

ERATE Year 23 (2020-2021)
RFP 19/20-002P
Temple City Unified School District
Deadline for submission of questions
February 13, 2020 2:00 PM
Response due
February 21, 2020 11:00 AM

Internet Access
INVITATION TO BID
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

General Considerations:

Temple City Unified School District is requesting bid proposals under the E-Rate category of Category One for the following eligible services:

1. Install a 10 Gbps fiber transport connection to the Temple City District Office, 9700 Las Tunas Drive, Temple City, CA 91780 for Internet Services.
2. Provide 10 Gbps Internet Access. In addition to pricing for internet access at 10 Gbps the District requests pricing for 2 Gbps and 4 Gbps.

Vendor must provide all service and support for maintenance of access point established. The provider must have customer service presence within 30 minutes District Office in order to ensure prompt service.

LOCATION:

Temple City Unified School District
District Office
9700 Las Tunas Drive
Temple City, CA 91780

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

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.

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.

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

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.

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/>

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>

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

NO billing or work can take place before July 1st of the associated funding year.

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 USAC approved extensions)

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). Should the District, at the time of project implementation, 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 intention.

Even after award of contract(s), the District may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of the District.

Within one (1) week of award, the awarded Service Provider will provide the District with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the

Item 21 Attachment must be obtained from District. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.

In the event of questions during the E-rate audit process, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

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 Substitution.

The Service Provider may not commence billing until after products and services are delivered.

The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing the 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>

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>

OTHER TERMS AND CONDITIONS

The Applicant reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Vendor must provide one primary contact number for all billing inquiries.

This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respect fair and without collusion or fraud.

Selection Criteria:

Temple City Unified School District (The District) reserves the right to reject any or all proposals and select the bid that offers the best overall benefit to the school system. Along with price, special consideration will be given to proposal of components/services that we believe offer the highest quality and usability. In addition, special consideration will be given to vendors that are stable and have established themselves in the market and can provide connection to the K12 High Speed Network. Price is the primary consideration but not the only consideration per FCC rules for evaluating RFP's for E-Rate. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

- a. 40% - Price of ELIGIBLE products and services, including installation.
- b. 20% - Proposal preparation, thoroughness and responsiveness to this RFP.
- c. 15% - Vendor's experience, TCUSD's prior experience with vendor (if any), overall installation and integration capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach.
- d. 10% - Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope.
- e. 15% - The extent to which the vendor's proposed solution fulfills TCUSD's stated requirements as set out in this RFP.

Submission Requirements:

In order to submit a proposal, the vendor

- a) Must have a minimum of three years of experience in the area of expertise of this RFP.
- b) Must have highly-qualified network engineers and technicians on staff, capable of diagnosing problems quickly and providing/recommending solutions.

1) Transition Plan

- a) As the cut-over date for any new carrier is required to be on July 1, 2020, the District requires a transition plan to be provided with any proposal response from responsible suppliers that are not the current carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the District transition team. The transition plan is to outline the expectations the supplier team would have of the District and the information or task the District is to provide the supplier and the date any information or task would be required.

- 2) Proposals submitted by the vendor must comply with the competitive bidding requirement of the SLD for Universal Service Fund services and support, along with state and local bid laws.
- 3) This RFP is 100% contingent upon the approval of E-Rate funding from the Universal Service Fund Schools and Libraries Program. Even after award of contracts, the Temple City Unified School District may or may not proceed with the project, in whole or in part, even in the event E-Rate funding is approved. Execution of the project, in part or in whole, is solely as the discretion of Temple City Unified School District. Vendors wishing to bid are doing so solely at their own risk. Temple City Unified School District is not liable or responsible for any costs, loss, fees, or expenses, of any kind, associated with this proposal and/or a decision not to proceed with the project, even after award of the contracts. By submitting a proposal, each bidder/Vendor agrees to bear all of its own costs, fees, expenses, and losses, of any and all kind, should the Temple City Unified School District cancel the project.
- 4) Vendors must be able to provide at least three references from customers with environments similar to Temple City Unified School District. Reference information must include company name/project, contact name, address and telephone number.

- 5) The vendor must provide information regarding availability of technical support (on- site). Vendors must have a maximum travel time of 30 minutes to Temple City Unified School District and must be available upon request.
- 6) The vendor must provide a history of the company, strengths and stability, including years in business, years in providing the type of proposed service, existing customer satisfaction, number of customers in California and areas covered in California.
- 7) Vendor must provide one primary contract number with which all bills may be associated.
- 8) Vendor must clearly identify eligible and ineligible charges.

Response Submission

Mailed Submission

Sealed responses to this RFP must be submitted and delivered to Temple City Unified School District no later the date specified on Page 1. The outside of the sealed envelope should be clearly marked with the vendor name, and E-rate SPIN number. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Temple City Unified School District reserves the right to reject all late arrivals. Envelopes containing RFP's shall be so marked as to be easily identified as containing RFP proposals. The outside of the envelope shall be identified as follows:

Temple City Unified School District
ERATE Year 23 - RFP Internet Access
Attn: Diana Vasquez, Director of Purchasing
9700 Las Tunas Dr.
Temple City CA, 91780

E-Mail Bids

E-mail bids will not be considered, nor will modifications of proposals by such communication be considered

Other

Oral or telephone bids will not be considered, nor will modifications of proposals by such communication be considered. The completed proposal shall be without erasures or alterations. The customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Customer Requirements

- Internet Access: Please provide quotes for the following bandwidths. It is the district's intent to award a contract with the ability to scale the bandwidth upwards as the district's needs increase over the duration of the contract.

- **2 Gbps**
 - **4 Gbps**
 - **10 Gbps**
- Internet Transport Services: Please provide quotes for the following bandwidths delivered to the Temple City District Office.
 - **2 Gbps**
 - **4 Gbps**
 - **10 Gbps**
 - **Please provide quotes for a 36-month term with two, 12-month optional renewals.**
 - **Internal routing scheme can only be changed at the request of the district.**
 - Option for growth including, but not limited to, increases in bandwidth and/or changes of locations, as determined necessary by the District.
 - **Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. *The District will require that there be no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District.***
 - **All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to TCUSD. All vendor equipment installed shall be under repair maintenance at no cost to TCUSD for the life of the contract agreement.**

Information Requested

- **Proposed solution pricing**
 - Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the MRC. DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EASEMENT/RIGHT OF WAY COSTS INCURRED BY THE PROPOSER WHILE IMPLEMENTING THE SOLUTION. The Minimum Point of Entry (MPOE) and Demarcation point at each site and in the Data Center at the District Office shall be determined by TCUSD technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.
- **MRC for initial contract month term as well as MRC starting with contract renewal term.**
- **Include any one-time and recurring costs and explain any additional associated contractual obligations associated with growth option (as stated above).**
- **Support agreements including response times.**