

REQUEST FOR PROPOSAL RFP2019MonCat2

E-rate Funding Year
2019

DEFINITION OF TERMS

FUNDING YEAR: The funding year is a time during which program support is being provided. The Funding Year begins July 1 and ends June 30 of the following calendar year.

CHILDREN'S INTERNET PROTECTION ACT (CIPA): A law that mandates certain internet safety policy and filtering requirements for recipients of E-rate Program discounts for services other than telecommunications services.

LOWEST CORRESPONDING PRICE (LCP): The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services.

APPLICANT: The entity applying for universal service support. In the Schools and Libraries Program the entity is a school, library, consortium, or other eligible entity that files program forms.

BILLED ENTITY: The entity that receives the bill and pays for the supported service. A Billed Entity may be different from the physical location being supported.

BILLED ENTITY NUMBER (BEN): A unique number assigned by USAC to each billed entity (school, library, or consortium) that pays for services.

NON-INSTRUCTIONAL FACILITY (NIF): A school building without classrooms or a library building without public areas. Examples of school NIFs include administrative buildings, bus barns, and cafeteria facilities. Examples of library NIFs include administrative buildings, bookmobile garages, and interlibrary loan facilities.

SERVICE PROVIDER IDENTIFICATION NUMBER (SPIN): A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.

CATEGORY ONE SERVICES (Cat 1): Services used to connect broadband or internet to eligible locations, or services that provide the basic conduit access to the internet. Data Transmission Services and Internet Access, and Voice Services are Category One services.

CATEGORY TWO SERVICES (Cat 2): Internal connections services needed to enable high-speed broadband connectivity and broadband internal connections components. Category Two includes local area networks/ wireless local area networks (LAN/ WLAN), internal connections components, basic maintenance of internal connections components, and managed internal broadband services.

LIT FIBER: A fiber-based broadband service where the service provider owns and manages the network, and the E-rate applicant pays a recurring fee to have data transported over the network.

DARK FIBER INCLUDING INDEFEASIBLE RIGHTS OF USE (IRU): The E-rate applicant leases capacity (i.e. a specific number of fiber strands) on a provider-owned and maintained fiber network. The applicant pays separately for modulating equipment to light the fiber in order to transmit data over that fiber. The

maintenance and operations (M&O) charges related to leased dark fiber service can be the responsibility of the service provider or the applicant dependent on the terms of the contractual agreement.

SELF-PROVISIONED NETWORK (District Owned Fiber): Complete applicant ownership of a high-speed broadband network. The applicant hires a vendor to construct the network or a portion of the network, and thereafter owns and maintains that network or portion, including all the fiber strands and conduit.

POINT OF DEMARCATION (Demarc): A demarcation refers to the point where a service provider's network ends and where an applicant's local area network (LAN) begins.

LOCAL AREA NETWORK (LAN): A voice, data, and/or video network that provide connections generally within an eligible school or library to other locations within the school or library.

WIDE AREA NETWORK (WAN): A voice, data, and/or video network that provides connections from within an eligible school or library to other locations beyond the school or library.

CATEGORY TWO BUDGET: Starting with FY2015, applicants applying for Category Two services will be limited to a five year pre-discount budget for those services.

FCC FORM 470: The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.

FCC FORM 471: The Services Ordered and Certification Form is an FCC form that schools and libraries use to report services ordered and discounts requested for those services.

FCC FORM 472 (BEAR): The Billed Entity Applicant Reimbursement Form is an FCC form that schools and libraries submit to USAC after paying for services in full, to request reimbursement for the discount on those services.

FCC FORM 474 (SPI): The Service Provider Invoice Form is an FCC form that service providers submit to request reimbursement for discounted eligible services already provided to the schools or libraries on their customer bills.

28-DAY WAITING PERIOD: The minimum time period an applicant is required to wait after posting the FCC Form 470 before entering into any contract with a service provider.

FCC FORM 471 FILING WINDOW: The period generally between mid- January and mid-March (prior to the start of the funding year) when forms filed are treated as having been received on the same day and are considered for funding before any other forms filed after the window closes.

REQUEST FOR PROPOSAL (RFP): A form of solicitation for products or services that provides detailed information regarding those products or services and any additional details necessary for potential bidders to respond. Program applicants may issue RFPs in addition to filing the FCC Form 470.

DOCUMENT RETENTION: Applicants and service providers must retain documentation related to the application for, receipt, and delivery of discounted services for at least 10 years from the last date of service delivery.

INVOICE: A statement or document that (1) service providers submit to USAC after they have provided or completed service to the applicant or (2) applicants submit to USAC after they have paid for services in full. Invoices are submitted using FCC Form 474 (service providers) or FCC Form 472 (applicants).

