

Monrovia Unified School District
RFP# M-12-006
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 (2011-2012) E-rate Form 470/471.

Bids can be submitted within the 28-day posting period, but are not required until the 29th day or after the job walk (if required), whichever is later.

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.

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 bid documents, 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. 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 proposals that show detailed line items of the goods and/or services they are quoting. E-Rate eligible components must designated and listed separately on their own lines on each proposal. Responses should group service and installation details by school

PLEASE BE SURE TO QUOTE ALL SITES

Right to Reject Any and All Quotes

The District reserves 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 of E-rate eligible services 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, with the option for annual extensions up to four years.

All proposals must be submitted in writing on or before March 2, 2012 by 2:00 P.M. 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

Questions regarding this RFP may be submitted to Jason Buchanan at 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.

Web Hosting Services Requested

Monrovia USD is seeking web hosting services to host our district and school web pages and provide teacher webpages and student e-mail notification.

- Web pages should not require browser plugins (e.g. Adobe Flash) be installed to view any of the content.
- Web pages should match the existing look and feel of our existing web pages.
- Web pages should support RSS and notifications for registered users.
- Web pages should be fully functional on mobile devices using webkit based browsers.
- Web pages should support accessibility standards as defined in U.S. Law.
- Web pages should be editable from any modern browser, (I.E., Chrome, FireFox Safari)
- Integration with Google Apps for Education is desirable.
- Ability to edit from a mobile device is desirable.
- Mobile device page formatting (with the option to view the standard page) is desirable.

School:	Current Site:
Monrovia USD 325 E. Huntington Drive Monrovia, CA 91016	www.monroviaschools.net
Bradoaks Elementary School 930 E. Lemon Avenue Monrovia, CA 91016	http://www.monroviaschools.net/bradoaksnew/site/default.asp
Mayflower Elementary School 210 N. Mayflower Avenue Monrovia, CA 91016	http://www.monroviaschools.net/mayflowernew/site/default.asp
Monroe Elementary School 402 W. Colorado Boulevard Monrovia, CA 91016	http://www.monroviaschools.net/monroenew/site/default.asp
Plymouth Elementary School 1300 Boley Street Monrovia, CA 91016	http://www.monroviaschools.net/plymouthnew/site/default.asp
Wild Rose Elementary School 232 Jasmine Avenue Monrovia, CA 91016	http://www.monroviaschools.net/wildrosenew/site/default.asp
Clifton Middle School 226 South Ivy Avenue Monrovia, CA 91016	http://monroviaschools.net/cliftonnew/site/default.asp

School:	Current Site:
Santa Fe Middle School/ Quest 148 W. Duarte Road Monrovia, CA 91016	http://www.monroviashools.net/santafenew/site/default.asp
Monrovia High School 845 W. Colorado Boulevard Monrovia, CA 91016	http://www.monroviashools.net/mhsnew/
Canyon Oaks High School and Mountain Park School 930 Royal Oaks Drive Monrovia, CA 91016	http://cohs.schoolloop.com/ and http://mountainpark.schoolloop.com/
CELC 1000 S. Canyon Boulevard Monrovia, CA 91016	http://www.monroviashools.net/celcnew/site/default.asp

Please note that while the above list includes current District websites, MUSD seeks contracts with flexible terms that allow for the addition and removal of sites over the term of the contract.