

Sweet Home School District

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Cisco Meraki License Renewal

Request for Proposal

Date 9-10-2025

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1. Introduction and Project Summary

SWEET HOME SCHOOL DISTRICT - DISTRICT 55 ("District") or ("SHSD") is soliciting proposals from qualified vendors for a **one-year enterprise license renewal** for our existing Cisco Meraki network infrastructure. This project is a Category Two (Internal Connections) request under the E-rate program. The goal is to renew our licenses to continue to support our educational and administrative needs.

This procurement will be conducted in accordance with all applicable E-rate program rules and regulations, as well as the Oregon laws and regulations.

Bids must be submitted to:

**Sweet Home School District 55
Technology Dept. Meraki License Bid
1920 Long Street Sweet Home, OR 97386**

2. General

- The terms "bid", "proposal" and "quote" may be used interchangeably in this document and shall have the meaning, which is normally given to "proposal".
- Bids shall be hardcopy, signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

- Seal and deliver bid to the Administration Office on or before the time scheduled for the opening. Late bids will not be opened nor considered.
- All bids shall be made with full details requested in this RFP.
- The Sweet Home School District is not subject to Federal Excise Tax.
- The Sweet Home School District is an 80% E-rate Discount District.
- Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the bid specification and installation as called for in the bid specifications.
- Correspondence shall be addressed to **Sam Nothiger**,
Sam.Nothiger@sweethome.k12.or.us
- Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.
- Bidder must be a USAC E-Rate registered entity.
- Contract between the selected provider and the "District" must be completed compliant with USAC E-rate as part of the E-rate application process. If the contract is awarded but funding from the USAC E-rate program is denied for any reason, the "District" may, at its option, withdraw the award and terminate the contract without cost or penalty.

3. Errors and Omissions

All proposals shall be submitted with each space properly completed. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted.

Should a bidder find any discrepancies or omissions, or be in doubt as to their meanings, the bidder shall advise Sam Nothiger orally, followed by a written notice (FAX, email attachment, or letter). This notice must specify the claimed problems and be received at least **10 days before the date set for bid opening** so that a written clarification can be issued to all prospective bidders via an addendum.

4. Firm Bid

All bids will be considered firm for a period of **one year** from the date established for the opening of bids.

5. Withdrawal of Bids

Bids may be withdrawn by letter or fax received by the district or in person prior to the time and date established for the opening and awarding of bids.

6. Investigation of Bidders

The purchasing official will investigate to ensure the bidder can meet all bid requirements. Bidders must provide requested information and be ready to demonstrate completed

installations of similar equipment, services, or supplies. The SHSD retains the right to reject any bid if the bidder is deemed unqualified to fulfill the contract obligations. The SHSD also reserves the right to reject any or all bids, waive irregularities, and accept the bid considered most beneficial to the institution. Such decisions are final. Unless otherwise specified, all bid items must be new.

7. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

8. Contracts

The successful bidder will be required to enter into a contract that incorporates the terms and conditions of this bid.

9. Insurance Requirements

The contractor is required to maintain insurance that cannot be canceled without thirty (30) days' prior written notice to SHSD.

Additionally, the contractor shall obtain and keep in force insurance protecting SHSD from all claims, damages, losses, and expenses, including attorney's fees. These must arise from the work performed and be attributable to bodily injury or tangible property destruction (excluding the work itself), including loss of use. Furthermore, the claims must be caused, in whole or in part, by a negligent act or omission of the contractor, subcontractor, or anyone directly or indirectly employed by them or for whom they are liable, regardless of whether a party afforded insurance under this paragraph is also partly responsible.

It is mandatory that the Certificate(s) of Insurance be submitted to SHSD's insurance agent within ten (10) days of the bid award.

