

***E-RATE YEAR 18 (2015/2016) RFP***

***RFPY18\_WIRELESS\_ #01***

***For 11 School Sites***

***Bids Due on February 27, 2015 at 2PM***

El Centro Elementary School District is seeking proposals for the upcoming Year 18 round of E-Rate. The District is soliciting proposals from contractors that hold a valid E-Rate SPIN for the purchase of network electronics at 11 sites.

**Service Provider Criteria and Contract Requirements**

**El Centro Elementary School District wishes to take advantage of E-Rate funding discounts.**

The successful bidder(s) will be responsible for participating in the Federal E-Rate program.

In addition, the District may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using District funds for these purchases.

Prices must be held firm for the duration of the E-Rate Year 18 fiscal year ending June 30, 2016 (including any SLD approved extensions)

**E-rate Term and Conditions**

**Signed copy to be returned with Letter of Acceptance.**

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 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](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:

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**Prospective Service Providers will be required to submit their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.**

In addition, the district reserves the right to fund, (proceed with project or purchase) all some or none of the project regardless of E-rate approval.

The District requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with California law.

Proposals must be received by our office no later than FRIDAY, February 27, 2015 at 2PM. The District reserves the right to accept, not accept, or refuse any bid.

All proposals are to contain costs for taxes and shipping as separate items.

Proposals can be submitted in writing to:

El Centro Elementary School District  
Attn.: Antonio E. Romayor Jr.  
Address: 2370 W. Main St. El Centro, CA 92243

E-mailed proposals will be accepted, send proposal to [aromayor@ecesd.org](mailto:aromayor@ecesd.org) and one digital copy must be received (i.e. DVD, Flash Drive).

Late proposals **will not** be accepted.

All requests for information (RFI) should be sent via e-mail to [aromayor@ecesd.org](mailto:aromayor@ecesd.org). Be aware that all parties may be copied on the questions and responses.

Proposals **must** include a completed and executed agreement. (AGREEMENT RFPY18\_WIRELESS\_#01). Only **complete** proposals will be considered.

### **Proposal Evaluation**

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation consideration is price.

40% - Price of ELIGIBLE products and services, including unit prices, labor rates, travel/trip charges (if applicable), etc.

20% - Proposal preparation, thoroughness and responsiveness to this request for proposal.

15% - Proposer's experience, El Centro ESD's prior experience with Proposer (if any), overall installation and integration capabilities based upon performance record and

availability of sufficient high quality personnel with the required skills and experience for the specific approach.

10% - Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope.

15% - The extent to which the Proposer's solution fulfills El Centro ESD's stated requirements as set out in this RFP.

## **SCOPE OF WORK**

The District has standardized on a cloud-controller CISCO/Meraki wireless platform however the District will entertain proposed solutions from other manufacturers, it is the vendor's responsibility and obligation to provide documentation and other evidence that a non-Cisco product is functionally equivalent or better. Equipment that is shown to be equivalent in function and warranty is acceptable. In the instance that the solution is non-CISCO, proof of equal functionality must be shown. Failure to show equal functionality may result in the disqualification of the bid.

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

All quotes must be from a CISCO/Meraki gold, silver, or premier partner or equivalent.

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.

## **Request for Substitution**

Bidder may, unless otherwise stated, offer any material, process, article, etc., which shall be materially equal or better in every respect to that so indicated or specified (Specified Item) and will completely accomplish the purpose of the Contract Document. If bidder desires to offer a substitution for a Specified Item, such bidder must make a request in writing on District's Substitution Request form (Request Form) and submit the completed Request Form with their bid. The Request Form must be accompanied by evidence as to whether the proposed substitution:

- (1) Is equal in quality service ability to the Specified Item;

- (2) Will entail no changes in detail, construction and scheduling of related work;
- (3) Will be acceptable in consideration of the required design and artistic effect;
- (4) Will provide no cost disadvantage to District;
- (5) Will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and
- (6) Will require no change of the construction schedule.

## Equipment List

Site	QTY	Description	Cost	Total Price	E-Rate Eligible%	E-Rate Ineligible%
De Anza School	27	Meraki MR34 or equivalent				
Desert Garden School	31	Meraki MR34 or equivalent				
Harding School	33	Meraki MR34 or equivalent				
Hedrick School	34	Meraki MR34 or equivalent				
ML King School	29	Meraki MR34 or equivalent				
Lincoln School	33	Meraki MR34 or equivalent				
McKinley School	32	Meraki MR34 or equivalent				
Sunflower School	33	Meraki MR34 or equivalent				
Washington School	42	Meraki MR34 or equivalent				
JK Kennedy MS	45	Meraki MR34 or equivalent				
Wilson Jr. HS	52	Meraki MR34 or equivalent				

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