

# Request for Proposal

<b>Eligible Entity:</b>	<b>Zuni Public School District P.O. Drawer A Zuni, NM 87327</b>
<b>General Description:</b>	<b>Basic Maintenance</b>
<b>RFP Number:</b>	<b>ZPSD20120628100722</b>
<b>470 Number:</b>	<b>483660001052250</b>
<b>470 Post Date:</b>	<b>01/17/2013</b>
<b>RFP Due Date:</b>	<b>02/18/2013 at 2:00P.M. local standard time</b>
<b>Billed Entity Number:</b>	<b>143258</b>
<b>Email Address:</b>	<b><a href="mailto:ZPSD@adsadsi.com">ZPSD@adsadsi.com</a></b>

Zuni Public School District ("ZPSD") 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. ZPSD shall not be responsible for the pre-opening of, post-opening of or failure to open, a RFP not properly addressed or identified. Sealed bids shall be delivered to Zuni Public School District.

Responses to this Request for Proposal ("RFP") that include or require a demonstration shall not be considered.

PREQUALIFICATION: None Required  
 MANDATORY JOB WALK: None Required  
 SEALED BID MARKING: 483660001052250  
 PLACE OF SEALED BID RECEIPT: Zuni Public School District  
 Attn: Martin Romine  
 P.O. Drawer A  
 Zuni NM 87327  
 METHOD OF BID RECEIPT: Personal delivery, courier, or mailed via United States Postal Service to above address.  
 Late offers shall not be considered.  
 Bids that are only E-mailed shall not be accepted.  
 Offers that are E-mailed prior to the bid deadline may not be accepted.

**Sealed bids must delivered to the Applicant as described.**

In addition, offers must be delivered to the [ZPSD@adsadsi.com](mailto:ZPSD@adsadsi.com) email address after the 2PM deadline on 02/18/2013 and before 6PM CST the following day. There shall be no difference between the sealed documents and documents delivered by email. The documentation delivered in a sealed envelope shall be considered for proposal evaluation.

**DO NOT UNDER ANY CIRCUMSTANCE PROVIDE CONFLICTING DATA. IF CONFLICTING DATA IS PRESENTED THE SUBMITTING BIDDER MAY BE DISQUALIFIED.**

Bidders agree to comply with the entire New Mexico Procurement Code referenced in Citation §§ 13-1-1 through 13-1-199 NMSA 1978 for all details. Submitting a response Bidder acknowledges understanding and compliance with Citation §§ 13-1-1 through 13-1-199 NMSA 1978.

A campaign disclosure form must be submitted in accordance with §§ 13-1-191.1 NMSA 1978. A sample form is attached.

ZPSD requires a performance bond in the amount of the proposal: Note: IAW 13-1-148 NMSA 1978.

To perform the work required by this RFP, 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: Zuni Public 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).**

It is the intent to award all of the services sought within this RFP to either one or multiple Bidders – as appropriate.

**Service Providers are strongly encouraged to carefully read the entire solicitation document.**

**QUESTIONS:**

To assure all vendors have the same information **ALL QUESTIONS MUST** be posted to [http://adsadsi.com/rfp\\_year\\_16.shtml](http://adsadsi.com/rfp_year_16.shtml). Please visit the website and click on the RFP/470 Q/A link associated with the applicant's Form 470 Application to submit a question. In addition, please click on the RFP/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 shall 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 RFP/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 – i.e. 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 is 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. 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 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.

## Scope of Work

### Priority 2 Internal Connections – Basic Maintenance

Internal Connections are components located at ZPSD's site that are necessary to transport information to classrooms and to eligible administrative areas or buildings. Internal Connections include connections within, between or among instructional buildings that comprise a school campus, but do not include services that extend beyond the school campus. Components at ZPSD's site are eligible only if they are an essential element in the transmission of information within the school. The components must be necessary to transport information all the way to individual classrooms. Internal Connections do not include services that extend across a public right of-way beyond the school.

Basic maintenance services are defined as follows: "but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without E-rate discounts." Please provide a Basic Maintenance Contract to perform the following tasks on the equipment listed below:

1. Repair and upkeep of eligible hardware
2. Wire and cable maintenance
3. Basic technical support
4. Configuration changes

**Bidder's Basic Maintenance Agreement must contain the Location, Product, and Make / Model number of the equipment to be covered by the proposed Basic Maintenance Contract (note the table below). This table (or a similar table with like data) must be included in with the Bidder's Basic Maintenance Agreement:**

Location Deployed	Product / Service to be Covered	Make/Model Number

**Note: The above worksheet is available for download – please visit: [http://adsadsi.com/rfp\\_year\\_16.shtml](http://adsadsi.com/rfp_year_16.shtml).**

In the FCC's *Sixth Report and Order* (FCC 10-175), the FCC included the following information on unbundled warranties and Basic Maintenance of Internal Connections ("BMIC"):

- We find that an unbundled warranty is an ineligible BMIC service because it is purchased as a type of retainer and not as an actual maintenance service. That is, BMIC contracts that require an upfront payment and that payment is required regardless of whether any service is actually performed are not eligible.
- ...if applicants are able to estimate a certain number of hours per year for maintenance, based on the current life of their equipment and a history of needed repairs and upkeep, they may seek E-rate funds for upfront costs on service contracts designed to cover this estimate of repairs and upkeep. Reimbursements will be paid on the actual work performed and hours used only. For example, if a school determines it will need 30 service hours in a given year to maintain its internal connections but uses only 20 hours, the school will be reimbursed only for 20 hours even if they were approved for E-rate funds on 30 hours.

