

Monrovia Unified School District
RFP# M-15-110
Basic Maintenance Contract for Network Equipment
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 (2015-2016) 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 can take place before July 1, 2015.
- 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.

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 sealed bid packet at 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 alternates will be accepted

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.

All proposals must be submitted in writing on or before 11:40PM PST, March 2, 2015 to the following address:

Monrovia Unified School District
Jason Buchanan
Chief Technology Officer
325 E. Huntington Drive
Monrovia CA, 91016
e-mail: erate@monroviaschools.net

Questions regarding this RFP may be submitted to Jason Buchanan at erate@monroviaschools.net prior to February 17, 2015. The district will not respond to any questions not submitted in writing, nor will the district return vendor phone calls. Answers will be posted on the District E-Rate RFP site: <http://goo.gl/2gtSau>.

Basic Maintenance Requested

Vendor to provide a proposal for a three (3) year (July 1, 2015 - June 30, 2018) with annual renewal Cisco Basic Maintenance or equivalent contract. The proposed contract will be for the following equipment:

1 - Cisco Basic Maintenance PN: CON-SW-AS5550B (or equivalent) for Cisco ASA5550, PID: ASA5550-K8, SN: JMX1239L17P, Located at Canyon Oaks High School (COHS)

1 - Cisco Basic Maintenance PN: CON-SW-7206 (or equivalent) for Cisco Systems 7206VXR/NPE-G1, PID: CISCO7206VXR, SN: 72908185 , Located at Canyon Oaks High School (COHS)

1 - Cisco Basic Maintenance PN: CON-SW-WS-C4510 (or equivalent) for Cisco 4510 Switch, PID: WS-C4510R+E, SN: FOX1522GWF6, Located at Canyon Oaks High School (COHS)

1 - Cisco Basic Maintenance PN: CON-SW-WS-C6509 (or equivalent) for Cisco Systems Catalyst 6500E 9-slot Chassis System, PID: WS-C6509-E, SN: SMG1042N1Z1, Located at Monrovia USD District Office.

1 - Cisco Basic Maintenance PN: CON-SW-CT08500 (or equivalent) for Cisco 5508 Wireless Controller with 500 Licenses, PID: AIR-CT5508-CA-K9, SN: FCW1512L0D9, Located at Monrovia USD District Office.

1 - Cisco Basic Maintenance PN: CON-SW-3750X2PS (or equivalent) for Cisco Catalyst 3750x switch, PID: WS-C3750X-24P-S, SN: FDO1450R0MN, Located at Monroe viaduct USD District Office.

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 may be 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 RFP.
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 non-responsive. More information about FCC Red and Green

Light Status may be found at this website: 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 for the duration of the associated E-rate Funding Year(s) 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-corresponding-price.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: _____