

# ASPIRA PENNSYLVANIA

## E-Rate 2020 Bid Information

February 19, 2020

470# 200006445

### BIDDER REQUIREMENTS

#### FEDERAL E-RATE FUNDING PROGRAM

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and include such requirements in the Vendor's contract:

1. USF Knowledge: VENDOR shall have, at a minimum, a working knowledge of the Universal Service Fund ("USF") program for schools and libraries, commonly referred to as the "E-rate Program."
2. VENDOR must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at [www.usac.org/sl](http://www.usac.org/sl) in the Forms section
3. USF Registration: VENDOR shall submit with its proposal a Service Provider Identification Number ("SPIN").
4. USF Participation and Cooperation: VENDOR shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the School, its representatives, and any agency or organization administering the E-rate Program to ensure that the School receives all of the E-rate funding for which it has applied and to which it is entitled in connection with VENDOR's services and/or products.
5. USF Information and Documentation: VENDOR shall provide to School staff and/or the District/School's E-rate consultant within a commercially reasonable period of time all of the information and documentation that the VENDOR has or that VENDOR reasonably can acquire that the School may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.
6. Discounted Bills: The VENDOR **MUST** provide discounted bills to District which reflect the net charges due to the District after E-rate discounts have been applied (also known as the "non-discount" amount). The VENDOR will then invoice USAC using the Form 474 SPI for the E-rate discount amount. VENDOR shall be solely responsible for timely filing invoices with USAC. Accordingly, VENDOR understands and agrees that District will NOT be liable to VENDOR and VENDOR shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, VENDOR understands and agrees that District shall not be liable to VENDOR and VENDOR shall have no recourse against the District for any discounted amount that VENDOR submits to USAC for payment if VENDOR is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the VENDOR invoice with USAC, the District shall not be liable to VENDOR and VENDOR shall have no recourse against the District for the amount at issue until both the District and the VENDOR have exhausted their administrative remedies of appeal to USAC and/or the FCC.
7. Reimbursement Option: ***Should the District choose*** to pay for any equipment or services in full, VENDOR must agree to promptly process the District's E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds. VENDOR also must agree that upon its receipt of District's E-rate reimbursement, VENDOR will, in turn, remit full E-rate reimbursement to the District.
8. Equipment Standard: An equipment manufacturer and product number may be listed in a Project, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Project list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in for that Project. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to the right of the original equipment name, showing *alternative equipment name, manufacturer* and *part number*. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment and management systems.
9. VENDOR must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
10. If VENDOR learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, VENDOR must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation

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- impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
11. VENDOR shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to VENDOR's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
  12. In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
    - a. Where labor is involved, maintaining detailed, signed individual timesheets
    - b. Ensuring that ineligible charges are not submitted to USAC
    - c. Invoicing to USAC that is consistent with the contract and the District's Form 471
    - d. Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
    - e. Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
    - f. When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
    - g. Documenting that E-rate funded services were provided within the allowable contract period and program year
    - h. Charging proper FRN(s)
    - i. Ensuring that invoices and USAC forms are submitted to the District in a timely manner
    - j. Ensuring that USAC forms are filled out completely, accurately and on time
    - k. Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner
    - l. Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.
  13. Non-USF Invoicing: VENDOR shall list, price, and invoice separately any services that are ineligible for E-Rate funding.
  14. Red Light Rule Notification: VENDOR must certify that it is not subject to the Red-Light Rule nor will it be subject to the Red-Light Rule while under contract. The contract must include the language from item 3b in the next section.
  15. No subcontracts without School's prior approval in writing. Do not bid an item for which you must subcontract without authorized written permission from the District.
  16. In accordance with FCC Rules, proposals that include equipment from Huawei or ZTE, will be disqualified."

### CONDITIONS, CONTRACT and BILLING

17. The District reserves the right to:
  - a. Amend, modify, cancel this RFP or not award any contract;
  - b. Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
  - c. Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
  - d. Award a contract for any or all parts of the RFP to one or more service providers.
  - e. Negotiate terms and conditions to meet requirements consistent with this RFP;
  - f. Request providers to clarify their RFP proposals;
18. Timeline for Purchase of Equipment  
The purchase of equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the District after E-rate approval has been received.
19. Equipment Substitution

