

**Specification Number: 2018-1**

**Form 470 Application Number: 180026174**

**E-RATE FUNDING YEAR (2018-2019) REQUEST FOR PROPOSAL  
Chicago Charter School Foundation / Chicago International Charter Schools (CICS)  
Internal Connections  
E-Rate Form 470 Applicant Identifier: YR21- 470-CIVITAS-NETWORK-CICS1  
Reference # CICS 2018– Network Upgrade for Wrightwood**

**Issue Date: February 16, 2018**

**Location:** <http://www.chicagointl.org/campuses/erate.html>  
**EPC Website:** <https://portal.usac.org/suite/>

Chicago International Charter School (CICS) is seeking proposals to provide E-Rate eligible products and services for the 2018-2019 funding year. This Request for Proposal is to upgrade the Internal Connections of the Local Area Network and add structured cabling data drops as needed at the following location:

School Name	Address
CICS-WRIGHTWOOD CAMPUS	8130 S. California Ave Chicago, IL 60652

**Technical Walk-through**

A walk-through of the CICS Wrightwood Facility will be available for all vendors to attend prior to submission of the Vendor’s proposal. See below for the walk-through schedule:

February 22, 2018

- Wrightwood: 1:00 pm – 3:00 pm

Vendors that are interested in attending the walk-through should register by emailing [erate@chicagointl.org](mailto:erate@chicagointl.org) with the subject, “E-rate Walk-through” before 2:00 pm on February 21. Mandatory attendance at the walk through is not required. No additional dates for walk-through will be scheduled. Failure to attend a walk-through will not result in disqualification of the proposal.

**Questions regarding the RFP process should be addressed to:**

David L. Gershenson  
Deputy Chief of Operations  
[erate@chicagointl.org](mailto:erate@chicagointl.org)

Questions may be submitted via e-mail only and received by February 26, 2018 at 10:00 AM. Questions received by the deadline will be answered by March 1, 2018 at 4:00 PM in the form of a written clarification posted in the Universal Service Administrative Company (USAC) E-Rate Productivity Center (EPC portal). The written clarification will be posted on the CICS web site at <http://www.chicagointl.org/erate> as well as any addendums. All questions received after February 26, 2018 at 10:00 AM will not be answered.

### **Downloaded RFP's**

The RFP and Appendix are available for download from the CICS web site at <http://www.chicagointl.org/campuses/erate.html>. Vendors who download the RFP waive their right to have clarifications and/or addenda sent to them. Such vendors are responsible for checking the web site and/or the EPC portal for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve such vendors from being bound by additional terms and conditions in the clarifications and/or addenda, if any, or from considering additional information contained therein in preparing their proposals. Note that there may be multiple clarifications and/or addenda. Any harm to a vendor resulting from such failure shall not be valid grounds for a protest against award(s) made under this RFP.

### **Withdrawal of Proposals**

Vendors may withdraw their proposals at any time prior to the time and date specified for receipt of proposals. However, no vendor shall withdraw or cancel the proposal for a period of sixty (60) calendar days after receipt time for proposals are due; nor shall the successful Vendor withdraw, cancel or modify the proposal after having been notified by CICS that the proposal has been accepted by the Special Projects Manager.

### **Submission of Proposals**

Proposals should be sent in electronic format and may be received prior to, but no later than, March 16, 2018, 4:00 PM CST to the following address: [erate@chicagointl.org](mailto:erate@chicagointl.org). **Late Responses will not be accepted.**

### **Vendor Criteria and Proposal Requirements:**

CICS expects each Service Provider to make themselves thoroughly familiar with the rules and regulations of the ERATE program.

- Vendor must have a valid SLD Service Provider Identification Number [SPIN] and never have been suspended or debarred from the E-Rate program.
- Vendor must have a valid FCC Registration Number.
- Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
- Vendor must provide a certificate of liability insurance
- Vendor must be licensed to operate in the state of Illinois.
- If applicable, vendor must be licensed to install data network equipment systems in the state of Illinois
- Descriptions of products and services must provide sufficient line item detail, and be submitted in a suitable format, for use as Form 471, Item 21 attachments, without the need for subsequent modification by the applicant.

