

Clearbrook-Gonvick ISD 2311

16770 Clearwater Lake Road

Clearbrook, MN 56634



REQUEST FOR PROPOSAL

MANAGED IT SERVICES

FOR

CLEARBROOK-GONVICK ISD 2311

DUE: 12:00 p.m. CDT on Monday, March 14, 2016

Attn: Paula Boomgaarden

Clearbrook-Gonvick ISD 2311

16770 Clearwater Lake Road

Clearbrook, MN 56634

Opening Bids after 2:00 p.m. on Thursday, March 17, 2016

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CLEARBROOK-GONVICK ISD 2311

CALL FOR PROPOSALS

Request for Proposal
For Managed IT Services

Proposals due by 12:00 p.m. Local Time on Monday, March 14, 2016.

By the order of the School Board of Clearbrook-Gonvick ISD 2311, sealed proposals for Managed IT services will be received in accordance with the specifications prepared by the Clearbrook-Gonvick ISD until 12:00 p.m. LT, on Monday, March 14, 2016, at the District Office, Attn: Paula Boomgaarden, 16770 Clearwater Lake Road, Clearbrook, MN 56634.

Our building has 48 wireless access points. Our current bandwidth is 75 megabytes per second (mbps) through NW-Links. We currently plan to request greater bandwidth access through NW-Links.

The District is applying for E-Rate dollars for this project. An RFP has been attached to our Form 470. It is named Form 470 – Category 2 – Form #160025938, and can be accessed online at usac.org/sl. In addition, it can be viewed on our District website clearbrook-gonvick.k12.mn.us. It can be accessed through our homepage.

The following RFP Timeline has been established:

Wednesday, February 10, 2016	Publication of RFP
Monday, February 22, 2016 at 3:00 p.m. CDT	Deadline for Bidders to Submit Questions. Please provide email address for answers to be received
Monday, February 29, 2016	All Bidders Provided with a List of Questions Received and the District Answers
Monday, March 14, 2016	Deadline for RFP Submission
Thursday, March 17, 2016	Opening of Bids
Monday, March 21, 2016	Board Presented with Bids to Award Contract or Call for New Bids

The School Board reserves the right to reject any or all proposal or parts of proposal and to waive informalities in the proposal.

Background, Purpose and Definitions

This request for proposal (RFP) invites vendors to propose providing services for Internal Connections, Managed Internal Broadband Service, and Basic Maintenance of Internal Connections for current equipment in the District.

Our District consists of one building serving 450 students. Our building is 104,000 square feet. It houses 37 classrooms, 2 computer labs, 2 gymnasiums and a Media Center. We have approximately 10 other offices/work areas served by internet.

Our building has 48 wireless access points. Our current bandwidth is 75 megabytes per second (mbps) through NW-Links. We currently plan to request greater bandwidth access through NW-Links.

The minimum amount for this contract is one (1) year, with two (2) years of optional extensions. Total possible maximum for this contract is 3 years.

The District is applying for E-Rate dollars for this project. An RFP has been attached to our Form 470. It is named Form 470 – Category 2 – Form #160025938, and can be accessed online at usac.org/sl. In addition, it can be viewed on our District website clearbrook-gonvick.k12.mn.us. It can be accessed through our homepage.

Questions

Questions regarding the RFP need to be submitted in writing prior to 2:00 p.m. CDT on Monday, February 22, 2016, to Paula Boomgaarden, Business Manager, Clearbrook-Gonvick ISD 2311, 16770 Clearwater Lake Road, Clearbrook, MN 56634, or email your questions to the following: pboomgaa@clearbrook-gonvick.k12.mn.us.

Questions will be acknowledged upon receipt. All bidders will be provided with a list of questions received and District answers via email on Monday, February 29, 2016.

Responding Vendor Qualifications

Vendors must respond to all the components as set forth in the RFP. Final determination of what is procured is dependent on the responses provided by the vendors and other budgetary considerations.

