



REQUEST FOR PROPOSAL - RFP M-19-201

MUSD SWITCHES FY2019



REQUEST FOR INFORMATION (RFI) DEADLINE

February 28, 2019 – 11:59 PM

PROPOSAL SUBMITTAL DATE:

March 8, 2019 – NO LATER THAN 2:00 PM VIA HAND DELIVERY

Monrovia Unified School District

325 E. Huntington Dr.

Monrovia, CA 91016

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OVERVIEW

The Monrovia Unified School District (“MUSD,” “District,” or “Owner”), acting by and through its Governing Board, is seeking competitive proposals for a Districtwide Firewall. In addition to issuing this Request For Proposals (RFP) and in conformity with the FCC Schools and Library Division (SLD), “Universal Service Fund” (also known as E-Rate funding), MUSD has posted a Form 470 to seek E-Rate discounts for the services sought by this RFP. The Form 470 was posted on February 6, 2019, and can be found at the following website: www.sl.universalservice.org.

The Monrovia Unified School District, located in Los Angeles County, in the state of California serves a student population numbering approximately 5,560. Currently the District has 12 school sites: 1 comprehensive high school, 2 middle schools, 5 elementary schools, 2 alternative education schools, 1 preschool, and 1 community adult school. In addition, there are administrative sites, which include the District Office and the Maintenance, Operations, and Transportation (MOT) sites.

The primary point of contact for this RFP is Charles Poovakan, Chief Technology Officer. Proposals in response to this RFP are due by **March 8, 2019 – NO LATER THAN 2:00 PM VIA HAND DELIVERY** at the District Office. The Monrovia Unified School District is located at 325 E. Huntington Dr, Monrovia, CA 91016.

For the purposes of this RFP, the term “Service Provider” and “Vendor” may be used interchangeably and have the same meaning, whether stated or not. Service Provider Respondents are required to submit one (1) original and two (2) bound copies of the proposal to the District, as well as one USB 3.0 flash drive containing the Excel Spreadsheet of the form. The original and copies should each be separately bound. All materials, including the USB 3.0 flash drive to be contained together within one (1) sealed envelope or container. The envelope or container must be clearly labeled and include the: Service Provider Name, Address, Phone number, as well as the RFP number.

IMPORTANT! The Excel Spreadsheet must be saved on a USB 3.0 flash drive and submitted to the District. Once the contract has been awarded, vendors may pick up the flash drive if they would like it back.

IMPORTANT DATES	
Form 470	February 6, 2019
Last Day to Submit Questions	February 28, 2019
Last Date for Addendum and Answers	March 4, 2019
Proposal Submittal Date	March 8, 2019 – 2 PM (Hand Delivery Only)
Planned Project Start Date	After July 1, 2019

E-RATE REQUIREMENTS

The District requires the Service Provider to have a valid and current SPIN (Service Provider Identification Number) as issued by USAC (Universal Service Administration Company). The SPIN must be established at the time of the proposal submittal, and the Service Provider must include a copy of the completed SPAC (Service Provider Annual Certification) Form with the proposal. Additionally, the Service Provider must complete and return the certificate of understanding as found in this RFP. For further information regarding the E-rate Program please reference USAC's Schools and Library Division (SLD) website: <http://www.universalservice.org/sl/>

All contracts entered into as a result of this Request for Proposal and the associated Form 470 will be contingent upon:

1. A valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP and an approved funded amount equal to the funding amount as requested on the Form 471.
2. 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
3. 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).
4. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
5. Approval from the Monrovia Unified School District Board of Trustees.
6. A written "Notice to Proceed" from the District to initiate service.
7. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2019.

PARTNER LEVEL REQUIREMENTS

The District is seeking proposals from highly qualified Service Providers with a successful track record and high level of expertise.

Service Provider must be a Cisco Gold, Palo Alto Platinum level provider or equivalent.