10. Hold Harmless and Indemnification

The contractor shall bear sole liability and responsibility for all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of any kind, including reasonable legal fees, incurred by SHSD and its individual members, employees, servants, and agents. The contractor shall protect, defend, indemnify, and hold harmless SHSD and these parties from such claims arising out of:

- Actual or alleged infringement of any patents, copyrights, or trade names due to work

performed or to be performed, or items supplied, under this contract.

- Bodily injury (including death) to any person, including the contractor's officers, employees, agents, and servants, or damage to or destruction of any property (including loss of use). This applies if caused, in whole or in part, by an act, error, or omission of the contractor, any subcontractor, or anyone directly or indirectly employed by them, regardless of whether a party to be indemnified also contributed to the cause.
- Directly or indirectly arising from the presence of any person on or near the project site, or adjacent streets, sidewalks, and property.
- Directly or indirectly arising from the use, misuse, or failure of any machinery or equipment used in the performance of this contract.

11. Compliance with Laws

Vendor shall comply with all applicable Federal, State and Local laws and ordinances and all lawful orders, rules and regulations hereunder, including the applicable provisions of the Fair Labor Standards Act, the Occupational Safety and Health Act of 1970, the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and all regulations and standards and any amendments issued pursuant thereto. SHSD shall have the right to terminate this agreement immediately if the Vendor fails to comply with such acts and regulations.

12. Cancellation

SHSD reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

Confirm understanding of all of the above requirements

Initial

13. Scope of Work and Technical Specifications

The awarded vendor will be responsible for the provision of a **one-year enterprise license renewal** for the Cisco Meraki network equipment listed below. All licenses must be for a one-year term.

Bill of Materials (BOM) - Cisco Meraki License Renewal

| Item | Model | Quantity | E-rate Eligible? |
|------------------------|-------|----------|------------------|
| Wireless Access Points | | | |
| | MR32 | 71 | 80% |

| | | | |
|-----------------|------------|-----|-----|
| | MR42 | 127 | 80% |
| | MR66 | 3 | 80% |
| | MR84 | 5 | 80% |
| | MR86 | 2 | 80% |
| Switches | | | |
| | MS120-48LP | 8 | 80% |
| | MS120-48FP | 1 | 80% |
| | MS120-8FP | 1 | 80% |
| | MS120-8LP | 1 | 80% |
| | MS125-48FP | 1 | 80% |
| | MS130-12X | 1 | 80% |
| | MS225-48FP | 28 | 80% |
| | MS225-48LP | 17 | 80% |
| | MS250-48FP | 21 | 80% |
| | MS425-16 | 3 | 80% |
| Firewall | | | |
| | MX450 | 1 | 80% |

Additional Requirements

- **Training and Configuration:** The awarded vendor is **not** required to provide training or configuration support as this is a license renewal.
- **Licensing and Support:** The proposal must include pricing for a **one-year enterprise license renewal** for all listed devices, which includes standard Cisco Meraki support.
- **Pricing:** All pricing must be itemized by eligible and ineligible costs. Sales tax and shipping fees must be listed separately. The total price should be clearly stated.
- **Delivery Timeline:** If the licenses will not be available for immediate renewal upon award, bidders will state the estimated delivery time.

Timeline

All vendors must adhere to the following timeline. All times are Pacific Time (PT).

| Event | Date |
|------------------------------|---------------------------------------|
| Question Deadline | Friday, Nov 21st, 2025 |
| RFP Bid Submission Deadline | Friday, Dec 5th, 2025 |
| Evaluations Begin | Monday, Dec 8th, 2025 |
| Vendor Notification of Award | Sent out Monday, Jan 5th, 2026 |
| Date Renewal needed by | Nov 5th, 2026 |

Confirm understanding of Scope and Timeline

Initial

14. Vendor Qualifications and Submittal Requirements

Vendor Information

- Company Name and Address
- E-rate Service Provider Identification Number (**SPIN**). A valid SPIN is mandatory.
- Contact Name, Email, and Phone Number

Required Documentation

- A comprehensive proposal addressing all sections of this RFP.
- Itemized BOM with all associated costs.
- Three (3) references from similar projects with contact information.
- A brief statement on the vendor's experience with E-rate projects.

