

Contract Duration

This contract for Section A: New WAN Services is effective July 1, 2021 through June 30, 2026 (initial term). Gwinnett County Public Schools (GCPS) reserves the right to extend this proposal section for one or more years (not to exceed three additional years) with the approval of the Gwinnett County Board of Education. Proposal extensions will be approved in one (1) year increments.

This contract for Section B: Transitional WAN Service is effective July 1, 2021 through June 30, 2022 (initial term). Gwinnett County Public Schools (GCPS) reserves the right to extend this proposal section for one or more years (not to exceed two additional years) with the approval of the Gwinnett County Board of Education. Proposal extensions will be approved in one (1) year increments.

Miscellaneous Requirements & Information

The service provider will provide a clear and complete response of the proposed items in direct response to the requirements set forth in this RFP. The response will be sufficient to enable the evaluation team to determine that the proposal satisfies the RFP requirements and meets the needs of the GCPS.

Proposals submitted are not publicly available until after award by the Gwinnett County Board of Education. All proposals and supporting materials as well as correspondence relating to this RFP become property of Gwinnett County Public Schools when received. Any **proprietary information** contained in the proposal **should be so indicated**. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

Proposals must be signed in ink by a company official that has authorization to commit company resources and shall contain the firm's full business address.

Addenda & Opening of Proposals

It is the ultimate responsibility of the proposer to ensure that they have all applicable addenda prior to proposal submission. Addenda will be posted on the Bonfire website: at <https://gwinnett.bonfirehub.com> or by visiting the GCPS Purchasing website at <https://www.gcpsk12.org/Page/24587>. Receipt of addenda should be acknowledged in the proposal. Only the names of the submitting companies will be available the following business day on our website. All proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation, and selection process.

Request for Clarification or Additional Information

GCPS's reserves the right to request clarification of information provided and to request additional information required to assist in the evaluation process. GCPS's reserves the right to reject all proposals, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities.

Cost Proposal (Bid Table/Excel File)

Please download and complete the Cost Proposal bid table located under the Requested Information section (**Projected Contract Amount-Bid Table BT-49OP**) for this RFP and submit your firm's proposal pricing structure breakdown in the required section. Alternate pricing structures if desired can be submitted and uploaded within your response under the appropriate section in the "Step 1: Provide Submission Information" section of your response. Scoring for cost will be calculated using the formula below:

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$$\frac{\text{Lowest Response Price Offered}}{\text{Price of Offer being Evaluated}} = \frac{\% \text{ Factor} \times \text{Maximum Available Points}}{\text{Points Assigned}}$$

SECTION A-NEW WAN SERVICE:

SELECTION PROCEDURES- The proposal package will be evaluated based on the responsiveness to the criteria described below with those criteria’s values weighted as follows: **(MAXIMUM 105 POINTS):**

| Scoring Matrix for New WAN Service-Section A | Maximum Score |
|---|-------------------|
| <p>Technical-</p> <ul style="list-style-type: none"> • <i>Solution Design, Equipment & Service.</i> • Meets all RFP technical requirements • Bandwidth dedicated to GCPS • Solution resilience and scalability • Compatibility with existing GCPS internal network • Consistency of equipment and configuration • Physical and digital security • Testing plan | 25 Points |
| <p>Vendor Qualifications-</p> <ul style="list-style-type: none"> • Local presence • Experience servicing K-12 organizations of similar size and scope • Staff experience • Past vendor performance • E-rate participation and qualification | 20 Points |
| <p>Project & Account Management-</p> <ul style="list-style-type: none"> • Service Level Agreement (SLA) • Account management plan • Project management • Continuity of service | 15 Points |
| <p>References: <i>The selection committee will contact references’ provided by the firm and evaluate</i></p> | 5 Points |
| <p>Proposal Merit-</p> <ul style="list-style-type: none"> • Adheres to terms and conditions of the RFP • Organization and clarity • Thoroughness | 10 Points |
| <p>Cost: <i>Cost of Eligible Goods and /or Services</i></p> | 30 points |
| TOTAL | 105 points |

Step 1: The evaluation team will evaluate responses according to the criteria as described above and score and rank the proposals.

Step 2: Cost proposals will then be opened and scored and the results will be combined with the results of Step 1 scoring. At this point, only a total of 105 points have been made available for scoring, and cost is still the highest weighted factor on the matrix (see above).

SECTION B: TRANSITION SERVICE

SELECTION PROCEDURES: The proposal package will be evaluated based on the responsiveness to the criteria described below with those criteria’s values weighted as follows: **(MAXIMUM 105 POINTS):**

| Scoring Matrix for Transition Service-Section B | Maximum Score |
|--|----------------------|
| <u>Implementation Speed-</u> <ul style="list-style-type: none"> Vendor can provide service to all existing GCPS locations by July 1, 2021. | 20 Points |
| <u>Technical-Solution Design, Equipment & Service-</u> <ul style="list-style-type: none"> Meets all RFP technical requirements Bandwidth dedicated to GCPS Solution resilience and scalability Compatibility with existing GCPS internal network Consistency of equipment and configuration Physical and digital security Testing plan | 20 Points |
| <u>Vendor Qualifications -</u> <ul style="list-style-type: none"> Local presence Experience servicing K-12 organizations of similar size and scope Staff experience Past vendor performance E-rate participation and qualification | 10 Points |
| <u>References:</u> <i>The selection committee will contact references’ provided by the firm and evaluate</i> | 5 Points |
| <u>Proposal Merit-</u> <ul style="list-style-type: none"> Adheres to terms and conditions of the RFP Organization and clarity Thoroughness | 10 Points |
| <u>Project & Account Management-</u> <ul style="list-style-type: none"> Service Level Agreement (SLA) Account management plan Project management Continuity of service | 10 Points |
| Cost: <i>Cost of Eligible Goods and /or Services</i> | 30 points |
| TOTAL | 105 points |

Step 1: The evaluation team will evaluate responses according to the criteria as described above and score and rank the proposals.

Step 2: Cost proposals will then be opened and scored and the results will be combined with the results of Step 1 scoring. At this point, only a total of 105 points have been made available for scoring, and cost is still the highest weighted factor on the matrix (see above).

Service Providers to Cooperate with Other Service Providers

If the GCPS undertakes or awards other service providers for additional related work, the service provider shall fully cooperate with such other service providers and the GCPS employees, and carefully fit its own work to such additional work as may be directed by the GCPS. The service provider shall not commit or permit any act which will interfere with the performance of work by any other service provider or GCPS employees.

Award

Award will be made to the highest scoring responsive and responsible proposer according to the criteria stated in the proposal documents. The GCPS may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to GCPS all such information and data for this purpose as the GCPS may request. GCPS reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the GCPS that such proposer is properly qualified to carry out the obligations of the contract.

GCPS reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received.

GCPS reserves the right to make an award as deemed in its best interest, which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

In the event scores rounded to the nearest whole number result in a tie score, the award will be based on lowest cost.

Rejection of Proposals

All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the RFP, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

Immaterial deviations may cause a proposal to be rejected. District may or may not waive an immaterial deviation or defect in a proposal. District's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse Service provider from full compliance with solicitation document specifications.

District reserves the right to reject all proposals or proposals when the proposed costs are not considered reasonable. District reserves the right to eliminate any individual service contained in the proposal.

Right to Re-Solicit

Gwinnett County Board of Education reserves the right to reject any and all proposals. The school system may waive any informalities or minor technicalities.