

Clinton Community Schools
Request for Proposal
Meraki Wireless, Firewall and MDM Renewal
RFP: 2404051
April 10, 2024

Table of Contents

1	STATEMENT OF WORK.....	3
1.1	PURPOSE.....	3
1.2	COVERAGE & PARTICIPATION.....	3
2	GENERAL INFORMATION.....	3
2.1	ORIGINAL RFP DOCUMENT.....	3
2.2	SCHEDULE OF EVENTS.....	3
3	PROPOSAL PREPARATION INSTRUCTIONS.....	3
3.1	VENDOR’S UNDERSTANDING OF THE RFP.....	3
3.2	GOOD FAITH STATEMENT.....	4
3.3	PROJECT FUNDING.....	4
3.4	COMMUNICATION.....	4
3.5	PROPOSAL SUBMISSION.....	5
3.6	CRITERIA FOR SELECTION.....	5
3.7	SELECTION AND NOTIFICATION.....	6
4	SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS.....	6
4.1	FUNCTIONAL REQUIREMENTS.....	6
4.2	TECHNICAL SPECIFICATIONS.....	6
4.3	SPECIFICATIONS.....	7
4.4	INSTALLATION.....	7
4.5	DOCUMENTATION.....	8
4.6	POST INSTALLATION.....	8
5	VENDOR QUALIFICATIONS & REFERENCES.....	9
6	BUDGET & ESTIMATED PRICING.....	9
7	ADDITIONAL TERMS & CONDITIONS.....	9
7.1	PERSONAL INFORMATION.....	9
7.2	NON-DISCLOSURE AGREEMENT.....	9
7.3	COSTS.....	9
7.4	INTELLECTUAL PROPERTY.....	10
7.5	RESPONDENT’S RESPONSES.....	10
7.6	GOVERNING LAW.....	10
7.7	NO LIABILITY.....	10
7.8	ENTIRE RFP.....	10
	APPENDIX A.....	11
	APPENDIX B.....	12
	APPENDIX C MICHIGAN FAMILIA RELATIONSHIP DISCLOSURE STATEMENT.....	13
	APPENDIX D.....	14
	APPENDIX E BID PROPOSAL WORKSHEET.....	15

1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to renew existing Meraki licensing. Clinton Community Schools will consider separate bids of all project areas. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system. The RFP will be posted on the school website. Questions received, if any, and responses will be posted on the Clinton Community Schools website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor and download this information.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use by all faculty, staff, and students at Clinton Community Schools. Clinton Community Schools reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

Offers received without the entire completed attached forms may result in disqualification.

2 General Information

2.1 Original RFP Document

Clinton Community Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited vendors.

Issuance of RFP	April 10, 2024, 3:00pm EST
Technical Questions/Inquiries due	April 19, 2024, 3:00pm EST
RFP Closes / Bids due	April 24, 2024, 3:00pm EST
Final Award Notification	April 26, 2024, 3:00pm EST

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Clinton Community Schools as necessary to gain such understanding. Clinton Community Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Clinton Community Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Clinton Community Schools.

3.2 Good Faith Statement

All information provided by Clinton Community Schools in this RFP is offered in good faith. Individual items are subject to change at any time. Clinton Community Schools makes no certification that any item is without error. Clinton Community Schools is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Project Funding

Projects are contingent upon funding and final board approval. Depending on funding, the school may choose to proceed with all or part of the projects, at the school's discretion.

3.4 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.4.1 **Vendors' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between Clinton Community Schools and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Clinton Community Schools
Technology Department
340 East Michigan Ave.
Clinton, MI 49236

Telephone: (517) 456-2030
E-mail: adam.covell@clinton.k12.mi.us

- 3.4.2 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any Clinton Community Schools employee or representative of any kind or capacity with the exception of Adam Covell for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

- 3.4.3 **Formal Communications** shall include, but are not limited to:
- Questions concerning this RFP must be submitted in writing and be received prior to April 19, 2024, 3:00pm, EST.
 - Errors and omissions in this RFP and enhancements. Vendors shall recommend to Clinton Community Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Clinton Community Schools any enhancements, which might be in Clinton Community Schools best interests. These must be submitted in writing and be received by April 19, 2024, 3:00pm, EST.

- Inquiries about technical interpretations must be submitted in writing and be received prior to April 19, 2024, 3:00pm, EST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.4.4 **Addenda:** Clinton Community Schools will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients.

