

Invitation to Bid (“ITB”)

Eligible Entity:	Wasco Union High School District 2100 Seventh Street Wasco, CA 93280
Project Description:	2016-2017 E-rate Services - Reference 470 Number 160026160
ITB Number:	WUHSD20150716102112
470 Number:	160026160
470 Post Date:	02/23/2016
ITB Due Date:	03/24/2016 at 2:00PM local standard time
Billed Entity Number:	143921
Email Address:	WUHSD2016@adsadsi.com

Wasco Union High School District (“WUHSD”) seeks proposals in accordance with the terms and conditions posted within. The awarded contract may cover both E-Rate eligible and non-eligible items. If eligible and non-eligible items or services are bid, bidders must break out the non-eligible items and list them as such. Contract award(s) shall be made in accordance with FCC Universal Service Administration Company E-Rate Program Rules.

For consideration Bidder must submit a Sealed Bid. WUHSD shall not be responsible for the pre-opening of, post-opening of or failure to open, an ITB not properly addressed or identified. Sealed bids shall be delivered to Wasco Union High School District.

PREQUALIFICATION: None Required
 MANDATORY JOB WALK: None Required
 SEALED BID MARKING: E-Rate 160026160
 PLACE OF SEALED BID RECEIPT: Wasco Union High School District
 Attn: Joe Salazar
 2100 Seventh Street
 Wasco, CA 93280

METHOD OF BID RECEIPT: Personal delivery, courier, or mailed via United States Postal Service to above address.
 Late offers shall not be considered.
 Bids/Offers that are E-mailed only shall not be accepted.
 Bids/Offers that are E-mailed prior to the bid deadline shall not be accepted.

Sealed bids must be delivered to the Applicant as described.

Bids must be delivered to Wasco Union High School District, 2100 Seventh Street Wasco, CA 93280 with the Sealed Bid Marking clearly labeled on the outside of all submissions by the due date and time. Bid opening will follow in the Wasco Union High School, Tiger Den at 1900 7th Street, Wasco, CA 93280.

To perform the work required by this ITB, the winning Bidder must provide a valid Service Provider Identification Number (SPIN) and be licensed in accordance with all applicable rules and regulations, including Local and State Law.

Note: Wasco Union High School District MUST wait at least 28 days after the posting of the Description of Services Requested and Certification form (Form 470) on USAC's website before executing any contracts, selecting a Service Provider, or signing and submitting the Services Ordered and Certification Form (Form 471).

The projects and services discussed within this ITB may depend on partial funding from the E-Rate Program. The applicant expects each Service Provider to make themselves thoroughly familiar with all rules and regulations regarding the E-Rate Program.

It is the intent to award all of the services sought within this ITB to either one or multiple Bidders. By issuing this ITB, the applicant is not required to award all services for which pricing is sought. An award may or may not be given for services requested. WUHSD retains the right to award contracts based on their evaluation of the responses received in accordance with this ITB.

Responses to the ITB shall not require demonstrations. Responses requiring demonstrations for evaluation may not be considered.

SUSPENSION OR DEBARMENT:

If, within the past five (5) years, any firm, business, person, or service provider submitting a bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, including the SLD, the Bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply such a letter or to not disclose in the letter all the pertinent information shall result in the cancellation of any contract. By signing the bid section, the Bidder certifies that no current suspension or debarment exists.

RED LIGHT RULE:

Any service provider, or the sub-contractor of any service provider, who is currently under, or has reason to believe that they may have a red light status under, the "Red Light Rule" by the FCC must disclose that information in this proposal. If any service provider, or the sub-contractor of any service provider, is found to have a red light status under the FCC "Red Light Rule" during the term of this contract, this contract may be immediately terminated.

LOWEST CORRESPONDING PRICE (LCP):

Service provider warrants they have reviewed all FCC, USAC and SLD information on Lowest Corresponding Price. Service provider warrants they are offering, and will continue to offer for the term of this contract, the Lowest Corresponding Price on all goods and services included.