OBJECTIVE

MONROE SCHOOL DISTRICT 1J, hereafter referred to as Applicant, is requesting proposals for equipment needed to improve the networking infrastructure of its schools in order to meet the technology goals set for the district.

SCHEDULE

Issue Date: 1/14/2019
Responses Due: 2/13/2019
Questions Due Before: 2/8/2019

DISTRICT INFORMATION

Company Name: MONROE SCHOOL DISTRICT 1J
BEN: 145019
Cat 1 Discount Rate: 70%
Cat 2 Discount Rate: 70%
Address: 365 North 5th Street
Monroe, OR 97456
Telephone: 541-847-6292

SINGLE POINT OF CONTACT

Contact Name: Bill Crowson
Address: 365 North 5th Street
Monroe, OR 97456
Telephone: 541-847-6292
Fax: 541-847-6290
Email: bill.crowson@monroe.k12.or.us

SUBMISSION REQUIREMENTS

Submission Guidelines

Proposals shall be enclosed in a sealed envelope, or .zip file and delivered to the Single Point of Contact through mail, email or fax. All proposals need to be clearly identified as a proposal for this RFP.

Single Proposal

This RFP is limited to one response per proposer. Applicant is not requesting alternate proposals, and will not evaluate more than one offer per Proposer.

Late Submissions

Proposer is solely responsible for ensuring its Proposal is received by the Applicant in accordance with the RFP requirements before Response Due Date. Applicant is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Proposal submitted by any means not authorized may be rejected. All Proposal modifications must be completed prior to Closing. Proposals received after Response Due Date are considered LATE and will NOT be accepted for evaluation. Late Proposals will be returned to the respective Proposer or destroyed.

Modification or Withdrawal of Proposals

Any Proposer who wishes to make modifications to a Proposal already received by Applicant shall submit its modification to the Single Point of Contact and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to Closing. The Proposer shall submit a Written notice Signed by an authorized representative of its intent to withdraw its Proposal in accordance with OAR 125-247-0440.

Proposal Rejection

Agency may reject a Proposal for any of the following reasons:

Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.

Proposer makes any contact regarding this RFP with District Staff other than the Single Point of Contact or those the Single Point of Contact authorizes, or inappropriate contact with the SPC.

Proposer attempts to inappropriately influence a member of the Evaluation Committee.

Proposal is conditioned on Applicant's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Addenda.

Addenda to Solicitation

Addenda to proposal shall be posted in the same manner as the proposal. Vendor is responsible for monitoring proposal for addendum and adjusting proposals.

Confirm your understanding of these requirements.

_____ *Initial*

REQUIREMENTS

Contract

All specifications, terms and conditions contained in the Request for Proposal shall be incorporated by reference and made a part of a contract awarded to the successful bidder.

Failure to Perform

In the event that the successful bidder fails to perform under a contract awarded, the successful bidder shall be liable for all costs and damages incurred by Applicant in procuring and obtaining any similar equipment, article, material or service from other providers, and the contract awarded to the successful bidder shall be in full force and effect to the extent not terminated. Applicant reserves the right to terminate a contract awarded due to the successful bidder's failure to perform. Termination by Applicant shall not affect any right, obligation or liability of the successful bidder which accrued before such termination. In addition to the right to terminate due to the bidder's failure to perform, Applicant reserves all its right and remedies at law and in equity available due to the failure to perform.

Breach of Contract

In the event that the successful bidder breaches a term or condition of a contract awarded, Applicant may terminate the contract. In addition to the right to terminate due to the successful bidder's breach, and all other rights and remedies contained by other provisions, Applicant reserves all its rights and remedies at law and in equity available due to the breach, including but not limited to the recovery from the successful bidder of any damages, costs, expenses and attorney fees (including attorney fees on appeal) arising out or as a result of a breach.

In the event that Applicant breaches a term or condition of a contract awarded, the successful bidder's remedy shall be limited to termination of the contract and receipt of payment by Applicant for any equipment, article, material or service provided by the successful bidder pursuant to the contract prior to the termination date.

Confirm your understanding of these requirements.

_____ *Initial*

E-RATE REQUIREMENTS

Work Contingent upon Funding

Work offered in this RFP may be contingent upon receiving a funding commitment from USAC for the specified services. If the funding request is denied, the project may canceled. Such cancellations shall not constitute any financial obligation on the part of the District.

E-rate Eligible Provider

The work awarded as a result of this RFP must qualify for E-rate funding. Bidding Service Providers must have a relationship in good standing with FCC/USAC/SLD and qualify as an E-rate eligible provider. Information about E-rate and eligibility is available at the Universal Service Administration Company (USAC) website: <http://www.usac.org/sl>.

