

CMAS REQUEST FOR OFFER (RFO)
COVINA-VALLEY UNIFIED SCHOOL DISTRICT
E-RATE YEAR 18 (2015/2016)
Service Provider Criteria and Contract Requirements

CMAS Requirements

All Service Providers responding to the posted Form 470 are to be listed as California Multiple Awards Schedule (CMAS) Service Providers unless expressly noted otherwise in the quote or Applicant's Scope of Work (SOW).

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.

In addition to the requirements outlined in this RFO, 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>

It is the responsibility for service providers to familiarize themselves with CMAS requirements.

E-rate Requirements

The project herein is 100% contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company ("USAC"), and/or the Schools and Libraries Division ("SLD") via the Form 474 Service Provider Invoice (SPI). The District will NOT file a Form 472, and will only be responsible for paying its non-discounted share of costs. Should the District, at the time of project implementation, decide that it is in the interest of the District to file a Form 472, the District will inform the vendor of its intention. The District and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.

Even after award of contracts, the District may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of the District. Vendors wishing to bid do so solely at their own risk. The District is not liable or responsible for any costs, loss, fees, or expenses, of any kind, associated with bid and/or a decision not to proceed with the project, even after award of the contracts. By submitting a bid, each vendor agrees to bear all of its own costs, fees, expenses, and losses, of any and all kind, should the District cancel the project.

- The District expects bidders to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- Bidders 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/providers/step01/>

- Bidders 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>
- Bidders 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
- The awarded vendor will be required to send copies of all forms and invoices to the District prior to invoicing the SLD for pre-approval.
- Within five (5) days of award, the awarded vendor will provide the District with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the Item 21 Attachment must be obtained from District. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.
- In the event of questions during the E-Rate audit process, the awarded vendor is expected to reply within 3 days to questions associated with its proposal.
- NO billing or work can take place prior to July 1, 2015.
- Additional terms and conditions are delineated in the specifications referenced in the Form 470(s) and associated Requests for Offers (RFO).

Prospective Service Providers will be required to submit the following:

Three (3) references describing Service Provider’s portfolio experience with comparable projects within a K-12 customer market; Provider’s appropriate CMAS Contract(s) cover page(s); Service Provider’s SPIN number; and Service Provider’s FCC Registration Number (FRN). Failure by Service Provider to supply these documents shall be considered grounds for disqualification.

Service Provider must meet the following qualifications to be considered for award. Documentation regarding the following qualifications MUST be included in the Service Provider’s proposal. Non-inclusion of applicable documents is basis for disqualification.

1. When providing electronic equipment quotes for access points/switches/hubs/routers, Service Provider must have at least 1 Certified Engineer or equivalent on staff.
2. When providing cable work, Service Provider must be RCDD certified.
3. When providing cable work, Service Provider must provide as-built diagrams in electronic and paper copy formats, and cable test results within 45 days of completion of work.
4. If providing cabling work, Service Provider and its subcontractors must have **C-7 or C-10** License and maintain compliance with all required State of California Public Works/Prevailing Wage requirements.
5. If requested by the Applicant, Service Provider must be willing to have employees fingerprinted.
6. All product pricing provided for Form 471 purposes must be functional equivalent or better, once the Applicant has received USAC approval for purchase.

7. Service Provider shall provide with its quote the complete CMAS contract pages, including all pages that show the goods and/or services in Service Provider's quotation submittal. Said products shall be clearly highlighted for ease of identification.
8. Service Provider shall provide references for staff to be associated with project work and implementation.
9. Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS Contract; and **one (1)** CD of the RFO submittal, including the summary sheet.

Right to Reject Any and All Quotes

The Applicant reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, the Applicant reserves the right to fund in whole or part, (proceed with project or purchase) or not to fund in whole or part, regardless of E-Rate approval.

Evaluation Criteria

Covina-Valley Unified School District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.

§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.

Therefore, Covina-Valley Unified School District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.

The evaluation of the Vendor's proposals will be based on the following criteria:

- a) Cost of eligible goods and services (30%)
- b) Cost of ineligible goods and services (15%)
- c) Total cost of service to District (10%) *
- d) Vendor quote meets District's minimum specifications (20%) **
- e) Ability to deliver service at the start of the funding year (10%)
- e) Vendor's qualifications, knowledge, experience, past work, skills and abilities, and past performance in similar projects (15%)

**Total cost can include District man hours for training, transition of services, etc.*

***Per USAC Schools and Libraries News Brief dated December 3, 2010: "Applicants can have a bid evaluation criterion for preferred make and model or for adherence to local IT standards in their bid evaluation matrix."*

Trade Names and Alternatives

For convenience in designation on the plans or in the specifications, certain articles or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. If material, process or article offered by service provider is not, in opinion of the District, substantially equal or better in every respect to that specified, then service provider shall furnish material, process or article specified. Burden of proof as to equality of any material, process or article shall rest with service provider. Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the sealed bid packet at the closing of bids. Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time for performance of this contract.

Submission Instructions

Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS Contract; and **one (1)** CD of the RFO submittal, including the summary sheet. Any questions regarding RFO shall be submitted in writing to the Form 470 contact contained herein. Email inquiries are acceptable. The District will not respond to phone call inquiries.

E-mail inquiries are to be sent to the following individual:

Robin Harbert

rharbert@cvusd.k12.ca.us

All RFO responses must be submitted **BY JANUARY 13, NO LATER THAN 2:00 PM (PST)** to the contact information contained herein:

Covina-Valley Unified School District
ATTN: Robin Harbert, Purchasing Department
519 E. Badillo St., Covina, CA 91723

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COVINA-VALLEY UNIFIED SCHOOL DISTRICT
E-RATE YEAR 18 (2015/2016)
PROJECT SPECIFICATIONS

The Goal: To provide qualified vendors with the necessary information and specifications to allow them to respond with a solution that they determine best meets those requirements.

The District is looking to expand the existing network and wireless infrastructure to increase its capacity to support future wireless needs throughout the District.

The proposed solution price must include a complete bill of materials, applicable sales tax, applicable shipping, and any required professional services.

The scope of the project will be as follows:

The attached spreadsheet, **Attachment A**, lists our expected needs for the District-Wide network and wireless infrastructure expansion at 10 Elementary Schools, 3 Middle Schools, 3 High Schools, and 1 Alternative High School. The minimum hardware requirements for all but South Hills High School are Aruba IAP-225 Access Point, Cisco WS-C2960X-24PD-L Switch, Cisco WS-C3750X-24S-S Core Switch and Cisco 2921/K9 Core Router or equal. South Hills High School minimum hardware requirements are Cisco AIR-CAP2702I-A-K9 Access Point, Cisco WS-C2960X-24PD-L Switch, and Cisco WS-C3750X-24S-S Core Switch or equal.