The *Sixth Report and Order* deems unbundled warranties ineligible for support beginning with Funding Year 2011. Applicants cannot simply cost-allocate out the ineligible portion because the Commission's rules do not allow applicants to receive support for services in a basic maintenance contract that contains both eligible and ineligible services. See paragraph 24 of the *Third Report and Order*, CC Docket No. 02-6, FCC 03-323 (2003).

Software downloads, bug fixes, and access to a technical assistance center may be eligible.

**For additional information on the changes to the eligibility of basic maintenance contracts and other changes to the E-rate program you can refer to the following documents:**

- *Sixth Report and Order* (FCC 10-175)
- Order DA 10-2355, clarifying the eligibility of basic maintenance and the new E-rate gift rules adopted in the Sixth Report and Order
- Public Notice DA 10-2356, providing further guidance to E-rate participants, listing effective dates of the proposals adopted in the Sixth Report and Order, and answering Frequently Asked Questions (FAQs).
- *Third Report and Order* (FCC 03-323)

**Please make sure any required Contracts or Statements of Work are authorized and included in your response.**

Maintenance Logs are required to be kept by the service provider and sent to school quarterly (please include a sample log).

Please note: The following products and services **are NOT eligible (Equipment not eligible for E-Rate reimbursement shall not be covered under this agreement):**

1. On-site technical support (*i.e.*, contractor duty station at the applicant site) when off-site technical support can provide basic maintenance on an as-needed basis.
2. Services such as network management and 24-hour network monitoring.
3. Help desks that provide a comprehensive level of support beyond basic maintenance of only eligible components.
4. Technical support contracts that are more than basic maintenance.
5. End User Equipment (PCs and Phones).

Eligible basic maintenance does not include services to maintain ineligible equipment, to enhance the utility of equipment beyond the transport of information, or to provide diagnostic services in excess of those necessary to maintain the equipment's ability to transport information.

**Basic Maintenance for Proposed New Equipment:**

Coverage: Provide options for 1 and 3 year Basic Maintenance on hardware only with next business day onsite support.

Maintenance Logs are required to be kept by the service provider and sent to school quarterly or as requested (please include a sample log).

**Requested Services:**

- Service Provider Authorized Basic Maintenance for all listed eligible Equipment.
- Proposal may include a block of hours for Basic Maintenance – minimum of 10 hours per month requested.
- Proposed agreements or contracts offered **must** specifically identify the eligible components covered, including location deployed, product name, and make/model number.

Please note: The following products and services **are NOT eligible:**

- On-site technical support (*i.e.*, contractor duty station at the applicant site) when off-site technical support can provide basic maintenance on an as-needed basis.
- Services such as network management and 24-hour network monitoring.
- Help desks that provide a comprehensive level of support beyond basic maintenance of only eligible components.
- Technical support contracts that are more than basic maintenance.
- End User Equipment (PCs and Phones).

Eligible basic maintenance does not include services to maintain ineligible equipment, to enhance the utility of equipment beyond the transport of information, or to provide diagnostic services in excess of those necessary to maintain the equipment's ability to transport information.

**Proposed agreements/contracts offered must specifically identify the eligible components covered, including location deployed, product name, and make/model number.**

**Existing Equipment for which Basic Maintenance is Requested:**

Coverage: Provide options for 1 and 3 year Basic Maintenance on hardware only with next business day onsite support.

Maintenance Logs are required to be kept by the service provider and sent to school quarterly (please include a sample log).

**Requested Services:**

- Basic Maintenance for Network Equipment (Data Distribution, Phone System and associated Cabling)
- Service Provider Authorized Basic Maintenance for all listed eligible Equipment.
- Proposal may include a block of hours for Basic Maintenance – minimum of 84 hours per month requested.
  - a. Please provide an option to be onsite for 1 week a month
- Proposed agreements or contracts offered **must** specifically identify the eligible components covered, including location deployed, product name, and make/model number.

Please remember: The following products and services **are NOT eligible:**

- On-site technical support (*i.e.*, contractor duty station at the applicant site) when off-site technical support can provide basic maintenance on an as-needed basis.
- Services such as network management and 24-hour network monitoring.
- Help desks that provide a comprehensive level of support beyond basic maintenance of only eligible components.
- Technical support contracts that are more than basic maintenance.
- End User Equipment (PCs and Phones).

Eligible basic maintenance does not include services to maintain ineligible equipment, to enhance the utility of equipment beyond the transport of information, or to provide diagnostic services in excess of those necessary to maintain the equipment's ability to transport information.