Service Provider Identification Number

Bidding Service Providers must have valid Service Provider Identification Number (SPIN). Information about E-rate and eligibility is available at the Universal Service Administration Company (USAC) website: <https://www.usac.org/sl/service-providers/step01/default.aspx>

E-rate Contact

The Service Providers must provide an E-rate contact for the district who understands the E-rate process and can answer related questions at the time of bidding.

In the field provided, list the name, phone number and email address for the E-rate contact that will be assigned to the District's account.

Public Information

The successful Service Provider may not require any language in the final agreement that restricts publication of pricing data. Information, other than trade secrets as defined in ORS 192.501(2), contained in a response to this RFP and resulting contract, is public record and subject to disclosure.

Signed Contract

The successful Service Provider must be willing to enter into the agreement before the end of the E-rate filing window for the indicated funding year to meet E-rate requirements.

Favorable Pricing

Pricing offered under this RFP must not be higher than the lowest price offered to nonresidential customers who are similarly situated, for similar E-rate program services.

Period of Contract

Contract period will correspond with the E-rate Funding Year. Category One recurring services will be contracted in increments of one year that start July 1 of each funding year through June 30 of the following year. Category Two services will be from July 1 of the funding year through September 30 following the end of the funding year.

Contract Term Modification

The District will reserve 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 "funding year", there is a delay in a Funding Commitment from USAC, or an extended service end date for an E-rate funding year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission ("FCC") and/or the Universal Service Administrative Company ("USAC").

Category Two Budgets

If combined total for all products and services exceeds remainder of an entities Category 2 Budget, the district may choose to select to only purchase products and services offered up to the amount remaining in the Category Two budget. Information about E-rate Category Two Budgets is available at the Universal Service Administration Company (USAC) website:

<https://www.usac.org/sl/applicants/step03/category-two-budget.aspx>

Product Substitutions

No change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USC service substitution approval with the exception of a Global Service Substitution.

Free Service Advisory

Services offered must be in full compliance USAC's Free Service Advisory. No free services may be offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs.

Service Delivery Dates

The E-rate Funding Year begins on July 1 of the Funding Year and expires on June 30 of the following year, resulting in a period of 12 months. No products or services may be delivered earlier than the start of the funding year. If construction is necessary to deliver Category One services, construction may begin up to 6 months in advance of the start of the Funding Year. Category Two services may be purchased 3 months prior to the start of the Funding Year, though installation must take place after the start of the Funding Year. Installation of Category Two services must be completed within three months after the end of the funding year.

Refurbished Equipment

No refurbished equipment will be accepted.

Equivalent Products and Services

Whenever specifications of any products or services are indicated by a specific proprietary name, manufacturer name, or model name, such specifications shall be deemed to be used the purpose of facilitating a description of the products or services desired and any products or services of equal or greater equivalency will be considered.

E-rate Forms

The successful Service Provider must accept either Billed Entity Application Reimbursement (BEAR) FCC Form 472, or Service Provider Invoice (SPI) FCC Form 474, invoicing per E-rate rules. The invoicing method chosen will be at the discretion of the District.

Invoicing

The successful Service Provider 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:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor's signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches District's contract specifications, Form 470 and Form 471 descriptions of same
- 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)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- District's Billed Entity Number
- District's Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

The Service Provider must ensure that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District.

The successful Service Provider 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.

The successful Service Provider 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 is at fault, 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.

In the event of a delayed funding commitment the successful Service Provider shall invoice USAC for the discounted amount the District is owed retroactive to July 1st of the funding year or to whenever approved service to the District began, whichever date is later.

Products and Services must be delivered before billing can commence. At no time may the Service Provider invoice before the state of the aforementioned funding year.

Documentation

Service Provider shall provide to District all of the information and documentation that the Service Provider has, or that Service Provider can reasonably acquire, that the District may need to prepare its E-rate applications and/or to meet the documentation standards required to receive E-rate support.

Service Provider shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, timesheet, memoranda and other data relating to Service Provider's services to the District. All such records shall be retained for a minimum of ten (10) years following completion of services and shall be subject to inspection and audit by the District. Service Provider shall include all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing the District the same right to inspect and audit those records.

Confirm your understanding of these requirements.

_____ *Initial*

SCORING CRITERIA

Cost of Eligible Services (40 points possible)

Provide itemized costs for the specified equipment or services, including all components necessary for the equipment or service to be fully functional. Any services, equipment, or components that are not eligible for E-rate funding must be specified in response.

Cost of Transition (20 points possible)

Clearly identify any cost that qualify as special construction costs under the E-rate program. Information about special construction costs is available at the Universal Service Administration Company (USAC) website: <http://www.usac.org/sl>.