DEMO REQUIREMENTS

The District uses Cisco Meraki to manage all of our Cisco Meraki switches. The District is seeking proposals from Service Providers proposing switches that best fits the needs of the District.

If the vendor is proposing a non-Cisco Meraki solution, a demo must be scheduled with the District by February 28th, 2019 to show how the product is equivalent.

WRITTEN INQUIRES DEADLINE – ADDENDA

Questions or suggestions about this Invitation shall be in writing and delivered no later than February 28, 2019 by 11:59 PM using the District's RFI form located on the district website.

CMAS/WSCA REQUIREMENTS

All Service Providers responding to the posted Form 470 are to be listed as California Multiple Awards Schedule (CMAS) and/or WSCA-NASPO Service Providers. Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services.

A local government agency is any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

FOR CMAS: In addition to the requirements outlined in this RFQ, service providers may be subject to additional requirements as outlined in the CMAS Local Government Agency Guide (March 2010 edition) located at:

<http://www.documents.dgs.ca.gov/pd/cmas/LocalGovtAgencyPacketMarch10.pdf>

For WSCA-NASPO: All proposals must be submitted by WSCA-NASPO Authorized Resellers that have been approved by the State Contract Administrator.

Public Contract Code sections 10298-10299 allow the Department of General Services, Procurement Division (DGS-PD) to enter into cooperative purchasing agreements with other states. Cooperative agreements are available to all State of California governmental entities (State departments, agencies, cities, counties, school districts, universities, etc.) that expend public funds for the acquisition of both goods and services.

The DGS-PD has elected to participate in the following multi-state cooperative agreements established by other states participating in the NASPO ValuePoint Cooperative Program and other cooperative programs as specified in the link below.

<http://www.dgs.ca.gov/pd/Programs/Leveraged/wsca.aspx>

It is the responsibility for service providers to familiarize themselves with CMAS and/or WSCA-NASPO requirements.

REJECTION OF PROPOSAL AND WAIVER OF IRREGULARITIES

The District reserves the right to reject any or all proposals and to waive any immaterial irregularities in the proposal process or any proposal. The District also reserves the right to select any proposal the District believes is in the best interest of the District that may not provide the lowest price(s) submitted.

The right is reserved, as the interests of the District may require, to revise or amend the proposal documents prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an addendum or addenda to this Request for Proposals. If the revisions and amendments are of a nature which require material changes in quantities or prices proposed or both, the date set for the opening of the proposals may be postponed by such number of days as in the opinion of the District will enable Service Providers to revise their proposals to account for such changes. In such cases, the addendum will include an announcement of the new date for opening proposals.

ERASURES OR CORRECTIONS TO ENTRIES

The proposal documents submitted must not contain any erasures, strikeouts or other corrections of entries that impair accurate interpretation of the entry and/or understanding of the proposal.

If correction of an unintended entry is desired such correction must be clear and legible and clearly authenticated by initials of the person signing the proposal. Unclear or unauthenticated corrections may result in rejection of the proposal at the option of the District.

WITHDRAWAL OR AMENDMENT OF SUBMITTED PROPOSAL

1. Any proposal that has been submitted may be withdrawn prior to the scheduled time for opening of proposals. A request to withdraw a proposal must be in writing and received by the District prior to the scheduled time for opening of proposals.
2. No amendment, addendum or modification will be accepted after the proposal has been submitted to the District. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to the District prior to the time for opening of proposals.
3. No Service Provider may submit more than one proposal.
4. After the scheduled time for opening of proposals, these proposals may not be withdrawn for ninety (90) days.

DISTRICT’S RIGHT TO OBTAINING INFORMATION

1. Outside sources. The District reserves the right to obtain from any and all sources information concerning a Service Provider which the District deems pertinent to this Request for Proposal and to consider such information in evaluating the Service Provider’s proposal.
2. Inspections. Upon reasonable notice to the Service Provider, the District reserves the right to make on-site inspections of the Service Provider’s installations and any proposed permitted assignee’s (as provided in the Agreement) facilities which the District deems pertinent and necessary to evaluate the Service Provider’s proposal and to consider any information received from such inspection in evaluating the Service Provider’s proposal.