**Failure to document all of the above qualifications in the proposal will result in a disqualification of the proposal.**

### **Additional Requirements**

- Vendors must segregate the cost proposals for each facility.
- Vendors must bid the entire scope of work.
  - The entire scope of work.
  - The entire Wireless Data Network scope.
  - The entire LAN Equipment scope.
  - Structured cabling drops as provided in scope.
- Vendors must provide qualifications showcasing their ability to handle the scale and volume of work proposed. This must include but is not limited to providing the proposed number of installers, and project manager(s) that will be assigned to the project.
- No subcontracting will be allowed without prior written approval of CICS.
- In the event of questions during the E-Rate application review process the successful Vendor is expected to reply to questions associated with their proposal within three days.

**Term of Contract:** The Contract shall commence July 1, 2018 and end September 30, 2019 CICS shall have the option to extend the Contract for one (1) additional fifteen month period under the same terms, conditions and prices contained within the Contract. CICS reserves the right to extend or abbreviate the Contract period if such extension or abbreviation is necessary to make the Contract term coincide with the “funding year” or “implementation period” as defined by the Universal Service Administrative Company (“USAC”).

### **Pricing and Contracts**

- Prices must be held firm for the duration of the E-Rate funding year ending September 30, 2019 or until all work associated with the project is complete (including any SLD approved extensions). CICS shall have the option to extend the contract for one additional fifteen month period under the same terms, conditions and prices contained in the contract.
- CICS will consider all allowable forms of contract including multi-year contracts and contracts with voluntary extensions.
- All contracts entered into as a result of this RFP will be contingent upon the receipt of the funding award notification from the Universal Service Administrative Company (“USAC”), and/or the Schools and Libraries Division (“SLD”).
- The winning Vendor should not start work or incur expenses until explicitly notified to do so in writing by CICS; notification of award is *not* in itself authorization to start work. Work will begin on or about April 1, 2018.
- Upon receipt of work authorization from CICS, Vendor must provide a schedule for installation and configuration of the equipment.

- CICS has a right to cancel or reduce the scope of any project for which E-Rate funding has been requested.
- CICS reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval.
- CICS may require that the work occur in multiple phases.
- Please include in your proposal you firm’s willingness to seek reimbursement through SPI.

**Proposal Instructions**

The proposal must include the following:

- Adherence to all specifications contained in this RFP, construction drawings when applicable, and network design.
- Purchase, installation, configuration of all specified equipment.
- A description of installation and configuration activities.
- Vendor will include basic design and engineering costs and basic project management costs associated with this scope of work.
- A description of basic design and engineering as well as basic project management activities.
- All equipment must be new.
- Vendor may include equipment that exceeds the minimum specifications detailed above and/or include equipment upgrades.
- Vendor will provide all required cables including fiber and copper as necessary.
- Installation must be coordinated to ensure that the LAN is fully functional during regular school days between 7:00AM and 5:00PM.
- Vendor will provide documentation for all eligible internal connections including the detailed configuration steps.
- Vendor will work with the school based technology staff to integrate the new equipment into the existing environment.
- Vendor will warranty all equipment and labor for 1 year from the date of final acceptance
- When necessary, Vendor will migrate existing data to new environments.
- Vendor will work with CICS to schedule this project. No work may commence without explicit written notification from CICS.
- Work may be required to be done in several phases depending on the timing of the E-Rate notification and the school calendar.
- All work must meet all City of Chicago building and fire codes.
- Vendor response must break down the bid’s gross total using the unit cost method and the following parameters:
  - Bill of materials/equipment (manufacturer)
  - Part number
  - Quantity
  - Unit of measurement
  - Price per unit (material/equipment)
  - Price per unit (labor rate)

- Discount percentage off of equipment, if applicable
- Total Costs
- E-rate Eligible Costs and E-Rate Ineligible Costs
- Percentage of E-rate Eligibility