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- a. If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.
20. Lowest Corresponding Price
- Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b).
21. The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.
22. VENDOR shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:
- a. Date of invoice
  - b. Date(s) of service
  - c. Funding Request Number ("FRN")
  - d. Vendor SPIN
  - e. Detailed description of services performed and materials supplied that matches the District's contract specifications and Form 471 descriptions of same
  - f. Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
  - g. Invoice on Vendor's letterhead or on a Vendor-generated form
  - h. Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

All personnel (contractors and subcontractors) that will be working in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by State law, including Criminal Record Check and Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

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### PROPOSAL CHECKLIST

- ❑ A detailed proposal for services and/or goods requested for each numbered **project** below that 1) Clearly identifies E-Rate all items, 2) Identifies the SLD Form 470 number for which you are replying, and 3) **SPIN** (bids will not be processed absent the USAC Service Provider Identification Number).
- ❑ Using the form provided, submit a detailed quote for each numbered **project** with **SPIN** clearly indicated
- ❑ A **signed and dated contract** including addendums for contingencies of Board approval, USAC funding, “Red Light Rule”, and a statement of acceptance of the terms of this RFP. (Attachment 1)
- ❑ A copy of your company Red Light status from the FCC Red Light Display System (<http://www.fcc.gov/redlight>) (Attachment 2)
- ❑ Five (5) references with contact information, from like entities such as schools and/or districts, including three (3) indicating satisfactory work completed within the past year (Attachment 3)
- ❑ For any work or services to be performed: documentation of industry recognized certifications (copies of the certificates) (Attachment 4)
- ❑ For any equipment bid: documentation of authorization of qualified reseller of all goods or services quoted & that the **VENDOR** maintains an active service shop that is authorized by the manufacturer to perform service on its equipment (copies of these authorizations as issued by the equipment manufacturer) (Attachment 5)

Only complete Bid Proposals, submitted by qualified and registered **VENDORS**, will be evaluated.

NOTE: BIDS NOT ORGANIZED BY PROJECT WILL NOT BE CONSIDERED. YOU MUST PROVIDE A SEPARATE PROPOSAL FOR EACH NUMBERED PROJECT. DO NOT COMBINE DIFFERENT PROJECT ITEMS INTO A SINGLE PROPOSAL.

In accordance with FCC Rules, proposals that include equipment from Huawei or ZTE, will be disqualified.”

#### QUALIFYING BIDS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1) Cost	3) Reputation/Prior Experience
2) Meets or exceeds RFP project specifications	4) Qualifications to service and/or resell

Additional points may be awarded to minority owned companies or companies with official minority status.

Please make sure that you have completed all forms and submitted all the required documentation.

Failure to do so will constitute an incomplete proposal that will not be evaluated.

### PROPOSAL SUBMISSION

Bids must be sealed, properly addressed, and delivered by 11:00 am. Friday, **March 18, 2020** to:

ERATE PROPOSAL  
**ASPIRA Pennsylvania**  
c/o Luis Peña  
4322 North 5<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Philadelphia, PA 19140

We cannot assume responsibility for bids forwarded through the mail or if lost in transit at any time before the bid opening. **FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.**

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### I – TELECOMMUNICATIONS – (Category 1)

### II – INTERNAL CONNECTIONS – (Category 2) - All equipment listed to be *current equivalent or better* but must meet standards and be interoperable with existing Cisco equipment.

1. **Cabling:** -Union wage. CAT 6 PLENUM. All wiring will be EIA/TIA 568B Standard with certification and Warranty D/E/ including all needed installation components. The final LAN diagram and testing results to be provided both electronically and in hard copy. Must provide current industry certification, with 25-guarantee. Bid should be sufficient to complete the project without reliance on change orders. The number of drops for
  - i. Cyber – 13 including one (1) 48-port patch panel and patch cords
  - ii. Pasos – 22 including one (1) 48-port patch panel and patch cords
  - iii. Stetson – 32 including one (1) 48-port patch panel and patch cords
  - iv. Hostos – 45 including one (1) 48-port patch panel and patch cords
  - v. Pantoja – 94 including two (2) 48-port patch panel and patch cords
  - vi. Olney – 321 including seven (7) 48-port patch panels and patch cords

### III – BASIC MAINTENANCE of INTERNAL CONNECTIONS – (Category 2)

There is One (1) project listed in this RFP

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### ENTITY LOCATIONS:

Administration: 4322 N 5<sup>th</sup> Street, Philadelphia, PA 19140

Cyber: 6301 N 2<sup>nd</sup> Street, Philadelphia, PA 19120

Hostos: 6301 N 2<sup>nd</sup> Street, Philadelphia, PA 19120

Olney: 100 W Duncannon Street, Philadelphia, PA 19120

Pasos: 6301 N 2<sup>nd</sup> Street, , Philadelphia, PA 19120

Pantoja: 4101 N American Street, Philadelphia, PA 19140

Stetson: 3200 B Street, Philadelphia, PA 19134

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Each project requires a separate quote and a separate contract. If you are bidding on several projects, you must complete a bid form for each. References and supporting documentation, such as industry certifications, (Attachments #2-6) need only be listed once, after all of the bid sheets and the contract, in their proper sections.