BILLING:

With respect to service, the Applicant prefers to pay their share and it is requested that the service provider "carry the reimbursed share" until the FRN is funded. The applicant agrees to promptly pay its share and respond to all USAC inquiries and file the 486 upon receipt of the Funding Commitment Decision Letter. All responses are strongly encouraged to contain terms and conditions required to meet and address this request within their proposal.

QUESTIONS:

To assure everyone has the same information **ALL QUESTIONS MUST** be posted to http://adsadsi.com/itb_year_19.shtml. Please visit the website and click on the 470 Q/A link associated with the applicant's Form 470 Application to submit a question. In addition, please click on the 470 Q/A link associated with this application to review all questions asked and answered. Please remember that questions submitted within 5 business days of bid due date may not be answered.

If you do not have a question, but would like to stay current with questions asked and answered, please visit the website and click on the 470 Q/A link associated with the applicant's Form 470 Application and submit a request, in the form of a question, to be added to the question and answer distribution list. If you submit a question you are automatically added to the distribution list for updates.

No other method of asking questions is acceptable. Questions asked in any other method than the acceptable method as described above shall not be answered. To reiterate, questions submitted via text, E-mail, or asked via a telephone, or left on a voicemail shall not be answered.

REFERENCES:

Bidder shall provide references that demonstrate successfully Funded E-Rate Projects from recent Funding Years. In addition, please indicate the number of positive Funding Commitment Decision Letters that applicants have received for your company's services. Applicant Name, Entity Number, and Individual Contact Information are requested for all references provided.

In addition, please provide the date and time of the Bidder's last reimbursement from the School and Libraries Division of the Universal Services Administrative Company.

ADS Advanced Data Services, Inc. role is to assist with the E-Rate Application Process:

ADS Advanced Data Services, Inc. does not evaluate Service Provider Service Offerings – The applicant is responsible for selecting all Service Providers (see evaluation criteria). ADS shall not recommend Service Providers.

All information is provided on the 470, to include applicant type, service locations, addresses, and service NPA/NXXs.

If you have a proposal, or optional packages, please provide details and the eligible applicant shall evaluate all options to select a winner. Pricing specific to the applicant's requirements must be included for an evaluation to be completed. Please make sure any and all required Contracts or Statements of Work are authorized AND included in your response. If the applicant has a question on your service offering, terms, and/or pricing, clarification shall be sought.

In order to be considered for award any and all terms, conditions and, or contracts required by the Service Provider must be signed, dated and submitted with the ITB Response. Failure to provide signed documents do so may disqualify your response for services sought.

Eligible Locations to which Service May be Required

Sub Entity	Location Name	Address
<u>106710</u>	Independence High School	1445 Poso Drive Wasco CA 93280
<u>106697</u>	Wasco Union High School	1900 Seventh Street Wasco CA 93280
<u>16059006</u>	Wasco Union High School District Office	2100 Seventh Street Wasco CA 93280

If you intend to respond to the ITB and have not done so, please register to ask and receive the answers to questions at http://adsadsi.com/itb_year_19.shtml. Simply visit the website and click on the 470 Q/A link associated with the applicant's Form 470 Application to submit a question and indicate you intend to respond to this request. In addition, you may click on the 470 Q/A link associated with this application to review all posts, questions, and their answers.

Scope of Work

Please include all fees, including Monthly Re-occurring Costs, Non Re-occurring Costs, including Installation, and applicable taxes.

FCC rules require that an applicant sign a contract with the service provider before signing and submitting a completed Services Ordered and Certification Form (Form 471). **Consequently, all Contracts, Statements, of Work, and/or Service Agreements should be submitted with this response with a handwritten signature and date. Failure to provide signed documents may disqualify your response for services sought.** Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the Schools and Libraries Division of the Universal Services Administrative Company.

Responses shall include the Service Provider Authorized Response (“SPAR”). The SPAR serves as a contract and proof of timely response. Additional agreements may be included and executed for service delivery. For E-rate filing purposes the SPAR may be used. All additional agreement(s) should be authorized prior to submission for applicant review.

