

REQUEST FOR PROPOSAL (RFP)

FUNDING YEAR 2020-2021 (July 1, 2020 - June 30, 2021)

APPLICANT:

NAME ST CATHERINE OF SIENA BEN 97317
 ADDRESS 6413 S Central Ave
 CITY, STATE, ZIP Phoenix, AZ 85042

Submit bids/proposals to:

CONTACT Michelle Herndandez
EMAIL mhernandez@thesclions.org
PHONE 602-276-2241 ext 256

Copy of all bids/proposals to:

CONSULTANT MACHELLE MCKAY
 COLLECT-ED LLC
EMAIL collect-ed@hotmail.com
PHONE (405) 830-2200

FORM 470 APPLICATION SUBMITTED AND CERTIFIED DATE:	2/12/2020
SUBMIT QUESTIONS - no later than:	3/13/2020
Any questions or concerns, must be submitted by email no later than 3PM on the due date listed above.	
FINAL Answers or replies posted on school website by	3/16/2020
BIDS DUE DATE:	3/17/2020
Bids must be submitted via email to both contacts listed above no later than 3PM on the due date listed above.	

<u>SERVICES REQUESTED (As checked)</u>	requesting bids	<u>SITE VISIT</u>
CAT1	INTERNET ACCESS	
	TELECOMMUNICATIONS SERVICES (Data transmission)	
CAT2	INTERNAL CONNECTIONS (Hardware)	X YES
	BASIC MAINTENANCE SERVICES	X YES
	MANAGED INTERNAL BROADBAND SVCS	

- Please refer to all pages included in this RFP:
- > Bid Summary Page
 - > RFP General Terms
 - > School District Specific - Additional Information
 - > Bid Proposal Documentation Requirements
 - > INTENT TO BID PAGE (for scheduled site visit only form required prior to date)
 - > CAT1 - TERMS & DEFINITIONS
 - > CAT1 - SPECIFIC DETAILS FOR BID REQUESTS
 - > CAT2 - TERMS & DEFINITIONS
 - > CAT2 - SPECIFIC DETAILS FOR BID REQUESTS

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

- 1 School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.
- 2 All requested products and services may be contingent upon Erate funding approval and /or school board approval.
- 3 Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
 - a. All service providers agree to participate and comply with any additional information needed and/or audits after the bid process. Based on USAC rules, apply to all winning or losing bids and up to 10 years from the last date of service.
- 4 All products and services proposed must be operational and compatible with all network equipment brands/software used by school district. Services and equipment offered must be compatible without any additional cost or equipment required to provide technology solution.
 - a. No refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.
- 5 School District reserves the right to accept all, some or none of the received bids.
 - a. School District may award bids or proposal by per product, per project or entire bid basis.
 - b. A service provider – regardless of the size of the company or the category of service provided – must ensure that the Lowest Corresponding Price (LCP) is provided to applicants. The applicant is not obligated to ask for it, but must receive it.
 - c. Bid evaluations will be primarily scored on Lowest Corresponding Price and most cost effective but not the only factor considered.
 - d. The school reserves the right to interview or ask additional questions to candidate as part of their submitted bid evaluation process.
- 6 This RFP may include not eligible items (for bid only) for school construction project or special technology project, required for job but not specific for Erate discount request and should be identified as NOT ELIGIBLE.
- 7 For most eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers to be within 100 mile radius (approx 1-2 hours) from school district location. If using sub-contractors, required disclosure of the contracting company and company information, including bonded, insured and with state specific requirements for any restrictions to personnel.
- 8 School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.
- 9 Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.

REQUEST FOR PROPOSAL (RFP)
School District Specific - Additional Information

1 Request for proposal (RFP) will be public posted & communicated by the school (USAC minimum requirement 28 days)

- USAC Website
- School Website
- Local Newspaper
- Next School Board meeting
- School Public Bulletin Board
- School social media communication (facebook, twitter, etc)

2 For any questions or concerns about this RFP:

- a. Service provider MUST submit questions to school by email.
- b. Answers will be posted on school website for all available bidders to review before submitting a proposal (updated weekly as a minimum).