EVALUATION AND AWARD OF CONTRACT

The award of a contract, if made by the District, will be based on the District’s assessment of qualifications and desirability of the vendors.

1. Written proposals will be initially screened for completeness. Proposals that are not materially complete, in the District’s discretion, will not be evaluated further.

At its option, the District may elect to reject a written proposal or proposals after the written proposal evaluation if, in the District’s discretion, the vendor(s) is/are incapable of providing proper and satisfactory service in accordance with the District’s standards and requirements (including, without limitation, safety standards, financial condition requirements and experience requirements).

2. Evaluation of Proposal. It is the intent of the Monrovia Unified School District to award the contract to the most cost-effective solution possible.

As such the following Selection Criteria below will be used. Each category will be rated on a scale of 1 to 10 and weighted as follows:

SELECTION CRITERIA	WEIGHT
Cost	35%
Management Capability & Features	30%
Ease of Use	15%
Vendor Stability & Manufacturer Ability to Execute	15%
California K-12 School District References	5%
Overall Ranking	100%

PROJECT SPECIFICATIONS

The District is seeking a districtwide firewall solution. This firewall solution will serve as an aggregate firewall located at the District Office servicing our school sites.

The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which Bids are submitted must, in all cases be equal or exceed in every detail to the item specified. Bid must clearly state the brand, make or model number. If proposing equivalent materials or goods, submit manufacturer's data sheets verifying equivalency as part of Bid submission.

ITEM NUMBER	DESCRIPTION
ACC-SWITCH-48	Cisco Meraki MS225-48LP-HW or Equivalent. <i>See Hardware Requirements below.</i>
ACC-SWITCH-48-LIC	Cisco Meraki LIC-MS225-48LP-5YR or Equivalent <i>See Licensing Requirements below.</i>
STACKING-CABLE	Cisco Meraki MA-CBL-40G-1M or Equivalent <i>See Hardware Requirements below.</i>
SFP+10G	Cisco Meraki 10G Base SR Multi-Mode or Equivalent <i>See Hardware Requirements below.</i>
1M-LC-SC-10G	1M LC-SC 10GB 50/125 OM3 Multimode Fiber Optic Patch Cable
TRAINING	120 Cisco Learning Credits of Equivalent <i>See Training Requirements below.</i>

Hardware Requirements:

Cisco Meraki MS225-48LP-HW or Equivalent defined as a single switch series that meets the following requirements:

1. Must meet all General Solution Requirements.
2. Zero touch provisioning.
3. 4 or more SFP+ interfaces
4. Depth of switch cannot exceed 15”.
5. 1 rack unit in height.
6. Capability to stack up to 8 or more switches. Switch must either have a built-in stacking port or an open module slot available for a stacking module.
7. Stacking defined as physically connecting adjacent switches with stacking cables and specialized stacking ports and a minimum total stacking bandwidth of 80 Gbps.
8. Switches in the same stack must behave as a single logical switch unit.
9. Switch power supplies must require 15 amps or less and work with both 110V and 208V.
10. Capability for redundant external or internal power supply.
11. Must have capability to “hibernate” or go into a low power mode during scheduled off hours where it must consume 10 watts or less of power and then automatically resume normal operation during scheduled business hours.
12. Noise levels emitted from switch must be 46 dB or less during normal operation (including in hot environments up to the limit of the operating temperature of the switch).

Cisco Meraki MA-CBL-40G-1M or Equivalent defined as a stacking cable that will work with the proposed switch into our existing Cisco Meraki MS225-48LP-HW or Cisco Meraki MS225-24LP-HW switches.

