| Eisenhower Middle School |  |  |  |
| Explorer Elementary |  |  |  |
| Goddard Academy |  |  |  |
| Goddard High School |  |  |  |
| Goddard Middle School |  |  |  |
| Oak Street Elementary |  |  |  |
| Successful Dreams |  |  |  |
| Miscellaneous |  |  |  |
| Optional – Vendor’s discount if the district decides to award the contract for all listed locations. |  |  |  |
| **TOTAL COST FOR ENTIRE PROJECT** |  |  |  |