

Chesterfield County School District

School Based streaming video for period 7/1/2011 to 6/30/2012

Posted: January 21, 2011 Proposal due: February 25, 2011

SOLICITATION # 12028

I.0 Introduction

The Chesterfield County School District is seeking a proposal to install a system to create an infrastructure that will archive streaming video for instructional and administrative distribution using Vbrick technology. This proposal must piggy-back on current technology already installed in the schools by SCETV and will eventually become a centrally controlled system delivering video district-wide as well as within the school.

- All proposals must be designed to take advantage of E-RATE funding. Refer to the “Schools and Libraries Eligibility List” actual eligibility of components. This information is available via the World Wide Web at <http://www.sl.universalservice.org/reference/esr.asp>.
- Within the comprehensive plan the vendor should break out e-rate eligible services and services that are not e-rate eligible.
- Scoring will be based on the ability to provide adequate service of e-rate eligible services for a 5-year period.
- Proposal should include central management from the district office.
- Hardware and software should be listed separately.
- Proposals must be all inclusive and present a turn-key solution and pricing for the district

2.0 Instructions to Bidders

1. **Receipt of Proposals:** Chesterfield County School District requires the sealed proposals shall be submitted no later than 12:00 pm on February 22, 2011. Offer or mailing proposals should allow a sufficient mail delivery period to insure timely receipt. Any proposal received after the scheduled opening date and time will be immediately disqualified.
2. **Competition:** This solicitation is intended to promote competition. If the language, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offer or to notify the district in writing so as to be received five (10) working days prior to the opening date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

3. Preparation

- a. Show proposal number on envelope as instructed.
- b. This bid must include delivery charges. Unit prices will not be accepted.
- c. Correction of errors on proposal; all prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by person signing the proposal. Erasures, or use of typewriter correction fluid, may be cause for rejection. No proposal shall be altered or amended after specified time for opening.
- d. By submission of a proposal, you are guaranteeing that all goods meet the requirements of this proposal.
- e. Provide references for other similar jobs in South Carolina.

4. Proposal acceptance period: Offer or shall hold their price firm and subject to acceptance by Chesterfield County School District for a period of **90 (Ninety) working days** from the date of the bid opening, unless otherwise indicated in their proposal.

5. Standards of Responsibility: Factors to be considered in determining whether the district standards of responsibility have been met include whether a prospective contractor has:

- a. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance;
- c. A satisfactory record of integrity;
- d. Qualified legally to contract with the district; and
- e. Supplied all necessary information in connection with the inquiry concerning responsibility.

6. Right of Non-Commitment or Rejection: This solicitation does not commit the district to award a contract, to pay any costs incurred in the preparation of a solicitation, or to procure or contract for the services. The district reserves the right to reject any or all bids or proposals received, or to cancel in part, or in its entirety, this bid or proposal if it is in the best interest of the district to do so.

7. Taxes: The school district is not exempt from taxes on the specified items included in this solicitation. Offer or should include SC Sales Tax in their bid prices at the rate of 8%.

8. Award of the Contract: Contract Award will be made based on the overall score of the respective matrix provided below. The offer or who presents the product or service that is in the best interest of the Chesterfield County School District will be awarded the contract. Chesterfield County School District reserves the right to award this solicitation on an item by item basis, or on an "all or none" basis, whichever is in the best interest of the school district

The district will use the following rubric for evaluation:

Criteria	Possible Points
Price	30
Prior Experience with K12 Environment	25
Scope and Quality of Service Offered	25

Participation in Walk-through	10
References	10

9. **Pricing:** Proposal pricing shall be valid for the duration of the initial contract, or 90 days. Contractor is responsible for holding pricing firm to the district regardless of manufacturer or distributor price increases.

10. **Submission of Bid:**

Mail or hand deliver sealed bid to:

Chesterfield County School District
401 W Boulevard
Chesterfield South Carolina 29709
ATTN: Wayne Wallace

Mark outside of envelope

All mail is delivered daily at 11:00 a.m. Unsealed fax copies are unacceptable.

District Information

There are approximately 8,000 students attending school in Chesterfield County at 16 K-12 sites spread out over a large geographic area. There are 3 supporting sites that include the district office, operations and coming this summer a separate building that will house the technological hub of the district WAN and LAN. Each site has its own server and there are 12 servers located at the district Hub for a total of 30 servers.

School Information

The three targeted schools, McBee High School, Chesterfield Middle School and Long Middle School were originally wired with fiber to the classroom. It is the intent of the district to replace all wiring while putting 5 student and 1 teacher drop in every classroom. All drops must be labeled and tied back to the technical closets with fiber back to the MDF. Currently there is no organized wireless overlay throughout the schools. At least one school has wireless access points in a portion of the building.

Vendor Requirements

- All documentation requested is to be included when bids are submitted.
- Vendors will be required to present proof of corporate vendor certifications along with Novell Netware 6.x certification, Microsoft Server 2xxx certifications for at least one full-time employee, Cisco and HP ProCurve certification required for at least one full-time employee as it relates to this project.
- Extensive knowledge of Oracle database functions and how it will operate during the migration.
- Vendor must have experience in migrating network operating systems specifically from a Novell environment to that of Windows in an educational environment. The district will need references from South Carolina districts. A listing of districts along with a contact person will be sufficient.

- Vendors will provide detailed information relating to experience with telecommunications, networks, educational environments, and hardware capacity, planning, sizing and installation. List all experience within the last three years that is directly related to the proposed contract. Additionally, list the percentage of business that is focused directly on technology integration and installation in the area of K-12 education.
- Vendors will provide detailed information on experience in working with SIF enabled applications as it relates to the migration.
- Vendor must provide a spin number from the SLD and a FCC Registration number.

There will be a mandatory walk through of all three buildings (Long Middle School, Chesterfield Ruby Middle School and McBee High School) on Wednesday, February 2nd, 2011. The walk through will begin in McBee at 10:00 A.M., progress to Chesterfield Ruby Middle, break for lunch and finish with Long Middle School in Cheraw.

3.0 Proposal Submission Timeline

Proposal posting.....January 21, 2011
Mandatory Walk-through.....February 2, 2011
Questions must be submitted by..... February 15, 2011 @ 3:00 pm
Proposals due by.....February 22, 2011 @ 12:00 pm
Contract award.....February 25, 2011
Starting DateJuly 1, 2011

Direct questions to:

Director of Information Technology/E-rate Coordinator

Deborah D. Wimberly

dwimberly@chesterfield.k12.sc.us

All responses will be posted on the website:

<http://www.chesterfield.k12.sc.us/infotech.html>