Cisco Meraki 10G Base SR Multi-Mode or Equivalent defined as an SFP that will work between proposed switch and our existing Cisco Meraki MS225-48LP-HW or Cisco Meraki MS225-24LP-HW switches.

Licensing Requirements:

Licensing for all proposed switches, for 5 years.

Training Requirements:

The District plans to install all switches in-house and plans to have our staff trained on the equipment we work on.

120 Cisco Learning Credits or Equivalent defined as training dollars or “credits” which are redeemable for high-quality training directly from Cisco Training Services, Cisco Learning Partners or equivalent to be able to train staff as a part of the total solution. This amount of credits is typically redeemable for 3 online week-long training courses.

PROPOSAL FORM

RFP M-18-201 MUSD SWITCHES FY2019

TO: MONROVIA UNIFIED SCHOOL DISTRICT
325 E. Huntington Dr.
Monrovia, CA 91016

Attention: Nelson Santos, Director Procurement and Business Support

Having examined the proposal documents for the **RFP M-19-201 MUSD SWITCHES FY2019** for the MONROVIA UNIFIED SCHOOL DISTRICT and having inspected the sites of/and the conditions affecting and governing the services of said services, the undersigned Service Provider hereby proposes:

BID FORM

ACKNOWLEDGEMENT OF ADDENDA

In submitting this Proposal, the undersigned Service Provider acknowledges receipt of all Addenda issued by or on behalf of the District, as set forth below. The Service Provider confirms that this Proposal incorporates and is inclusive of, all items or other matters contained in Addenda.

Initial **only one** of the following:

_____ Addenda Numbers _____; _____; _____; _____; _____; _____; _____ were received, acknowledged (initial if applicable) and incorporated into this Proposal.

OR

_____ No Addenda Issued (initial if applicable)

Additional Information:

Notices. All notices or other correspondence shall be addressed to the District and the Service Provider at their respective addresses set forth herein. Notices shall be effective only if in writing and in conformity with the requirements for service of notices set forth in the Contract Documents.

Confirmation of Figures. By submitting this Proposal, the Service Provider confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Service Provider in preparing and submitting this Proposal.

Acknowledgment and Confirmation. The undersigned Service Provider acknowledges its receipt, review and understanding of the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Service Provider certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing and performing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Service Provider certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount RFP herein within the Contract Time and in accordance with the Contract Documents. The undersigned Service Provider certifies that its RFP amount includes funds sufficient to allow the Service Provider to comply with all applicable local, state and federal laws and regulations governing the labor and services to be provided for the performance of the Work of the Contract and shall indemnify, defend and hold District harmless from and against any and all claims, demands, losses, liabilities and damages arising out of or relating to Service Provider's failure to comply with applicable law in this regard.

Print Name(s) of Service Provider(s) & License Number

By: _____
Authorized Officer or Agent

By: _____
Authorized Officer or Agent

Title

Title

(Corporate Seal)

NOTE: *If Service Provider is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if Service Provider is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Service Provider is an individual, his signature shall be placed above, pursuant to the Instruction for Service Providers Section 1.03. All signatures must be made in permanent, original blue ink.*

NON-COLLUSION STATEMENT

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

I, _____ being first duly sworn, deposes and says that I
(Typed or Printed Name)
am the _____ of _____, the
party (Title) (Service Provider Name)
submitting the foregoing RFP Proposal (the "Service Provider"). In connection with the foregoing RFP Proposal, the undersigned declares, states and certifies that:

- 1.1 The RFP Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.2 The RFP Proposal is genuine and not collusive or sham.
- 1.3 The Service Provider has not directly or indirectly induced or solicited any other Service Provider to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Service Provider or anyone else to put in sham proposal, or to refrain from submitting a proposal.
- 1.4 The Service Provider has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the RFP price, or that of any other Service Provider, or to fix any overhead, profit or cost element of the RFP price or that of any other Service Provider, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.5 All statements contained in the RFP Proposal and related documents are true.
- 1.6 The Service Provider has not, directly or indirectly, submitted the RFP price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham RFP.