Service providers should propose an implementation plan with a seamless transition for the delivery of service. The service delivery plan should be designed to mitigate the risk of downtime and assure continued uptime during business hours. Work that requires the interruption of the current service shall be performed after hours and/or at a time that is agreeable to WUHSD. All proposed solutions shall be fully tested to assure the service expectations defined within this document. If a new service provider is selected and their services deployed, it is expected to run alongside the current solution and in conjunction with WUHSD expectations for at least 10 days prior to replacing the existing service. Service Level Agreements are expected.

The mention of any manufacturer, make, or equipment model specifications provided are meant to provide an example or sense of configuration and similar and/or equivalent equipment is acceptable and shall be considered. All provided equipment references and equipment lists are simply proposed to give service providers a better understanding of the project requirements. The applicant seeks a solution that is compatible with the existing network infrastructure. The proposed solution must provide functionality similar to the functionality of the equipment referenced or listed. All components, connectors, couplers, jacks, panels, raceways, conduit, faceplates, wire managers, and patch cables necessary to transport information, cables to interconnect components, modules, licenses, and cable system costs must be provided in the response.

Category One

Category One includes the services needed to support broadband connectivity to schools and libraries. Eligible Category One services are listed in the entries for data transmission services and Internet access and voice services. This category consists of the services that provide broadband to eligible locations including data links that connect multiple points, services used to connect eligible locations to the Internet, and services that provide basic conduit access to the Internet. With the exception of dark fiber and self-provisioned broadband networks, maintenance and technical support appropriate to maintain reliable operation are only eligible for support when provided as a component of these services.

Notes from the Eligible Services List:

- E-rate support is available for leased lit fiber, dark fiber, and self-provisioned broadband networks as described in the *Second E-rate Modernization Order* (FCC 14-189). Eligible costs include monthly charges, special construction, installation and activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional (“Network Equipment”), and maintenance and operation charges. Network Equipment and maintenance and operation costs for existing networks are eligible.
- Applicants that seek bids for special construction of dark fiber or self-provisioned broadband networks must also seek bids for lit fiber service and fully consider all responsive bids.
- Applicants may seek special construction funding for the upfront, non-recurring costs for the deployment of new or upgraded facilities. The eligible components of special construction are construction of network facilities, design and engineering, and project management.
- Staff salaries and labor costs for personnel of the applicant or underlying beneficiary are not E-rate eligible.

Internet Access Note

Eligible Internet access may include features such as basic firewall protection, domain name service, and dynamic host configuration when these features are provided as a standard component of a vendor’s Internet access service. Firewall protection that is provided by a vendor other than the Internet access provider or priced out separately will be considered a Category Two internal connections component. Examples of items that are ineligible components of Internet access include applications, content, e-mail, and end-user devices and equipment such as computers, laptops, and tablets.

Wireless Services and Wireless Internet Access Services Note

As clarified in the *Second E-rate Modernization Order*, data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and libraries. Applicants should compare the cost of data plans or air cards for mobile devices to the total cost of all components necessary to deliver connectivity to the end user device, including the cost of Internet access and data transmission service to the school or library. Seeking support for data plans or air cards for mobile devices for use in a school or library with an existing broadband connection and wireless local area network implicates the E-rate program’s prohibition on requests for duplicative services.

Off-campus use, even if used for an educational purpose, is ineligible for support and must be cost allocated out of any funding request.

Managed internal broadband services, such as managed Wi-Fi, are eligible only for Category Two support.