### **Suggested Proposals Format**

The Vendor's proposal should, at a minimum, include the following:

1. Provide your Vendor Name, Illinois Business License Number, FCC Registration Number, Address, Certificate of Insurance and SPIN.
2. Provide the Date of Submittal to this RFP.
3. Provide a profile of the business organization, resources, capabilities and experience with the proposed systems.
4. Provide a description of similar E-Rate installations and/or service contracts.
5. Provide a description of similar experience with other charter and/or public schools.
6. Provide information relating to your company's manufacturer certifications.
7. Provide information regarding your management capabilities.
8. Provide information regarding personnel qualifications.
9. Provide a brief discussion on your experience with E-Rate including any support for Selective Reviews, PIA Challenges and Appeals involving Service Provider issues.
10. Provide a minimum of three (3) client references.
11. Provide a cost proposal in the format provided as represented as Attachment A.
12. Provide a description for the products and/or services described above in the Scope of Work. This should be submitted in a suitable format for use as Form 471, Item 21 attachment.
13. Separately distinguish between and itemize the cost of E-rate eligible and ineligible products and installation costs, if any.

**Proposal Evaluation**

CICS will evaluate all complete proposals using the following factors and weights. Please note that in accordance with E-Rate cost-effective requirements, price is the most heavily weighted factor in the evaluation.

<b>Factor</b>	<b>Weight</b>
Price of the Eligible Goods/Services	25%
Completeness of Proposal (How well does the plan meet CICS needs)	20%
Manufacturer Certifications	20%
Prior track record with E-Rate	10%
Prior experience in K-12 setting providing similar services	10%
References/Reputation	10%
Management and Personnel Qualifications	5%
	100%

**Additional Information and Addenda**

Questions or requests for clarification of this RFP should be sent to the bid submission email address, [erate@chicagointl.org](mailto:erate@chicagointl.org). Answers to questions of general interest from qualified vendors may be posted on the web site [www.chicagointl.org/erate](http://www.chicagointl.org/erate), and should be considered to be formal addenda to this RFP. This may occur from time to time during the bidding period; please be sure to check back periodically while preparing your proposal.

**Attachments:**

Attachment A

Attachment A - Specification 2018-1 Cost Proposal Format

Attachment B

Attachment B - CICS Scope of Work for CICS Wrightwood

Attachment C

Attachment C - CICS Wrightwood Data Network Diagram

Attachment D

Attachment D - Construction Drawings for CICS Wrightwood

**Attachment A**  
**Attachment A - Specification 2018- Cost Proposal Format**

Vendor must provide information regarding the proposed price schedule for the E-Rate eligible and ineligible equipment and related services. Vendors must download **Attachment A** for the cost proposal template.

Proposals that fail to include complete price information will be deemed non-responsive and rejected. CICS reserves the right to negotiate a final fixed price, terms, and conditions with the selected Vendor. The price you quote should be inclusive of all charges and fees.

1. Vendor must fill in the “Cost Summary”. The grand total for each service in the “Cost Summary” must match the grand total stated in Respondent proposal. Failure to complete the “Cost Summary” section may deem a proposal incomplete or non-responsive and thus subject to rejection. Make sure you add the formula(s) into the spreadsheet and that is totals correctly and transfer to the first tab.
2. Vendor must submit all pricing information in the designated cost proposal format that includes tow tabs including the summary and individual tab for Wrightwood that contains the cost proposal format.
3. All prices must clearly delineate eligible and ineligible costs.
4. All prices must be line itemized.

**Attachment B**  
**Attachment B – CICS Scope of Work**

**I. General Conditions**

**A. General**

It should be understood that the information provided in specification sections are not to be construed as defining a specific manufacturer's piece of hardware or feature or solution. Rather, it is intended to state the Client's required objectives in terms of system capabilities, operational functionality, features and/or control unless stated otherwise.

The Vendor(s) assume(s) complete responsibility for all coordination with the Client, the General Contractor, other system vendors and both the local and inter-LATA service providers.

