

**Harrisburg Area Community College  
Harrisburg, PA**

**Request for Bid**

**RFB16-15**

**For**

**CISCO SMARTNET MAINTENANCE**

Dates:

DATE OF ISSUANCE:	October 22, 2015
DEADLINE FOR QUESTIONS:	October 29, 2015
QUESTIONS ANSWERED:	November 3, 2015
DEADLINE TO SUBMIT BIDS:	November 6, 2015, 02:00 p.m.
BID OPENING:	November 6, 2015, 02:01 p.m.
SUBMIT BIDS ONLINE:	PennBid Program ( <a href="http://www.ebidexchange.com/pennbid">www.ebidexchange.com/pennbid</a> )
DIRECT QUESTIONS TO:	"Questions" tab within PennBid

**BID DUE DATE:      November 6, 2015 by 2:00PM**

Award of Contract:      Following the December 1, 2015 Board of Trustees Meeting

Bids Must Be Submitted Online via the PennBid Program ([www.ebidexchange.com/pennbid](http://www.ebidexchange.com/pennbid))

Bid results will be posted on PennBid website as well as the HACC website.

For information concerning the RFB process, required format and the schedule of activities, please direct questions to:

Monique Baylor  
Director of Procurement  
Telephone: (717) 736-4121  
Email: [procurement@hacc.edu](mailto:procurement@hacc.edu)

## Contents

Title Page.....	1
Contents.....	2
Bid Specifications.....	3
Bid Form.....	4
Bid Certification.....	6

## Harrisburg Area Community College

### REQUEST FOR BID

#### RFB16-15 CISCO Smartnet Maintenance

#### SPECIFICATIONS

HACC, Central Pennsylvania's Community College – Central Administration is looking to enter into a five (5) year agreement for Cisco SmartNet (only) Maintenance. Coverage will be from November 1, 2015 thru October 31, 2020.

1. Bidder must be a Cisco certified partner and in good standing with Cisco and are considered "premier" or better. Must be able to process and administer the Cisco SmartNet Maintenance to HACC. Proof of Cisco partner status and verification of your company's ability to process the Cisco SmartNet Maintenance must be included as part of the Bid form.
2. Term of contract will be for five (5) years, beginning November 1, 2015 with annual billings made each October for the duration of the contract. This contract will expire October 31, 2020. Maintenance will begin retroactive November 1, 2015.
3. Describe the process for contacting technical support. (Include as part of the Bid Form)
4. Describe the process of adding equipment purchased during the contract period to the maintenance agreement. (Include as part of the Bid Form)
5. **Complete the pricing for a five year Cisco SmartNet agreement on the items listed on Exhibit A – Bid Sheet Detail spreadsheet**(columns Q, R, and S) that are eligible (not End of Life, End of Support) for SmartNet. Note: there are some items covered beyond October 31, 2015 by a Cisco SmartNet Agreement.
6. Service levels are noted in the contract type field on Exhibit A – Bid Sheet Detail Spreadsheet.
7. Items not eligible for the full five year term should be stated in the bid response, and the reason that the item is not eligible should be noted. For example, if Cisco has listed an item as End of Support which would fall in the middle of the five year term.
8. Contract will be for Cisco SmartNet only. **No other support options will be considered.**

**END OF BID SPECIFICATIONS**

## Harrisburg Area Community College

### REQUEST FOR BID RFB16-15

#### CISCO Smartnet Maintenance

#### BID FORM

#### A) CISCO SMARTNET MAINTENANCE:

TOTAL BASE BID PRICE YEAR ONE (1): \$ \_\_\_\_\_  
TOTAL BASE BID PRICE YEAR TWO (2): \$ \_\_\_\_\_  
TOTAL BASE BID PRICE YEAR THREE (3): \$ \_\_\_\_\_  
TOTAL BASE BID PRICE YEAR FOUR (4): \$ \_\_\_\_\_  
TOTAL BASE BID PRICE YEAR FIVE (5): \$ \_\_\_\_\_

(Note: Educational Discount should be applied if applicable.)

#### Bid Deadline:

To be considered for selection, sealed bids should be submitted online via the PennBid Program ([www.ebidexchange.com/pennbid](http://www.ebidexchange.com/pennbid)) by 2:00 pm on Friday November 6, 2015. Bids received after this time will not be accepted. ONLY BONAFIDE BIDS WILL BE ACCEPTED.

#### Acceptance of Bid:

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Bidder, as well as the services to be provided. The College further reserves the right to accept or reject any or all bids, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Bidder's response to this RFB.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

The College reserves the right to award the total bid to lowest responsible bidder or, where appropriate and/or necessary, to award component portions of the bid to different bidders who are the lowest responsible bidders for particular component portions of the bid.

#### Addenda to the RFB:

In the event that it becomes necessary to revise any part of this RFB, HACC's Procurement and Contracts Office will post the addenda on [www.ebidexchange.com/pennbid](http://www.ebidexchange.com/pennbid), the PA DGS website: <http://www.emarketplace.state.pa.us/Search.aspx> and the HACC website: <http://www.hacc.edu/Purchasing/index.cfm> No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services Office has confirmed the same in writing.

Oral Communication:

Oral communication with any College employee, unit, department, or organization concerning this RFB is not binding on the College and shall in no way modify the RFB or the obligation of the College or the provider.

Bidding Documents

All Bidding Documents are available at no cost via the PennBid Program: [www.ebidexchange.com/pennbid](http://www.ebidexchange.com/pennbid)

HACC, Central Pennsylvania's Community College is a member of the following:

- 1) Educational & Institutional Cooperative Service, Inc.
- 2) Provista
- 3) NJPA
- 4) Amerinet
- 5) US Communities
- 6) Keystone Purchasing Network (KPN)
- 7) COSTARS
- 8) PEPPM

SIGNATURE \_\_\_\_\_

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**END OF BID FORM**

**BID CERTIFICATION**

\_\_\_\_\_  
(date)

Procurement and Contracts  
Harrisburg Area Community College  
Ted Lick Administration Bldg. TL203  
One HACC Dr.  
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- ( ) There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- ( ) The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_\_IS or \_\_\_\_IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal "RFB16-15 CISCO Smartnet Maintenance" and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

\_\_\_\_\_  
(firm)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature required)

\_\_\_\_\_  
(phone no.)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(fax no.)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(fed. tax id no.)