

TABLE OF CONTENTS

1. INSTRUCTIONS FOR VENDORS SUBMITTING A PROPOSAL.....

INTRODUCTION

The mission of FirstLine Schools is to create and inspire great open admissions public schools in New Orleans. FirstLine Schools (FirstLine) is a Charter Management Organization (CMO). FirstLine, a nonprofit CMO with an independent board of directors, operates five charter schools that are chartered through the Orleans Parish School Board (OPSB). These public, open-admission schools receive the same per-student public funding as other public schools in Louisiana. Since its inception, FirstLine has been committed to leveraging charter school independence to implement best practices in education and incubate innovative projects that improve school effectiveness.

2. STANDARD TERMS AND CONDITIONS

2.1 RFP Form.

All written proposals, unless otherwise provided for, must be submitted on, and in accordance with, the RFP package and RFP forms provided, properly signed. **RFP submitted in the following manner will not be accepted:**

- A. RFP instructions and RFP forms contain no signature;
- B. RFP filled out in pencil;
- C. RFP not submitted on FirstLine's standard RFP package and RFP format.
- D. RFP submitted by email or fax.

2.2 Proposal Response Format.

2.2.1 Executive Summary

The one- or two-page executive summary should briefly describe the Vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Vendor. The reader should be able to determine the essence of the proposal by reading the executive summary. All pages must be numbered consecutively.

2.2.2 Detailed Proposal.

- A. This section should constitute the major portion of the proposal and must contain the followsss

- G. Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. The vendor must submit a redline document identifying the proposed exceptions to the RFP terms and conditions with the proposal submission for review and evaluation purposes. The vendor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations of the terms and conditions in the proposal response.

2.3 Proposal Copies.

One original and two duplicate copies of each proposal, plus one separate electronic copy in PDF format, must be included in the proposal package. Electronic copies may be submitted on a USB drive.

2.4 Receipt of Proposals.

The entire RFP must be received at the address specified in this Invitation on JANUARY 27, 2020 AT 2:00 PM p.m., Central Standard

delivered to the successful Vendor is the official authorization to deliver the materials, supplies, or equipment.

2.9 Prices.

Unless otherwise specified by FIRSTLINE SCHOOLS in the Invitation, RFP prices must be full, including transportation prepaid by Vendor making the offer to destination and firm for acceptance for a minimum of 45 days. If accepted, prices must be firm for the contractual period. Vendors shall not offer end-of-life equipment quotes if a newer model with equivalent functionality is available. RFPs other than Platform Delivery F.O.B. destination may be rejected. Prices are to be proposed on the unit of measure requested, per roll, per reel, per carton, per gallon, etc., as specified in the Invitation.

2.10 Deliveries.

RFPs may be rejected if the delivery time indicated is longer than that specified in the Invitation. Platform Delivery FOB Destination means the successful Vendor shall deliver and unload purchased items to the dock of the designated point of receipt. All cartage, drayage, packaging, handling, palletizing, etc. shall be included in the proposal price. Include a copy of the invoice as a packaging list with each shipment.

2.11 Taxes.

The vendor is responsible for including all applicable taxes in the proposal price. FIRSTLINE SCHOOLS is exempt from all state and local sales and use taxes.

2.12 Tariffs.

FIRSTLINE SCHOOLS is seeking proposals for Category 2 E-Rate eligible products and services based on the economic climate and pending "Trump Tariffs." At the same time, the DISTRICT desires a 36-month contract with two voluntary extensions.

FIRSTLINE SCHOOLS realizes future increased tariffs will lead to increased pricing by manufacturers, and vendors may be hesitant to submit quotes for longer than 12-months.

In the event a manufacturer increases its MSRP during the life of any resulting contract, the Vendor may request an annual review of the unit pricing with the Information Technology Manager.

The annual review may only be requested if the proposal INCLUDES the original equipment manufacturer (OEM) cost with verification from the manufacturer of the MSRP at the time of submission. If the proposal does not include the OEM and the MSRP, consideration for the review will be denied by the DISTRICT, and the original contract pricing will be used to apply for E-rate funding annually.

The request MUST be made in writing before December of the upcoming E-Rate funding year. If a price increase is validated in writing by the manufacturer and vendor and is due to a tariff, the percentage increase between the baseline price established for E-Rate funding year 2020, the MSRP percentage of the increase may be used to determine the unit price for the upcoming E-Rate funding year.

In the event, the vendor is "white labeling," a product listed in a proposal, the OEM, and MSRP procedure above will apply. Retailers with their branding and logo sell white label products, but a third party manufactures the products themselves.

2.13 New Products.

Unless specifically called for in the Invitation, all products for purchase must be new, never previously used, and the current model and packaging. No remanufactured, demonstrated, used, or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply unless otherwise specified in the Invitation.

3. SPECIAL TERMS AND CONDITIONS (Equipment, materials or supplies)

3.1 Invoices.

3.8 Discussions/Presentations

Written or oral discussions may be conducted with Vendors determined to be qualified for the selection of the award. Written or oral discussions/presentations for clarifications may be conducted to enhance the FIRSTLINE SCHOOLS understanding of any or all components of the proposal submitted.