**B. Site Preparation**

The Vendor is responsible to review the Client's facility and confirm the amenities and condition scheduled to be in place are adequate to support the new equipment. The following conditions shall be confirmed:

- Electrical requirements
- UPS requirements
- Cooling requirements
- Rack Space and clearance space

The Vendor is responsible for coordinating efforts with the Client to ensure a well-managed installation, including but not be limited to scheduling and planning with the Client's team and assigned project manager.

**C. Equipment Deliveries**

All equipment and materials are to be delivered to the Vendor's facility for burn-in, configuration, and testing prior to being delivered to the Client's facility. The Vendor must work with the designated Client's team to schedule and coordinate delivery of all materials in accordance with the project timeline. The Vendor will be responsible for ensuring the security of any equipment they provide until installation is complete.



## **D. Installation**

All work will be performed in accordance with the project timeline in a professional manner, compatible with the Client's normal or unique business requirements. It is assumed installation can be performed during normal workweek times (7am – 5pm).

These services include physical installation of equipment into existing racks/cabinets connection of power and cabling to the equipment, placement of devices throughout the Client's space as required, labeling, testing, and removal of all associated packing equipment.

## **E. Configuration and Testing Prior to On-Site Installation**

The Vendor must work with the Client to obtain all information needed for initial configuration. The Vendor(s) are responsible for documenting and coordinating all configuration items necessary to integrate the wired data and wireless data networks.

The Vendor will perform system test(s) to ensure performance and compliance with manufacturer's specifications and the Client's functional specifications prior to delivering equipment to the Client's facility. Activities include but are not limited to burn-in, firmware updates, equipment configuration, and functional testing.

## **F. Cutover**

The Client will define the actual dates and times the Vendor will incorporate these into the implementation plan and schedule. At cutover, the system will be fully operational with all scheduled station equipment working as depicted in the Vendor's implementation plan.

The Vendor will provide onsite support for system users, system administration, and a trainer during the first business day after system cutover until system use and its operations are stable and no further support is required.

## **G. Correction of Discrepancies**

Any system component failure or discrepancy including defects in operation or service, or other problems discerned during final testing, cutover, inventory, or post cutover performance will be directed to the Vendor for resolution at the Vendor's sole expense prior to system acceptance. The Vendor will be required to prepare a contingency plan should problems arise with the installation of the new equipment.

## **H. Acceptance**

The Client will formally accept the system after the Vendor has demonstrated that the system, software, and all associated peripheral equipment meet the performance expectations and criteria specified by the manufacturer and/or this RFP, whichever is more stringent, for a period of 30 consecutive days after the Client starts operation in the building with no major failures or

interruptions. All management and administrative systems will be fully operational to work as designed and meet all bid specifications (excluding exceptions whereby both parties have concurred) including resolution of all discrepancies.

## **I. Training**

The Vendor will develop a training program that addresses the Client's training needs, encompassing all components of the proposed system(s) to include but not be limited to the following areas:

**System Administration:** The Vendor provides complete training for up to three of the Client's designated personnel. Training content should include, but not be limited to, configuration and feature changes.

The Vendor will develop a detailed schedule with the Client. It is expected that training will be provided on-site coincident and/or during the installation in order to comply with Erate guidelines.

## **J. Reference Documentation**

The Vendor will provide a complete set of technical, operation and maintenance manuals and training literature to encompass proposed system(s) hardware and software. Documentation should be provided in both printed and electronic copies using the Microsoft suite of products (Word, Excel, Visio, etc.).

Documentation includes but is not limited to:

- Visio diagrams showing the "as-built" configuration with equipment layouts for each system including all related hardware including locations installed, model numbers, serial numbers, MAC and management IP addresses for all devices. Heat maps of wireless system and any final documentation agreed to between Vendor and Client to meet Erate Rules and Regulations.
- Detailed configuration information for each hardware device, including copies of system configuration at cutover, configuration scripts, etc.
- Cable test reports and manufacturer certification reports of pass/fail and cable warranty for 20 or 25 years, if possible. Cite any exceptions.
- Documentation of how the Client requirements were implemented, including descriptions of VLANs, QoS, trunk quantities, Class of Services and other relevant information.
- Asset inventory list of all equipment installed, included make, model, manufacturer, serial number and asset type. Asset tag if provided by school.

