Summa E-rate Solutions

FY2022 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 2 Products and Services



|  |  |
| --- | --- |
| **Applicant** | **College Elementary School District** |
| **Billed Entity Number** | **107066** |
| **Name of RFP** | **Switches, Power Supply & Transceivers – NO INSTALL** |
| **Establishing Form 470** | **220019063 (107B-22)** |

|  |
| --- |
| **Submit QUESTIONS about this RFP and associated Form 470 by email to:** |
| **bids@summae-rate.com** |
| Unless otherwise indicated (e.g., by amendment to this RFP), the deadline for submission of **QUESTIONS** is **5pm PST, 21 calendar days from the Certified Date**  shown on the associated Form 470. |

|  |  |
| --- | --- |
| ***Submit PROPOSALS, including Signature Page, must be uploaded using the “Select File” and “Upload” features in the***  [***https://summae-rate.com/bids***](https://summae-rate.com/bids) ***web page.***  Unless otherwise indicated (e.g., by amendment to this RFP), the deadline for submission of PROPOSALS is **5pm PST,**  **32 calendar days from the Certified Date**  shown on the associated Form 470. | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | Wed., Feb 9, 2022 |
| Questions from Bidders Due | Wed., Mar. 2, 2022 |
| Bid Due Date | Sun., Mar. 13, 2022 |
| School Board Meeting | TBD |
| Contract Start Date | July 1, 2022 |

**Request for Proposals for ISP Services**

This Request For Proposals [RFP] is posted in conjunction with the Schools and Libraries Division [SLD] Form 470, in partial fulfillment of the requirements for Federal Communications Commission [FCC] Universal Service Fund *[E‑Rate]* discounts.

Summae-rate.com[Summa E-rate Solutions , Consultant Registration Number 17009831], *an E-rate Consulting firm*, is *not* the E-Rate *Applicant*. Summa E-rate Solutions is the Applicant’s *Consultant,* retained to handle competitive bidding exchanges and the E‑Rate application process. Therefore, please:

* Put the Applicant’s name and contact information when submitting your proposal and in all communications related to your proposal.
* Include the Fully executed RFP Signature Page, signed by Vendor’s authorized representative.
* Please do not contact school personnel either with general questions about E‑Rate, or to offer ineligible services or services not requested on this RFP, or to request a meeting or offer trial equipment.
* Please read this RFP for additional bidding requirements.

The applicant, **College Elementary School District**, is seeking responses from qualified providers of a firewall and wireless access points for its **College Elementary School District.** Any and all updated bid information, forms, including addenda, will be distributed thru the Summa E-rate website, located at <https://summae-rate.com/bids/> and the FCC Schools and Library Division (SLD), “Universal Service Fund” (a.k.a. “E-Rate funding) website <https://data.usac.org/publicreports/Forms/Form470Rfp/Index>.

**No walk-through is scheduled.**



1. **BACKGROUND**

The following background information about the Applicant may be helpful in preparing a responsive bid.

**General Description**

**Blochman Union Elem School District**, is comprised of students in grades kindergarten through eighth grade and presently has 177 full-time students.

**Summary**

|  |  |  |
| --- | --- | --- |
| **Entity Number** | **Entity Name** | **Application Type** |
| **107066** | **College Elementary School District** | School District |

**Entities/Sites**

Entities included in this RFP are listed below; bidders should rely on this RFP list of entities as the definitive list of entities participating in this RFP.

For the Vendor: Vendor hereby promises to deliver the products and services according to the

pricing and schedule described in Vendor’s submitted proposal and Pricing Form and to

comply with all terms and conditions of the REQUEST FOR PR

OPOSALS (including both

GENERAL INFORMATION, TERMS AND CONDITIONS and SPECIFIC INFORMATION, TERMS AND

CONDITIONS) and all RFP amendments included by reference, with any exceptions explicitly

noted in writing in the proposal.

Signature

Printed Name and Title Vendor Name

Date SPIN Print

ing F

o

rm

Reference

# (

If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

For the Vendor: Vendor hereby promises to deliver the products and services according to the

pricing and schedule described in Vendor’s submitted proposal and Pricing Form and to

comply with all terms and conditions of the REQUEST FOR PR

OPOSALS (including both

GENERAL INFORMATION, TERMS AND CONDITIONS and SPECIFIC INFORMATION, TERMS AND

CONDITIONS) and all RFP amendments included by reference, with any exceptions explicitly

noted in writing in the proposal.

