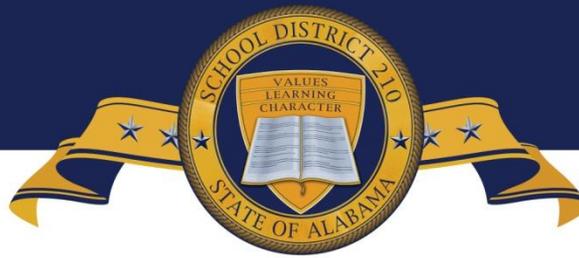


P.O. Box 66
1000 Industrial School Road
Mt. Meigs, AL 36057



Telephone: (334) 215-3850
Fax: (334) 215-3857
www.dys.alabama.gov

REQUEST FOR PROPOSAL BASIC MAINTENANCE

To: Vendors

From: Yolanda Kelley, Technology Coordinator

Date: February 18, 2015

Re: Basic Maintenance YR2015-2018

State of Alabama
Department of Youth Services School District
Basic Maintenance Agreement
Proposal Closing Date: March 18, 2015

REQUEST FOR PROPOSAL

The Alabama Department of Youth Services is seeking bids for basic maintenance support to supplement, as needed the existing Network support staff consisting of 1 fulltime Technology Coordinator. The Alabama Department of Youth Services School District is seeking bids for the following services:

1. E-rate Eligible Basic Maintenance Support – limits support to only E-rate eligible activities/items as outlined by the Schools and Libraries eligibility guidance and direction.
2. Cisco hardware maintenance (8*5*NBD coverage requirement) - hardware replacement, software upgrades, security patches, maintenance, etc.);

1. VENDOR QUALIFICATIONS:

Each vendor must provide the following in their bid to be considered for qualification:

- **Have verifiable accounts of similar size and complexity**
- **Have a minimum \$1,000,000 in liability insurance**
- **Have Five Alabama K-12 references**
- **Have been established in business for ten years**
- **Have E-Rate Spin Number**
- **List of Cisco company specializations and certifications**
- **Have ISO-9001 Certification**

MISCELLANEOUS

- A. Specifications are not intended to eliminate any reputable manufacturer, brand or vendor. Reference to manufacturers, brand names, suppliers catalog numbers, etc., is intended to set quality standards and does **NOT** exclude proposals from others as long as quality standards are met. Pictures, descriptions and specifications shall accompany all proposals.
- B. If a proposal differs in any way from the proposal specifications, the vendor must list the differences on the bid proposal form telling exactly where and how the proposal deviates from said specifications. If no exceptions are listed on the proposal, it will be presumed the vendor proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
- C. It is the vendor's responsibility to comply with all local, state and federal laws as they apply to this proposal.
- D. DYS is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4(15), Code of Alabama 1975.
- E. Proposal price is to be all inclusive with no further charges made against the Department of Youth Services School District.
- F. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environment Protection Agency Regulations.
- G. Contracts over \$5,000 require completing a Vendor Disclosure form.
- H. The Department of Youth Services School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Department of Youth Services School District complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
- I. The final awarding of this proposal will be made by the Board of Education via Alabama Contract Review Board based on a recommendation from the Superintendent. The Superintendent will base his recommendation on consultation with Coordinators.
- J. All prospective contract personnel must sign a Vehicle, Tool and Security for DYS Campuses Contractor Security Procedures Form and a Confidentiality Agreement.
- K. All proposals **MUST** be delivered (hand or mailed) in a sealed envelope by March 18, 2015 at 9:00 a.m. to: Department of Youth Services School District 210, Attention: Yolanda Kelley, 1000 Industrial School Road or PO Box 66, Mt. Meigs, Alabama 36057. The following information **MUST** appear on the outside of the proposal envelope:
Proposal #YR2015-2018 Basic Maintenance.

2. BASIC MAINTENANCE:

E-Rate Definition of Basic Maintenance Eligibility: Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without e-rate discounts. Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information. Basic maintenance is eligible for discount only if it is a component of a maintenance agreement or contract for eligible services or products, and these maintenance services are cost effective. The agreement or contract must specifically identify the eligible products or services covered, including product name, model number, and location.

Must be able to install, troubleshoot, maintain and integrate the following type of hardware and software products:

- Routers
- Switches
- Routed Networks
- Static and Dynamic Routes Configuration
- Ethernet Topology
- Maintain existing Tandberg equipment
- CISCO products to include Telepresence
- Microsoft Windows 2003 Active Directory
- Microsoft Windows 2003 Operating System (on eligible servers – not desktops)
- Servers – DHCP, Domain Name Server, E-mail, Terminal Server and Web Server
- Network Troubleshooting
- Copper and Fiber cabling standards and termination techniques and equipments
- Wireless Bridge standards and termination techniques and equipment
- Network Interface Cards
- Troubleshoot, install and terminate Category 5e and multimode fiber cable and components

3. COMMUNICATIONS NETWORK SPECIALIST - Vendors must provide services and bid for both of the following labor categories (specific pricing):

1. **Senior Communications Network Specialist.** Troubleshoots LAN/WAN and other network related problems, provides technical expertise for configuration of networks, performs general LAN maintenance, and highly skilled in troubleshooting all aspects of complex networks. Minimum 10 years experience preferred but not required in the Telecommunications Field.
2. **Network Maintenance Technician.** Troubleshoots LAN/WAN and other network related problems, provides technical expertise for configuration of networks, skilled in troubleshooting all aspects of complex networks. Minimum 5 years experience is preferred but not required in the Telecommunications Field.

