

**REQUEST FOR PROPOSAL**  
**FY2023-2024 BISD Network Switch Refresh**  
**Category 2**



**BAINBRIDGE  
ISLAND**

**SCHOOL DISTRICT No. 303**

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**STRONG MINDS, STRONG HEARTS,  
STRONG COMMUNITY**

Bainbridge Island School District #303  
8489 Madison Ave NE  
Bainbridge Island, WA 98110

Request for Proposal Posted: November 28, 2023  
RFP Response Due Date: January 8, 2024, by 4:00 p.m. PST  
RFP Bid Opening: January 9, 2024, 12 p.m. PST at BISD #303 Main Office





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## 1.0 General Overview of Project and Request for Proposal

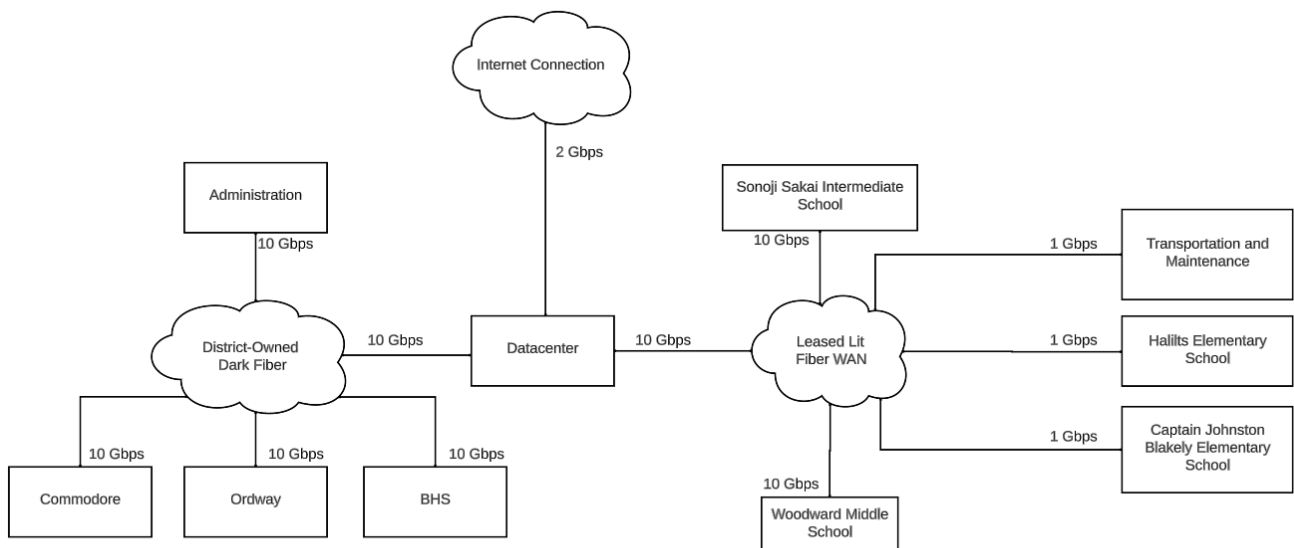
This RFP is for the purchase of wired networking equipment, configuration services, support and maintenance. The equipment in the bid proposal must be eligible for E-Rate Category 2 funding and the vendor must be registered with Universal Service Administrative Company (USAC).

### 1.1 Background of Bainbridge Island School District #303 (BISD) and Network Infrastructure Project

Spanning seven school buildings, BISD consists of three elementary schools, one intermediate school, one middle school, two high schools and two alternative schools. BISD has approximately 3,400 students.

The BISD network features two separate topologies. Five schools (3 locations) are on a single campus and connected by district-owned fiber at 10Gbps. The other four schools, located away from the main campus, are connected with leased lit fiber. Each location currently utilizes Juniper EX switches for wired network connectivity and Ruckus Wireless for wireless networking.

