Hope of Detroit Academy

Request for Proposal

Bids received after March 2, 2015 may not be considered

4443 Campbell
Detroit, MI 48210
Contact person: Manuel Rosales
Email: Manuel.Rosales@LeonaGroup.com

Important Notes

- Please email all quotations to the above email address clearly marked “E-Rate bid.”
- All quotes must be submitted with the understanding that implementation may be dependent upon:
  - E-Rate funding approval by the SLD
  - Enrollments
  - Existing budgetary requirements
- The intent is that contingent contracts will be let between July 1, 2015 and August 30, 2015. Purchase and installation of products and services must be between June 30, 2016 and June 30, 2017.
- All bidders must notarize and submit the attached Disclosure of Familial Relationship form.
- No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for at least ninety (90) days.
- The project qualifies for years 2015 – 2017 USF funding. No invoice will be dated before July 1, 2015. Funding for this project is dependent on USF funding approval.
- Hardware must allow for distribution of voice, video, or data signal to other buildings within the district as necessary. Capacity must allow for all users.
- The following specifications are to be used as guidelines in quoting a solution. Although specification changes are permitted, the quality of the product/services requested must be based upon industry standards at time of delivery.
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2015 USF Eligible Services List located on the USAC website (http://www.usac.org/sl/) for guidance. (Note: It is the vendor’s responsibility to check for updates and corrections prior to submitting bids/quotations.)
- All bidders shall provide at least three (3) references from clients of similar type and size that it currently provides these services to, educational accounts preferred.
- All bidders shall state any Service Level Agreements (SLA’s) provided in association with the services offered in its bid proposal.
- All bidders shall promptly disclose all interests, relationships, and affiliations that could potentially give rise to a conflict of interest involving The Hope of Detroit Academy and/or The Leona Group, LLC. Providers will disclose any association past or present with The Hope of Detroit Academy and/or The Leona Group, LLC and their officers and affiliates.
- All bidders must adhere to the Lowest Corresponding Price (LCP) guidelines (http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx).
- All bidders will be totally responsible for the migration from the existing Local Service, Intra-LATA and Inter-LATA providers, to the services purchased from this bid, including number retention (porting). The bidder must coordinate all installation issues with the existing Local Exchange Carrier.
- All bidders will understand that if the entity closes, contract termination fees will not be incurred by the entity.
• The bidder shall identify all associated costs that the Owner would incur if it were to cancel any or all proposed services prior to any contract expiration. If none are identified, this bidder agrees to hold harmless the District in any cancellation scenario.
• All bidders will understand that the entity may choose more than one provider for one type of service.
• Multi-year contracts may be considered.
• All bidders must have an E-rate SPIN.
• All bidders must have the 2015 Service Provider Annual Certification Form 473 on file with USAC by September 1, 2015. (http://www.usac.org/sl/tools/forms/default.aspx)
• The district reserves the right to accept or reject any or all quotations.
• Implementation and completion of the services are contingent upon the district receiving approved funding from the Universal Services Fund. The services may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of the entity. If requested, the vendor will complete the SPI (Form 474) application. It is the vendor’s responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Corporation and the Universal Services Fund.
• The Board reserves the right to a) reject any or all bids without assigning any reason thereto, b) Be the sole judge of equivalency, or c) Waive any bid requirement in accepting or rejecting bids.

Bid Evaluation

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are rare, in many ways, more important. Do not assume the lowest bid will be awarded the project.

To achieve this goal, bids will be evaluated on several factors.

• Prices/charges
• Prior experience
• Understanding of needs
• Financial stability
• Personnel qualifications
• Comply with the spirit of the district’s long range technology plan
• Compatibility with district hardware/software standards as set forth within district’s long range technology plan
• Provide lower long-term cost of ownership
• Ability to upgrade and adapt to technological advances
• Completeness of response and adherence to bid specifications
• Summary of project implementation plan
• Capability of the bidder to successfully complete the installation within the required timeframe
Category 1 Services

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Local Telephone Service**
  - # of Buildings = 1 (new)
  - # of Lines = Minimum of 46
  - VoIP

- **Long Distance Telephone Service**
  - # of Buildings = 1 (new)
  - # of Lines = Minimum of 46
  - VoIP

- **Cellular Service**
  - # of Cell Phones Minimum of 5
  - Pooled Minutes = Minimum of 2500
  - Wireless Internet access for a minimum of 5 (may not be USF eligible)