The vendor providing the on-site technical support services must be a Cisco Authorized reseller with Cisco certified personnel that can provide certified technical support for wireless and network equipment. Also must have Microsoft certified personnel on staff, and maintain support of the existing Tandberg equipment. A copy of the certifications MUST be included in the proposal package. These vendor certifications will help ensure that the customer is provided with adequate support throughout the project. These certifications must remain in place throughout the contract period.

4. TECHNICAL HELP

Type of Assistance	Labor Cost Per Hour
a. Basic Maintenance support	\$ _____
b. Communications Network Specialist #1	\$ _____
c. Communications Network Specialist #2	\$ _____

Number of years in business: _____

(LIST REFERENCES ON SEPARATE SHEET OF PAPER)

SCORING

The DYS School District and all prospective vendors will comply with all local, state and federal laws and the cost effectiveness guidance provided by the Universal Service Administration Company in regard to purchasing and contracting for the above mentioned services and products. The factors will be scored by internal and external reviewers. The following table shall be used to demonstrate what possible value is available for each area scored.

Factor	Weight
Price	30%
References	25%
Most Acceptable and Advantageous Bid	15%
Prior Vendor Experience	15%
Personnel Qualifications/ E-Rate Qualifications/ Experience	15%
Total	100%

The scores will be tallied and forward to the superintendent for his final recommendation.

State of Alabama

Department of Youth Services School District

Basic Maintenance Agreement Proposal

Proposal Closing Date: March 18, 2015

Name of Firm: _____

Address of Firm: _____

Name (type or print): _____

Authorized Signature: _____

Date: _____ Telephone: _____

Exceptions to Specifications and/or Comments:

Drug Free Workplace Certification

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

Publishing a statement notifying its employees that the lawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the vendor's work place, and specifying the actions that will be taken against employees for violation of such prohibitions.

Establishing a continuing drug-free awareness program to inform its employees about:

1. The dangers of drug abuse in the workplace.
2. The vendor's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation and services.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Giving all employees engaged in performance of the contract a copy of the statement concerning drug-free workplace.

Notifying all employees, in writing, of the statement concerning a drug-free workplace, that as a condition of employment on a covered contract, the employee shall abide by the terms of the statement.

The vendor shall make a good faith effort to maintain a drug-free workplace program through implementation of all of the above, but not limited herein, in this certificate.

Company: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Representative: _____ Title: _____

Authorized Representative Signature: _____

The forgoing instrument was acknowledged before me this _____ day of _____,
_____ By _____ as _____ (Title) of
_____ who is known to me to be the person described herein, who produced
_____ as identification.

NOTARY PUBLIC _____
(Signature)

SEAL

_____ My Commission Expires: _____
(Print Name)

DYS Campuses Contractor Security Procedures Form

1. All unattended (even a few minutes) vehicles must have all windows and doors completely closed and locked. Vehicles that can not be locked will not be allowed on campus.
2. All tools not in actual use must be secured at all times within locked tool boxes or job boxes.
3. All ladders, ropes, chains, heavy extension cords, and any other device that can be used for climbing (to include air hoses, hose pipes, etc...) must be secured inside of locked boxes or vehicles. Ladders not in use must be securely chained to vehicles.
4. All work areas will be completely enclosed within a chain link fence (8 ft. high) and any open ditches or trenches will be enclosed with reflective barriers or fence.
5. The work area will be kept clean of trash or work by products that could be used as a weapon or tool to facilitate escape, should it fall into the hands of students. At the close of each work day the work area will be inspected by security.
6. Work crews will not make contact with students for any reason. Should students try to establish contact with work crews, security should be called at once.
7. No types of weapons are allowed on campus. Violators will be charged with criminal charges.
8. No alcohol or drugs of any type are allowed on campus. Violators will be charged with criminal charges.
9. All persons on a DYS campus are held responsible for the control of any tobacco products they may use. Anyone who allows students access to tobacco products will be removed from campus.
10. Should any tools or equipment become misplaced or lost, it must be reported to security at once.
11. No equipment or vehicle may be left on campus overnight or on weekends without the approval of the campus superintendent, and Department of Chief of Security.
12. All vehicles (private and company) and the work area are subject to security inspection or search at any time.
13. All contracted employees are subject to criminal background checks by the Alabama Department of Youth Services and are granted access to work within the facilities based only after such background checks are completed and approved.

The contractor shall make a good faith effort to maintain a safe workplace through implementation and insuring at all workers are knowledgeable of all of the above, but not limited herein, in this certificate.

Company: _____

Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Representative: _____ Title: _____

Authorized Representative Signature: _____

The forgoing instrument was acknowledged before me this _____ day of _____, _____

By _____ as _____ (Title)

of _____ who is known to me to be the person described herein,

who produced _____ as identification.

NOTARY PUBLIC

SEAL

(Signature)

(Print Name)

My Commission Expires: _____

Contractual Employee Confidentiality Agreement

My name is _____ and I am an employee of the _____ . In Furtherance of the purpose of the Department of Youth Service (DYS) and the _____, it is necessary that I review certain files relating to juveniles in DYS custody.

These files include but are not limited to education, administration or treatment files relating to juveniles in DYS custody. I understand these files contain information, including law enforcement, medical, and psychological information protected by the provisions of the Health Insurance Portability Protection Act, Alabama Code Sections 12-25-100, 12-15-101, and 34-26-2, and various federal statutes and regulations. These records are confidential and I understand that criminal and/or civil penalties may apply for unauthorized disclosure of such confidential files. Disclosure of such confidential files includes disclosure of any information in said files and includes disclosure of the name or identity of any child in DYS custody in a way that identifies him/her as a juvenile who is or has been in DYS custody.

Done this _____ day of _____, 20 _____.

Signature: _____

Print Your Name: _____

Employers Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____