### BISD Network Layout



All bidders responding to this request must participate in the FCC E-Rate discount program and provide their SPIN. It is the bidder's responsibility to provide a solution that

optimizes the E-Rate program for BISD while meeting the requirements of this RFP. BISD seeks a quality product and qualified vendor to provide network infrastructure components. The equipment must be compatible with the existing infrastructure and meet the design requirements established by BISD as described on the following pages.

The project equipment is to be purchased and received as soon as E-Rate funding is approved, with an optimistic timeline between May 1, 2024 and September 1, 2024. This project is contingent on receiving E-Rate funding for the scope of this project as outlined in this RFP.

## 1.2 Schedule of RFP Events

The estimated schedule of events through implementation is outlined below. Dates may be subject to change based on USAC E-Rate timelines and requirements. Any changes will be posted on the BISD Technology Department RFP webpage:

<http://www.bisd303.org/TechRFP>

Step	Action Date
Form 470 filed with RFP	November 28, 2023
Deadline for Questions	December 26, 2023
Responses to Submitted Questions Posted on BISD Tech Dept. RFP webpage	December 28, 2023
Proposals due by 4:00 p.m. (PST)	January 8, 2024
Bid Opening Date at 12 noon (PST), BISD, District Office	January 9, 2024
Bid Evaluation Period	January 10-23, 2024
Bid Award	January 24, 2024
Start Date of Project (Equipment Purchase)	May 1, 2024 (as soon as e-Rate approval)
Completion Date of Project (Equipment Purchase)	January 1, 2025

## 1.3 Communications Regarding RFP

Upon release of this RFP, all bidder/vendor questions concerning this RFP shall be directed in writing via mail or email by December 26, 2023 to:

Alan Silcott, Network Supervisor  
8489 Madison Ave NE  
Bainbridge Island WA 98110  
[bisd-techadmin@bisd303.org](mailto:bisd-techadmin@bisd303.org)  
Direct line: 206-780-1065

On or by December 28, 2023, questions and responses relevant to the RFP process will be posted on the BISD Technology Department RFP webpage:

<http://www.bisd303.org/TechRFP>

Any revisions to the RFP will be issued in the form of an addendum and will be distributed to all vendors prior to the response due date and posted on the BISD Technology Department RFP website: <http://www.bisd303.org/TechRFP>.

BISD will make good faith efforts to contact vendors, who have demonstrated interest in bidding on this RFP, with submitted questions and responses by the question response deadline.

Questions received after the question deadline will be addressed at the discretion of BISD. If addressed, the question and response will appear on the BISD Technology Department RFP website.

Vendors who seek information, clarification, or interpretations from BISD employees are advised that such material is used at the vendor's own risk and BISD shall not be bound by any such representations.

The proposal must include the name of the specific individual who will act as the primary contact for the vendor during proposal evaluation. The proposal must identify the contact's position in the organization, address, telephone number, email address and SPIN number.

Unless otherwise stated in the proposal documents, whenever a process, equipment or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words "**or equal**" follow thereafter. Where the phrase "**or equal**" applies or occurs in the proposal documents, the bidder/vendor should not assume that a process, equipment, or material is approved by BISD unless the item had been specifically approved by BISD. The decision of BISD is final.

BISD reserves the right to obtain clarification of any point in a bidder/vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the bidder/vendor's proposal. BISD expects bidders/vendors to make every effort possible to submit a complete and accurate proposal. It is emphasized that all quotes should be inclusive of all costs and submitted with the most favorable financial terms.

Bidders shall provide an electronic copy in pdf format no later than 4:00 p.m. on January 8, 2024. Please send bids to [bisd-techadmin@bisd303.org](mailto:bisd-techadmin@bisd303.org). Bidders are solely responsible for ensuring that proposals are delivered on time.

Proposals submitted after the deadline may be rejected.