Executed this _____ day of _____, 20____ at _____
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

(Address)

Name Printed or Typed

(City, County and State)

(_____) _____
(Area Code and Telephone Number)

This form must be completed and submitted with your proposal

CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.
- (c) * * * * "

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME

TITLE

SIGNATURE

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form must be completed and submitted with your proposal

ACKNOWLEDGMENT OF BIDDING PRACTICES REGARDING INDEMNITY

TO: Monrovia Unified School District

RE: RFP M-19-201 MUSD SWITCHES FY2019

Please be advised that with respect to the above-referenced PROJECT the undersigned Service Provider on behalf of itself and all subcontractors hereby waives the benefits and protection of Labor Code Section 3864, which provides:

“If an action as provided in this chapter is prosecuted by the employee, the employer, or both jointly against the third person results in judgment against such third person, the employer shall have no liability to reimburse or hold such third person harmless on such judgment or settlement in the absence of a written agreement to do so executed prior to the injury.”

This Agreement has been signed by an authorized representative of the contracting party and shall be binding upon its successors and assignees. The undersigned further agrees to promptly notify the DISTRICT of any changes of ownership of the contracting party or any subcontractor while this Agreement is in force.

Contracting Party

Name of Agent/Title

This form must be completed and submitted with your proposal.

CERTIFICATE OF A DRUG-FREE WORKPLACE

Pursuant to the requirements mandated by California Government Code Section 8350 et seq, or the "Drug Free Workplace Act of 1990", this certification form is required of all successful Service Providers for contracts or grants awarded by a State Agency. By signing this certification, the Contracting firm agrees that a Drug-Free Workplace will be established by performing the actions described below:

1. Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or the organization's workplace. The statement must specify what actions will be taken against the employee for violations of the prohibition;
2. Establishment of a Drug-Free Awareness Program to inform employees of:
 - a) The dangers of drug abuse in the workplace;
 - b) The organization's policy of a Drug-Free Workplace;
 - c) The availability of drug abuse counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed on employees for drug abuse violations
3. Requirement that each employee engaged in the performance of the contract of grant be given a copy of the statement outlined above in section 1, and that as a condition of employment on the contract or grant, the employee agrees to abide by the conditions of the aforesaid statement.

I, the undersigned, as an authorized representative of _____,
(Company Name)

agree that all the requirements of the "Drug-Free Workplace Act of 1990" will be adhered to and that a Drug-Free Workplace will be established. I also understand that if it is determined that I have made a false certification, or violated this certification by failing to meet any requirements of the Act, the contract established by RFP#13-14-3 is subject to termination, suspension of payments, or both. Furthermore, I understand that a violation of the terms of the "Drug-Free Workplace Act of 1990" can result in disbarment in accordance to the provisions of California Government Code Section 8350 et. seq.

(Original Signature in Blue or Black Ink)

_____/_____/_____
(Today's Date)

(Company Name)

This form must be completed and submitted with your proposal

CERTIFICATION REGARDING ALCOHOL AND TOBACCO FREE CAMPUS

I, _____, an authorized officer of _____ ,
(Print or Type Name) (Company Name)

agree to comply with the Alcohol and Tobacco Free Campus Policy as established by Monrovia Unified School District. I certify that no employee of our firm, nor any subcontracting firm, will use alcohol or tobacco products at any time, on or within any District owned or leased buildings, property, or vehicles. Furthermore, I certify that signs stating “Alcohol and Tobacco Use is Prohibited” will be purchased and prominently displayed at all entrances to school property in accordance with the policy of Monrovia Unified School District.

