

**E-RATE FY22 (2022-2023)**

**REQUEST FOR PROPOSAL  
470 # 220008157  
LIVERMORE VLY JT UNIF SCH DIST  
685 E Jack London Blvd., Livermore, CA 94551**

**Network Electronics**

<b>PROCUREMENT TIMELINE</b>	
<b>RFP ISSUED:</b>	<b>DECEMBER 27, 2021</b>
<b>REQUESTS FOR INFORMATION DEADLINE</b>	<b>JANUARY 12, 2022 10:00 AM PST</b>
<b>PROPOSALS DEADLINE:</b>	<b>JANUARY 26, 2022 4:00 PM PST</b>
<b>PROJECT START DATE:</b>	<b>JULY 1, 2022</b>

**Service Provider Criteria and Contract Requirements**

**E-RATE SUPPLEMENTAL TERMS AND CONDITIONS**

The District seeks to utilize the E-rate program for items outlined in this RFP.

**E-RATE FUNDING CONTINGENCY**

The project herein 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.

**SERVICE PROVIDER ACKNOWLEDGEMENTS AND REQUIREMENTS**

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

- 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. 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.
- d. Firms submitting proposals shall be responsible for any and all expenses that they may incur in preparing proposals.
- e. 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. 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>

- b. 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>
- c. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before **July 1, 2022**.
- d. 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).
- e. 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.
- f. 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" in Excel format. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.
- g. 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.
- h. 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>. 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.
- i. Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the District, the information contained therein was intended to mislead the District in the evaluation of the proposal.
- j. The proposal submitted must not contain erasure, interlineations, or other corrections unless each correction is clearly and conspicuously authenticated by signing in the margin immediately opposite the correction the name of the person signing the proposal. An Offeror will be bound by the terms and conditions of the proposal, notwithstanding the fact that errors may be or are contained therein. However, if material errors are actually discovered in a proposal, the District will notify the Offeror that the proposal, as submitted, appears to contain errors and require the Offeror to correct the errors.
- k. The District may request a meeting with the Offeror's representative to request answers and clarifications or it may request that the Offeror answer specific questions in writing, or to make a presentation to the District or to its Governing Board prior to any Agreement award.
- l. All proposals and materials submitted in response to this RFP shall become the property of the District and shall be considered a part of the Public Record.
- m. The District reserves the right to award the Agreement as a result of the initial proposals received, or it may elect to conduct negotiations with those Offerors as determined by the District, to be within an acceptable competitive range, or to negotiate separately with any Offeror when it is determined to be in the best interest of the District. In addition, the District may request that Offerors provide a best and final offer.
- n. After acceptance of the proposal by the District, a contract between the successful firm and the District will be executed and will consist of the terms and conditions of this RFP and the Specifications.

## **REQUESTS FOR INFORMATION**

All inquiries must be submitted via e-mail to [erate@adtechgroup.com](mailto:erate@adtechgroup.com) by the deadline on Page 1. Please reference 470# **220008157** in the subject line.

All addendum(s), questions and answers will be posted to the E-rate EPC website at <https://data.usac.org/publicreports/Forms/Form470Rfp/Index>.

Please "Follow" the Form 470 to receive all EPC updates pertaining to the Form 470.

## **SCOPE OF WORK**

No refurbished equipment is acceptable

The District has standardized on Cisco platform; however, equivalent products are acceptable. If proposing equivalent product please submit data verifying equivalency with proposal.

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

## **PROJECT SPECIFICATIONS**

District Seeking Quotes for network electronics only, no installation. There is no other value added services being requested as a part of this Form 470 posting/RFP. Please reference "Attachment A" for additional site specifications, including but not limited to make, model/product and quantity.

Do not contact individual site, contact the technical contact identified on the Form 470. This is a network electronics scope that is specifically specified by the district-no site walk is required.

Please submit Quotations as shown in Attachment A, as well as a summary page. Specifically use the format shown in Attachment A in your price response.

## **PREPARATION OF PROPOSAL**

- a. COVER LETTER – Stating 1) the validity of the firm and irrevocable proposal/offer being valid for up to a year after RFP closing date, 2) work will be completed on or before the Districts required completion date (if work is to be completed prior to Districts requirement, it must state so in the letter), and 3) other appropriate items. The proposal must bear the signature of a person duly authorized to sign the proposal on behalf of the Offeror, and reference this RFP and accept its terms and conditions or clearly and conspicuously indicate any exceptions. Also a brief statement that the firm understands the rules and regulations involving E-Rate and that award of the contract is contingent upon funding.
- b. DESCRIPTION OF FIRM - This section should provide a brief description of the firm and statement of interest and qualifications for providing the requested equipment and services, include information regarding the size, location, nature of work performed, and years in business, and approach that will be used in meeting the needs of the District. The firm should list and describe the firm's professional relationships involving the District for the last three (3) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to perform the proposed services. Also, the firm shall give the District written notice of any professional relationships entered into during the period of this agreement.
- c. PERSONNEL - Submit resume(s) or profiles of the individual(s) who will be assigned to provide the requested services, including their qualifications and recent related experience providing similar services. The Offeror should state the size of the firm and the number/nature of the staff to be employed in this engagement on a full-time and on a part-time basis. An affirmative statement should be included that the firm and all assigned key professional staff are currently and properly certified or licensed to perform these services