Signature

Printed Name and Title Vendor Name

Date SPIN Print

ing F

o

rm

Reference

# (

If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | College School | 3525 PINE ST SANTA YNEZ, CA 93460 | 107066 | School |
|  | Santa Ynez Valley Charter | 3525 PINE ST SANTA YNEZ, CA 93460-9425 | 16073223 | School |
|  | Santa Ynez Elementary | 3325 PINE ST SANTA YNEZ, CA 93460 | 107067 | School |

1. **PRODUCTS AND SERVICES SOUGHT**

**B.1 Category 2, Internal Connections – Network Components – Switches, Power Supply & Transceivers – NO INSTALL**

The School District seeks to replace their core switches located in their telecom room at 3325 Pine Street. The District Fiber Internet comes into theses switch and feeds all of the switches across all 3 campuses (SY, College & Charter).

This School District welcomes innovative technologies that will improve functionality and reduce costs. Bidders are encouraged to recommend improvements in addition to submitting a bid. Please Note: All E-Rate Category 2 funding is based on a specific ENTITY budget. Therefore, all proposals must clearly subtotal products/services PER ENTITY.

**College Elementary School District Equipment Needed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description | Function | Installation |
| 2 | Aruba | JL658A plus bundled license (Q9Y788AAE) | Aruba 6300M 24SFP+4SFP56 SWCH  Aruba Central 63/38XXF 1YE-STU | Switch | Not required |
| 2 | Aruba | JL085A#ABA | Aruba X371 12VDC 250W | Uninterruptable Power  Supply | Not required |
| 24 | Aruba | J4859D | 1G SFP LC LX 10KM SMF XCVR IN | Transceiver | Not required |

**College Elementary School District Equipment Needed by School**

**Santa Ynez Valley Charter**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description | Function | Installation |
| 1 | Aruba | JL658A plus bundled license (Q9Y788AAE) | Aruba 6300M 24SFP+4SFP56 SWCH  Aruba Central 63/38XXF 1YE-STU | Switch | Not required |
| 1 | Aruba | JL085A#ABA | Aruba X371 12VDC 250W | Uninterruptable Power Supply | Not required |
| 10 | Aruba | J4859D | 1G SFP LC LX 10KM SMF XCVR IN | Transceiver | Not required |

**Santa Ynez Elementary School**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description | Function | Installation |
| 1 | Aruba | JL658A  plus bundled license (Q9Y788AAE) | Aruba 6300M 24SFP+4SFP56 SWCH  Aruba Central 63/38XXF 1YE-STU | Switch | Not required |
| 1 | Aruba | JL085A#ABA | Aruba X371 12VDC 250W | Uninterruptable Power | Not required |
| 10 | Aruba | J4859D | 1G SFP LC LX 10KM SMF XCVR IN | Transceiver | Not required |

**College School**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description | Function | Installation |
| 4 | Aruba | J4859D | 1G SFP LC LX 10KM SMF XCVR IN | Transceiver | Not required |

**C. Responder Service Provider Requirements**

**C.1 Minimum qualifications**

The Responder must meet or exceed minimum qualification requirements.

1. 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.

2. 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: https://www.usac.org/e-rate/serviceproviders/step-1-obtain-a-spin/.

3. 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://apps.fcc.gov/coresWeb/publicHome.do.

4. 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>. 5. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, of the funding year.

6. 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.

7. 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.

8. 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.

9. Services providers must comply with the FCC rules for Lowest Corresponding Price (“LCP”). Further details on LCP may be obtained at

USAC’s website: [https://www.usac.org/e-rate/service-providers/step-2- responding-to-bids/lowest-corresponding-price/](https://www.usac.org/e-rate/service-providers/step-2-%20responding-to-bids/lowest-corresponding-price/).

**C.2 Responder Service Provider Acknowledgements**

1. 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 Substitution.

2. 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.

3. This offer is in full compliance with USAC’s Free Services Advisory https://www.usac.org/e-rate/applicant-process/competitive-bidding/freeservices-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.

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 2022 funding year (July 1, 2021). 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.

**C.3 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).

The complete text can be found at the following URL:

https://www.usac.org/e-rate/service-providers/step-5-invoicing/.

**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).

**C.4 Invoicing**

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. 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.

**C.5 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. 8. 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, ligations, 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.

**C.6 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.

**C.7 Evaluation Criteria**

The College Elementary School District reserves the right to retain all of the RFPs and to use any ideas in an RFP regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the District and the Responder selected. Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals. The successful proposer(s) shall not be relieved of the proposal submitted without the District’s consent or proposer’s recourse to Public Contract Code Sections 5100, et seq.

The College Elementary School District reserves the right to select the firm that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the District to award a contract. The District expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses (in whole or portions) received to this RFP, to negotiate with more than one Responder concurrently.

Contract Preference: To coincide with allowable E-rate delivery dates: Applicant requires that contract date be exactly and explicitly 6/30.

Servicer Provider Invoicing [SPI]: unless expressly negotiated otherwise. Applicant selects service provider invoicing via this notice and prior the submission of the form 471.

Compliance with Laws The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

Each responsive proposal meeting the minimum qualifications will be evaluated using weighted criteria including cost of the eligible products and services as the highest weighted factor.

Secondary factors will also be considered as further described below.