## 2.0 Scope and Specifications of the Project

### 2.1 Equipment Listing

- Switches quoted should be next generation in performance and features than the switches we currently utilize. Current models are in parentheses.
- PoE+ required, PoE++ preferred
- Redundant power supplies required
- Gigabit Ethernet ports required (Multi-Gigabit would be entertained)
- Each 48 port switch should offer 4 SFP+ ports. 12 port switches should offer 2 SFP+ ports.
- Virtual Chassis solution preferred, any interconnect cables should be included.
- Add a separate line item for any cloud management costs
- Add a separate line item for maintenance and support costs (prefer 5 year)
- Add a separate line item for configuration services to help provision and program switches.
- Physical installation services are not required

Instructional Facilities	
Item	Quantity
48 port PoE switch (Juniper EX4300-48p)	85
12 port PoE switch (Juniper EX2300-C-12p)	3
32 Port Fabric switch (Juniper EX4600-32F)	2
10G LR SFP+ Transceiver	16
10G SR SFP+ Transceiver	68
1G SX SFP Transceiver	44
OSPF License (if required)	11

Non-Instruction Facilities	
Item	Quantity
48 port PoE switch (Juniper EX4300-48p)	8
12 port PoE switch (Juniper EX2300-C-12p)	2
10G LR SFP+ Transceiver	4
10G SR SFP+ Transceiver	12
1G SX SFP Transceiver	6
1G Ethernet SFP (1000Base-T)	5
40Gbps QSFP+ MMF	4
OSPF License (if required)	2



Current network closet inventory is detailed in [Appendix A](#)

## 2.2 School Building Locations

Site Name	Site Address
Captain Johnston Blakely Elementary School	4704 Blakely Avenue Bainbridge Island, WA 98110
Ordway Elementary School	8555 Madison Avenue N Bainbridge Island, WA 98110
Xalilc (Halilts) Elementary School	12781 Madison Avenue NE Bainbridge Island, WA 98110
Sonoji Sakai Intermediate School	9343 NE Sportsman Club Road Bainbridge Island, WA 9811
Woodward Middle School	9125 Sportsman Club Road Bainbridge Island, WA 98110
Bainbridge High School	9330 NE High School Road Bainbridge Island, WA 98110
Odyssey Multiage Program	9530 NE High School Road Bainbridge Island, WA 98110
Mosaic Home Education Partnership	9530 NE High School Road Bainbridge Island, WA 98110
Eagle Harbor High School	9530 NE High School Road Bainbridge Island, WA 98110

Non-instructional Facilities	Site Address
District Office - Central Building, Technology Department	8489 Madison Avenue NE Bainbridge Island, WA 98110
District Office - Capital Projects, Special Education, Meeting Room	8489 Madison Avenue NE Bainbridge Island, WA 98110
Transportation Office, Bus Barn, Drivers' Staff Room	9451 New Brooklyn RD Bainbridge Island, WA 98110
Maintenance & Food Services Offices	9445 New Brooklyn RD Bainbridge Island, WA 98110

## 2.3 Quantities

Quantities stated are subject to either increase or decrease at BISD's discretion. Should the quantities of any of the items be increased, the undersigned vendor shall furnish the additional items at the unit price set out herein; and should the quantities be decreased, payment will be made on the actual quantities delivered/accepted at such unit prices,

and the undersigned vendor will make no claim for anticipated profits or additional compensation for any increase or decrease in the quantities. It should be understood that BISD may purchase any number of items from the vendor at the unit prices bid.

#### **2.4 Site Plans**

The vendor accepts any available blueprint and/or site plans provided by BISD as guidelines only and accepts that the plans are not guaranteed to be an accurate representation of all conditions. School site addresses can be found in the table above in Section 2.2.

#### **2.5 System Acceptance**

The vendor agrees to provide a 1-year advanced RMA from receipt of equipment for any faulty equipment. The BISD agrees to install and test all equipment within this period.