## **K. Responsibility of the Client**

Outline and define any specific actions or requirements of the Client to assist in the preparation or implementation of this project. Depict these obligations and dates in the project plan and timetable.

**Attachment B**  
**Attachment B – CICS Scope of Work Wrightwood**

**Scope of Work**

**Wireless Data Network**

**L. Description**

**1. Integration with Wired Data Network**

The wireless data network will act as an extension of the wired data network. Both internal and guest users will have the same network experience regardless of whether they are plugged into the wired network or using the wireless network. The wireless data network will utilize the same QoS policies as the wired data network.

**2. Installation Requirements**

The wireless data network Vendor is responsible for installing and configuring the wireless data network according to the requirements outlined in this document. Further, the Vendor is responsible for coordinating the mounting of the wireless access points with the low voltage cabling Vendor. The wireless network requires Aerohive HiveManager Online cloud-hosted management. This wireless network can be configured utilizing existing HiveManager if desired by Client.

The wireless network shall be configured with up to 4 SSIDs to be determined by the owner upon configuration.

**M. Specifications**

**3. Wireless Access Points**

All WAPs will be a single Aerohive type and model number. They will be 802.11ac Wave 2, compliant and capable of transmitting at 2.4 GHz and 5 GHz simultaneously on external, adjustable dipole antennas. The WAPs will utilize 4x4:4 MIMO radio chains with three spatial streams in order to maximize the aggregate throughput. The WAPs will be fully functional using two 1000BASE-T network connections that will be link aggregated with an uplink capacity of 2GB. The primary connection is supplied with 802.3at PoE+ power from the switch. No transmission power reduction, radio chain setback, or throughput reduction shall be permitted. The wireless data network will be fault tolerant and resilient. The wireless data network will implement IEEE 802.11e/WMM QoS at the WAPs and transmit data to and from mobile clients directly via the wired/wireless data network.

The wireless data network will have a cooperative RF control mechanism that automatically assigns WAPs operating channels in the 2.4 and 5 GHz frequency spectrums based on their neighboring WAPs and outside interference. The wireless data network will use a cell-based architecture in which neighboring WAPs are on different channels. No single-channel architectures are permitted. WAPs will be configured for 40 or 80 MHz channel bonding in the 5 GHz band if sufficient non-overlapping channels are available without interference from neighboring WAPs. WAPs will cooperatively adjust transmit power levels. The WAPs shall be configured for dynamic load sharing such that neighboring WAPs can share the load if a single area has a high density of wireless traffic.

The wireless access points have been located such that they provide coverage throughout the campus and more importantly enough capacity such that all teachers and students can be connected with two devices and actively streaming web-based content from one device each concurrently.

All WAPs will be supplied with the appropriate mounting kit to surface mount directly to the wall via screws.

#### **4. Wireless Network Manager**

The new Wireless Network Manager will manage the WAPs, enable group deployment of policies, provide real-time network monitoring, real-time RF visualization and collect alerts. The manager is a standalone appliance. Client devices will not be required to re-authenticate through a Wireless Network Controller when roaming between access points on a Layer 2 or Layer 3 network. The interface will be web-based and allow concurrent users.

The Wireless Network Manager is a cloud-hosted appliance. Each access point requires an annual subscription to the appliance that includes all maintenance and software updates.

#### **5. Equipment**

All equipment must, at a minimum, meet the following specifications **or** their equivalent makes and models **and/or** the equipment’s replacement/updated version if appropriate.