Clinton Community Schools will not respond to any questions or requests for clarification that require addenda after April 19, 2024, 3:00pm, EST.

All addenda will be posted to our Web site only:

<https://miclintonschools.org/about/bidsrfp/> Under Technology RFP

3.5 Proposal Submission

Proposals must be delivered electronically, including the following information:

To: bids@clinton.k12.mi.us

Subject: RFP: 2404051 Meraki Wireless, Firewall and MDM Renewal

on or prior to April 24, 2024, 3:00pm EST. Bids will be opened publicly and read aloud on April 25, 2024 10:00am EST at Clinton High School, 340 East Michigan Ave. Clinton, MI 49236. **NO LATE BIDS WILL BE ACCEPTED.** Please include all forms included in this document.

IMPORTANT: Vendors will receive an automatic delivery confirmation email shortly after sending the bid. That is your confirmation that your bid has been received and it will be considered as long as it was before the deadline. If you did not receive this, please contact Adam Covell, Technology Director (517) 456-2030 or email adam.covell@clinton.k12.mi.us

3.6 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Clinton Community Schools with a system identified in the Scope of Work.

Technical Review Criteria

A number of factors will influence the decision in determining whether or not a vendor is qualified. These factors include:

Price of goods and service	40%
Prior positive experience	20%
Proposed equipment specified	15%
Understanding of the Work	15%
Company references	05%
Work Plan/Business and Technical Experience, Capacity of the Vendor to Effectively Administer the Project	05%
Total	100%

3.7 Selection and Notification

Vendors determined by Clinton Community Schools who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Those vendors not selected for the negotiation phase will not be notified.

4 Scope of Work, Specifications & Requirements

4.1 Functional Requirements

This project is to provide Clinton Community Schools with Meraki License Renewal. This project will be replacing existing APs already installed in classrooms, gyms, auditoriums, hallways, etc.

Worksites will include the following locations:

1. Clinton High School Addition
340 East Michigan Avenue
Clinton, Michigan 49236

4.2 Technical Specifications

The following are Clinton Community Schools' minimum specifications for the aforementioned projects.

VENDOR NOTE:

This document contains a *sample* of what vendors will be responsible for as well as what the minimum specifications for license renewal. While no major changes are planned before the final version is released, some modifications may be made. The following is for reference only, so vendors may get an idea of exactly what the end result of this project should look like.

4.3 Specifications

The following sections provide steps, procedures, and details that all vendors should adhere to when designing solution for Clinton Community Schools.

4.3.1 Bid Specifications for Meraki License Renewal

Work described in this specification pertains to license needs for existing Meraki hardware and software.

The licenses should meet or exceed the following:

- Cisco Meraki Systems Manager Enterprise License 3 – Year (Qty: 450)
- Cisco Meraki Wireless Enterprise License 5 -Year (Qty: 95)
- Cisco Meraki MX250 Advance Security License 3 -Year (Qty: 1)

4.4 Installation

Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with normal daily activities.

Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.

All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.

The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:

- Inventory receipt of all components and equipment.
- Storage of all equipment and components until such time those items are installed according to the specifications.
- Transport equipment to the installation location(s).
- Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
- Collect all information necessary to accurately program all system devices to the intended use and need. This may include, but not be limited to VLAN configuration recommendation, SSID(s) broadcast coordination and security/encryption initiation.
- Label all system devices as may be appropriate and required
- Complete end user and system administrator training programs as specified herein.

- Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment.

4.5 Documentation

Contractor shall provide Owner an appropriate storage system that shall adequately allow for inclusion of all necessary as-built drawings, owners manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Designer and/or Owner deem necessary for final documentation package.

Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:

- Equipment description.
- Equipment make.
- Model number.
- Software release.
- Date installed.
- Manufacturer's warranty.
- Maintenance contract terms
- Verification of maintenance contract engagement.
- Telephone numbers for service and support.
- Detailed technical support and service procedure instructions.
- All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction.
- Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.
- Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, AP and antenna types (model numbers), Ethernet MAC address, AP serial number, physical installation location and software options.

4.6 Post Installation

Warranty / Technical Support

Clinton Community Schools expects full replacement warranty for a minimum of 12 from the time of functional turnover, we would anticipate up to 36 months of warranty.

Clinton Community Schools also expects full access to 24x7 technical support for a minimum of 12 months from the time of functional turnover, we would anticipate up to 36 months of access to technical support.