#### **2.6 Payments & Finance**

BISD and the successful bidder will act in a reasonable manner and comply with all Universal Service Administrative Company Schools and Libraries Program (USAC) payment and financing guidelines. Invoices received directly by BISD are paid within 60 days of the receipt of the invoice unless superseded by E-Rate payment methods.

#### **2.7 Taxes**

Vendor shall identify in the bid all applicable taxes.

#### **2.8 Total Costs**

The total project costs (Attachment A) must include all equipment costs, warranty, shipping, taxes, surcharges, and any other fees.

#### **2.9 Omissions**

Omissions in the proposal of any provision herein described shall not be construed as to relieve the bidder/vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

### **3.0 Vendor Requirements and Responsibilities**

Some of these vendor requirements and responsibilities are set forth in Washington State Legislature Revised Code of Washington (RCW) including RCW 39.04 and RCW 39.04.350. With submission of a proposal, the vendor abides and/or agrees to the following requirements contained in Section 3.0 in its entirety as applicable to this project and RFP including:

1. Ten continuous years in operation
2. Have a current state unified business identifier tax number
3. Have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW, as applicable
4. Have an employment security department number as required in Title 50 RCW, as applicable
5. Have a state excise tax registration number as required in Title 82 RCW, as applicable
6. Never have been disqualified from bidding on any RFP for violations under RCW 39.06.010 (unregistered or unlicensed contractors) or RCW 39.12.065 (3) prevailing wage violations.

#### **3.1 Service Provider Identification Number**

All bid respondents must have a Service Provider Identification Number (SPIN) and be compliant with all FCC, E-Rate, and USAC rules and regulations including, but not limited to, the yearly filing of service provider FCC Form 473, certifying that the service provider has complied with E-Rate program rules.

#### **3.2 Authorized Reseller**

The vendor shall be an authorized reseller and maintenance provider of the equipment.

#### **3.3 Legal Requirements, Codes and Permits**

The selected vendor will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed at BISD locations. The vendor, who shall pay all lawful charges, shall obtain all permits lawfully when required.

Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.

All vendors working on any BISD site shall abide by all BISD rules and state regulations. Buildings and grounds are tobacco-free and drug-free areas. In addition, weapons and alcohol are prohibited. Any workers who might come in contact with children on any BISD site must have undertaken a criminal background check to be on file with the vendor. No workers convicted of crimes against children will be allowed on any BISD

site. All vendor employees must carry picture identification and wear identification badge at all times.

### **3.4 Compliance with Codes and Standards**

It shall be the responsibility of the bidder/vendor to identify all codes and/or agencies having jurisdiction and governing the execution of this proposal and to insure conformance with those codes and agencies. At a minimum, the execution of this RFP and all acts of the vendor selected to perform work described herein, shall conform with and/or follow the guidelines of the following:

- Federal Communications Commission (FCC)
- Universal Service Administrative Company (USAC)
- Federal and State Anti-Discrimination Laws
- Occupational Safety and Health Administration (OSHA)
- BICSI Telecommunications Distribution Standards
- American National Standards Institute (ANSI)
- Electronic Industries Association (EIA)
- National and Local Electrical Codes, including NFPA 70
- Washington Department of Labor and Industries (L&I), including WISHA
- City of Bainbridge Island Ordinances
- Bainbridge Island School District #303 School Board Policies

This list is not exclusive and is meant to recognize industry standards.

### **3.5 Warranties and Claims**

The vendor will manage warranties or assist in claims with the manufacturer. The vendor will provide an advanced RMA for any faulty equipment for the first year after receipt of equipment by BISD.

The vendor is responsible for periodically contacting BISD and ensuring that all systems are operating as expected. If the vendor becomes aware of any issues or changes in best practices with the equipment at a later date, the vendor agrees to notify BISD of such.

### **3.6 Cost of Development of Proposals**

All expenses incurred by vendors related to the proposal or the selection process will be borne by the vendor. No claim for reimbursement of time, material, or travel expenses shall be made by the vendor against BISD regardless of the results of the selection process.