For any given solution, after elimination of proposals that are disqualified, the proposal that is deemed to most cost-effectively met the stated Applicant requirements, and therefore in the best interest of the Applicant, will be selected.

Disqualification factors include:

* Non-compliance with E-rate program rules
* Non-compliance with state or local regulations
* Failure to meet stated required vendor qualifications
* Failure to submit a complete solution to any numbered group of Products and Services Sought in Section B above. ( For example, the College Elementary School District requests a full complement of Network Components but if the vendor only proposes access points, the access points proposal will be disqualified unless no reasonable complete solutions have been received).
* Failure to meet minimum specifications for key components solution (such as port speed for a switches).
* Failure to present a least 90% of stated scope of selection for which proposal is submitted.
* Submission of emails or documents that are proprietary or confidential.
* Budgetary pricing: prices for products and services must be firm commitments; surprise special construction costs not acceptable.

In the event the College Elementary School District receives less than 2 responsive bids, the District at its sole discretion, reserves the right, but is not obligated, to waive individual disqualification factors (other than program/legal non-compliance) for any other bids received in an effort to further insure fair and open competitive bidding.

All qualified proposals will be evaluated using the following weighted factors and weights.

**College Elementary School District**

**FY2022 E-rate Request for Proposals**

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Cost of eligible products | 40% |
| Accuracy/compliance with RFP instructions | 20% |
| Prior experience with Proposer | 20% |
| Extent of experience with School District and/or references | 10% |
| Prior E-rate Experience | 10% |
| Total | 100% |

**C.8 Other Specification**

No other specifications are available.

**C.9 RFP Protest**

A Responder may file a protest against the award of the Contract to any other Responder by following the District bid protest procedures. The protest must be in writing, filed within three (3) business days after RFP award notification, and must set forth all grounds for the protest. These requirements are to be strictly construed. Untimely protests and/or grounds not set forth in the protest will not be considered. Further, the failure to comply with these protest requirements will constitute a waiver of the right to challenge and forever bar the Responder from challenging, whether before the District or any administrative or judicial tribunal, any particular RFP(s), the RFP process or any ground not set forth in the protest. The District will provide a written response within 30 working days to any timely RFP protest.

**D. Worksheets - Switches, Power Supply & Transceivers – NO INSTALL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Santa Ynez Valley Charter** | | | | | | |
| Description | Mfg. Part Number | Quantity | Price Per Item | E-rate Eligible Price | E-rate Ineligible Price | Total Price |
| Aruba 6300M 24SFP+4SFP56 SWCH  Aruba Central 63/38XXF 1YE-STU | JL658A  Q9Y788AAE | 1 |  |  |  |  |
| Aruba X371 12VDC 250W | JL085A#ABA | 1 |  |  |  |  |
| Aruba 1G SFP LC LX 10KM SMF XCVR IN | J4859D | 10 |  |  |  |  |
| Tax | | | |  |  |  |
| Freight / Shipping | | | |  |  |  |
| Grand Total | | | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Santa Ynez Elementary School** | | | | | | |
| Description | Mfg. Part Number | Quantity | Price Per Item | E-rate Eligible Price | E-rate Ineligible Price | Total Price |
| Aruba 6300M 24SFP+4SFP56 SWCH  Aruba Central 63/38XXF 1YE-STU | JL658A  Q9Y788AAE | 1 |  |  |  |  |
| Aruba X371 12VDC 250W | JL085A#ABA | 1 |  |  |  |  |
| Aruba 1G SFP LC LX 10KM SMF XCVR IN | J4859D | 10 |  |  |  |  |
| Tax | | | |  |  |  |
| Freight / Shipping | | | |  |  |  |
| Grand Total | | | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **College School** | | | | | | |
| Description | Mfg. Part Number | Quantity | Price Per Item | E-rate Eligible Price | E-rate Ineligible Price | Total Price |
| Aruba 1G SFP LC LX 10KM SMF XCVR IN | J4859D | 4 |  |  |  |  |
| Tax | | | |  |  |  |
| Freight / Shipping | | | |  |  |  |
| Grand Total | | | |  |  |  |

**E. Signature Page**

**College Elementary School District**

**FY2022 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | **College Elementary School District** |
| **Billed Entity Number** | **143976** |
| **Establishing Form 470** | **220019063(107B-22)** |



For the Applicant: If Vendor’s proposal is selected for award, Applicant will execute below to confirm acceptance and establish the legally binding agreement, as required by E-rate program rules. Either party may require additional documents. If acceptable to Applicant, Applicant may also sign Vendor’s additional contractual documentation. All terms and conditions of the RFP and all RFP amendments and supporting materials are included by reference.

|  |  |
| --- | --- |
|  |  |
| Signature | Date |
|  |  |
| Printed Name | Title |
| **College Elementary School District** |  |
| Applicant Name | BEN 107066 |