- **Internet Access – Minimum of 100MB**
  - Provide 99.97% uptime guarantee (if possible)
  - Minimum block of 6 Static IP addresses
  - 4-hour maximum service response time (24/7)
  - Include itemization of ISP-owned equipment necessary for connectivity that will be placed with the district
  - Provide proof of worker’s compensation insurance
  - Provide proof of $2 million liability insurance umbrella upon award of the bid
  - Bids must include line itemization of all components to allow for the use of E-rate funds on all approved items. Itemization should include, but not limited to:
    - Filtering solution at local level for CIPA compliance (if available and cost effective)
    - Statistical analyses access via web interface
    - End-to-end maintenance on equipment used to deliver services

Category 2 Services

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Ruckus Wireless Access Points**
  - 802.11n or equivalent
  - Must include the cabling, antennas, connectors, software, and controller(s)
  - For approximately 700 kids and staff
  - For 1 building
  - Minimum of 35 wireless access points
  - Minimum of 35 wireless access points drop
  - Mounting Kit for each wireless access point
  - Please review the attached drawings

- **Cisco Network Switches**
  - For approximately 700 students and staff
  - Must include the necessary software
  - For 1 new building
  - Minimum of Two 48 port PoE switches
  - Minimum of Five 48 port switches
  - 10/100s gigabyte uplinks
  - Please review the attached drawings
• **Data Cabling**
  o Minimum of 298 data drops

• **SonicWall Firewall**
  o Minimum of 1
  o Must include the necessary software

• **UPS**
  o Minimum of 3
  o Must include necessary software

• **Caching**
  o Minimum of 1
  o Must include the necessary software

• **Ruckus Zone Director with controller for access points**
  o Minimum of 36 licenses
  o Must include the necessary software
  o For 1 new building
  o Please review the attached drawings

• **Racks**
  o Minimum of 2 racks needed
  o Please review the attached drawings

• **Managed Internal Broadband Services**
  o For eligible broadband internal connection components

• **Basic Maintenance**
  o For all wireless access points, controllers, network switches, UPS’ routers, firewall, and caching server

• **On-site Training**
  o On the use of eligible equipment, directly associated with equipment installation.
  o Training must occur coincidently or within a reasonable time frame after installation.
THIS FORM IS REQUIRED WITH ALL CONSTRUCTION BIDS

HOPE OF DETROIT ACADEMY

AFFIDAVIT AS TO
DISCLOSURE OF FAMILIAL RELATIONSHIPS FOR COMPETITIVE BIDS

Section 1267 of the Michigan Revised School Code requires competitive bids on all material and labor required for the complete construction of a proposed new building, or the addition to, repair, or renovation of an existing school building (Competitive bids). Section 1267(3) (d) requires any such bid to be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the owner of any employee of the bidder and any member of the Board of Directors of Hope of Detroit Academy (“HODA”), the Superintendent of “HODA”, or any director, officer or employee of The Leona Group, L.L.C..

THE HOPE OF DETROIT ACADEMY BOARD OF DIRECTORS WILL NOT ACCEPT A COMPETITIVE BID FOR CONSTRUCTION, ADDITION TO, REPAIR OR RENOVATION OF A SCHOOL BUILDING THAT DOES NOT INCLUDE A NOTARIZED ORIGINAL OF THIS AFFIDAVIT.

INSTRUCTIONS: This report must be completed either in ink or typewritten. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates.

BID# ________________________

NAME OF BIDDER:____________________________________________________________________________

Address:_____________________________________________________________________________________

Period of Proposed Work:________________________________________________________________________

Question #1
Does the owner of any employee of the bidder have any familial relationship with any member of the Hope of Detroit Academy Board of Directors as listed on attachment A?    Yes____   No____

If the answer to #1 is yes, complete the following:

a) Name of Employee:________________________________________________________________________

b) Home Address of Employee:_________________________________________________________________

c) Position Held:____________________________________________________________________________

d) Name of HODA Board of Directors Member:____________________________________________________

Question #2
Does the owner or any employee of the bidder have any familial relationship with the Superintendent of the Hope of Detroit Academy Schools as listed on attachment A?    Yes____   No____

If the answer to #2 is yes, complete the following:

a) Name of Employee:________________________________________________________________________

b) Home Address of Employee:_________________________________________________________________

c) Position Held:____________________________________________________________________________

d) Name of HODA Board of Directors Member:____________________________________________________
I, ____________________________________________,
[typed name of affiant]
having been duly sworn on oath, say that I am the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief.

[signature of affiant]

Subscribed and sworn to before me, this __________ day of ______________________, 20________.