System Training

Following the successful completion of the project, the vendor is to provide a minimum of one day of training on the proper configuration, daily operation, and maintenance of the system.

The vendor will provide at minimum 2 copies of all installation, configuration, and training materials. This includes any and all materials offered by the vendor deemed to be helpful in the day to day operations of the system. In addition, a digital copy of these materials are required.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
2. An outline of the product line-up and/or services they currently support.
3. References: Contact information for three (3) references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.
4. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.

6 Budget & Estimated Pricing

The vendor must agree to keep all prices valid until December 31, 2024.
Sales tax is not applicable.

7 Additional Terms & Conditions

7.1 Personal Information

Depending on the circumstances, Clinton Community Schools may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. Clinton Community Schools will treat this information in accordance with the provisions of this Section 7.

7.2 Non-Disclosure Agreement

Clinton Community Schools reserves the right to require any Respondent to enter into a non-disclosure agreement.

7.3 Costs

The RFP does not obligate Clinton Community Schools to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of

Clinton Community Schools, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.4 Intellectual Property

The Respondent should not use any intellectual property of Clinton Community Schools including, but not limited to, all logos, registered trademarks, or trade names of Clinton Community Schools, at any time without the prior written approval of Clinton Community Schools, as appropriate.

7.5 Respondent's Responses

All accepted Responses shall become the property of Clinton Community Schools and will not be returned.

7.6 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of Michigan.

7.7 No Liability

Clinton Community Schools shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.8 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

**APPENDIX A
Vendor Certification**

This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP: 2404051 issued by Clinton Community Schools. The undersigned is a duly authorized officer, hereby certifies that:

(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Clinton Community Schools of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

APPENDIX B

Additional Vendor Information

This form is designed to provide additional information about vendors. Information provided does not guarantee vendor qualification or disqualification.

Company Name: _____
Address: _____

Please indicate the Original Equipment Manufacturer(s) hardware your company is qualified to install and support.

- Cisco
- Aruba
- HP
- Extreme
- TrendNet
- Juniper
- Meraki
- Other(s): _____

Please list any industry-standard certifications/endorsements that your company or managing employees hold.

Please list any Michigan school districts and other school that your company has worked for in the past.

This page must be included in responses to this RFP for a vendor to be considered for qualification.

APPENDIX C

Michigan Familia Relationship Disclosure Statement

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner’s governing Board(s) or Superintendent(s).

If any conflict of interest is discovered subsequent to submission of bid, written disclosure shall be submitted to the project Owner within seven (7) days of discovery. The project Owner reserves the right to immediately terminate any contract with Bidder upon notification of a conflict of interest. Upon such termination, the project Owner shall compensate Bidder only for the value of any goods or services provided to the Owner prior to such termination as determined by Designer.

(Check only one Box Below)

[] It is hereby acknowledged and certified by Bidder that no familial relationship exists between the owner or any employee of the Bidder and any member of the project Owner’s governing Board(s) or Superintendent(s).

[] A familial relationship exists between the owner or an employee of the Bidder and a member of the project Owner’s governing Board(s) or Superintendent(s). The person(s) and the relationship(s) are as follows:

<i>Bidder</i>	<i>Board or Superintendent</i>
_____	_____
_____	_____
_____	_____

Bidder Authorized Representative:

Bidder: _____

Representative’s Signature: _____

Print or Type Name: _____

Representative’s Title: _____

Subscribed and sworn this _____ day of _____, 20 .

In the County of _____ State of _____

By _____ Seal or Stamp:

Notary Public Signature

My commission expires on: _____

APPENDIX D

Iran Affidavit

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named applicant (the “Applicant”), pursuant to the compliance certification requirement provided in the Clinton Community schools(the “District”) Request For Proposals (the “RFP”), hereby certifies, represents and warrants that the Applicant (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Applicant is awarded a contract as a result of the aforementioned RFP, the Applicant will not become an “Iran linked business” at any time during the course of performing the Work or any services under the contract.

The Applicant further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

APPLICANT:

Name of Applicant

By:

Title:

Date:

STATE OF Michigan COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2018, by _____.

_____, Notary

Public _____ County, _____

My Commission Expires: _____

Acting in the County of: _____

APPENDIX E

Bid Proposal Worksheet

[Bid Propossal Worksheet \(Excel\)](#) must be included as part of submittals.