Confirm understanding of Submittal Requirements

Initial

15. Evaluation Criteria

The SHSD reserves the right to reject any and all bids and to waive any technicalities. The bids will be evaluated on the following criteria:

- Price of Eligible Equipment and Services - **60 points**
- Vendor's experience and references - **10 points**
- Vendor familiarity with District - **30 points**

- 100 points total

16. Proposal Rejection/Disqualification Criteria

A proposal may be rejected or disqualified for any of the following reasons:

- Failure to substantially comply with all prescribed RFP procedures and requirements.
- Inappropriate contact with SHSD staff regarding this RFP.
- Attempting to inappropriately influence a member of the evaluation committee.
- The proposal is conditioned on acceptance of other terms not authorized in the RFP.
- The proposal does not include the eligibility percentage for each product and/or service listed.
- The district has a right to reject any and all quotes, or any or all items of any quote. The district also reserves the right to decrease the proposed quantity. In the event quantities are decreased, the amount deducted shall be based upon prices quoted.
- The proposal is not relevant to the services requested.
- Proposals received after the response due date are considered **LATE** and will **NOT** be accepted.

17. Notice of Award

SHSD will notify all proposers in writing (via email attachment) that a contract is being awarded to the selected proposer(s), subject to the successful negotiation of any negotiable provisions. SHSD reserves the right to award multiple vendors.

Confirm understanding of Evaluation Process

Initial

18. Invoicing

The successful service provider shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Service provider must include the following information on all invoices to SHSD for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (FRN)
- SPIN
- Detailed description of services performed and materials supplied that matches SHSD's contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to SHSD (non-discounted amount of eligible charges)
- Invoice on service provider's letterhead or on a service provider-generated form
- If using SPI invoicing, the proper E-rate discount percentage as set forth by the applicable FRN and USAC Funding Commitment Decision Letter (FCDL)

- For equipment, documentation indicating shipping and/or delivery dates. For installation, the last date of work performed is documented

For substitute services or products approved by SHSD, the service provider must clearly indicate these on invoices submitted to both USAC and the SHSD.

The service provider is responsible for timely submitting invoices to USAC. The SHSD will not be liable for any payments USAC refuses to make due to late submissions.

The service provider acknowledges and agrees that the SHSD is not liable for any discounted amount submitted to USAC for payment if USAC's refusal to pay is due to the service provider's fault. If SHSD is at fault, they will not be liable to the service provider for the disputed amount, and the service provider will have no recourse, until both parties have exhausted their administrative appeals with USAC and/or the FCC.

Should there be a delay in funding commitment, the chosen service provider will bill USAC for the discounted amount owed to SHSD. This invoicing will be retroactive to the later of two dates: July 1st of the funding year, or the date when approved service to SHSD commenced.

Invoicing for products and services can only begin after delivery and at no point before the commencement of the funding year.

The service provider must furnish SHSD with all readily available information and documentation necessary for E-rate application preparation and compliance with E-rate support documentation standards. This includes specifying the eligibility percentage for each product and service.

The service provider is required to retain all documentation related to their services to SHSD for a minimum of ten (10) years after service completion. This includes bids, quotes, records, correspondence, receipts, vouchers, delivery information, timesheets, and memoranda. All such records are subject to inspection and audit by SHSD. Furthermore, all subcontractor agreements must include provisions that mandate subcontractors maintain similar records and grant SHSD the same inspection and audit rights.

Confirm understanding of Invoicing requirements

Initial

Proposer Information

- Company Name: _____
- SPIN: _____
- Contact Name: _____
- Address: _____

- Phone: _____
- Fax: _____
- Email _____

By submitting a response, you certify that you are authorized to represent your company.

Signature:

Date:
