

SILVER VALLEY UNIFIED SCHOOL DISTRICT E-RATE YEAR 14 (2011/2012) REQUEST FOR PROPSAL BASIC SWITCH MAINTENANCE (EXTREME SWITCHES)

Service Provider Criteria and Contract Requirements:

- The requirements outlined in this document will apply to all contracts entered into as a result of the posting of (2011-2012) E-rate Form 470/471.
- Bids can be submitted within the 28-day posting period, but are not required until the 29th day or after the job walk (if required), whichever is later.
- All service providers responding to the posted Form 470 are to be listed California Multiple Awards Schedule (CMAS) providers unless expressly noted otherwise in the quote or district's scope of description.
- All State of California contracting license requirements for public schools apply. Any contractor providing work under these contracts shall have the appropriate license for the scope of work they are to perform. Low voltage cabling work requires a C-7 license.

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each 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 the posting of this Form 470 will be contingent upon the specific funding of the FRN at the E-rate discount percentage rate on the Form 471.
- 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.
- NO billing or work can take place before July 1, 2011.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number).

The contractor is responsible for providing an FCC Registration Number (FRN) and proof of Green Light Status from the FCC. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered nonresponsive.

- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.
- Additional terms and conditions are delineated in the specifications referenced in the 470's.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.

The Applicant reserves the right to deny any or all proposals associated with a particular form 470, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Prospective Service Providers will be required to submit three references, describing experience with comparable projects in the K-12 customer market, the appropriate CMAS contract, their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.

Service Providers must meet the following qualifications in order to be considered:

1. If providing electronic equipment quotes for switches/hubs/routers Service Providers must have all current manufacturers' certifications.

2. No sub-contractors can be used in order to meet the CMAS contract requirements. If requested, the service provider must be willing to have employees fingerprinted.
3. All product pricing provided for 471 purposes must be functional and equivalent or better once the Applicant has received SLD approval for purchase. The Service Provider/supplier must receive approval from the SLD for this substitution.
4. Service Provider must provide with quotes the CMAS contract pages that show the goods and/or services they are quoting.

PLEASE BE SURE TO QUOTE ALL SITES – THERE IS A SEPARATE TAB IN THE WORKBOOK FOR EACH SITE

Information on Recent Changes to E-rate Eligibility Rules for Basic Maintenance:

- ❖ In December of 2010, the Federal Communications Commission issued clarifications in regards to the eligibility of Basic Maintenance of Internal Connections (BMIC) in DA 10-2355. Vendors interested in submitting bids in the Basic Maintenance category should familiarize themselves with the new rules and tailor their offerings to be eligible and in alignment with the new rules. The FCC stated the following:
- ❖ “As explained in the Sixth Report and Order, the Commission seeks comment every year on the proposed list of services and products that are eligible for E-rate funding and uses several criteria to determine whether to include a service in the Eligible Services List (ESL) for the E-rate program. Although the Commission had sought comment on, among other options, whether it should cease funding for BMIC for funding year 2011, it ultimately decided to retain BMIC as an eligible priority 2 service for the upcoming funding year.⁶ In the Sixth Report and Order, the Commission explained that “[r]equests for basic maintenance will continue to be funded as internal connections if, but for the maintenance at issue, the service would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such service.”
- ❖ In order to avoid the potential waste of E-rate resources, however, the Commission concluded that reimbursements for BMIC will be paid only for actual work performed or for hours of labor actually used. The Commission required applicants and service providers to submit invoices to the Universal Service Administrative Company (USAC) for physical work actually performed, as opposed to invoicing in advance for estimated work that in some circumstances may never be performed. Moreover, the Commission stated that work invoices should be based on a reasonable hourly rate or flat fee for the type of service performed and that this process will ensure that E-rate funds will be used only when actual services are provided.
- ❖ We clarify that fixed price BMIC contracts will continue to be eligible for funding, but only for work that is actually performed under the contract. The Commission’s ruling does not limit contracts eligible for funding to those that pay service providers on a time and materials basis. For example, if a service provider offers a flat fee for all maintenance and repairs necessary for the upcoming year for specific pieces of equipment, the applicant may apply for E-rate funds for estimated repairs, and funds will be released when repairs or other maintenance is performed and invoices for the actual repairs are submitted to USAC. As work is performed, invoices may be submitted to USAC on a periodic basis during the funding year. We note that USAC, as part of its regular reviews to ensure that funding is being properly disbursed, may request information from applicants or service providers in order to verify the accuracy of the amounts invoiced. We emphasize that applicants should reasonably estimate their anticipated expenses. For example, it is not reasonable to estimate an amount that would cover the cost of every piece of eligible equipment. Instead, the estimated amount must be based on verifiable or historical data, such as previous years’ expenses related to maintenance, the cost of previous

or current maintenance contracts, and the age of the equipment at issue. If a request for funding seems excessive, especially as compared to requests from previous years, for example, USAC may request additional information from the applicant to support its estimate. We note that an applicant that grossly or knowingly submits a request for funding that is far in excess of its needs will violate the Commission's requirement that applicants make a bona fide request for funding.