### **3.7 Validity of Proposals and Quotes**

The vendor must certify that its proposal will remain in effect for 210 days after the proposal due date. This time period is necessary to meet any obligations imposed by USAC E-Rate schedules and timelines. BISD may request an extension beyond the 210 days.

### **3.8 Proprietary Material**

BISD will attempt to protect legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary aspects of the equipment or systems proposed. Any proprietary information contained in the proposal must be designated clearly and should be labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal.

Vendors should be aware that BISD is required by law to make some records available for public inspection, with certain exceptions. It is possible that this legal obligation might not require the disclosure of proprietary information. However, the bidder/vendor, by submission of materials marked "Proprietary Information," acknowledges and agrees that BISD will have no obligation or liability to the vendor in the event that either must disclose materials marked as proprietary when the legal obligation prevails.

All materials and information submitted in response to this RFP shall become the property of BISD.

## **4.0 Request for Proposal Process and Documentation**

### **4.1 Format**

Include a title page with the following information.

**Title of the RFP:** BISD #303 E-Rate CAT2 Network Infrastructure

#### **Bidder Identification and Authorized Signature**

*Include the following text on the Title Page:*

The undersigned agrees to furnish the enclosed items at the price stated subject to the conditions and requirements of this proposal. The signer below of this agreement has the authority to legally bind the bidder/vendor.

Bidder/Vendor Company Name:

Company Address:

SPIN Number:

Printed Name:

Signature:

Company Title or Position:

Date:

#### **Bidder/Vendor Contact Person**

Supply the name of the person who can be contacted by BISD concerning this proposal and documentation.

Name:

Title:

Telephone:

E-Mail:

### **4.2 Multiple Proposals**

Vendors may submit more than one proposal in response to this RFP. Each proposal must be submitted as a separate, complete package. Each packaged proposal may be considered independently of any other proposals from the same vendor. Vendors are responsible for any errors or omissions in their proposals, and any errors or omissions will not serve to diminish their obligations to BISD.

### **4.3 Right of Selection/Rejection of Proposals**

BISD reserves the right to select a proposal for eligible network equipment as specified in RCWs, USAC guidelines, and BISD School Board policies and procedures.

BISD reserves the right to select or reject any or all proposals for any reason, to waive any informality in the proposals received, and to waive minor deviations from the specifications.

BISD will take into account all information in the submitted proposal as well as information relevant to this RFP obtained by BISD as part of its research in vetting bidder/vendors.

BISD reserves the option to reduce the scope of the project due to budgetary limitations of the school district or the E-Rate program.

BISD may consider a multi-year contract or language concerning voluntary extensions for any E-Rate services or goods should that be a viable option.

BISD will choose the bid that best meets the evaluation criteria in the RFP, project requirements, and is in the best interests of the BISD.

#### 4.4 Evaluation Criteria

BISD will initially evaluate the proposals for compliance with the RFP requirements, completeness of the proposal, and technical merit. Proposals deemed acceptable will be reviewed to determine the proposed costs including total cost of ownership and costs associated with the life-cycle of the proposed services and goods.

BISD will then select a group of vendor finalists that may be asked to present and demonstrate the products and services included in their proposal. The demonstration must focus on the ability of the proposed products and services to meet the RFP requirements and compatibility with existing infrastructure.

