



SHASTA
COUNTY OFFICE OF
EDUCATION

Request for Proposal

E-rate Category 2 Equipment

RFP #SCOE-FY19-C2

E-rate Information

FCC Form 470 #:190021965

Entity Number:144694

NOTICE IS HEREBY GIVEN that **Shasta County Office of Education (SCOE)**, acting by and through its Governing Board, will receive up to, but not later than **eleven o'clock a.m. of the eighth day of March 2019**, proposals for the award of contract for:

E-rate Category 2 Equipment

RFP #SCOE-FY19-C2

Proposals will be emailed according to the following:

1. Shasta COE - erate@shastacoe.org
2. Subject line: RFP #SCOE-FY19-C2, Form 470# 190021965
3. Attach proposal as locked PDF document

Failure to include all 4 components above may result in disqualification.

Each proposal must conform and be responsive to the requirements of this RFP, a copy of which is now on the SCOE website, at <https://www.shastacoe.org/administrative-services-division/technology-services>.

Interested proposers should direct questions in writing to Shasta COE at erate@shastacoe.org, before February 26, 2019 at 4:00 p.m.. Answers to questions and any addenda, as needed, will be posted on the SCOE website on the date specified in the Schedule, provided herein, and in the E-rate Productivity Center (EPC).

The SCOE is dependent upon E-rate funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate funding, in any contractual year, will make any contract, resultant from this RFP, voidable at the option of the SCOE.

The SCOE reserves the right to waive any informalities or irregularities in received submittals. Also, SCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The SCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

INFORMATION FOR PROPOSERS

E-RATE REQUIREMENTS FOR PROPOSERS

1. **E-rate Proficiency:** SCOE expects the Proposer to be thoroughly familiar with Proposer's responsibilities as a result of participating as a Service Provider in the E-rate program. <https://www.usac.org/sl/service-providers/default.aspx>
2. **Service Provider Identification Number:** Proposers must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Proposers must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).
4. **FCC Form 473:** The proposer that is awarded the services based on this RFP agrees to submit the Service Provider Annual Certification (SPAC) form no later than January 30th of each year.
5. **E-rate Bulk Upload Templates:** The winning proposer shall provide the SCOE a fully completed bulk upload template within seven (7) days of the Notice of Award. The Bulk Upload Templates can be found at https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk_upload_templates
6. **FCC Form 474:** The SCOE prefers to pay only its discounted share of the cost of the services, therefore, the Service Provider should have the ability to offer discounted billing and invoice the Universal Service Administrative Company (USAC) using the FCC Form 474.
7. **Invoicing:** Invoicing will begin on or after July 1, 2019.
 - a. Equipment may be purchased and installation services may be rendered as early as April 1, 2019, only with written notice from SCOE.
 - b. In such cases as mentioned in 5a, the Proposer shall not invoice USAC prior to July 1, 2019.
 - c. Invoices must be reviewed and approved by SCOE before the Service Provider submits them to USAC for payment.

8. **Lowest Corresponding Price:** Proposal acknowledges that all pricing in the proposal submitted as a result of this RFP is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the proposal.

E-RATE TERMS AND CONDITIONS

1. **Contingency:** The services/project procured using this RFP may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to SCOE until a Notice to Proceed has been issued by SCOE to the Service Provider.
2. **Right to cancel:** The SCOE reserves the right to cancel the services/project regardless of the status of E-rate funding.
3. **Bulk Upload Templates:** Winning proposer agrees to provide a completed bulk upload template for use in the E-rate Productivity Center. Templates can be found at https://www.usac.org/sl/applicants/step03/form-471.aspx/#bulk_upload_templates
4. **Program Integrity Assurance:** Winning proposer agrees to respond to any inquiries from the Universal Services Administrative Company (USAC) or the FCC within five (5) business days.
5. **Service Substitutions:** Service Substitutions must be approved by USAC prior to installing equipment or starting services.

BACKGROUND

Shasta County Office of Education (SCOE) requests proposals for Network Equipment for E-rate eligible locations.

SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications attached to this RFP. The make and model number listed in the Project Specifications reflects the equipment most compatible with the existing environment. Alternate make and models featuring functional equivalence will be considered in line with E-rate program requirements. Proposers featuring alternate options must provide detailed explanation of how the alternate solution meets functional equivalence.

LENGTH OF CONTRACT

By providing a proposal according to this RFP, proposer agrees to extend pricing according to proposal until project is completed, not to exceed September 30, 2021. Any increase in industry pricing will not be passed on to SCOE.

SUBMITTAL REQUIREMENTS

1. BUSINESS INFORMATION

- a. Company name.
- b. Address.
- c. Telephone.
- d. Fax.
- e. Website.
- f. Name and email of main contact.
- g. Federal Tax I.D. Number.
- h. License or Registration Number.
- i. FCC Registration Number
- j. E-rate Service Provider Identification Number
- k. Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- l. A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- m. Number of employees (licensed professionals, technical support).
- n. Location of office where the bulk of services solicited will be performed.

2. RELEVANT PROJECT EXPERIENCE

- a. Provide information about prior services furnished by your firm in the last five (5) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - i. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - ii. Project name and location.
 - iii. Was the project E-rate funded?
 - iv. Briefly state relevance of projects included for consideration in this RFP.

SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The SCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The SCOE may disqualify any proposer for any reason without explanation.

1. The SCOE may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:
 - a. Information provided by the proposer in their response;

- b. Information provided by the proposer in response to SCOE clarification questions;
 - c. Information from reference checks;
 - d. Experience and performance history of the firm with similar services;
 - e. Experience and results of proposed personnel;
 - f. Technical capabilities and track record;
 - g. Value of services under proposed fees; and
 - h. Overall responsiveness of the proposal.
3. The quality of the response(s) will be evaluated using the following criteria:
- a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
4. RFP proposals will be rated on the following:
- a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Prior Experience with Proposer (20%)
 - d. References (10%)
 - e. Prior E-Rate Experience (10%)

SCHEDULE

The SCOE reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
SCOE Publishes RFP	February 8, 2019
Deadline for Questions from Proposers	February 26, 2019
SCOE Publishes Addenda and Responses to Proposers on EPC portal	March 1, 2019
Deadline to Submit Proposals	March 8, 2019 11:00 a.m.
Award of Contract	Prior to March 27, 2019

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

E-rate Information from Contractor

Service Provider Identification Number (SPIN)	
Contact person and title	
Address	
City, St, Zip	
Phone number	
Email address	
FCC Registration Number	
Number of years participating in the E-rate program	
Has company or any principle of company ever been suspended from the E-rate program?	

By submitting a proposal in response to this RFP, Contractor agrees to the following:

1. Timely response to any request for information from the District or it's agents. "Timely" is considered to be within five (5) to seven (7) days of initial request.
2. The CESD is dependent upon E-rate and CESD funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate funding, in any contractual year, will make any contract, resultant from this RFP, voidable at the option of the CESD.
3. Contractor agrees to maintain all records associated with this project for a minimum of ten (10) years after the last date of service, in accordance with E-rate requirements.

Signature

Date

Print or type name

Title

PROJECT SPECIFICATIONS

- Functional equivalent devices may be offered in proposal. If alternate options are offered, the proposer must also include documentation that supports the viability of the alternate solution.
- All proposals must be for new equipment with standard manufacturer warranty. Like-new or refurbished equipment will not be accepted.
- E-rate eligibility must be specified. This includes items that are partially eligible. In that event, the percent eligibility must be identified.
- Installation, configuration and activation services are not required.
- The proposed solution price must include a complete bill of materials, applicable sales tax, applicable shipping.

Shasta College ECS

Qty	Network Component
2	Meraki MR70

Whiskeytown Environmental School

Qty	Network Component
1	Meraki MS250-24P
1	Meraki MS250-24P 5yr License
1	Meraki MS250 Redundant Power
1	Meraki MS225-24LP
1	Meraki MS225-24LP License
1	APC UPS SMT 1500RM2UNC

END OF DOCUMENT