<b>Description</b>	<b>Manufacturer &amp; Model (or equivalent)</b>	<b>Quantity</b>
Wireless Access Points	Aerohive AH-AP-550-AC-FCC	43

#### **Summary**

Existing WAPs: 0 Aerohive AP550  
 New WAPs: 43 Aerohive AP550  
 Total WAPs: 43 Aerohive AP550

Note: The school currently has (24) Cisco 1250 WAPs with a Cisco 5500 series controller that will be de-commissioned. If a Cisco solution is proposed as an alternate, none of the existing may be re-used towards the total quantity of 43 WAPs required.

## LAN Equipment

### N. Description

#### 6. Overview

The wired data network will provide wired connectivity for all communications in the Client's facility, including but not limited to the wireless, workstations, servers, firewalls, the Internet, and future support for VoIP phones. It is imperative that the new network supports the current applications and user capacity, but is scalable in the future to support a VoIP system without forklift upgrades. The new wired data network is expected to serve the Client reliably and efficiently over the next seven to ten years. The system should support current and planned network technologies to meet the Client's needs.

Refer to the Data Network Diagram for connectivity requirements of the LAN. The switches in the MDF shall be configured as a single stack such that the switches share a management and data backplane. There are no IDFs and minimal server/storage devices, as a result there will not be separate core switches and all devices will connect to the single collapsed stack.

#### 7. Installation Requirements

The LAN Vendor is responsible for installing and rack mounting each of the items listed in the Equipment list below. Each of the pieces of equipment shall be configured per the requirements outlined in this document.

The LAN shall be configured with up to 5 VLANs to be determined by the Owner upon configuration. While the initial installation will not accommodate VoIP phones, the network shall be configured such that a future VoIP system can be installed and phones plugged into the designated port at each classroom without reconfiguring all ports on the network.

### O. Specifications

#### 8. Network Switches

The MDF switches will have 10/100/1000Base-T ports and support PoE+ power delivery to connected devices. The switches' power supplies will be able to support full PoE power on all ports simultaneously. The stacking backplane will utilize 40 GB QSFP direct attach cables. The switches will include a second hot swappable power supply. Servers will connect to the collapsed core access switches in the MDF.

#### 9. Equipment

All equipment must, at a minimum, meet the following specifications **or** their equivalent makes and models **and/or** the equipment's replacement/updated version if appropriate.

## Network Core Access (MDF Wiring Closet) – Single Switch Stack

Description	Manufacturer & Model (or equivalent)	Quantity
Ethernet Switch – 48 Port PoE+	Juniper EX-4300-48P (or equivalent)	7
Redundant Power Supply	JPSU-1100-AC-AFO (or equivalent)	
Power Cords	CBL-PWR-C15M-HITEMP-US (or equivalent)	14
QSFP+ to QSFP+ 40GbE Direct Attach Copper (twinax copper cable) 5 m passive	JNP-QSFP-DAC5M (or equivalent)	7
Enhanced Feature License for EX 4300-48P	EX4300-48-EFL (or equivalent)	7
Juniper Care Next Day Support for EX4300-48P	SVC-ND-EX4300P48 (or equivalent)	7

## Structured Cabling System

### A. Description

#### 1. Overview

The existing structured cabling system consists of Category 5e horizontal cabling from data outlets to the MDF. The existing horizontal and backbone cabling will remain in place. The patch cords in the MDF connecting the patch panels to the switches will be re-patched to the new wired data network equipment.

New cabling will be run to new wireless access point locations that do not currently have cabling. Some wireless access point locations will utilize existing data outlets. Refer to the attached drawings (**Attachment D**) for details about which wireless access point locations are new and which are existing.

#### 2. Installation Requirements

Refer to the attached drawings in **Attachment D** for detailed installation requirements.

#### 3. Alternates

None.

## **B.Specifications**

### **1. Overview**

All cabling shall match the existing manufacturer and type. Contractor shall provide warranty as described in the specifications in the attached drawings.

Refer to the attached drawings **Attachment D** for detailed specification requirements.



**Attachment C**

**CICS Wrightwood Data Network Diagram**

**See Attached Files**

**Attachment D**  
**Attachment D – CICS Construction Drawing for:**  
**CICS Wrightwood**