



Request for Proposal

E-rate Category 2 Equipment

RFP #CUHSD-FY19-C2

E-rate Information

FCC Form 470 #: **190018219**

Entity Number: **144026**

NOTICE IS HEREBY GIVEN that **Chowchilla Union High School District (CUHSD)**, acting by and through its Governing Board, will receive up to, but not later than **three o'clock p.m. of the 22nd day of February 2019**, proposals for the award of contract for:

E-rate Category 2 Equipment RFP #CUHSD-FY19-C2

Proposals will be emailed according to the following:

1. Travis Hegerle - erate.info@chowchillahigh.org
2. cc Rachel White - rachel@intrinsicadmin.org
3. Subject line: RFP #CUHSD-FY19-C2
4. Attach proposal as PDF document

Failure to include all 4 components above may result in **disqualification**.

Each proposal must conform and be responsive to the requirements of this RFP.

Interested proposers should direct questions in writing to Travis Hegerle, the Information Technology Director, at erate.info@chowchillahigh.org. no later than February 11, 2019. Answers to questions and any addenda, as needed, will be posted in the E-rate Productivity Center website on the date specified in the Schedule, provided herein.

The CUHSD is dependent upon E-rate funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate funding will make any contract, resultant from this RFP, voidable at the option of the CUHSD. CUHSD reserves the right to adjust the quantity of any or all items based on available E-rate funding.

The CUHSD reserves the right to waive any informalities or irregularities in received submittals. Also, CUHSD reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The CUHSD retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified

E-RATE REQUIREMENTS FOR PROPOSERS

1. **E-rate Proficiency:** CUHSD expects the Proposer to be thoroughly familiar with Proposer's responsibilities as a result of participating as a Service Provider in the E-rate program.
<https://www.usac.org/sl/service-providers/default.aspx>
2. **Service Provider Identification Number:** Proposers must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Proposers must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).
4. **FCC Form 473:** The proposer that is awarded the services based on this RFP agrees to submit the Service Provider Annual Certification (SPAC) form no later than January 30th of each year.
5. **E-rate Bulk Upload Templates:** The winning proposer shall provide the CUHSD a fully completed bulk upload template within seven (7) days of the Notice of Award. The Bulk Upload Templates can be found at
https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk_upload_templates
6. **FCC Form 474:** The CUHSD prefers to pay only its discounted share of the cost of the services, therefore, the Service Provider should have the ability to offer discounted billing and invoice the Universal Service Administrative Company (USAC) using the FCC Form 474.
7. **Invoicing:** Invoicing will begin on or after July 1, 2019.
 - a. Equipment may be purchased and installation services may be rendered as early as April 1, 2019, only with written notice from CUHSD.
 - b. In such cases as mentioned in 5a, the Proposer shall not invoice USAC prior to July 1, 2019.
 - c. Invoices must be reviewed and approved by CUHSD before the Service Provider submits them to USAC for payment.
8. **Lowest Corresponding Price:** Proposal acknowledges that all pricing in the proposal submitted as a result of this RFP is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the proposal.

E-RATE TERMS AND CONDITIONS

1. **Contingency:** The services/project procured using this RFP may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to CUHSD until a Notice to Proceed has been issued by CUHSD to the Service Provider.
2. **Right to cancel:** The CUHSD reserves the right to cancel the services/project regardless of the status of E-rate funding.
3. **Service Substitutions:** Service Substitutions must be approved by USAC prior to installing equipment or starting services.

BACKGROUND

Chowchilla Union High School District (CUHSD) requests proposals for Network Equipment for E-rate eligible locations.

SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications attached to this RFP. The make and model number listed in the Project Specifications reflects the equipment most compatible with the existing environment. Alternate make and models featuring functional equivalence will be considered in line with E-rate program requirements. Proposers featuring alternate options must provide detailed explanation and proof of how the alternate solution meets functional equivalence and will function without issue in the existing network environment.

LENGTH OF CONTRACT

By providing a proposal according to this RFP, proposer agrees to extend pricing according to proposal until project is completed, not to exceed September 30, 2021. Any increase in industry pricing will not be passed on to CUHSD.

SUBMITTAL REQUIREMENTS

1. BUSINESS INFORMATION

- a. Company name.
- b. Address.
- c. Telephone.
- d. Fax.
- e. Website.
- f. Name and email of main contact.
- g. Federal Tax I.D. Number.
- h. License or Registration Number.
- i. Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- j. A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- k. Number of employees (licensed professionals, technical support).
- l. Location of office where the bulk of services solicited will be performed.

2. RELEVANT PROJECT EXPERIENCE

- a. Provide information about prior services furnished by your firm in the last five (5) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - i. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - ii. Project name and location.
 - iii. Was the project E-rate funded?
 - iv. Briefly state relevance of projects included for consideration in this RFP.

SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The CUHSD retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The CUHSD may disqualify any proposer for any reason without explanation.

1. The CUHSD may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:

- a. Information provided by the proposer in their response;
 - b. Information provided by the proposer in response to CUHSD clarification questions;
 - c. Information from reference checks;
 - d. Experience and performance history of the firm with similar services;
 - e. Experience and results of proposed personnel;
 - f. Technical capabilities and track record;
 - g. Value of services under proposed fees; and
 - h. Overall responsiveness of the proposal.
3. The quality of the response(s) will be evaluated using the following criteria:
- a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
4. RFP proposals will be rated on the following:
- a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Prior Experience with Proposer (20%)
 - d. References (10%)
 - e. Prior E-Rate Experience (10%)

SCHEDULE

The CUHSD reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
CUHSD Publishes RFP	January 23, 2019
Deadline for Questions from Proposers	February 11, 2019
CUHSD Publishes Addenda and Responses to Proposers on CUHSD website	February 15, 2019
Deadline to Submit Proposals	February 22, 2019 4:00 p.m.
Award of Contract	TBD, prior to close of FCC Form 471 window

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

PROJECT SPECIFICATIONS

- Functional equivalent devices may be offered in proposal.
- All proposals must be for new equipment with standard manufacturer warranty. Like-new or refurbished equipment will not be accepted.
- E-rate eligibility must be specified. This includes items that are partially eligible. In that event, the percent eligibility must be identified.
- Quantities listed may increase or decrease to a minor degree in order to remain within the E-rate Category 2 budget.
- Installation, configuration and activation services are not required.
- The proposed solution price must include a complete bill of materials, applicable sales tax, applicable shipping, and installation/professional services.

Make	Model	Quantity	% Eligible for E-rate	Item Cost
Aruba	2930F	2		
Aruba Module	J9151D	3		
Cisco	Cisco SFP-10G-LR 10GBASE-LR SFP+	1		
Tripp Lite	SMART1500LCD	1		
Sonicwall	01-SSC-9786	1		
Sonicwall	02-SSC-0235	1		

E-rate Information from Contractor

Service Provider Identification Number (SPIN)	
Contact person and title	
Address	
City, St, Zip	
Phone number	
Email address	
FCC Registration Number	
Number of years participating in the E-rate program	
Has company or any principle of company ever been suspended from the E-rate program?	

By submitting a proposal in response to this RFP, Contractor agrees to the following:

1. Timely response to any request for information from the District or it's agents. "Timely" is considered to be within five (5) to seven (7) days of initial request.
2. The CUHSD is dependent upon E-rate and CUHSD funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate funding, in any contractual year, will make any contract, resultant from this RFP, voidable at the option of the CUHSD.
3. Contractor agrees to maintain all records associated with this project for a minimum of ten (10) years after the last date of service, in accordance with E-rate requirements.

Signature	Date
Print or type name	Title

END OF DOCUMENT