c. **SEE SCHOOL WEBSITE or PAGE:**

<https://www.stcatherineschool.org//>

3 a. **Required Bidder's Conference or Site Visit:**

- Applies to this RFP
- Does not apply for this RFP

b. **Type of Site Visit**

- REQUIRED SITE VISIT (MAY BE SUBJECT TO DISQUALIFICATION WITHOUT)
- RECOMMENDED SITE VISIT (MAY BE SUBJECT TO BID EVALUATION POINTS)
- NO SITE VISIT IS NEEDED FOR THE TYPE OF REQUEST(S) EXPECTED - PER SCHOOL CONTACT

c. **SITE VISIT LOCATION: Potential bidders must attend at least 1 scheduled meeting**

St Catherine of Siena School 6413 S. Central Ave Phoenix, AZ 85042

d. **GROUP VISIT #1:**

by appointment

GROUP VISIT #2:

n/a

ONSITE VISITS may be recommended unless otherwise noted as required action. Site visit attendance will be documented and may be a factor in the bid evaluation results.

- e. Only if site visit is scheduled, request to register INTEND TO BID PAGE will be a bid requirement
- f. Onsite visits are highly recommended for such projects that include but not limited to cabling, installation, basic maintenance or managed internal broadband services.
- g. Plan to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities.
- h. Two (2) dates and times will be available for groups to meet within the "bid window", from posting date to deadline date. (also meeting the USAC required 28-day minimum)
- i. School may authorize a site visit by appointment after group visits. In order to maintain a fair and competitive bid, only the information given at the group meeting would be able to be discussed, any additional questions or concerns - need to be submitted in writing for public website reply.

4 Disqualifying factors:

- a. Bids/Proposals must meet the minimum requirements as listed; incomplete bids may be subject to disqualification.
- b. If a service provider does not attend a REQUIRED site visit; received bid may be subject to disqualification for no show to pre-bid meeting.
- c. Providing the district with the ability to chose preferred discount method, may be a evaluation factor.

REQUEST FOR PROPOSAL (RFP)

Bid Proposal Documentation Requirements

A INTEND TO BID PAGE: Service Provider Registration (see attached page) - ONLY IF SITE VISIT IS SCHEDULED

B Instructions to submit

1 Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)

2 Submit bids/proposals to SCHOOL CONTACT by email and/or mail

a. *Email copy of proposal to consultant for reference and any future audit purposes only. School makes final evaluation decision for winning bid.*

3 **DEADLINE FOR BIDS:** Bids must be received no later than the deadline date unless an extension is public posted (FORM 470 update) or Cardinal Change requiring a new FORM 470.

4 Submitted bids may be included in the bid evaluation points- did the proposal meet all the information as requested?

C Response bid/proposal MUST INCLUDE:

1 USAC Service Provider SPIN #

2 Company information: including a brief company background and experience.

a. Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.

b. Subcontracting company information, if applicable must be disclosed at time of bid.

c. Federal Tax ID certificate (w-9)

d. **FOR INSTALLATION OR ON-SITE SERVICES ONLY:** A copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations. (and subcontractor, if applicable)

3 A complete copy of contract with terms or legally binding contract with pricing for all products and services to review for consideration.

a. Proposal with detailed pricing; Statement of Work; complete details of services including maintenance and warranty information. (if any)

b. Copy of State contract, consortium or cooperatives pricing, if applicable.

c. Affirm preference of Erate discount requested.

4 List of References with same scope of work. (minimum of 3 within the state)

5 Proof of posted questions & answers. Print copy from school website with date and signature.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE
*****THIS FORM IS REQUIRED - ONLY IF SITE VISIT IS SCHEDULED*****

DATE _____
 SERVICE PROVIDER: _____
 CONTACT: _____
 EMAIL: _____
 OFFICE# or CELL#: _____

SITE VISIT LOCATION: Potential bidders must attend at least 1 scheduled meeting

SITE VISIT?	YES, RECOMMENDED	PLAN TO ATTEND?
VISIT DATE/TIME #1	by appointment	
VISIT DATE/TIME #2	n/a	
meet at address:		

Email questions, if any.
 Please note any school breaks

THANKSGIVING* _____
CHRISTMAS* _____

* Due to school breaks, school contact may have limited access to email.

