

**E-RATE 2018-2019
Request for Proposal for
Monson-Sultana Joint Union Elementary School District
(BEN#144060) for
Basic Maintenance of Eligible Internal Connections**

470 Application #180017516

Submission Deadline: February 23, 2018 12:00pm

Monson- Sultana Joint Union Elementary School District wishes to take advantage of E-Rate funding discounts.

To that end, Monson-Sultana Joint Union Elementary School District (DISTRICT) is seeking proposals from a qualified vendor (SERVICE PROVIDER) for the upcoming round of E-Rate Funding (July 1, 2018 - June 30, 2019). The District is seeking a **multi-year contract** for basic maintenance of internal connections as defined in the eligible services list at:

<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

Service Provider Criteria and Contract Requirements

The successful bidder(s) will be responsible for participating in the Federal E-Rate program. These projects and services depend on partial funding from the E-rate program.

- Applicant expects the Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount. (SPI invoice method)
- NO billing or work can take place before July 1, 2018.
- In the event of questions during the E-Rate audit process, the Service Provider is expected to reply within 3 days to questions associated with their proposal and contract.
- The Service Provider is responsible for providing a valid SPIN (Service Provider Identification Number) and FCC Registration Number via email prior to the bid process beginning. No phone calls will be accepted until the bidder has established these basic qualifications to bid.
- All work is subject to the 100% approval of the project or purchase by the FCC and SLC under the E-rate discount program of the Telecommunications Act of 1996.
- The Service Provider will be required to send copies of all forms, including work orders and invoices submitted to SLD prior to invoicing the SLD to the DISTRICT for our records.
- Service Provider will be responsible for procuring the discounted amount from the SLD. The District will not provide the form 472 Bear form reimbursement process.
- The District 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.
- Depending on the date the Funding Commitment Decision Letter (FCDL) is issued by the SLD, it

may be necessary for the DISTRICT to order critical services prior to the receipt of the FCDL. Even in the event of a late FCDL, the vendor is responsible for invoicing the E-rate funded amount via the Form 474 and then issuing a credit memo to the DISTRICT for any contracted costs incurred by the DISTRICT prior to issuance of the FCDL.

- The term of the contract is three years: July 1, 2018 to June 30, 2021 subject to said approvals.

Scope of Work:

Support is limited by ERate eligibility to:

- LAN/WLAN (local area networks/wireless local area networks) focused components (labeled as “broadband internal connections components” on the current ERate Eligible Services List located at: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Basic maintenance of eligible broadband internal connections components, and managed internal broadband services. The eligible broadband internal connections components are listed here:https://apps.fcc.gov/edocs_public/attachmatch/DA-17-973A1.pdf
- These include but are not limited to (subject to ERate eligibility changes over the life of the contract):
 - routers, switches, wireless access points;
 - antennas, cabling, connectors, and related components used for internal broadband connections;
 - racks;
 - wireless controller systems;
 - firewall services and components;
 - uninterruptible power supply/battery backup;
 - software supporting each of these components;
 - caching
 - service related to configuration changes of eligible equipment
 - basic technical support including online and telephone based technical support of eligible items
 - Software upgrades and patches including bug fixes and security patches on eligible equipment
- A link to the spreadsheet inventory of existing eligible items for 2018-2019 is located at www.msschool.org alongside this RFP link. Please attach a copy to your bid.
- Vendor shall provide basic maintenance of eligible broadband internal connections components, and managed internal broadband services during the normal District operating hours, weekdays 8:00a.m. - 4:30p.m., not including Federal or State holidays.
 - It is expected that upon receiving a call or email from an authorized DISTRICT representative, the vendor will call or email back within a **two hour window** acknowledging the problem and outlining the plan of action to resolve the problem.
 - Vendor shall create and update maintenance logs for all work performed for DISTRICT and make those records available upon request by the District of the SLC.

Vendor shall furnish a bid/proposal for labor (in hours) estimated to be necessary (not to exceed) for the basic maintenance of eligible broadband internal connections components, and managed internal broadband services for the duration of the E-Rate funding year. Any change fees, contingency fees, Freight assurance fees, lease fees, per diem or travel time charges, shipping charges and taxes must be noted in the bid.

Additionally, the cost of all E-Rate eligible equipment and infrastructure replacement repair parts , (including installation labor and disposal of old parts and/or wiring) should be included as a “parts reserve line item, including any applicable tax and shipping.

Prospective bidders must respond to both requests (Labor and Parts Reserve) to be considered.

Please include local sales tax as a separate item on all proposals.

Manufacturer’s part numbers reflected in this RFP attachment are current as of the release of this document, but may change due to circumstances outside of the applicant or service provider’s control. To the extent that subsequent manufacturer’s part numbers reflect the same part or hardware item listed in this document, they will be considered as equal.

Prospective Service Providers will be required to submit three references, for comparable projects in the K-12 customer market. Provider must maintain a service presence within a 50 mile radius of the DISTRICT. Utilizing sub contractors or independently contracted service providers not pre-approved by the DISTRICT and subject to the district’s security policies for access are not allowed.

Failure to supply these references may be considered grounds for disqualification.

In addition, the DISTRICT reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval. The DISTRICT also reserves the right to fund (proceed with project or purchase) all, some, or none of the project(s) regardless of E-rate approval.

Proposals must be submitted in writing.

Submission Deadline: February 23, 2018 12:00 pm.

Deliver to:

**Monson-Sultana Joint Union Elementary School District
P.O. Box 25
10643 Avenue 416
Sultana, CA 93666-0025
Attn: Vicki Worthley, Director of Technology
admin@msschool.org**

Late proposals will not be accepted.

All requests for information should be made **via e-mail** to Vicki Worthley at admin@msschool.org.

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 considerations are price, industry experience, and qualifications.