Prior Positive Experience with Service Provider (10 points possible)

Please discuss your company's previous experience with the District.

Experience Providing Similar Services of a Similar Scope (10 points possible)

The successful Service Provider will need to demonstrate experience providing services of similar scope and complexity. Attach a discussion of your firm's experience with working with three (3) entities of similar scope and complexity. Please provide contact information for reference checks where applicable.

Support (20 points possible)

The successful Service Provider is required to provide a dedicated account management team assigned to the District for service support including moves, adds, changes, repairs, as well as billing/invoice support. Provide information about the account team that will be assigned to the District. Provide information confirming when support is available, and describe how District technicians will solicit this support. Describe your service escalation process for all aspects of support, include triggers, and timelines. Provide this information for all type of issues, including service, billing and technical support.

Total Possible Score: 100

Confirm your understanding of the Scoring Criteria. _____

Initial

DISQUALIFICATION CRITERIA

Bids received that do not meet the requirements specified in this RFP will be disqualified and will not be evaluated.

Bids received that do not meet the requirements specified in the Scoring Criteria section of this RFQ will be disqualified as we will be unable to perform a proper evaluation of incomplete responses.

Confirm your understanding of Disqualification Criteria. _____

Initial

AWARD PROCESS**Notice of Award**

Applicant will notify all Proposers in Writing that Applicant is awarding a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

Protests

Protests of bid specifications shall be presented to the Single Point of Contact in writing within five calendar days prior to bid closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of Applicant, a change is required for the Request for Proposal, an addendum will be issued.

Protests of award shall be presented to the Single Point of Contact in writing within five calendar days after the notice of award, or in the event of meeting E-rate deadlines, 5 calendar days before the end of the E-rate FCC Form 471 Filing Window. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of Applicant, a change is required for the award, a new Notice of Award will be issued.

Confirm your understanding of Award Process. _____

Initial

TECHNICAL ENVIRONMENT

District Buildings

#	Entity	Address	NIF
1	MONROE GRADE SCHOOL	365 N 5TH ST Monroe, OR 97456	No
2	MONROE HIGH SCHOOL	600 DRAGON DR Monroe, OR 97456	No

Internet Service Provider (ISP)

Lit fiber connecting the district to its ISP, LANE EDUCATION SERVICE DISTRICT, terminates in the demarc located at MONROE HIGH SCHOOL.

Wide Area Network (WAN)

All district locations connect to MONROE HIGH SCHOOL through district owned fiber.

Local Area Networks (LAN)

Within each building, the Main Distribution Frame (MDF) connects to Intermediate Distribution Frames (IDF) throughout the buildings with fiber where needed. Connectivity is distributed from the MDF and IDFs through switches to end devices through cabling which terminates in network drops and Wireless Access Points (WAPs).

SCOPE OF WORK

Definition

The district is requesting the products and/or services in the quantities and capacities outlined in the Line Items portion of this RFP. The products and/or services being requested are as follows:

Cisco Meraki MS350-48-HW switches, or equivalent

Switches will need to be stackable and support remote management and include all components, parts, power supplies, licenses and/or service agreements for equipment to be fully functional.

Cisco Meraki MS350-24-HW switches, or equivalent

Switches will need to be stackable and support remote management and include all components, parts, power supplies, licenses and/or service agreements for equipment to be fully functional.

Cisco Meraki MR33-HW wireless access points, or equivalent

All components, parts, power supplies, licenses and/or service agreements for equipment to be fully functional will need to be provided. Installation will be required for the Wireless Access Points.

Category 6 Ethernet Cabling for wireless access points

Cabling would run from the closest MDF or IDF to the intended location of the WAP terminating in a biscuit jack. Bids will need to be on a per-run basis as the exact locations have yet to be determined. Cable runs will not exceed 300 ft.

Line Items

#	Item	Quantity or Capacity	Unit	Location(s)
1	Cisco Meraki MS350-48-HW switches, or equivalent	7	Switches	MONROE HIGH SCHOOL
2	Cisco Meraki MS350-24-HW switches, or equivalent	1	Switches	MONROE HIGH SCHOOL
3	Cisco Meraki MR33-HW wireless access points, or equivalent	20	Wireless Access Points	MONROE HIGH SCHOOL
4	Installation of Wireless Access Points	20	Installation	MONROE HIGH SCHOOL
5	Category 6 Ethernet cabling for wireless access points	20	Cable Runs	MONROE HIGH SCHOOL

PROPOSER INFORMATION AND CERTIFICATION

Company Name: _____
SPIN: _____
Contact Name: _____
Address: _____

Telephone: _____
Fax: _____
Email: _____

By submitting a response, you certify that you are authorized to represent your company.

Signature: _____ **Date:** _____