BID DEADLINE	3/17/2020 *
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[NOTICE TO POTENTIAL BIDDERS](#)

A Our intent is to provide a fair and open bid process.

Submit questions no later than **3/13/2020** *
to mhernandez@thesclions.org
 ST CATHERINE OF SIENA
 Michelle Herndandez

B All questions and answers will be posted by **3/16/2020** *
***or last school business day before weekend, school break or holiday**

C For RFP updates, questions and answers– not through individual emails.

SEE WEB SITE PAGE: <https://www.stcatherineschool.org/>

D Our intent is to provide a fair and open bid process.

E We are not responsible for any missed electronic delivery/reciept of any emails or correspondence.

REQUEST FOR PROPOSAL (RFP)

Category One

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT1:

- Applies to this RFP
- Does not apply for this RFP

1 All bids submitted for requested products/services must **meet or exceed:**
SEE (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.

2 Preferred Discount Method for CATEGORY ONE

- SPI - Service Provider Invoice Credit
- BEAR - Billed Entity Applicant Reimbursement
- No Preference

3 **INTERNET ACCESS & TELECOMMUNICATION:** Products / services must comply with annual USAC Eligible Services List. (ESL) All charges (or costs) **MUST BE disclosed, defined and listed separately.**

INTERNET ACCESS	Defined as provided bandwidth service for eligible locations to the Internet
TELECOMMUNICATION	Services for transport - point to point or WAN, to connect multiple points, services used to connect eligible locations to the Internet.

4 USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

a. **FOR SPECIAL CONSTRUCTION CHARGES - USAC requires additional worksheet of information!**

5 Pricing, Costs, and Quality of Service

- b. Monthly recurring charges CAN NOT INCLUDE any other charges.
- b. All OTHER CHARGES (sales tax & surcharges, special construction, installation, maintenance, etc) must be listed separately.
- c. **Must include ALL direct and indirect costs including** miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.
- d. ERATE ELIGIBLE DISCOUNTS for Proposals may offer other service options including but not limited to: leased router & other required equipment (for CAT1 on-premise use) for consideration.
- e. ERATE NOT ELIGIBLE FOR DISCOUNTS for Proposals may offer other service options including but not limited to: internet filtering, email, website services, or other technology solutions for improved network performance; any option not listed on the Eligible Services List (ESL), FORM 470 or RFP
- f. Not eligible charges or cost allocations for eligible products/services must be provided at the time of the bid.
- g. Service provider must explain and detail quality of service provided:
 - 1 Service performance define details for Network Availability %, average # of minutes/hours of out of service
 - 2 Describe in detail response times and services resolutions
 - 3 Provide copy of Service Level Agreement document, with contract copy if available or required

5 Service requests are estimates (qtys or capacity is more or less) and may fluctuate over life of the contract term.

- a. All Internet Access & Telecommunication Services (WAN, PTP, etc) must be (1) dedicated symmetric bandwidth, bid/proposal must include bandwidth descriptions with increment pricing
- b. A proposal or final contract must include the ability (1) to increase bandwidth or (2) add services to new school sites/locations (ENTITY) throughout the contract term by addendum, without the requirement new bid process. Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider recommendation or PIA review as needed to reduce funding requests.
- d. Bids must be divided by location site specific, if not by district (shared products or services to include all schools)
- e. The school district will be responsible for products and services ordered and not funded by USAC.

6 Services Contract Pricing may vary by terms or length of time. Make all available options to school for consideration, unless an option is specifically requested.

a. **Copy of the contract or agreement will be required, purchasing terms must be specific and eligible for E-Rate funding year.**

7 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

REQUEST FOR PROPOSAL (RFP) Category One

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

INTERNET ACCESS

Defined as provided bandwidth service for eligible locations to the Internet

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|--|--|
| | (i) one year term [12 months] |
| | (ii) one year term [12 months] with extensions options up to 5 years |
| | (iii) Multi-year term (up to 3 or 5 years in length) |
| | (v) Special Construction costs (analysis for cost worksheet) |

0%	= Estimated discount		<u>SETDA INTERNET RECOMMEDATION BANDWIDTH (MBPS)</u>					
QTY (MOL)	SERVICES FOR BID	DETAILS (must meet or exceed)	DISTRICT WIDE SERVICES	LOCATION (DMARC ADDRESS)	MONTHLY CHARGE	TAXES / SURCHARGES	INSTALLATION	SITE VISIT
	OTHER CHARGES:							
	SPECIAL CONSTRUCTION CHARGES	(additional data worksheet will be required)						
	NOT ELIGIBLE SERVICES	if any						

TELECOMMUNICATIONS SVCS (data transmission)

Defined as services for transport - point to point or WAN, to connect multiple points, services used to connect eligible locations to the Internet.

