

**Monrovia Unified School District**  
**RFP# M-12-004**  
**PROVIDER PRE-QUALIFICATION GUIDELINES**

**Service Provider Criteria and Contract Requirements**

The requirements outlined in this document will apply to all contracts entered into as a result of the posting of (2012-2013) E-rate Form 470/471.

Bids can be submitted within the 28-day posting period, but are not required until the 29th day.

All service providers responding to the posted Form 470 are to be listed California Multiple Awards Schedule (CMAS) or other master contract (i.e. WSCA, PEPPM, CALNET, etc.) providers.

All State of California contractor licensing requirements for public schools apply. Any contractor providing work under these contracts shall have the appropriate license for the scope of work they are to perform. Cabling work requires a C-7 license.

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of the posting of this Form 470 will be contingent upon the specific funding of the FRN at the E-rate discount percentage rate on the Form 471.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2012.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number).
- ***The contractor is responsible for providing an FCC Registration Number (FRN) and proof of Green Light Status from the FCC. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.***
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.

- Additional terms and conditions are delineated in the specifications referenced in the 470's.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.
- The Applicant reserves the right to deny any or all proposals associated with a particular form 470, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

**Prospective Service Providers will be required to submit three references, describing experience with comparable projects in the K-12 customer market, the appropriate CMAS or other contract, their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.**

Service Providers must meet the following qualifications in order to be considered:

1. If providing electronic equipment quotes for switches/hubs/routers Service Providers must have all current manufacturers' certifications.
2. No sub-contractors can be used in order to meet the CMAS contract requirements. If requested, the service provider must be willing to have employees fingerprinted.
3. All product pricing provided for 471 purposes must be functional equivalent or better once the Applicant has received SLD approval for purchase. The Service Provider/supplier must receive approval from the SLD for this substitution.
4. Service Provider must provide with quotes the CMAS or other master contracting vehicle's contract pages that show the goods and/or services they are quoting.

### **Right to Reject Any and All Quotes**

We reserve the right to reject any or all proposals and to waive any informalities or regularities. The Service Provider's submission of a proposal 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.

The District reserves the right to choose one or more Vendors to provide the services listed in the RFP. The District further reserves the right to accept Vendor proposals in whole or in part, therefore having the flexibility to select equipment and services that best meet the needs of the District. Vendors may respond to all or part of the RFP. Responses should separate out each part.

### **Evaluation Criteria**

**Price will be the most heavily weighted factor in selecting the awarded vendor.**

**Other evaluation criteria may include, but are not limited to: References, Past experience with applicant, Understanding of needs, Past successful E-Rate experience, Completeness of response.**

Applicant will score all responses submitted within the guidelines noted above, using a rubric scoring system.

Please quote a one-year contract.

**All proposals must be submitted in writing on or before February 17, 2012 to the following address:**

Monrovia Unified School District  
Jason Buchanan  
Chief Technology Officer  
325 E. Huntington Drive  
Monrovia CA, 91016  
e-mail: [erate@monrovia.k12.ca.us](mailto:erate@monrovia.k12.ca.us)

Questions regarding this RFP may be submitted to Jason Buchanan at [erate@monrovia.k12.ca.us](mailto:erate@monrovia.k12.ca.us). The district will not respond to any questions not submitted in writing, nor will the district return vendor phone calls.

### **Basic Maintenance Requested**

Vendor to provide Cisco Basic Maintenance or equivalent for the following equipment:

1 - Cisco ASA5550, 4096 MB RAM, CPU Pentium 4 3000 MHz, Located at Canyon Oaks High School (COHS)

1 - Cisco Systems 7206VXR/NPE-G1, Located at Canyon Oaks High School (COHS)

1 - Cisco WS-C4510R+E, MPC8572 CPU at 1.5GHz, Supervisor 7, Located at Canyon Oaks High School (COHS)

1 - Cisco Systems Catalyst 6500 9-slot Chassis System, PID:WS-C6509-E, Located at Monrovia USD District Office.

1 - Cisco Wireless Controller, PID: AIR-CT5508-K9, Located at Monrovia USD District Office.

1 - Cisco WS-C3750X-24P, Located at Monrovia USD District Office.