This is a request for internet connectivity to serve our K12 population.
KIPP Memphis Collegiate Schools

Request for Proposal for Internet Connectivity

RFP ID#T2019-003

October 2, 2019
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**Schedule “A” Notice of Intention** ......................................................................................... ERROR! BOOKMARK NOT DEFINED.
1 Statement of Work

1.1 Purpose
The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply Content Filter solution to KIPP Memphis Collegiate Schools for the 2020 academic year. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

1.2 Coverage & Participation
The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at KIPP Memphis Collegiate Schools, including all school sites, the school support office and Expedient-Data Center. KIPP Memphis Collegiate Schools reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.
2 General Information

2.1 Original RFP Document
KIPP Memphis Collegiate Schools shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 The Organization
The KIPP Memphis Collegiate Schools (KMCS) school support staff oversees the quality, sustainability, and growth of KIPP schools in Memphis, Tennessee. The office provides a number of services to our KIPP schools including compliance, facilities management, finance and accounting, fundraising, human resources, marketing, operations, talent recruitment, and technology. The school support staff also supports KMCS alumni in their journey to and through college, and provides support and coaching to school leadership teams. The goal of the school support office is to eliminate redundancies at the school level and create a more sustainable school environment, where the focus is on teaching and learning.

Our locations consist of the following addresses:

KIPP Memphis Collegiate Schools Support Office
2670 Union Avenue Extended
Suite 1100
Memphis, TN 38112

Collegiate Elementary
230 Henry Avenue
Memphis, TN 38107

Collegiate Middle
230 Henry Avenue
Memphis, TN 38107

Collegiate High
2110 Howell Avenue
Memphis, TN 38108

Academy Elementary
2248 Shannon Avenue
Suite 101
2.3 Existing Technology and Equipment Environment

The following is a listing of our current technology environment:

Network: Our network consists of 1 GB circuits with connectivity to the Corry Road, Henry Ave, Howell Avenue, Shannon Avenue and KIPP Memphis Collegiate Schools Regional Office address to an AT&T MPLS Cloud along with a 5GB Aggregate Circuit at Expedient. All internet traffic then travels to the Expedient where it is sent through a Cloud based IBOSS Internet Content Filter, then sent along a 1GB circuit into the AT&T NetTN network. The AT&T NetTN network consists of a Checkpoint Firewall, and Sourcefire IDS to manage traffic. The internal LAN consists of KIPP Owned and managed Cisco switches that provide up to Gigabit connectivity to some local ports, and our WLAN environment. The WLAN itself is provided by Ruckus Wireless, and provides connectivity to all student machines and faculty member laptops.

Server Operating System: Our primary server operating system is Microsoft Windows Server. On a regular basis, the servers are maintained, and security patches are downloaded and installed monthly.

Desktop Operating System: Our Desktop Operating systems are complex. We provide the ability for most operating systems to be utilized in our network, including, but not limited to: Windows, Chromebook OS and Mac OS.

Smart Board Systems: We currently utilize, both Smart and Promethean smart boards as well as Promethean touch boards throughout our schools.
Phone System: Our land line phone system is an in-house Shoretel PBX system consisting of 6 Virtual Machines as well as physical servers required at each location for backup 911, and mobile connectivity. The physical desk phones utilized are Shoretel Phones. All Faculty & Staff have voicemail and are integrated into the Shoretel system via either a desk phone and/or the mobile application that they can install on their personal mobile device.

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization’s needs or unforeseen circumstances. Changes will be communicated by e-mail to all invited bidders.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>October 2, 2019 12:00 pm CST</td>
</tr>
<tr>
<td>Technical Questions/Inquiries due</td>
<td>October 11, 2019 12:00 pm CST</td>
</tr>
<tr>
<td>RFP Closes</td>
<td>October 15, 2019 4:00 pm CST</td>
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<tr>
<td>Complete Evaluation</td>
<td>October 16, 2019 4:00 pm CST</td>
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<tr>
<td>Final Award Notification</td>
<td>October 18, 2019 12:00 pm CST</td>
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</table>
3 Proposal Preparation Instructions

3.1 Vendor’s Understanding of the RFP
In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to KIPP Memphis Collegiate Schools as necessary to gain such understanding. KIPP Memphis Collegiate Schools reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, KIPP Memphis Collegiate Schools reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to KIPP Memphis Collegiate Schools.

3.2 Good Faith Statement
All information provided by KIPP Memphis Collegiate Schools in this RFP is offered in good faith. Individual items are subject to change at any time. KIPP Memphis Collegiate Schools makes no certification that any item is without error. KIPP Memphis Collegiate Schools is not responsible or liable for any use of the information or for any claims asserted therefrom.

