

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
519 E. BADILLO STREET
COVINA, CA 91723
(626) 974-7600 EXT. 2128 (626) 974-7032 (FAX)

REQUEST FOR PROPOSAL

**TELECOMMUNICATIONS
E-RATE YEAR 18**

RFP NO. 14-15-104

Issue Date: DECEMBER 15, 2014

Bid Submittal Date/Time: JANUARY 13, 2015 at 10:00 A.M.

LEGAL NOTICE

NOTICE TO VENDOR’S – REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Education for the **COVINA-VALLEY UNIFIED SCHOOL DISTRICT** (CVUSD), Covina, CA (Los Angeles County), will receive sealed proposals for Request for Proposals for the following:

**TELECOMMUNICATIONS
BID 14-15-104**

Sealed proposals must be delivered to the CVUSD Purchasing Department on or before **10:00 a.m., on the 13th Day of January, 2015.** 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 irregularities 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. Refer to the formal bid documents and specifications for additional information, terms, and conditions.

An electronic copy of the RFP can be accessed on the CVUSD web page at www.cvusd.k12.ca.us under “Bid Information” link from the main page. Companies interested in bidding may also request appropriate bid documents from the Purchasing Department at (626) 974-7600 ext. 2128

The products and services provided under this RFP is contingent upon CVUSD receiving a formal E-Rate USAC/SLD letter of commitment.

**DISTRICT-WIDE WIRELESS UPGRADE AND CABLING: INTERNET CONNECTIONS
BID 14-15-103**

Sealed proposals must be delivered to the CVUSD Purchasing Department on or before **11:00 a.m., on the 13th Day of January, 2015.** 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 irregularities 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. Refer to the formal bid documents and specifications for additional information, terms, and conditions.

An electronic copy of the RFP can be accessed on the CVUSD web page at www.cvusd.k12.ca.us under “Bid Information” link from the main page. Companies interested in bidding may also request appropriate bid documents from the Purchasing Department at (626) 974-7600 ext. 2128

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 products and services provided under this RFP are contingent upon CVUSD receiving a formal E-Rate USAC/SLD letter of commitment. Even after award of contracts, CVUSD 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 as the discretion of CVUSD.

A **Mandatory Pre-Bid Conference/Job Walk**, at which time interested vendors may acquaint themselves with the CVUSD requirements/sites in the RFP, is scheduled for **10:30 A.M., on DECEMBER 29, 2014**; at the District Office, 519 E. Badillo St., Covina, CA 91723, meeting in the Teleconference Room.

VENDOR'S WILL BE REQUIRED TO COMPLETE THE MANDATORY PRE-BID CONFERENCE AND JOB WALK IN ITS ENTIRETY.

Robin Harbert

Purchasing Supervisor

Covina-Valley Unified School District, Los Angeles County, State of California

Published: December 15 & 22, 2014

**COVINA VALLEY UNIFIED SCHOOL DISTRICT
TELECOMMUNICATIONS
RFP 14-15-104
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 E-rate Form 470 as set forth below:

PROJECT GOALS

CVUSD is seeking a single telecommunications provider that will be able to meet its telecommunications needs for local and long distance outgoing and incoming calls.

QUALIFICATIONS

Please provide responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

	Yes/No
<p>1. The vendor must be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer’s equipment, fiber cuts by third parties, acts of God, or other Force Majeure events.</p>	
<p>Please elaborate:</p>	
<p>2. Does your company monitor all telecommunication services 24 hours per day, seven days per week, 365 days per year?</p>	
<p>Please elaborate:</p>	
<p>3. Is your company able to provide, at no additional charge, immediate notification to CVUSD network department representative of any and all telecommunications service outages or anomalies which affect the use of the service to CVUSD?</p>	
<p>Please elaborate:</p>	

<p>4. Please provide the process for CVUSD to report any problems with the facilities, circuits, network or telecommunications services including the minimum response time.</p>	
<p>Please elaborate:</p>	
<p>5. Provide details regarding your company’s service center, including, but not limited to, staffing experience, process and priority service.</p>	
<p>Please elaborate:</p>	
<p>6. Your company will provide a non-performance policy with CVUSD which provides CVUSD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within CVUSD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company’s services.</p>	
<p>Please elaborate:</p>	
<p>7. Does your company maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission of the United States of America?</p>	
<p>Please elaborate:</p>	
<p>8. Does your company agree that CVUSD can reserve the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered?</p>	
<p>Please elaborate:</p>	

TRANSITION PLAN

As the cut-over date for any new carrier is desired **on July 1, 2015**, CVUSD requires a transition plan to be provided with any proposal response from responsible suppliers that are not the current carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the CVUSD transition team. The transition plan is to outline the expectations the supplier team would have of CVUSD and the information or task CVUSD is to provide the supplier and the date any information or task would be required.

CVUSD reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.

Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with CVUSD for the installation and use of such facilities and services. Service Provider shall indemnify CVUSD and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.

EVALUATION CRITERIA

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

- a) Cost of eligible goods and services (25%)
- b) Cost of ineligible goods and services (15%)
- c) Total cost of service to District (10%) *
- d) Vendor quote meets District's minimum specifications (10%) **
- e) Experience with District (15%)
- e) Ability to deliver service at start of funding year (10%)
- f) Ability to deliver service throughout District geographic region (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."*

CUSTOMER REQUIREMENTS

- Option for growth including, but not limited to, increases in service and/or additions of locations, as determined necessary by the District
- Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. *The District will require that there be no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District.*

SPECIFICATIONS ESTIMATE

- QTY 2 ISDN PRI
- QTY 888 ISDN Lines
- QTY 237 Business Lines (Centrex)
- Local and Long Distance Telephone Service

(Winning bidder must provide a specific line count once the contract has been awarded.)