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: ________________, 20______.
Attachment A –
AFFIDAVIT AS TO DISCLOSURE OF FAMILIAL RELATIONSHIPS FOR COMPETITIVE BIDS

HOPE OF DETROIT ACADEMY BOARD OF DIRECTORS

Thomas Rys – President
Roslyn Love – Secretary
Joe Gappy – Treasurer
Danielle Jackson – Member
Kimberly Farrow – Member
Patricia Ouellette - Member

The Leona Group L.L.C.

Dr. Bill Coats – Chief Executive Officer
Michele Kaye – Chief Operating Officer
Patrick Lawrence – Chief Financial Officer
Michael R. Atkins – General Counsel
Georgia Rodgers – Chief of Staff
Tamasha James – Vice President for Academic Support – Midwest
Teri Knick – Vice President for Human Resources
Madalyn Kaltz – Marketing Communication Director
Rachael Parks – Director of Technology
HOPE OF DETROIT ACADEMY
MINORITY BUSINESS SURVEY (OPTIONAL)

Name of Company: _______________________________________________________
Address: __________________________________________________________________
City/State/Zip: __________________________________________________________

Definitions – The following definitions, used by Hope of Detroit Academy, for minority and small business, are the same as used by the State of Michigan, reference Executive Directive 1976-4.

(1) Minority Business – A Minority Business is defined as a business that is at least 51% owned by females, persons of a national origin minority group (e.g. African-American, Alaskan, Middle Eastern, Eskimo, Hispanic, Native American, Asian.

A. Is the above-listed firm a minority firm? ( ) Yes ( ) No
B. If yes, please check the appropriate group(s):
   Female owned: ___________________________ Native-American owned: ___________________________
   African-American owned: ___________________ Hispanic owned: _____________________________
   Other owned (please specify): ______________________________________________________________

Name and telephone number of owner of business: __________________________________________________________

___________________________________________________________________________________________

Services Provided: ________________________________________________________________

Contact Person: _________________________________________ Phone: _____________________________

Date: ____________________________________________________________

Return to: Hope of Detroit Academy, C/O Taktix Solutions, 211 Fort Street, Suite 720, Detroit, MI 48226. Telephone (313) 961-9446
DOOR SECURITY WIRING LEGEND

1. PROVIDE 24VDC FOR DOOR CONTACT TO潤ED SECURITY JUNCTION BOX.
2. PROVIDE 24VDC FOR DOOR CONTACT TO潤ED SECURITY JUNCTION BOX.
3. PROVIDE 24VDC FOR DOOR CONTACT TO润ED SECURITY JUNCTION BOX.
4. PROVIDE 24VDC FOR DOOR CONTACT TO润ED SECURITY JUNCTION BOX.
5. PROVIDE 24VDC FOR DOOR CONTACT TO润ED SECURITY JUNCTION BOX.
6. PROVIDE 24VDC FOR DOOR CONTACT TO润ED SECURITY JUNCTION BOX.

NOTE:
TYPICAL DOOR WIRING DETAILS BY THE SECURITY SYSTEM CONTRACTOR. REFER TO FLOOR PLANS FOR EXACT QUANTITIES AND DOOR CONFIGURATIONS.

DOOR HARDWARE WIRING DETAILS

INTRUSION DETECTION/ACCESS CONTROL WIRING DIAGRAM

NOTE:
TYPICAL DOOR WIRING DETAILS BY THE SECURITY SYSTEM CONTRACTOR. REFER TO FLOOR PLANS FOR EXACT QUANTITIES AND DOOR CONFIGURATIONS AND SHALL PROVIDE ANY CABLES NEEDED FOR A COMPLETE OPERATIONAL INSTALLATION.
UNIT B - FIRST FLOOR TECHNOLOGY PLAN

ROOM LEGEND - FIRST FLOOR UNIT B

ROOM NO. | ROOM NAME | AREA (SF)
---------|-----------|----------
B100     | CORRIDOR  | 1324 SF  
B101     | GYMNASIUM | 9340 SF  
B102     | CONFERENCE RM | 298 SF  
B103     | TECH ROOM  | 54 SF    
B104     | J.C.       | 40 SF    
B105     | J.C.       | 76 SF    
B106     | J.C.       | 50 SF    
B107     | J.C.       | 119 SF   
B108     | J.C.       | 1526 SF  
B109     | RECEPTION | 740 SF   
B110     | CONFERENCE | 208 SF  
B111     | CLINIC     | 125 SF   
B112     | TOILET RM  | 94 SF    
B113     | PRINCIPAL OFFICE | 196 SF  