- ❖ We further clarify that reimbursement is permitted for some other types of BMIC without an applicant having to demonstrate that work was performed. Services such as software upgrades and patches, including bug fixes and security patches, and online and telephone-based technical assistance and tools that are typically standard fixed priced offerings will continue to be funded as BMIC if the service or equipment would not function and serve its intended purpose with the degree of reliability ordinarily provided but for these specific services. In many cases the costs and frequency of these types of services may be difficult to predict or quantify, so we clarify that reimbursement for these repairs will be permitted without demonstration of work performed, as a matter of administrative convenience. Therefore, applicants will be allowed to seek reimbursement of a one-time charge for these services at any time during the funding year. We explicitly distinguish these types of services from the physical maintenance and repair of equipment, such as the labor and parts needed to repair equipment at the school or library, which, as set forth in paragraph 107 of the Sixth Report and Order and clarified above, requires that work be performed before reimbursement can occur."
- ❖ Accordingly, The District is looking for a 1-year contract to align with the E-Rate funding year: July 1, 2011 through June 30, 2012. The District will consider contracts with the option for annual extensions for up to four (4) calendar years.
- ❖ Should the services outlined in the RFP attachments become ineligible for E-rate program discounts, the District shall have the right to cancel any and all contracts with no penalty.
- ❖ The District is interested in quotes for E-rate eligible services. Any costs that would not be eligible for E-rate must be identified by the service provider and placed on a separate cost submission.

Right to Reject Any and All Quotes:

We reserve the right to reject any or all proposals and to waive any informalities or regularities. The Service Provider's submission of a proposal is recognition of this right. In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.

Evaluation Criteria:

Price will be the most heavily weighted factor in selecting the awarded vendor. Other evaluation criteria may include, but are not limited to:

- References
- Past experience with applicant Understanding of needs
- Past successful E-Rate experience completeness of response

Applicant will score all responses submitted within the guidelines noted above, using a rubric scoring system.

Please quote a one-year contract, with the option for annual extensions up to four years.

All proposals must be submitted in writing on or before March 4, 2011 to the following address:

Robert Saffel- Coordinator of Technology Services
Silver Valley Unified School District
Educational Services
35320 Daggett-Yermo Rd. [*no USPS to this address use, PO Box*]
Yermo, CA 92398

or

P.O. Box 847
Yermo, CA 92398

FAX: 760-254-1393

Questions regarding this RFP may be submitted to erate@silvervalley.k12.ca.us. The district will not respond to any questions not submitted in writing, nor will return vendor phone calls.

Silver Valley Unified School District E-Rate Year 14, Basic Maintenance - Part List
 LOCATION(S): YERMO, NEWBERRY, ALTERNATIVE ED

QTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT %	UNIT PRICE	EXTENDED PRICE
3	97005-X450-24X	ExtremeWorks 48hr AHR				
7	97000-X450E-48P	ExtremeWorks Software and TAC				
19	97000-X450E-24P	ExtremeWorks Software and TAC				
1	97005-WM2000	ExtremeWorks 48hr AHR				
28	Altitude 350-2	ExtremeWorks Software and TAC				
		TOTAL	\$		\$	\$

Silver Valley Unified School District E-Rate Year 14, Basic Maintenance - Part List
 LOCATION(S): LEWIS ELEMENTARY SCHOOL

QTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT %	UNIT PRICE	EXTENDED PRICE
1	97005-X450-24X	ExtremeWorks 48hr AHR				
7	97000-X450E-48P	ExtremeWorks Software and TAC				
5	97000-X450E-24P	ExtremeWorks Software and TAC				
17	Altitude 350-2	28 ExtremeWorks Software and TAC				
		TOTAL	\$		\$	\$

Silver Valley Unified School District E-Rate Year 14, Basic Maintenance - Part List
 LOCATION(S): FORT IRWIN MIDDLE SCHOOL

QTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT %	UNIT PRICE	EXTENDED PRICE
1	97005-X450-24X	ExtremeWorks 48hr AHR				
1	97000-X450E-48P	ExtremeWorks Software and TAC				
9	97000-X250E-24P	ExtremeWorks Software and TAC				
8	97000-X250E-48P	ExtremeWorks Software and TAC				
15	Altitude 350-2	ExtremeWorks Software and TAC				
		TOTAL	\$		\$	\$

Silver Valley Unified School District E-Rate Year 14, Basic Maintenance - Part List
 LOCATION(S): SILVER VALLEY HIGH SCHOOL

QTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT %	UNIT PRICE	EXTENDED PRICE
1	97005-X450-24X	ExtremeWorks 48hr AHR				
6	97000-X450E-48P	ExtremeWorks Software and TAC				
6	97000-X450E-24P	ExtremeWorks Software and TAC				
18	Altitude 350-2	ExtremeWorks Software and TAC				
		TOTAL	\$		\$	\$

Silver Valley Unified School District E-Rate Year 14, Basic Maintenance - Part List
 LOCATION(S): DISTRICT OFFICE

QTY	PART NUMBER	DESCRIPTION	LIST PRICE	DISCOUNT %	UNIT PRICE	EXTENDED PRICE
1	97005-X450-24X	ExtremeWorks 48hr AHR				
5	97000-X450E-48P	ExtremeWorks Software and TAC				
2	97000-X250E-48P	ExtremeWorks Software and TAC				
2	97000-X450E-24P	ExtremeWorks Software and TAC				
15	Altitude 350-2	ExtremeWorks Software and TAC				
		TOTAL	\$		\$	\$