3.9 Evaluation Criteria

Proposals that pass the preliminary screening and mandatory requirements will be evaluated on the information provided in the proposal. The evaluation of each response will be based on its competence, compliance, format, and organization as it related to the evaluation criteria below:

Criteria	Maximum Score
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electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. Vendors may view the current list at <http://epls.arnet.gov/>

3.15 All questions must be emailed to the contact listed, and the email must contain an attachment on the company's letterhead stating the question(s). Vendors emailing questions in the body of an email will not receive a response.

4. SCOPE OF WORK/SERVICES

4.1 FIRSTLINE SCHOOLS would like to receive information and proposals for:

4.2 Category 2-Internal connections to upgrade the Wi-Fi and network infrastructure at five (5) school sites with the possibility of opening an additional one (1) school site over the next one to three (1-3) years.

4.3 This Request for Proposal (RFP) is issued to invite Vendors to submit information and proposal(s). Issuance of this RFP in no way constitutes a commitment by FIRSTLINE SCHOOLS to select a Vendor and award a contract. The FIRSTLINE SCHOOLS reserves the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on the FIRSTLINE SCHOOLS, E-Rate funding, and appropriation of funds by the FIRSTLINE SCHOOLS.

4.4 FirstLine Schools' technology goals specify that all of the schools will provide campus-wide wireless and wired local area network and high-speed Internet access to all students, faculty, and stakeholders.

4.5 It is important to FIRSTLINE SCHOOLS that Vendors meet the expectations as outlined in this RFP, especially the requirements for high availability and saturated wireless coverage access that serves both the need for connectivity and density.

4.6 It is the Vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The FIRSTLINE

6.1 FirstLine Live Oak

Name of Site: FirstLine Live Oak	Device Brand or Equivalent	Estimated QTY	Unit Price (QTY 1)	Total Cost
Core Switch	Edge Router Infinity ER-8-XG 8-Port 10G SFP+ Router	1		
Switches	Ubiquiti USW-Pro-48-POE Gen2	1		
Access Point	Ruckus R610	1		
Exterior Access Point	Ruckus T610 w/mounting kit	2		

6.3 Langston Hughes Academy

Name of Site: Langston Hughes Academy	Device or Equivalent	Estimated QTY	Unit Price (QTY 1)	TOTAL COST
Core Switch	Edge Router Infinity ER-8- XG 8-Port 10G SFP+ Router	1		
Core Switch	Ubiquiti Networks ES-			

6.5 Arthur Ashe Charter School

Name of Site: Arthur Ashe Charter School	Device or Equivalent	Estimated QTY	Unit Price (QTY 1)	TOTAL COST
Switches	Ubiquiti USW-Pro-48-POE Gen2	24		
DAC	DAC Cable 10gigabit capacity	24		
SFP+	10GbE SFP+ LC - Multi-Mode Fiber	6		
UPS	APC SMX3000HVNC Smart-UPS 3000 w/ the following power adapters: NEMA L5-30P to C19	2		

6.6 New School Location 1

Name of Site: New School Location 1	Device or Equivalent	Estimated QTY	Unit Price (QTY 1)	TOTAL COST
Access Point				

6.7 Eligible Entities

Site Name	School/Annex or Non-Instructional Facility (NIF)	Address
FirstLine Live Oak	School	3128 Constance St, New Orleans, LA 70115
Samuel J. Green Charter School	School	2319 Valence St, New Orleans, LA 70115
Langston Hughes Academy	School	3519 Trafalgar St, New Orleans, LA 70119
Phillis Wheatley Community School	School	2300 Dumaine St, New Orleans, LA 70119
Arthur Ashe Charter School	School	

If the specified Cisco switch is not proposed, a full comparison of the proposed switch to the specified Cisco switch shall be provided.

9. CUSTOMIZED PROPOSALS AND PRICING CLAUSE

9.1 Understanding that the responses as initially submitted, may or may not completely meet the needs of the District, the FIRSTLINE SCHOOLS reserves the right to work with one or more selected proposers to customize and refine their proposal as a part of the selection process. These changes include, but are not is limited to, the refinement, addition, change, and deletion of products, services, and pricing as desired by the District. This clause allows the District to make the most favorable proposal(s) and customize it to serve the needs of the District best.

10. PROPOSAL PROCESS AND SITE VISITS

- 10.1 FIRSTLINE SCHOOLS understands the challenge of this request and will try to provide as much information as possible.
- 10.2 Proposers will be allowed to visit sites, if needed, to provide a basis for calculating the cost.
- 10.3 Proposers will be allowed to submit questions after the site visits and before submitting their response.
- 10.4 The submitted quotes must include all items outlined in the Proposal Price Format Requirements listed below.
- 10.5 Each quote shall include equipment and installation options, as selected by FIRSTLINE SCHOOLS, that best meets the needs of the District on a site-by-site basis.
- 10.6 FIRSTLINE SCHOOLS shall have the right to approve a quote or ask for refinement as needed before the start of any installation.

11. EQUIPMENT INSTALLATION, CONFIGURATION, AND TESTING

- 11.1. All installations include all project equipment and cables, but not limited to, mounting racks, UPS's, switches, fiber extenders, power cords, fiber panels, jumpers, copper patch panels, patch cords, power cords, etc.
- 11.2 The Vendor shall:
 - 1. Mount and install power cables
 - 2. Install/upgrade software
 - 3. Install all switch software licenses
 - 4. Configure switches
 - 5. Provide, install and label all fiber and copper cables related to the installation
 - 6. Describe all uplink connections in software configurations

END OF RFP