PLAN NOTES - TECHNOLOGY

1. SEE DETAIL 2/T1.5 FOR AV WIRING.
2. LOCATION OF TR/TELECOMMUNICATION EQUIPMENT ROOM WITH RACK(S), CABINET(S), SWITCHES AND UPS ETC. REFERENCE TO DETAIL 3/T1.4 FOR MORE INFORMATION.
3. LOCATION OF MC/ER-MAIN EQUIPMENT ROOM WITH VOICE, VIDEO AND DATA EQUIPMENT WITH UPS ETC. REFERENCE TO DETAIL 2/T1.4 FOR MORE INFORMATION.
4. PROVIDE DATA DROPS FOR EACH WIRELESS ACCESS POINT. PROVIDE 25 FT. SLACK LOOP COILED NEATLY AND SUPPORTED ABOVE THE CEILING. TERMINATE CABLES WITH RJ45 MODULAR JACKS ... PROVIDE 3 FT. PATCH CORD. NOTE LOCATION ON RECORD DRAWINGS AND MARK LOCATION ON CEILING GRID WITH BLUE DOT.
5. SEE DETAIL 8/T1.3 FOR CEILING MOUNTED VIDEO PROJECTOR.
6. SEE DETAIL 1/T1.6 FOR MORE INFORMATION ON COMMONS ROOM SOUND SYSTEM.
7. SEE DETAIL 2/T1.6 FOR MORE INFORMATION ON GYMNASIUM SOUND SYSTEM.
UNIT B - SECOND FLOOR TECHNOLOGY PLAN

ROOM LEGEND - SECOND FLOOR UNIT B

<table>
<thead>
<tr>
<th>ROOM NO.</th>
<th>ROOM NAME</th>
<th>AREA (SF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B200</td>
<td>CORRIDOR</td>
<td>2615</td>
</tr>
<tr>
<td>B202</td>
<td>CURRIC DEVELOPMENT OFFICE</td>
<td>298</td>
</tr>
<tr>
<td>B203</td>
<td>TECH ROOM</td>
<td>54</td>
</tr>
<tr>
<td>B204</td>
<td>J.C.</td>
<td>39</td>
</tr>
<tr>
<td>B205</td>
<td>CLASSROOM</td>
<td>788</td>
</tr>
<tr>
<td>B206</td>
<td>SCIENCE CLASSROOM</td>
<td>791</td>
</tr>
<tr>
<td>B207</td>
<td>SCIENCE CLASSROOM</td>
<td>784</td>
</tr>
<tr>
<td>B208</td>
<td>STAIR</td>
<td>420</td>
</tr>
<tr>
<td>B209</td>
<td>OFFICE</td>
<td>324</td>
</tr>
<tr>
<td>B210</td>
<td>SCIENCE CLASSROOM</td>
<td>1408</td>
</tr>
<tr>
<td>B211</td>
<td>S.T.E.M.</td>
<td>785</td>
</tr>
<tr>
<td>B212</td>
<td>SCIENCE LAB</td>
<td>1447</td>
</tr>
<tr>
<td>B213</td>
<td>ITEC</td>
<td>850</td>
</tr>
</tbody>
</table>

PLAN NOTES - TECHNOLOGY

1. SEE DETAIL 2/T1.5 FOR AV WIRING.
2. LOCATION OF TR/T1.5 TELECOMMUNICATION EQUIPMENT ROOM WITH RACK(S), CABINET(S), SWITCHES AND UPS ETC. REFERENCE TO DETAIL 3/T1.4 FOR MORE INFORMATION.
3. LOCATION OF MC/ER-Main equipment room with voice, video and data equipment with UPS ETC. REFERENCE TO DETAIL 2/T1.4 FOR MORE INFORMATION.
4. PROVIDE DATA DROPS FOR EACH WIRELESS ACCESS POINT. PROVIDE 25 FT. SLACK LOOP COILED NEATLY AND SUPPORTED ABOVE THE CEILING. TERMINATE CABLES WITH RJ45 MODULAR JACKS... PROVIDE 3 FT. PATCH CORD. NOTE LOCATION ON RECORD DRAWINGS AND MARK LOCATION ON CEILING GRID WITH BLUE DOT.
5. SEE DETAIL 8/T1.3 FOR CEILING MOUNTED VIDEO PROJECTOR.
6. SEE DETAIL 1/T1.6 FOR MORE INFORMATION ON COMMONS ROOM SOUND SYSTEM.
7. SEE DETAIL 2/T1.6 FOR MORE INFORMATION ON GYMNASIUM SOUND SYSTEM.