- d. CAPACITY & METHODOLOGY - Use this section to address the ability of the firm to undertake and accomplish the required scope of work for which you are requesting consideration
- e. PAST PERFORMANCE – Description of past performances of similar service and related experience. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations (and e-rate customers, references of K-12 E-rate customers is required to include in your proposal.) The firm will list the most relevant and significant engagements performed in the last three (3) years that are similar to the size of engagement described in this request for proposal. These engagements should be ranked on the basis of project size. The firm will indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
- f. CUSTOMER SERVICE COMMITMENT – Describe how the firm will provide service and fulfill the requirements and expectations of the District. Provide a description of how services will be performed by Offeror. Offerors are encouraged to provide additional information or description of resources the firm feels are pertinent to the RFP. Include letters of reference or testimonials. Ongoing commitment to providing outstanding customer service, professional development/education of staff and the number and type of employees must be indicated.
- g. Firm Financial Statement.
- h. Service Providers SPIN number and Service Provider's FCC Registration Number (FRN).
- i. Evidence of FCC Green Light Status
- j. "Equipment list" completely filled in (See Attachment A).
- k. All proposals need to include tax and shipping as separate items in the response.
- l. Proposals including labor should include a detailed breakdown of hours and manpower to be used, qualifications of manpower, training, including classroom time, per diem expenses, or any other expenses deemed necessary by Offeror
- m. Quotes should be prepared as shown in Attachment A, as well as a summary page, and include the following: Tax, Freight/Shipping, and Grand Total. Please provide a quote by location and by MDF/IDF as indicated in Attachment A. Specifically use the format shown in Attachment A in your price response.
- n. Please reference "Attachment A" for additional site specifications, including but not limited to make, model/product and quantity.

**Failure by Service Provider to supply these documents shall be considered grounds for disqualification.**

#### **CLARIFICATION OF EQUIVALANCE**

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. 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 response by the closing of bids.** Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time of bid response.

***Please note: All "or equal" components must not void and must be supported by corresponding manufacturer warranty.***

The District retains the right to be sole judge as to whether equivalency has been proven and whether alternatives will be accepted.

### **SUBMISSION INSTRUCTIONS**

**Submission via E-mail ONLY.** All offers must be submitted to the contact information below by the deadline indicated on Page 1 of this RFP.

**Submit Proposal via E-mail to:**

gwarner@lvjUSD.org **AND** erate@adtechgroup.com

Proposals must clearly be labeled in the subject line "LIVERMORE VLY JT UNIF SCH DIST Erate Category 2 Proposal Form 470 # 220008157"

It is the sole responsibility of the firm submitting the proposal to ensure that it is actually received by the District prior to the deadline time and due date and at the proper location. The District assumes no responsibility for transmission failures. Unless this RFP is extended by a written amendment, proposals received after the due date and time, will not be considered.

Verification of receipt can be made by contacting gwarner@lvjUSD.org

### **RIGHT TO REJECT ANY AND ALL QUOTES**

The District reserves the right to reject any or all quotation submittals and to waive any informalities or minor irregularities in proposals received. The Service Provider's quotation submission is recognition of this right.

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

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.

### **EVALUATION AND SELECTION CRITERIA**

The 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:

The 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.

#### **SELECTION CRITERIA:**

<b>No.</b>	<b>Factor</b>	<b>Total Points Available</b>
<b>1</b>	Cost of eligible goods and services	35
<b>2</b>	Cost of ineligible goods and services	20
<b>3</b>	Vendor quote accurate relative to the RFP	20
<b>4</b>	Experience with district/References	20
<b>5</b>	Financial stability	5
	<b>Total Points</b>	100

## **AWARD OF CONTRACT**

The District does not guarantee an award of a contract(s) and it reserves the right to select the firm(s) that it considers to be most cost effective for the District. Award of contract is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company ("USAC").

If E- Rate funding is not approved, this bid and all awards may be null and void. Although the District may choose to use a different funding source if deems appropriate, at which point this bid will be utilized.

The District reserves the right to award none, some, or all of the proposal. For instance, if a response exceeds the E-rate funding limits set by USAC, the district may choose to only award up to the E-rate funding limit, less or more.

## **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

## **SERVICE START DATE**

The annual E-rate Funding Year begins on July 1, 2022 and ends on June 30, 2023. 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, 2022).

## **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.

## Attachment A

Granada High School 400 Wall St, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-48Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-A-5Y		1					

Livermore High School 600 Maple St, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-48Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-A-5Y		1					

Altamont Creek Elementary School 6500 Garaventa Ranch Rd, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Arroyo Seco Elementary School 5280 Irene Way, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Attachment A

Leo R. Croce Elementary School 5650 Scenic Ave, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Jackson Avenue Elementary School 554 Jackson Ave, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Lawrence Elementary School 2451 Portola Ave, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Marylin Avenue Elementary School 800 Marylin Ave, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					



## Attachment A

Rancho Las Positas Elementary School 401 E. Jack London Blvd, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Emma C. Smith Elementary School 391 Ontario Dr, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Sunset Elementary School 1671 Frankfurt Way, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Joe Michell K-8 School 1001 Elaine Ave, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

## Attachment A

Junction Avenue K-8 School 298 Junction Ave, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Andrew N. Christensen Middle School 5757 Haggin Oaks Ave, Livermore, CA 94551

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

East Avenue Middle School 3951 East Ave, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

William Mendenhall Middle School 1701 El Padro Dr, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Attachment A

Del Valle Cont High School 2253 5<sup>th</sup> St, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					

Vineyard Alternative Education 1401 Almond Ave, Livermore, CA 94550

Make	Part #	% Erate Eligibility	Qty	Unit Price	Total Price	Tax	Shipping	Total Project Cost
Cisco or Equivalent	C9500-24Y4C-EDU		1					
Cisco or Equivalent	C9K-F1-SSD-240G		1					
Cisco or Equivalent	C9K-PWR-650WAC-R/2		1					
Cisco or Equivalent	C9500-DNA-L-A-5Y		1					