

RIPON UNIFIED SCHOOL DISTRICT

304 N. Acacia Ave.

Ripon, CA 95366

BID NUMBER 001



E-RATE 2016-2017

YEAR 19 – CATEGORY 2

Bid Documents and General Conditions

The District will receive bids at:

Technology Department

304 N. Acacia Ave.

Ripon, California 95366

Until 2:00 P.M., local time on February 22, 2016.

Bids are late at 2:01 P.M. The District clock is the official time.

NOTE: Bids submitted to other locations are non-responsive.

The district will reject such offers.

Notice Inviting Bids

NOTICE IS HEREBY GIVEN that the Ripon Unified School District of San Joaquin County, California, acting by and through its Governing Board, hereinafter referred to as the District will receive up to, but not later than 2:00 p.m. February 22, 2016 at 304 N. Acacia Ave., Ripon, CA, sealed bids for the award of E-Rate contracts for the following:

Bid No. 001 E-Rate 2016-2017, Year 19, Category 2: WLAN Upgrade

All proposals shall be submitted separately and sealed in a package plainly marked with the appropriate title for each proposal. The Board reserves the right to reject any or all proposals and to waive informality in any proposals received. No vendor may withdraw his proposal for a period of Ninety (**90**) calendar days after the date set for the receipt of proposals.

Vendor must participate in the E-Rate Program and must provide a Service Provider Identification Number (SPIN) and Federal Registration Number (FCC-FRN) with the proposal.

The District is seeking to purchase equipment only. No installation or design services are included in this bid.

February 17, 2016 the last day for vendor to ask questions.

February 19, 2016 District will post answers to all inquiries.

E-RATE YEAR 19 (2016/2017) RFP

Network Electronics RFP #001

For 6 School Sites

Bids Due on February 22, 2016 by 2:00 p.m.

Ripon Unified School District is seeking proposals for the upcoming Year 19 round of E-Rate. The District is soliciting proposals from contractors that hold a valid E-Rate SPIN for the purchase of network electronics at 006 sites.

Service Provider Criteria and Contract Requirements

Ripon Unified School District wishes to take advantage of E-Rate funding discounts.

The successful bidder(s) will be responsible for participating in the Federal E-Rate program.

In addition, the District may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using District funds for these purchases.

Prices must be held firm for the duration of the E-Rate Year 19 fiscal year ending September 30, 2017 (including any SLD approved extensions)

The District requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with California law.

Proposals must be received by our office no later than February 22, 2016 at 2:00 p.m.

All proposals are to contain costs for taxes and shipping as separate items.

Proposals must be submitted in writing to:

Ripon Unified District School District
Attn.: Jacob Bradshaw
Address: 304 N. Acacia Ave., Ripon, CA 95366

E-mailed proposals will be accepted, send proposal to jbradshaw@sjcoe.net

Late proposals will not be accepted.

All requests for information (RFI) should be sent via e-mail to jbradshaw@sjcoe.net.

Ripon Unified School District is required to post both this RFP and Form 470 on the USAC EPC Portal site <http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx>. Questions and responses will be posted on the district's website

and the EPC portal site. In the event that there is a discrepancy between in documentation posted in multiple locations, the controlling (master) document will always be located at <http://www.riponusd.net>

February 17, 2016 the last day for vendor to ask questions.

February 19, 2016 District will post answers to all inquiries.

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 consideration is price of E-Rate eligible services.

SCOPE OF WORK

The District has standardized on Ruckus Wireless products. However, an equal alternative will be acceptable. In the event that alternate materials are quoted, the quote submittal must include a side by side matrix of all relevant technical information comparatively proving that the alternate quoted is equal, or better, in all functional (compatibility, form, fit & function) requirements for each line item substituted. The District retains the right to be sole judge as to whether equivalency has been proven and whether alternates will be accepted. All "or equal" components must be supported by corresponding manufacturer warranty.

The quotes provided must include all materials, equipment and accessories required to furnish a complete data electronics system as indicated on the parts list.

All quotes must be from a RUCKUS partner or equivalent.

Request for Substitution

Bidder may, unless otherwise stated, offer any material, process, article, etc., which shall be materially equal or better in every respect to that so indicated or specified (Specified Item) and will completely accomplish the purpose of the Contract Document. If bidder desires to offer a substitution for a Specified Item, such bidder must make a request in writing on District's Substitution Request form (Request Form) and submit the completed Request Form with their bid. The Request Form must be accompanied by evidence as to whether the proposed substitution:

- (1) Is equal in quality service ability to the Specified Item;
- (2) Will entail no changes in detail, construction and scheduling of related work;
- (3) Will be acceptable in consideration of the required design and artistic effect;
- (4) Will provide no cost disadvantage to District;
- (5) Will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and
- (6) Will require no change of the construction schedule.

Equipment List

Site	QTY	Description	Cost	Total Price	E-Rate Eligible%
Park View	18	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%
Ripona	20	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%
Ripon Elementary	13	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%
Ripon High School	28	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%
Harvest High	2	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%
District Office	5	<u>Ruckus ZoneFlex R700</u> or equivalent, <u>Ruckus SmartZone 100</u> - upgrade license or equivalent, <u>RUCKUS 1YR SLED PREMIUM AP SUP</u> or equivalent			60%

Tax	
Shipping	
TOTAL Project Cost	

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein [is/may be] contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. 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
- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2016.

- f. 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).
- g. 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.
- h. **Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an “Invoice Check” with the USAC <http://www.usac.org/sl/applicants/step06/invoice-check.aspx>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest

corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

- d. This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

<http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>

4) STARTING SERVICES/ADVANCE INSTALLATION


The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2016 funding year (July 1, 2016). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

EARLY FUNDING CONDITIONS

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access). <http://www.usac.org/res/documents/about/pdf/fcc-orders/2002-fcc-orders/DA-02-3365.pdf>

The complete text can be found at the following URL:

<http://www.usac.org/sl/applicants/step05/installation.aspx>

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

https://apps.fcc.gov/edocs_public/attachmatch/FCC-14-99A1.pdf

5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Service Provider Name: _____