

# **E-RATE Year 18 (2015-2016) REQUEST FOR PROPOSAL**

**College Elementary School District  
College and Santa Ynez Elementary School  
3525 Pine Street  
Santa Ynez, CA 93460  
www.collegeschooldistrict.org**

## **Network Electronics including Installation**

<b>PROCUREMENT TIMELINE</b>	
<b>RFP ISSUED:</b>	<b>2-20-15</b>
<b>REQUESTS FOR INFORMATION DEADLINE</b>	<b>3-20-15</b>
<b>PROPOSALS DEADLINE:</b>	<b>MARCH 20, 2015</b>
<b>PROJECT START DATE:</b>	<b>PENDING FUNDING APPROVAL</b>
<b>PROJECT END DATE:</b>	<b>9-30-16 +USAC APPROVED EXTENSIONS</b>

### **E-RATE SUPPLEMENTAL TERMS AND CONDITIONS**

#### **Signed copy to be returned with bid response**

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1. The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E---rate.
2. The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

3. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFO.
4. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/providers/step01/>
5. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
6. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered nonresponsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)
7. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2015.
8. Prices must be held firm until September 30, 2016 or until all work associated with the project is complete (including any contract and USAC approved extensions).
9. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
10. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
11. Service provider shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.

12. Even after award of contract(s) and/or e-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

13. **Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.**

14. In the event of questions during an e-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

15. No change in the products and/or services specified in this document orders will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.

16. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

17. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

18. This offer is in full compliance with USAC’s Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

19. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an “Invoice Check” with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>

20. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-correspondingprice.aspx>

I, the undersigned, as an authorized agent of \_\_\_\_\_ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

**Signature :** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Service Provider Name:** \_\_\_\_\_

## **TRADE NAMES AND ALTERNATIVES –**

For convenience in designation on the plans or in the specifications, certain articles or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. Burden of proof as to equality of any material, process or article shall rest with service provider. **Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the response by the closing of bids.** Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time of bid response. *Please note: All "or equal" components must not void and must be supported by corresponding manufacturer warranty.*

The District retains the right to be sole judge as to whether equivalency has been proven and whether alternatives will be accepted.

## **SCOPE OF WORK**

No refurbished equipment is acceptable

The quotes provided must include all materials, equipment and accessories required to furnish a complete data electronics system as indicated on the parts list.

In addition to equipment pricing the district wishes to have pricing for installation, configuration and integration for the attached equipment list. This pricing includes:

1. Delivery of each component to its designated secured location.
2. Staging and configuration of the specified equipment to the local area and wide area networks using District provided configuration information.
3. Install the specified network electronics equipment.
4. Perform configuration (set parameters) for each site.
5. Perform power on system test.
6. Establish switching across the local WAN and LAN.
7. Perform a verification of network connection.
8. Verify access to the Internet
9. Document, in the site network installation document, all part numbers, quantities, and serial numbers of network electronics being installed.

Service Provider must meet the following qualifications to be considered for award. Documentation regarding the following qualifications **MUST** be included in the Service Provider's proposal. Non-inclusion of applicable documents is basis for disqualification.

1. When providing electronic equipment quotes for switches/hubs/routers, Service Provider must have at least 1 Certified Engineer or equivalent on staff.
2. If requested by the Applicant, Service Provider must be willing to have employees fingerprinted.
3. Service Provider shall provide references for staff to be associated with project work and implementation.
4. All proposals need to include tax and shipping as separate items in the response.

**Prospective Service Providers are required to submit the following:**

1. Three (3) references describing Service Provider's portfolio experience with comparable projects within a K-12 customer market
2. Service Provider's SPIN number
3. Service Provider's FCC Registration Number (FRN).
4. "Equipment list" completely filled in

**Failure by Service Provider to supply these documents may be considered grounds for disqualification.**

## **EVALUATION AND SELECTION CRITERIA**

The District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

**§ 54.503(c)(2)(vii)** *All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.*

### **§54.511 Ordering Services**

(a) *Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant*

*factors other than the pre--discount prices submitted by providers, but price should be the primary factor considered.*

Therefore, the District may consider factors other than price alone in the consideration of bids; price for E---rate eligible goods and services will be the primary factor considered.

**SELECTION CRITERIA:**

<b>Eligible Price/Charges</b>	50
<b>Non-eligible Price/Charges excluding implementation costs</b>	10
<b>District Experience</b>	20
<b>References</b>	10
<b>Proposal Quality</b>	10
<b>Total</b>	100%

**REQUESTS FOR INFORMATION**

All inquiries must be submitted via e-mail to [jbrown@collegeschooldistrict.org](mailto:jbrown@collegeschooldistrict.org) by the deadline on Page 1. The District will not respond to phone inquiries.

**SUBMISSION INSTRUCTIONS**

**Submission via E-mail ONLY**

All offers may be submitted to the contact information below by the deadline indicated on Page 1.

**Contact Information:**

James Brown

[jbrown@collegeschooldistrict.org](mailto:jbrown@collegeschooldistrict.org)

Superintendent

Proposals must **clearly labeled in the subject line “Internal Connections Proposal”**

It is the sole responsibility of each respondent to ensure all submittals and attachments are received by the District before the deadline. The District assumes no responsibility for transmission failures.

Verification of receipt can be made by contacting James Brown at (805) 686-7300

**Right to Reject Any and All Quotes**

The District reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider’s quotation submission is recognition of this right.

In addition, the District reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

**EQUIPMENT LIST FOR COLLEGE AND SANTA YNEZ ELEMENTARY SCHOOL**

QTY	Description	Part #	Unit Price	Total Price	E-Rate Eligible% (% of product that is eligible for E-rate Discount)
16	Cisco 2960-X 48 port PoE switches. Model # 2960X-48FPD-L				
2	Cisco 2960-X 24 port PoE switches. Model # - 2960X-24PD-L				
49	Aruba IAP-205 Instant Access Points. Model # - IAP-205-US				
2	Aruba IAP-225 Instant Access Points. Model # - IAP-225-US				

49	Aruba Mounting Kit – Model # - AP-200-MNT- W2				
2	Aruba Mounting Kit – Model # - AP-220-MNT- W2W				
70	Aruba 3 year subscription license for Aruba AirWave for 1 device. Includes 3 years of support. – Model # - SUB3-AW-K12				

Tax	
Shipping	
Installation	
<b>TOTAL Project Cost</b>	