

**REQUEST FOR PROPOSAL**  
**MIAMI PUBLIC SCHOOLS**  
**TECHNOLOGY DEPARTMENT**

7638 NW State Rt J

Amoret, MO 64722

PH: 660-267-3480

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**SPECIFICATIONS**

**FOR**

**Computer/Network Services**

**BID DUE: MAY 30, 2019**

**SECTION ONE: GENERAL INFORMATION**

1. **INTRODUCTION AND INTENT:** The Miami Public School District is a small rural district of approximately 187 students from K-12 which is looking for computer/network services. This Request for Proposal will focus on vendors to maintain and monitor and upgrade the existing computer and network infrastructure. The intent of this RFP is to provide potential Vendors with sufficient information to enable the provider an acceptable response.
  
2. **TIMELINE:**
  - A. **RFP Issued**    **May 15, 2019**
  - B. **Bids Due**     **May 30, 2019 1p.m.**
  
3. **WALKTHROUGH:** There will be a **mandatory** walkthrough of the buildings so that Vendors can provide a reasonable quote of equipment, installation, etc. All bids that are given without doing a walkthrough of the building will be rejected. There is a scheduled walkthrough for May 20, 2019 at 11:00 a.m.
  
4. **IMPLEMENTATION SCHEDULE:** The winning Vendor will start working with the Miami Public School District July 1, 2019
  
5. **DUE DATE:** All bids must be received by the school district, no later than 1p.m., May 30, 2019. Late responses will NOT be considered.
  
6. **SUBMITTING BIDS:** All bids must be emailed to [djohnson@miamik12.net](mailto:djohnson@miamik12.net) Please put '**RESPONSES TO COMPUTER/NETWORK SERVICES-<Vendor name>**' in the subject of the email. Failure to do so will result in the rejection of the bid.

7. **DISTRICT CONTACT:** All bids during this RFP will be directed to the Project Manager, Dr. Daniel Johnson, by email: [djohnson@miamik12.net](mailto:djohnson@miamik12.net)

8. **UPDATES/ CANCELLATIONS:** The District may modify or cancel the RFP at any time prior to the Due Date by issuance of an Addendum or Cancellation to all vendors who are participating in the bid process. Any Addendums or Cancellations will be posted on the District's RFP website: <http://www.miamir1.net>  
Vendors should monitor the website for any updates or cancellations to this RFP.

9. **CONTRACT DOCUMENT:** Vendor acknowledges that the awarding of this project is on condition of a signed contract between the District and Vendor. The contract will contain the specifications as outlined in this RFP, any addendums, and options negotiated between the Vendor and Miami Public School District.

10. **EQUIVALENT QUOTES:** When brand or trade names are used in the quote invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Quotes on equivalent items of substantially the same quality, style and features are invited as long as the established standards are met and/or exceeded and unless items are marked "No Substitute". Equivalent quotes must be accompanied by descriptive literature. Samples may be required and shall be supplied at no charge to the school district prior to the contract being awarded.

11. **NEW MATERIALS, SUPPLIES OR EQUIPMENT:** All materials, supplies and/or equipment offered by a bidder shall be new. All equipment shall be assembled and fully serviced and ready for operation when delivered.

12. **TAX EXEMPT:** Miami Public School is exempt from federal, state and local taxes. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Missouri. Proposals should not include federal, state, or local taxes.

13. **REJECTION OF PROPOSALS:** The School District reserves the right to refuse for any reason deemed to be in its best interest any and all proposals submitted in response to this RFP. Service providers may or may not receive notification from the School District if their proposal is rejected.

14. **BID AWARDING:** Miami Public School will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current infrastructure, future growth, RFP specifications, and not necessarily the lowest price even though price will be the most heavily weighted factor.

## **SECTION TWO: CURRENT WIRELESS INFORMATION**

Please note that providers are encouraged to explore the district's current wireless status (switches, routers, wiring, exc..) at time of walkthrough.

### **SECTION THREE: BID SCOPE**

1. A **MANDATORY** walkthrough of the buildings is required before any bid will be accepted from a Bidder. Bids received without the Bidder doing a walkthrough will not be accepted. Please contact the Project Manager at [djohnson@miamik12.net](mailto:djohnson@miamik12.net) to schedule a walkthrough of the buildings. Building walkthroughs will need to be completed on **May 20, 2019@11a.m.**
2. Monitor and maintain all servers, firewalls, switches, wireless, network equipment and user endpoints (windows and iPad)
3. Bids may include a complete turnkey project.

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