Category 1 - Voice Services

Qty Up To	Item	Description/Comments	Location
175	Interconnected Voice over Internet Protocol (VoIP)	<p>Applicant prefers a month to month option for Local Voice Service with Normal Calling Features - options may be provided. Service must be cost effective with existing dedicated voice transport. A service provider's failure to utilize existing dedicated transport service that is under contract must address and pay any and all early term liability. Current liability is roughly \$900 per month, thru July 1, 2017. Dedicated facilities are requires to terminate with VoIP provider.</p> <p>The solution must meet the requirements of Priority 1 eligible E-Rate funding, specifically:</p> <ul style="list-style-type: none"> • Hosted Interconnectivity between Hosted VoIP Central Office and WUHSD's Point of Demarcation. • Allow various levels of calling privileges such as long distance and international calls, for example, to be programmable by extension. • VoIP system shall provide five-digit dialing options between rooms and facilities for up to 175 extensions, with up to 60 concurrent calls. • Options to support up to 20 analog ports for fax, alarm (security and fire) and postage machines. • Call forwarding, both inside and outside of the system, call routing, call transfer and redial functionality is required. • The system must support Caller ID for both the caller and receiver. • The system must support the functionality of at least 2 auto attendants and up to 5. • All current numbers must be maintained and ported over to the new system. • The system must provide 911 service to include options for E911 and PS-ALI. • Centralized voice mail system that can be used transparently by all locations, and the ability for all locations to appear to be part of a single phone system – to include the lighting of message waiting lights on the handsets (if available). • Ability to utilize all voice mail features among all users independent of each user's location. • Voice mail that is accessible from the inside and outside of the District. • Unified messaging - integrate MS Exchange E-mail system (voice mail to be delivered as E-mail). • Centralized Call Detail Reporting (CDR) system to report calls being made and where the call originated from. • Up to 175 phone handsets that are appropriate for office and classroom use (prefer end-user handsets to have a message waiting indicator light). Equipment shall be new models and in current production. Reconditioned, remanufactured, and demo models shall not be accepted. Please provide both lease and purchase options. Do not provide E-rate discounts for end-user handsets. • Include pricing of any Wide Area Network connectivity requirements (circuits, router modules, etc.). • Provide options to connect with other system, like PA, Intercom and Security. • Management of phone system and individual phone lines/extensions from both on and off premise locations. • Ability to administer all systems from one, or any, location. 	<p>Independence High School (106710), Wasco Union High School (106697), Wasco Union High School District (143921) & Wasco Union High School District Office (16059006)</p>

Category 1 - Voice Services

Qty Up To	Item	Description/Comments	Location
75	Local, Long Distance, and/or 800 Metered Services	Metered service for Centrex and/or POTS lines.	Independence High School (106710), Wasco Union High School (106697), Wasco Union High School District (143921) & Wasco Union High School District Office (16059006)

Category 1 - Voice Services

Qty Up To	Item	Description/Comments	Location
48	Wireless telephone service including cellular voice and excluding data and text messaging	Quality of Service and consistency of connection is extremely important.	Independence High School (106710), Wasco Union High School (106697), Wasco Union High School District (143921) & Wasco Union High School District Office (16059006)

Category 1 - Voice Services

Qty Up To	Item	Description/Comments	Location
75	Centrex / Plain Old Telephone Service (POTS)	Lines for Voice, fax, alarm (security and fire), postage machine and auto attendant systems.	Independence High School (106710), Wasco Union High School (106697), Wasco Union High School District (143921) & Wasco Union High School District Office (16059006)

Service Provider Instructions

Service Provider ITB Response Cover Sheet:

Service Provider shall complete the Service Provider Authorized Response on the following page and include it as the first page of the Service Provider response. Bids submitted without a Service Provider Authorized Response Cover Sheet may not be evaluated.

In addition to the Service Provider Quote Cover Sheet, please include all relevant documentation to include, but not limited to: Scope of Work, Authorized Master Service Agreement, Detail Line Item Pricing, Taxes, Surcharges, and/or Maintenance Service Agreement, etc.

A proposed agreement or contract **must** specifically identify the eligible components covered, including product name, model number, and location.

Service Provider Evaluation:

Factor	Value	Weight	Score
Price of the ELIGIBLE Goods and Services		30%	0
Prior Experience		20%	0
Other cost factors (including price of ineligible goods and services, price of changing providers, price for breaking contract, etc)		20%	0
Personnel/Management Qualifications and Capability		20%	0
Local Vendor		10%	0
Total		100%	0

Note: The above worksheet is available for download – please visit: http://adsadsi.com/itb_year_19.shtml.