3.3 Communication
Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors’ Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between KIPP Memphis Collegiate Schools and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

KIPP Memphis Collegiate Schools
2670 Union Avenue
Suite 1100
Memphis, TN 38112

Attention: Jamie Hunter
Telephone: (901) 452-2682
Department: Information Technology
E-mail: RFP@kippmemphis.org
3.3.1 **Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors’ representatives in any kind of capacity, to/from any KIPP Memphis Collegiate School employee or representative of any kind or capacity with the exception of Jamie Hunter for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.2 **Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to October 15, 2019 12:00 pm CST

- Errors and omissions in this RFP and enhancements. Vendors shall recommend to KIPP Memphis Collegiate Schools any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to KIPP Memphis Collegiate Schools any enhancements, which might be in KIPP Memphis Collegiate Schools best interest. These must be submitted in writing and be received prior to October 15, 2019 12:00 pm CST.

- Inquiries about technical interpretations must be submitted in writing and be received prior to October 15, 2019 12:00 pm CST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.

- Verbal and/or written presentations and pre-award negations under this RFP.

- Addenda to this RFP.

3.3.3 **Addenda**: KIPP Memphis Collegiate Schools will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within (5) business days. All questions, answers, and addenda will be shared with all recipients and made available within E-Rate Productivity Center.

KIPP Memphis Collegiate Schools will not respond to any questions or requests for clarification that require addenda, if received by after October 15, 2018 12:00 pm CST.
All addenda will be posted to our Web site and made available within EPC: Educational [https://www.kippmemphis.org/procurement](https://www.kippmemphis.org/procurement)

### 3.4 Proposal Submission

Proposals must be emailed to [RFP@kippmemphis.org](mailto:RFP@kippmemphis.org) using the following criteria.

1. Attach *RFP document* in Adobe Portable Document Format (.pdf). Other formats will not be accepted.

2. PDF Documents must be less than 25 MB.

3. The subject of your email should be in the format of RFP Name – Company Name - Proposal. For example **T2019-003 Content Filter**

4. **ABC Company – Proposal, T2019-003 Content Filter**

5. **Computers Are Us – Proposal, T2019-003 Content Filter**

6. **Content Filter - ComputerZ.**

4. File Names should be in the format of RFPName_Company_Name.pdf. There should be no spaces within the file name

   a. T2019-003_ABC_Company.pdf

   b. T2019-003_Computers_Are_Us.pdf

   c. T2019-003_ComputerZ.pdf

5. You will receive a response back within 24 hours confirming our receipt of your bid. If you do not receive a confirmation, please contact Jamie Hunter at (901) 452-2682, to ensure that your bid is received.

Proposals must be received by October 15, 2019 4:00 pm CST. KIPP Memphis Collegiate Schools shall not accept proposals received by fax or delivered by any shipping carrier.

Vendors are to submit an **electronic copy only** in Adobe Portable Document Format (.pdf) as stated in the instructions above. KIPP Memphis Collegiate Schools will not accept proposals delivered on paper, by fax or via e-mail.

### 3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on a weighted matrix scale to include but not limited to pricing, its demonstrated competence, compliance, format, and organization. Pricing (cost of goods) will be most heavily weighted. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply KIPP Memphis Collegiate Schools with an Internet Connectivity Systems identified in the Scope of Work.
Evaluation Criteria:

1. Costs Eligible Goods & Services
2. Vendor Relationship
3. In House Product Expertise of Equipment
4. Cost of Ineligible Products Associated with the Service
5. Vendor understanding of KIPP Memphis Collegiate School needs
6. Quality of Vendor Proposal
7. Vendor financial stability and capacity to complete the work

3.6 Selection and Notification

Vendors determined by KIPP Memphis Collegiate Schools who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via e-mail. Those vendors not selected for the negotiation phase will not be notified via e-mail.
4 Scope of Work, Specifications & Requirements

KIPP Memphis Collegiate Schools requires the use of a content filter for our Region.

4.1 Functional Requirements
We need to have a content filter in place to abide by C.I.P.A rules and compliance.

4.2 Technical Specifications
The following are the technical requirements

- Must be able to provide individual filtering for specific Active Directory Domains.
- Must be able to communicate with Google Admin console
- Must be able to communicate with Chrome Books
- Must have Bandwidth throttling to the internet
- Bandwidth monitoring system accessible from the internet
- The ability to filter content must be allowed from any campus location
- Must Allow for off-site proxy exclusion
- Must be cloud based
4.3 Engagement Methodology
The vendor staff will work with our staff to connect the equipment into our network.

5 Vendor Qualifications & References
All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
   - Full legal name of the company
   - Year business was established
   - Number of people currently employed
   - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.

2. An outline of the product line-up and/or services they currently support.

3. An outline of their partnerships and relationships to date.

4. Information on its current clients, including:
   - A list of clients with similar needs using similar products and/or services.
   - Evidence of successful completion of a project of a similar size and complexity.