INFORMATION REQUESTED

- Proposed solution pricing
 - Please use attached worksheet “Attachment A *CVUSD E-rate Telecommunications Bid Sheet.xls*” for submission of pricing.
- Contract term
 - Please provide pricing based upon 36 month contract with 2 optional (1) year extensions. Contracts may not exceed 60 months per California Education Code, Section 17596.
- Include any one-time and recurring costs and explain any additional associated contractual obligations associated with growth option (as stated above).
- Support agreements including response times.
- Timeline (see transition plan) stating number of days that services will be operational from date of order.
- Provide a minimum of three K-12 public school district references within California.

E-RATE REQUIREMENT

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, and 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 children receiving free and reduced price meals.

CVUSD has applied for E-Rate discounts since the program’s inception. Suppliers are required to be in full compliance with all current requirements and future requirements issued by the SLD for participation in the E-Rate program throughout the contractual period of any contract entered into with CVUSD as a result of this RFP. These requirements include, but are not limited to; filing of appropriate service provider forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements.

In addition, the telecommunications services must also be eligible for, and receive, the applicable discounts funded through the California Teleconnect Fund (CTF) which is administered by the California Public Utilities Commission (CPUC). In accordance to CPUC resolution T-16763 all E-Rate program discounts must be posted via the Service Provider Invoice Form 474. The District will not file a Billed Entity Applicant Reimbursement Form 472 for applicable E-Rate discounts. These projects and services depend on partial funding from the E-Rate program as well as the California Teleconnect Fund:

- Applicant expects each Service Provider to have a thorough understanding of all rules or regulations regarding the E-Rate program.
- The Service Provider shall be responsible for invoicing USAC's Schools and Libraries Division (SLD) for the funded amount on Block 5 of the associated FCC Form 471, which will be filed on an annual basis.
- Additional terms and conditions are delineated in the specifications referenced in the Form 470(s) and associated Requests for Proposal (RFP).

Additionally, respondents are required to submit the following to substantiate E-Rate Service Provider compliance.

- Proposers Service Provider Identification Number (SPIN)
- Service Provider Annual Certification (SPAC) verification (2009/2010 and/or 2010/2011)
 - (SPIN contact page from USAC website will suffice)
- Verification that the proposer is an eligible telecommunications provider
 - (SPIN contact page from USAC website will suffice)
- Proof that Proposer is not on FCC Red-Light Status
 - Requires FCC Registration Number and documentation from FCC. Information can be accessed at <http://www.fcc.gov/redlight/>

The Applicant reserves the right to deny any or all quotations associated with a particular Form 470, even with USAC funding approval. The Applicant reserves the right to accept the pricing quotations solely dependent upon USAC approval.

INSTRUCTION TO VENDORS

GENERAL INFORMATION

All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

Deadline for RFP Submittal

Vendors must submit all required documents prior to the deadline. All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by the District. Responses received after the deadline will be returned unopened as not meeting the RFP requirements

All proposals shall be firm offers subject to acceptance by CVUSD and may not be withdrawn for a period of 90 calendar days following the last day to submit bids. Proposals may not be amended once submitted to CVUSD, except as permitted by CVUSD.

It is the sole responsibility of the person submitting the proposal to ensure that it is delivered on time.

Three (3) hard copies of the proposal must be received on or before **10:00 AM local time (PST) on Thursday, January 13th, 2015** at the following address:

Robin Harbert
Purchasing Supervisor
Covina-Valley Unified School District
519 E. Badillo Street
Covina, CA 91723

In addition to three (3) hard copies, an electronic proposal must be received on or before **10:00 AM local time (PST) on Thursday, January 13th, 2015** by e-mail to the following address:

rharbert@cvusd.k12.ca.us

Proposals received after the exact time and date noted will NOT be considered for the bid process.

If the response document is larger than 10 Mbytes in size, please send response document in sections to avoid the possibility of exceeding attachment size and the system rejecting the submittal. CVUSD will not be responsible for proposal's rejected due to size of the attachment. Vendors are encouraged to request a confirmation from CVUSD that their proposal was received.

CVUSD shall not be responsible for, nor accept as a valid excuse for a late proposal delivery, any delay in mail service or other method of delivery used by the proposer.

Questions on the RFP

All questions or inquiries concerning this Request for Proposals must be submitted via electronic format to the e-mail address provided above on or before **4:00 PM, December 29, 2014** and will be responded to in like manner to all known participants. Any oral responses made by a CVUSD agent, consultant or others cannot be relied upon and are not binding on either party.

Request for Proposal Preparation Cost

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to CVUSD. CVUSD will not be held liable for any cost incurred by VENDORS in responding to the RFP.

Vendor Qualifications

Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP.

References

Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.

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, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

Due Date: Proposals must be received in writing on or before **10:00 AM local time (PST) on Tuesday, January 13, 2015** to:

Robin Harbert, Purchasing Department
Covina-Valley Unified School District
519 E. Badillo Street
Covina, CA 91723
rharbert@cvusd.k12.ca.us

Proposals received after the exact time and date noted will NOT be considered for the bid process.

Request for Proposal Schedule

- RFP Offered: December 15, 2014
- Bid Closing: January 13, 2015 at 10:00 AM (PST)
- Selection and Board approval of contract: On or before 471 filing date deadline
- Award of project: Contingent upon funding from the SLD

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of _____, _____, being first duly
(Print Name)

sworn, depose and says that he or she is _____ of the party
(Title)

making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other overhead, profit, or cost element of the bid price, or of that any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, of divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty or perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

Print name

Signature

State of California
County of _____

On _____, before me, _____ (Notary Public), personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

(Signature of Notary)

(Seal of Notary)