Service Provider ITB Response:

Item 21 information is expected for all proposed services. With respect to Category One Services, invoices, or proposed and/or existing accounts make great Item 21 attachments and may be included. For Category Two Responses, Item 21s by location or entity number should be included with the Service Provider's Response. This makes managing the Category Two Budget and creating the associated FRNs by location much easier. All Service Provider Responses for Category Two Requests without Item 21 attachments organized by location may be considered incomplete and NOT considered. A sample worksheet is available online (visit: http://adsadsi.com/itb_year_19.shtml). Make and Model Numbers should be included on the Item 21 Attachments for Eligible Products and Services. Eligible Products and Services should be clearly separated from any and all Ineligible Products and Services. To be clear, responses may be disqualified if the Item 21s are incomplete. Item 21s for Category Two Products and Services not organized by location may be disqualified.

Successful Bidder shall provide a complete inventory upon project completion. All Invoices must cross reference the Inventory Documentation provided.

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, Wasco Union High School District shall award WUHSD20150716102112 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.

Service Provider Terms, Conditions and/or additional Contracts:

In order to be considered for award any and all terms, conditions and, or contracts required by the Service Provider must be signed, dated and submitted with the ITB Response. Failure to provide signed documents do so may disqualify your response for services sought.

Invoicing the Universal Services Administrative Company (USAC):

Unless otherwise agreed upon, the Service Provider shall be responsible for invoicing USAC by using the Service Provider Invoice (SPI) methodology. The applicant shall be responsible for their share.

Contracts:

FCC rules require that an applicant sign a contract with the service provider before signing and submitting a completed *Services Ordered and Certification Form* (Form 471). Consequently, all Contracts, Statements, of Work, and/or Service Agreements must be submitted with this response with a handwritten signature and date. Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the Schools and Libraries Division of the Universal Services Administrative Company.

Service Provider Authorized Response

This form must be completed and returned with ITB response.

Eligible Entity:	Wasco Union High School District, 2100 Seventh Street, Wasco, CA 93280
Project Description:	Category One - See 470 Number 160026160 for Project Details
ITB Number:	WUHSD20150716102112
470 Number:	160026160
ITB Due Date:	03/24/2016 at 2:00PM local standard time
Billed Entity Number:	143921
Term:	07/01/ 2016 -06/30/ 2016 unless specified, with up to 4 automatic one year extensions. Additional term may be allowed as needed an in writing.

Service Provider Name:	
Service Provider Address:	
Service Provider City, State and Zip:	
Service Provider Contact Name:	
Service Provider Contact Phone Number:	
Service Provider Contact FAX Number:	
Service Provider Contact Email Address:	
State Tax Number(s):	
Federal Tax Identification Number:	
Service Provider SPIN:	

By submitting an authorized response, Service Provider Agrees to all Terms and Conditions contained within. If additional Terms, Conditions or contracts are required please submit a signed copy within the ITB Response.

If Service Provider's response is selected, Wasco Union High School District shall award WUHSD20150716102112 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.

All invoices must cross reference the Bidder provided Inventory Documentation.

Pricing must be included with the Bidder response in the form of an ITEM 21s – by location or service. All Service Provider responses without Item 21 attachments may be considered incomplete and may NOT be considered. Service descriptions to include Make and Model Numbers (if appropriate) must be included on the Item 21 Attachments. Eligible Products and Services shall be clearly separated from any and all Ineligible Products and Services.

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). To qualify as a Service Provider, your organization must be able to produce a valid SPIN (Service Provider Identification Number). If your organization does not currently have a valid SPIN and wishes to submit a response to this ITB, please visit: <http://www.universalservice.org/sl/providers/step01/> and obtain a SPIN prior to submitting a bid for consideration.

Service Provider Authorized Signature (Original)
Please do not submit with an electronic signature

Date of Service Provider Signature

WUHSD Authorized Signature

Date of WUHSD Signature