5. References: Contact information for three references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.
6  Budget & Estimated Pricing

All vendors must fill out the following cost breakdown for the implementation of their solution for KIPP Memphis Collegiate Schools project as described in this RFP. Costs should be identified as either capital or non-capital in nature. Pricing quoted shall be guaranteed firm for a minimum one (1) year from the date of the award. The initial contract period will run from October 18, 2019, through October 17, 2020, with the option to extend annually for up to three (3) additional consecutive one (1) year periods if agreeable by all parties. If all parties are in agreement to extend the initial contract beyond the first year, future contract pricing may not exceed the previous year’s Consumer Price Index, not to exceed 5%.” Any cost changes after awarding the contract will be at the vendor’s expense. Any costs incurred that are not listed here, will also be the responsibility of the vendor.

6.1 Estimated Costs

For all available deployment models, provide a Three-year cost summary as displayed below.

<table>
<thead>
<tr>
<th>Five Year Total Cost Summary</th>
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<tbody>
<tr>
<td>Costs</td>
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<tr>
<td>Hardware</td>
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<tr>
<td>Software Licensing</td>
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<tr>
<td>Third Party Software</td>
</tr>
<tr>
<td>(Middleware)</td>
</tr>
<tr>
<td>Labor</td>
</tr>
<tr>
<td>Integration</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
<tr>
<td>Documentation &amp; Training</td>
</tr>
<tr>
<td>Project Management</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Internet</td>
</tr>
<tr>
<td>Data Circuits</td>
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<tr>
<td>Total:</td>
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</tbody>
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Suggested Cost Categories:

**Hardware:** List, describe, and record the cost of each piece of hardware that is required to optimally run the software.

**Software Licensing:** List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed software.

**Third-Party Software (Middleware):** List, describe, and record the cost of each piece of software (including operating systems) that is required to optimally run the software.
**Labor:** Describe any installation or other costs associated with installing your proposed software.

**Integration:** Describe any labor, or other costs associated with integrating your proposed solution into our current architecture and back-end systems.

**Legacy Data Loading:** Describe any labor, equipment, or other costs associated with importing legacy data from current systems into the new system.

**Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed [Insert System Solution].

**Documentation & Training:** If there are fees associated with your user or technical documentation, list them here.

**Project Management:** If there are project management fees associated with your proposed software, list and describe them here.

**Miscellaneous:** List and describe any other costs associated with your proposed solution.

**Material:** Describe any materials utilized to complete this project.
7 Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, KIPP Memphis Collegiate Schools may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference and background checks on the individuals working at a school when children are present. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the Respondent. KIPP Memphis Collegiate Schools will treat this information in accordance with the provisions of this Section 7.

7.1.2 Requested Personal Information

Any personal information as defined by the Tennessee Board of Education that is requested from each Respondent by KIPP Memphis Collegiate Schools shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to KIPP Memphis Collegiate Schools. KIPP Memphis Collegiate Schools will consider that the appropriate consents have been obtained for the disclosure to and use by KIPP Memphis Collegiate Schools of the requested information for the purposes described.

7.2 Non-Disclosure Agreement

KIPP Memphis Collegiate Schools reserves the right to require any Respondent to enter into a non-disclosure agreement.

7.3 Costs

The RFP does not obligate KIPP Memphis Collegiate Schools to pay for any costs, of any kind whatsoever that may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of KIPP Memphis Collegiate Schools, subject to claims of confidentiality in respect of the Response and supporting documentation.
7.4 Intellectual Property
The Respondent should not use any intellectual property of KIPP Memphis Collegiate Schools including, but not limited to, all logos, registered trademarks, or trade names of KIPP Memphis Collegiate Schools, at any time without the prior written approval of KIPP Memphis Collegiate Schools, as appropriate.

7.5 Respondent’s Responses
All accepted Responses shall become the property of KIPP Memphis Collegiate Schools and will not be returned.

7.6 Governing Law
This RFP and the Respondent’s Response shall be governed by the laws of the State of Tennessee.

7.7 No Liability
KIPP Memphis Collegiate Schools shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.8 Entire RFP
This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

7.9 Non-Discriminatory
KIPP Memphis offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.

KIPP Memphis encourages qualified minority and/or women-owned businesses to submit bids. KIPP Memphis awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
8. CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the contractor (NAME OF FIRM) certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

________________________________________________
CONTRACTOR'S NAME

________________________________________________
SIGNATURE

________________________________________________
DATE

Printed or Typed Name of Individual Signing for the Contract
9. Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to T2019-003 issued by KIPP Memphis Collegiate Schools. The undersigned is a duly authorized officer, hereby certifies that:

__________________________
Insert Vendor Name Here

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall cover access from October 18, 2019 – October 17, 2020.

The undersigned further certify that their firm (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify KIPP Memphis Collegiate Schools of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

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Please Add Proposal to the Document Here, and proceed to create PDF with combined information.