Vendors must submit proposed contracts, to include an estimated monthly cost to provide the above mentioned services.

The District reserves the right to determine whether a vendor is responsive and has the ability and resources to perform the contract in full and comply with contract requirements.

The District reserves the right to request additional information from the vendor to satisfy any questions that might arise, and the right to reject any or all proposals and/or to issue invitations for new proposals.

Verbal discussions pertaining to modifications or clarifications of this RFP will not be considered part of the RFP unless confirmed in writing. Any information provided by the vendor verbally will not be considered as part of that vendor's proposal until written confirmation is received by the District at the address provided in this RFP

The vendor is required to review this document and to become familiar with the requirements necessary to make a complete proposal in compliance with local, state, and federal codes and the RFP specifications.

Bid Submission

It is the responsibility of the respondent to be certain that the proposed submission is in the actual possession of Clearbrook-Gonvick ISD 2311, ATTN: Paula Boomgaarden, 16770 Clearwater Lake Rd, Clearbrook, MN 56634 on or prior to the exact due date and time of Monday, March 14, 2016, at 12:00 p.m. CDT.

Proposals must be submitted in copy form at the District Office. Oral, facsimile or email proposals are invalid and will not receive consideration.

If the designated location for receiving proposals is closed due to an unforeseen circumstance on the day proposal responses are due, responses will be due at the same time on the next day the building is open. Responsive bids will be opened and the name of each Bidder and other appropriate information will be publicly read.

Requests for additional information or questions may be mailed or emailed as per the instructions noted above under the category "Questions".

Conditions Precedent to Award

The District shall have the right to waive any informality or irregularity in any proposal or proposals received; to accept the proposal or proposals which, in their judgment, is in the best interest of the District; and to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined to be in the best interest of the District.

Within these categories, specific criteria considered are included (but are not necessarily limited to) the following:

1. Award will be based on, but not necessarily limited to, the following:
 - a. Adherence to all conditions and requirements of the bid specifications
 - b. Proposed pricing
 - c. Services and support

- d. Qualifications and experience; reputation with current and past users
- e. Ease of communication; response time
- f. Needs and requirements of the District
- g. Evaluation of bidder's ability to service the District
- h. Ease and efficiency of the bidder's order process
- i. Respondent's ability to meet RFP requirements
- j. Geographic service capability
- k. Nature and extent of company data furnished upon request of the District
- l. Ability of vendor to develop partnership with the District

All qualifying responses will be reviewed, analyzed, and evaluated based on the evaluation criteria stipulated within this RFP document. All proposals shall be evaluated using the same criteria and scoring process of 150 points. The following criteria shall be used by the District to evaluate proposals:

Evaluation Item	Maximum Points
Pricing	50
Services and Support	40
Qualifications & Experience	30
Ease of Communication; Response Time	30
Total Points	150

Contract Award

Following the final evaluations, the District will develop a contract with the most highly qualified respondent. If a satisfactory contract cannot be developed with the most highly qualified respondent the second most qualified respondent(s) may then be approached to develop a contract.

Confidential Information

Clearbrook-Gonvick ISD 2311 is a public entity; the information contained in the proposals shall be considered public information under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 et. seq. No part of a proposal shall be treated as confidential unless so designated, by the vendor submitting the proposal, as trade secret information having met the criteria under Minnesota Statutes § 13.37 Subd. 1(b) and other applicable laws. Any data claimed by the vendor submitting the proposal to be trade secret data must be clearly marked "proprietary and confidential." Should a challenge occur to said vendor's designation of data as "proprietary and confidential," the vendor shall indemnify and hold Clearbrook-Gonvick ISD 2311 harmless for any attorney's fees, costs, penalties, or losses associated with such designations. Clearbrook-Gonvick ISD 2311 makes no representations to any vendor regarding their designation of data as "proprietary and confidential."