(Original Signature in Blue or Black Ink)

_____/_____/_____
(Today's Date)

(Print or Type Name)

(Title)

This form must be completed and submitted with your proposal

CERTIFICATION OF EMPLOYEE CRIMINAL BACKGROUND CHECKS

I, _____, certify that one of the following has been performed:
(print or type name)

1. Pursuant to California Education Code Section 45125.1 criminal background checks, through the California Department of Justice, have been performed for all employees that will provide services to the Monrovia Unified School District upon award of a contract for **RFP M-19-201 MUSD SWITHES FY2019**, and that no employee have been found to be convicted of serious or violent felonies as specified in California Penal Code Sections 667.5(c) and 1192.7(c).

Furthermore, attached to our RFP proposal, is a list of the names of employees who may come into contact with pupils.

Or

2. Pursuant to California Education Code 45125.1, the safety of the pupils will be ensured by one of the following methods:

- a) The installation of a physical barrier at the worksite that will limit contact with pupils;
- b) Continual supervision and monitoring of all employees by an individual whom the California Department of Justice has ascertained has not been convicted of a violent or serious felony as defined in California Penal Code Sections 667.5(c) and 1192.7(c).

I declare, under penalty of Perjury under the Laws of the United States, that the foregoing is true and correct.

(Original Signature in Blue or Black Ink)

_____/_____/_____
(Today's Date)

(Printed or Typewritten Name)

(Title)

E-RATE CERTIFICATION

I, _____, certify that _____, is a
(Print or Type Name) (Company Name)

Service Provider as defined by the E-Rate Program and has not been suspended or disbarred from participating by the Federal Communications Commission. Our SPIN # is _____, and we have operated under this SPIN for _____ years.

I also certify to the acceptance of the following:

1. All information necessary to respond to any PIA (Program Integrity Assurance), Item 25 Selective Review, or Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet the any response deadlines;
2. In the event an appeal is necessary, all information necessary to complete the appeal will be furnished completely and in a timely manner to the Monrovia Unified School District, its attorney(s), or authorized agent;
- 3.
4. Any contract awarded based upon **RFP M-19-201 MUSD SWITCHES FY2019** is contingent upon the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD that awards the requested discounts in full. In the event that partial funding or no funding is granted, the District reserves the right to cancel the contract in whole or in part or to move forward without E-Rate approval.
5. The District will be invoiced for the only the matching funds portion, and it our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining “non-discount” portion. This billing method is known as the SPI (Service Provider Invoice) method;
6. In the event the Monrovia Unified School District wishes to perform a SPIN change, as afforded by the COPAN decision, permission will be granted within the contract terms, provided 14 days prior written notice is given.

(Original Signature)

Today's Date

(Print or Type Name)

(Title)

This form must be completed and submitted with your proposal

SERVICE PROVIDER REFERENCES AND RESPONSIBILITY INFORMATION

1. The District expressly reserves the right to reject the proposal of any Service Provider who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Service Provider is "non-responsible" and poses a substantial risk of being unable to complete the work in a cost-effective, professional and timely manner.
2. In performing the above-described responsibility determination, the District reserves the right to utilize all possible sources of information in making its determination, including but not limited to: inquiries to regulatory state Boards and agencies; Dun and Bradstreet credit reports, inquiries to companies and public entities for which the Respondent has previously performed work, reference checks and examination of all public records.
3. The Service Provider must also demonstrate knowledge of school construction techniques and should possess a working ability to perform similarly-sized construction work for a public agency. This knowledge and ability shall be shown by furnishing the names, current phone numbers, and addresses, points of contact and scope of work of at least five (5) customers served within the past three (3) years with requirements similar to the needs of the Monrovia Unified School District.

FAILURE TO FURNISH THE REFERENCES (*IN THE COMPLETE FORMAT REQUIRED*) MAY CAUSE YOUR PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.