A contract shall be awarded to the most responsible and responsive vendor based upon, but not limited to, the following criteria:

Category	Weighted Factor
<b>Total Costs:</b> Total cost of ownership over the life of the project. Total cost of ownership takes into account all one-time, non-recurring and recurring costs. The proposal must clearly identify the E-Rate eligible and ineligible costs and the recurring and non-recurring costs.	25
<b>Technical Quality:</b> Complete and concise response proposing a quality system to provide reliable, consistent, scalable service and products; proposed solution clearly meets the school district's needs within BISD resources; all proposed equipment and services meet or exceed industry standards and specifications; proposal complements and is compatible with other existing systems.	20
<b>Service &amp; Support:</b> Vendor has staff, resources, and ability to provide prompt responses to issues and inquiries; vendor can complete work within E-Rate and school district timelines; direct access by district staff to customer support for routine and emergency situations. Training is clearly described and is of high quality.	20

<b>Experience &amp; Knowledge:</b> Company background and three references clearly demonstrate strong knowledge of technology relevant to this project and successful relationships with K-12 school districts, E-Rate and similar-sized projects; vendor is stable, financially sound and well-established in the industry.	20
<b>Contract Terms and Conditions:</b> Terms are compatible with school district accounting practices and offer beneficial payment terms and options.	10
<b>Prior Experience with Vendor:</b> BISD has prior positive experience(s) working with the vendor.	5



## 5.0 Appendix A

### Current inventory by building and network closet

Bainbridge High School					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
BHS100-MDF *	EX4300-48p	5	2		
BHS200-MDF *	EX4300-48p	4	2		4
BHS200-206	EX4300-48p	3			2
BHS200-S7	EX4300-48p	2			2
BHS300-MDF *	EX4300-48p	4		2	2
BHS300-323	EX4300-48p	3			2
BHS400-MDF *	EX4300-24p	1		4	
BHS400-409	EX4300-48p	1		2	
BHS400-Stadium	EX2300-24p	1		2	

Captain Johnston Blakely Elementary					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
BLA-MDF-153 *	EX4300-48p	2		8	
BLA-IDF-130	EX4300-48p	2		2	
BLA-IDF-218	EX4300-48p	2		2	
BLA-IDF-349	EX4300-48p	4		2	

Ordway Elementary School					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
ORD-MDF *	EX4300-48p	4	2	4	2
ORD-303	EX4300-48p	2		2	
ORD-400	EX4300-24p	1			2
ORD-PortE	EX4300-24p	1			1
ORD-PortH	EX2300-C-12p	1			1

Ķaliļc (Halilts) Elementary School					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
HAL-MDF *	EX4300-24p	4		10	
HAL-114b	EX4300-48p	3		2	
HAL-206	EX4300-48p	3		2	
HAL-106	EX4300-48p	1		2	
HAL-117	EX4300-48p	1		2	

Sonoji Sakai Intermediate School					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
SAK-MDF *	EX4300-48p	5		6	
SAK-230	EX4300-48p	4		2	

Woodward Middle School					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
WMS-MDF *	EX4300-48p	6		4	4
WMS-MEZZ	EX4300-48p	3			2
WMS-Port	EX4300-48p	1			2

Commodore Options Schools (Eagle Harbor High School, Mosaic Home Education Partnership, Odyssey Multiage Program)					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
COM-MDF *	EX4300-24p	4	2		9
COM-201	EX4300-48p	2			2
COM-503	EX4300-48p	2			2
COM-113	EX4300-48p	1			2
COM-C103	EX4300-24p	1			2
COM-PORT	EX2300-C-12p	1			1

Non-Instructional					
Network Closet	Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX
DO-Admin *	EX4300-48p	2	2	2	
DO-Tech	EX4300-48p	2		2	
DO-ISS	EX4300-48p	1		2	
DO-TECH-1	EX2300-C-12p	1			
DO-TECH-2	EX2300-C-12p	1			
FAC-MAINT	EX4300-48p	1			2
FAC-TRANS *	EX4300-48p	2			2

Datacenter Core Switch - Instructional						
Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX	QSFP+-40G-SR4	SFP-T
EX4600-32F*	2	8	8	0	0	0

Datacenter Core Switch - Non-Instructional						
Current Switch Model	Qty	SFP+-10G-LR	SFP+-10G-SR	SFP-SX	QSFP+-40G-SR4	SFP-T
EX4600-32F*	0	2	6	2	4	5

\* OSPF license