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

- | | |
|--|--|
| | (i) one year term [12 months] |
| | (ii) one year term [12 months] with extensions options up to 5 years |
| | (iii) Multi-year term (up to 3 or 5 years in length) |
| | (iv) Multi-year long term (for WAN services) |
| | (v) Special Construction costs (analysis for cost worksheet) |

0%	= Estimated discount							
QTY (MOL)	SERVICES FOR BID	DETAILS (must meet or exceed)	DISTRICT WIDE SERVICES	LOCATION (DMARC ADDRESS)	MONTHLY CHARGE	TAXES / SURCHARGES	INSTALLATION	SITE VISIT
	OTHER CHARGES:							
	SPECIAL CONSTRUCTION CHARGES	(additional data worksheet will be required)						
	NOT ELIGIBLE SERVICES	if any						

REQUEST FOR PROPOSAL (RFP)

Category Two

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT2:

- Applies to this RFP
 Does not apply for this RFP

All bids submitted for requested products/services must **meet or exceed:**

- 1 **SEE** (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.
- 2 Preferred Discount Method for CATEGORY TWO
- SPI - Service Provider Invoice Credit
 BEAR - Billed Entity Applicant Reimbursement
 No Preference

INTERNAL CONNECTIONS, BASIC MAINTENANCE & MANAGED INTERNAL BROADBAND SERVICES: Products / services must comply with annual USAC Eligible Services List. (ESL)

<input checked="" type="checkbox"/>	INTERNAL CONNECTIONS	Network hardware and software (eligible for discounts by ESL)
		<ul style="list-style-type: none"> • Cabling • Caching • Firewall services and firewall components separate from basic firewall protection provided as a standard component of a vendor's Internet access service • Racks • Routers • Switches • Uninterruptible Power Supply (UPS)/Battery Backup • Access points used in a local area network (LAN) or wireless local area network (WLAN) environment (such as wireless access points) • Wireless controller systems • Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries (applicants should request software in the same category as the associated service being obtained or installed)
<input checked="" type="checkbox"/>	BASIC MAINTENANCE	Basic Maintenance and tech support to cover the repair and upkeep of eligible products.
		<ul style="list-style-type: none"> • Repair and upkeep of eligible hardware • Wire and cable maintenance • Configuration changes • Basic technical support including online and telephone-based technical support • Software upgrades and patches including bug fixes and security patches <p>PLEASE NOTE: USAC may consider extended warranties as Basic Maintenance & Tech Support</p>
	MANAGED INTERNAL BROADBAND SERVICES	

- a. All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services. (and may be requested for both IC and BM categories).
- b. All hardware equipment installed by Service provider (or client) must include a value added service to label equipment with Erate project information: at minimum : FUNDING YEAR, FORM 471# and FUNDING REQUEST NUMBER (FRN#)
- 4 USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.
- 5 Services Contract Pricing may vary by terms or length of time. Make all available options to school for consideration, unless an option is specifically requested.
- a **Copy of the contract or agreement will be required** terms must be specific and eligible for the entire E-Rate funding year. (July June)
- b Bids / Proposals may offer multiple bids for alternative (or equivalent makes, models, or configuration designs) products and services to meet client minimum specifications or recommendations for technology solution.
- c Each product or service must be identified its eligibility for Erate discounts or cost allocations at the time of bid
- Must include all direct or indirect costs to include** miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.
- d
- 6 For USAC CAT2 budget limits set by USAC & FCC, The school district may reserve the right to change the order to meet budget constraints. Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider
- a. recommendation or PIA review as needed to reduce funding requests.
- b. Bids must be divided by location site specific, if not by district (shared products or services to include all schools)
- c. The school district will be responsible for products and services ordered and not funded by USAC.
- 7 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

BASIC MAINTENANCE SERVICES

Defined as Basic Maintenance and tech support to cover the repair and upkeep of eligible products.