The following sections follow:

- Sample Project Bid Forms
- PROJECT BID FORMS – You must use these forms or duplicate the format exactly
- Attachment 1: CONTRACT
- Attachment 2: FCC RED LIGHT DISPLAY SYSTEM STATUS
- Attachment 3: REFERENCES
- Attachment 4: INDUSTRY CERTIFICATIONS
- Attachment 5: AUTHORIZED AND QUALIFIED RESELLER
- Attachment 6: OTHER INFORMATION

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## SAMPLE PROJECT BID FORM #1

### COMPANY LOGO

**PROJECT #:** 12      **NAME OF PROJECT:** NETWORK ELECTRONICS

**TOTAL COST (A+B):** \$21,575

#### **SECTION A: FOR ELIGIBLE COMPONENTS:**

Qty Units/Hrs	Product/Service Description (include make, model, and components)	Unit Cost	TOTAL Non-Recurring
1	HP StorageWorks Tape back up 160/320 rack mount ...	\$4,000	\$4,000
1	HP 3U Rack Mount Kit	\$50	\$50
1	6' SCSI cable	\$25	\$25
1	HP SCSI Card	\$400	\$400
	Related SOFTWARE (itemize)	\$5,000	\$5,000
3	Cisco Catalyst 35xx 48 port switch (WS-C35xxG-48-EI) w/xxx	\$3,000	\$9,000
1	Installation of StorageWorks tape back up by an industry certified engineer	\$600	\$600
1	Installation of Cisco switches by an industry certified engineer	\$1,000	\$1,000
	<b>TOTAL SECTION A</b>		<b>\$20,075</b>

#### **SECTION B: FOR INELIGIBLE COMPONENTS:**

Qty Units/Hrs	Product/Service Description (include make, model, and components)	Unit Cost	TOTAL Non-Recurring
5	10-pk Tape media	\$31,500	\$1,500
	<b>TOTAL SECTION B</b>		<b>\$1,500</b>



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**SAMPLE PROJECT BID FORM #2**

**COMPANY LOGO**

**PROJECT #: 3**

**NAME OF PROJECT: LAN MAINTENANCE**

**TOTAL COST (A+B): \$27,000**

**SECTION A: FOR ELIGIBLE COMPONENTS:**

<b>Qty Units/Hrs</b>	<b>Product/Service Description (include make, model, and components)</b>	<b>Unit Cost</b>	<b>TOTAL Non-Recurring</b>
225 hrs	LAN Maintenance (pre-paid) to include the following scope of work: (include specifications from RFP)	\$120	\$27,000
	<b>TOTAL SECTION A</b>		<b>\$27,000</b>





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### **ATTACHMENT 1:**

#### **CONTRACT(S)**

Include **one contract per project.**

Each contract should be signed and dated by an authorized representative of your company.

If accepted, a fully executed copy of the contract will be returned to you.

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### **ATTACHMENT 2:**

#### **FCC RED LIGHT DISPLAY SYSTEM STATUS**

Attach a copy of the Red Light status from the FCC Red Light Display System  
(<http://www.fcc.gov/redlight>) for your company

You must submit a printout of the status screen

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### **ATTACHMENT 3:**

#### **REFERENCES**

Five (5) references from other districts/schools including three (3) indicating satisfactory work completed within the past year.

For each reference, list the contact person, district/school, email, and telephone number.

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**ATTACHMENT 4:**

**INDUSTRY CERTIFICATIONS**

Provide **copies** of the actual certifications of your full time employees who will be assigned to provide the bid services

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**ATTACHMENT 5:**

**AUTHORIZED AND QUALIFIED RESELLER**

Provide evidence that you are an authorized, qualified reseller of any goods or services quoted

**AND**

Evidence that you maintain an active service/repair shop that is authorized by the manufacturer to perform service on its equipment.

Provide copies of that authorization issued by the manufacturer.



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## **ATTACHMENT 6:**

Minority Status Documentation  
Company Information  
Other Supporting Documentation