EXAMPLE: Your references should be listed in the following format (facts are example only)

Organization's Name	Work for Beverly Hills USD
Telephone Number	(213) 123-4567
Address	100 Hollywood Dr, Los Angeles, CA 90210
Point of Contact	Doc Hollywood
Type of Contract	Cisco Meraki MX450 Installation
Contract Term (From – To)	1999
Contract Amount	\$1.2 Million

Reference #1

Organization's Name	
Telephone Number	
Address	
Point of Contact	
Type of Contract	
Contract Term (From – To)	
Contract Amount	

Reference #2

Organization's Name	
Telephone Number	
Address	
Point of Contact	
Type of Contract	
Contract Term (From – To)	
Contract Amount	

Reference #3

Organization's Name	
Telephone Number	
Address	
Point of Contact	
Type of Contract	
Contract Term (From – To)	
Contract Amount	

SERVICE PROVIDER QUESTIONNAIRE

The Service Provider shall furnish all the following information accurately and completely. Failure to comply with this requirement will render the proposal informal and may cause its rejection. Additional sheets may be attached if necessary. "You" or "Your" as used herein refers to the Service Provider's firm and any of its owner, officers, directors, shareholders, parties or principals. District has discretion to request additional information. Omission of any material information is grounds for disqualification, or deeming a proposal to be non-responsive.

- a. Name of Service Provider _____
- b. Have you or any of your principals ever been licensed under a different license number? _____
Response must include information pertaining to principals' association outside of the firm. If yes, give name and license number.

- c. Names and titles of all principals of the firm:

_____	_____
_____	_____
_____	_____
_____	_____

- d. Number of years as a Service Provider in this type of work: _____
- e. How many years' experience has your firm performed network electronics and wireless work?

- f. Has your firm or any of its principals defaulted so as to cause a loss to a surety? _____

Response must include information pertaining to principals' associated outside of the firm submitting a proposal.

If the answer is "Yes," give dates, names and address of surety and details.

g. Have you or any of your principals been assessed damages for any project in the past five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. _____

If yes, explain:

h. Have you or any of your principals been in litigation or arbitration or dispute of any kind on a question or questions relating to project(s) during the past five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. _____

If yes, provide name of public agency/organization and details of the dispute:

i. Have you or any of your principals ever failed to complete a project in the last five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. _____ If so, give owner's name and details:

j. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? If so, please elaborate.

k. This project requires the payment to all employees of prevailing wages as determined by the California Department of Industrial Relations; and that the Service Provider is familiar with the provisions contained in California Labor Code Sections 1720-1861, and Title 8, California Code of Regulations, Sections 16000-16403, and with the requirements and obligations (including record keeping and employment of apprentices) imposed by those sections on all contractors and subcontractors who perform work on public works projects.

i. During the last five (5) years was your firm required to pay either back wages or penalties for your own firm's failure to comply with the State's prevailing wage laws? (Note: This question refers only to your own firm's violation of prevailing wage laws, not to violations by a subcontractor.) Yes No

If "yes," on separate signed sheet of paper, identify the violation by providing the project name, date of the violation, name of the entity(ies), a brief description of the nature of the violation, and a brief description of the status of the violation (pending, or if resolved), and a brief description of the resolution.

ii. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any Public Works Project for which you are awarded a contract by Monrovia Unified School District.

l. This project requires thorough knowledge of the financial and legal requirements of E-Rate.
a. Are you willing to invoice the District at the E-Rate approved discount percentage, with the remainder directly to the SLD, pending District certification for services performed?

Yes No

b. Has your firm been involved in any State or Federal investigation related to direct or indirect participation in instances of funds being misapplied, mismanaged or violations of law, rules, or regulations by support mechanism participants or service providers?

Yes No

c. Does your firm possess a valid FCC regulation number and Service Provider Identification Number (SPIN)?

Yes No

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing Service Provider References and Responsibility Information is true and correct.

Executed this _____ day of _____, 20____, at _____, State of California

Service Provider Name	_____
Date	_____
Signature	_____
Phone Number	_____
Printed Name	_____
Title	_____
Street Address	_____
Fax Number	_____
E-Mail	_____

All pages of this form must be completed and submitted with your proposal package.