- SCOPE OF WORK MUST COVER:**
- > Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - > Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - > Responsibilities of the Client – service orders, expected timeframes, etc
 - > Explain terms of cancellation or termination.
 - > Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - > Describe any use of subcontractors & their company information

PLEASE NOTE: USAC may consider extended warranties as Basic Maintenance & Tech Support

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

	(i) Project or Block Time
X	(i) one year term [12 months]
X	(ii) one year term [12 months] with extensions options up to 5 years
X	(iii) Multi-year term (up to 3 or 5 years in length)

85% = Estimated discount

QTY (MOL)	SERVICES FOR BID	DESCRIPTION (manufacturer as listed or equivalent)	DISTRICT WIDE SERVICES	LOCATION	PRICE (per unit)	SITE VISIT
1	NETWORK SWITCH	Minimum Specs: HPE Aruba 2930M 48G 1-Slot - switch - 48 ports; 44 x 10/100/1000 + 4 x combo Gigabit SFP - managed - rack-mountable (Part# JL321A or equivalent) MUST INCLUDE REQUIRED LICENSING AND EXTENDED SERVICE MAINTENANCE OPTIONS	YES	ST CATHERINE OF SIENA SCH 6413 S CENTRAL AVE PHOENIX, AZ 85042		
4	NETWORK SWITCH	Minimum Specs: HPE Aruba 2930F 48G 4SFP - switch - 48 ports; 48 x 10/100/1000 + 4 x Gigabit SFP (uplink)- managed - rack-mountable (Part# JL260A or equivalent) MUST INCLUDE REQUIRED LICENSING AND EXTENDED SERVICE MAINTENANCE OPTIONS	YES	ST CATHERINE OF SIENA SCH 6413 S CENTRAL AVE PHOENIX, AZ 85042		
32	WIRELESS ACCESS POINTS	Minimum Specs: HPE Aruba Instant IAP-305 (US) - wireless access point, Wifi Dual Band, 2.4 GHz, 5 GHz, 802.11a/b/g/n/ac, in ceiling. (Part# JX946A or equivalent) MUST INCLUDE REQUIRED LICENSING AND EXTENDED SERVICE MAINTENANCE OPTIONS AND CEILING MOUNTS.	YES	ST CATHERINE OF SIENA SCH 6413 S CENTRAL AVE PHOENIX, AZ 85042		
1	WIRELESS ACCESS POINT	Minimum Specs: HPE Aruba AP-375 (US) - wireless access point; WiFi; Dual Band 2.4 GHz, 5 GHz; AC100; 240V; Bluetooth; delivers 4x4:4SS MU-MIMO capability (Part# JZ173A or equivalent) MUST INCLUDE REQUIRED LICENSING AND EXTENDED SERVICE MAINTENANCE OPTIONS	YES	ST CATHERINE OF SIENA SCH 6413 S CENTRAL AVE PHOENIX, AZ 85042		
1	WIRELESS CONTROLLER	Minimum Specs: HPE Aruba 7010 (RW) Controller - network management device - 16 ports; GigE; 1U; Rack-mountable (Part# JW678A) MUST INCLUDE REQUIRED LICENSING AND EXTENDED SERVICE MAINTENANCE OPTIONS.	YES	ST CATHERINE OF SIENA SCH 6413 S CENTRAL AVE PHOENIX, AZ 85042		

MANAGED INTERNAL BROADBAND SERVICES

Defined as Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

	(i) one year term [12 months]
	(ii) one year term [12 months] with extensions options up to 5 years
	(iii) Multi-year term (up to 3 or 5 years in length)

0% = Estimated discount

<u>QTY</u> <u>(MOL)</u>	<u>SERVICES FOR BID</u>	<u>DESCRIPTION</u> <u>(manufacturer as listed or</u> <u>equivalent)</u>	<u>DISTRICT</u> <u>WIDE</u> <u>SERVICES</u>	<u>LOCATION</u>	<u>PRICE</u> <u>(per unit)</u>	<u>SITE</u> <u>VISIT</u>