

Sabinal Independent School District

Request for Competitive Sealed Proposal (RFP) for Cisco Meraki Equipment and Services

Date: 03/24/2024

RFP# SAB242003MER

1. Introduction

Sabinal Independent School District (ISD) is seeking proposals from qualified vendors for the supply, installation, and configuration of Cisco Meraki network equipment. We aim to enhance our existing network infrastructure to support our growing needs for secure, reliable, high-performance wireless and wired connectivity across our facilities.

2. Background

Sabinal Independent School District (SISD) situated 70 miles west of San Antonio, Texas, on Highway 90, serves as an educational beacon for the local community, offering comprehensive Pre-K through 12th-grade education to approximately 500 students. With a dedicated staff of around 100 educators and support personnel, SISD prides itself on fostering a nurturing and dynamic learning environment that caters to the diverse needs of its student body.

As a cornerstone of the Sabinal community, SISD is committed to providing a 21st-century education that equips our students with the skills and knowledge necessary to succeed in an increasingly competitive and global marketplace. Understanding the unique challenges and opportunities of delivering high-quality educational experiences in a rural setting, SISD embraces innovative teaching methods, technology integration, and personalized learning approaches to ensure that all students, regardless of their background, have access to the resources and support they need to achieve their full potential.

In alignment with our mission to prepare students for the demands of the future, SISD is actively seeking to upgrade its technological infrastructure. This initiative aims to enhance our digital learning capabilities, improve network reliability and security, and ensure that our students and staff have access to cutting-edge tools and resources. By investing in our network infrastructure, SISD reinforces its commitment to creating a

future-ready learning environment that supports academic excellence, fosters creativity, and empowers students to thrive in the 21st century.

3. Project Goals and Scope

3.1 Goals

- Enhance network performance and reliability.
- Improve wireless coverage and capacity.
- Simplify network management and monitoring.

3.2 Scope of Work

The selected vendor will be responsible for:

- Supplying the specified Cisco Meraki equipment.
- Professional installation and configuration of the equipment.
- Ensuring minimal disruption to existing operations during the implementation.
- Providing post-installation support and training to Sabinal ISD's IT staff.

3.3 Equipment List

- 50 x Meraki MR36 Wi-Fi 6 Indoor Access Points
- 11 x Meraki MS225-48FP L2 740W POE Switches
- 4 x Meraki MS125-24P 10G L2 370W PoE Switches
- 3 YR support licenses for all equipment

4. Vendor Qualifications and Requirements

Vendors must:

- Be an authorized Cisco Meraki reseller.
- Have experience in supplying and installing the specified equipment.
- Provide references from similar projects.
- Offer comprehensive post-installation support and warranties.

5. Security and On-Site Protocol

Vendor On-Site Requirements

To ensure the safety and security of our students, staff, and facilities, Sabinal Independent School District (SISD) has established specific on-site protocols for all external contractors and their employees. Compliance with these protocols is mandatory for the duration of any project undertaken within district premises.

1. **Screening Upon Arrival:** All contractors and their employees must report to the front office upon arrival at any SISD facility. A valid government-issued photo ID, such as a driver's license, must be presented and will be held by the front office staff for the duration of the visit. The ID will be returned upon signing out at the end of the visit.
2. **Background Checks:** Contractors are responsible for ensuring that all employees assigned to work on SISD projects have successfully passed comprehensive background checks before their on-site work. Evidence of such background checks may be requested by SISD at any time.
3. **Identification and Dress Code:** All contractor employees must always wear visible company-issued identification while on SISD property. Additionally, contractors must adhere to a professional dress code, as specified by SISD, to maintain an environment conducive to education and respect.
4. **Compliance with School Policies:** While on-site, contractors and their employees are required to follow all applicable SISD policies and regulations, including but not limited to those related to safety, security, and conduct.

Failure to comply with these requirements may result in immediate removal from the premises and/or disqualification from current and future projects with SISD. It is the responsibility of the contracting company to inform and ensure compliance of their employees with these protocols.

6. Proposal Submission

6.1 Proposal Format

Proposals should include:

- Company overview and qualifications.
- Detailed equipment pricing.
- Installation and configuration plan.
- Timeline for delivery and implementation.
- Warranty and support details.

6.2 Submission Deadline

Proposals must be submitted no later than 5 April 2024, @ 2 PM.

Proposals can be submitted in a sealed envelope, clearly marked with the RFP title and the name of the proposer.

Electronic submission is also acceptable. Proposals submitted in this way must have the RFP title and the name of the proposer in the subject line. Upon receipt, those documents shall be printed out and placed into a sealed envelope for the bid opening.

All submissions will be subject to Sabinal ISD's terms and conditions of this RFP.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Cost-effectiveness.
- Compliance with the equipment and service specifications.
- Vendor experience and references.
- Quality of support and warranty.

8. Bid Opening Event

Sabinal Independent School District (SISD) cordially invites all proposers to the formal opening of bids. This transparent process ensures fairness and equality among all submissions.

Event Details:

- **Date:** Monday, April 8th
- **Time:** 2:00 PM
- **Location:** To be determined (TBD). The specific location will be announced on our website <https://www.sabinalisd.net/bid-opportunities-and-rfps> closer to the event date. Please check our website regularly for updates and additional information.

Participants:

The bid opening will be conducted by Mr. Karre and Mr. Lutz, who will oversee the proceedings to ensure that all bids are opened and reviewed per SISD's procurement policies and procedures.

Attendance:

- All proposers who have submitted bids are invited to attend the bid opening.
- While attendance is not mandatory, proposers are encouraged to be present to witness the opening of bids, which underscores our commitment to transparency and fairness in the procurement process.

8. Terms and Conditions

Sabinal ISD reserves the right to reject any proposals. Proposals not received by the due date and time will be rejected automatically.

9. Contact Information

For any inquiries or to submit your proposal, please contact:

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