**Proposed agreements/contracts offered must specifically identify the eligible components covered, including location deployed, product name, and make/model number.**

**Phone System**

Quantity	Manufacturer	Item	Description
2	Cisco Systems	CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m-38
3	Cisco Systems	CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m-41
1	Cisco Systems	CCX-85-CMBUNDLE-K9	CCX 8.5 5 Seat CCX ENH CM Bundle - AVAILABLE ONLY FOR NEW CM-22
3850	Cisco Systems	CUCM-UWL	Communications Manager UWL DLU Bundle-11
1	Cisco Systems	CUCM-UWL-PAK	CUCM Claim Certificate for UWL-10
1	Cisco Systems	CUP-85-UWL	Cisco Unified Presence 8.5 for CUWL only-8
1	Cisco Systems	CUP-85-UWL-K9-PAK	Unified Presence 8.5 PAK-24

350	Cisco Systems	CUP-85-UWL-USR	Unified Presence 8.5 Users-23
1	Cisco Systems	CUPC-UWL-RTU	CUPC UWL PAK-12
1	Cisco Systems	EMRGNCY-RSPNDR	EMRGNCY RSPNDR-27
1	Cisco Systems	ER80-SW-LIC	EMRGNCY RSPNDR 80 SW LIC-32
1	Cisco Systems	ER80-SW-MED-K9	EMRGNCY RSPNDR 80 SW MEDIA-33
1	Cisco Systems	ER80-SW-UPG-K9	EMRGNCY RSPNDR 80 SW UPGD 2X OR 7X-28
1	Cisco Systems	ER-MIG-UCSS-PAK	EMRGNCY RSPNDR USR LIC MIG MANDATORY UCSS PAK-34
10	Cisco Systems	ER-USR-LIC-10	EMRGNCY RSPNDR USR LIC 10 PHNS-31
10	Cisco Systems	ER-USR-LIC-10-MIG	EMRGNCY RSPNDR USR LIC 10 PHNS MIG-29
1	Cisco Systems	IME-7825-85	IME 8.5 7825-9
1	Cisco Systems	IME-7825-85-KIT	IME 8.5 Media Kit-19
1	Cisco Systems	IME-PAK	Include PAK Auto-expanding PAK for IME 8.0-17
100	Cisco Systems	LIC-UWL-STD	Unified Workspace Licensing STD, 1 User-2
350	Cisco Systems	LIC-UWL-STD1	Services Mapping SKU, Under 1k UWL STD users-13
2	Cisco Systems	MCS-7816-I5-IPC1	Bare Metal MCS 7816-I5 server 1xX3430 , 4GB RAM and 1x250GB-37
3	Cisco Systems	MCS7825I5-K9-CMD2	Unified CM 8.5 7825-I5 Appliance, 0 Seats-40
2	Cisco Systems	MCS7825I5-K9-UCC2	CUCxn 8.5 MCS-7825-I5, 2x250 HDD, 4GB RAM IBM-43
1	Cisco Systems	UCM-7825-85-KIT	CUCM 8.5 Media Kit-18
3	Cisco Systems	UCM-7825-85-UWL	CUCM 8.5 7825-6
10	Cisco Systems	UCSS-ER-3-10	UCSS EMRGNCY RSPNDR 3YR 10 USRS-30
350	Cisco Systems	UCSS-UWL-STD	3-Yr UWL STD UCSS-3
1	Cisco Systems	UCSS-UWL-STD-PK	UWL STD UCSS PAK-14
1	Cisco Systems	UCXN8-UWL-PAK	Unity Connection 8.x PAK-21
100	Cisco Systems	UCXN8-UWL-USR	Unity Connection 8.x User-20
1	Cisco Systems	UNITYCN8-7825	Unity Connection 8.x for 7825-7
1	Cisco Systems	UNITYCN8-HA-7825	Unity Connection 8.x HA for 7825-15
1	Cisco Systems	UNITYCN8-HA-PAK	Unity Connection 8.x HA PAK-16
2	Cisco Systems	UNITY-PWR-US	Power Cord - US, Can, Mex, PR, Phil, Ven, Tai, Col, Ecu-44
350	Cisco Systems	UPC8-CLIENT-UWL	Unified Personal Communicator 8.x for CUWL only-5
250	Cisco Systems	UWL-UPG-CM+UTY-STD	Upgrade from UCM + Unity to STD-4

**Cabling / Inside Wiring Maintenance – please provide 8 hours a month to maintain the cable plant**

<b>Routers and Switches</b>				
<b>Quantity</b>	<b>Device Name</b>	<b>Serial</b>	<b>Make &amp; Model</b>	<b>Product ID</b>
1	Ashiwi_2821	FTX1051A1DE	Cisco 2821	VSEC-SRST/K9
1	DYES-2821	FTX1051A3E6	Cisco 2821	VSEC-SRST/K9
1	Admin-2851	FTX1025A1DZ	Cisco 2851	SRST/K9
1	ZHS-2851	FTX1049A15L	Cisco 2851	SRST/K9
1	Zuni_DS3_Internet	JMX0734L1PK	Cisco 3745	
1	ZIS-3845V	FTX1149A1XU	Cisco 3845	
1	ZMS-Library-2950	FHK0711Y02S	Cisco Catalyst 2950	WS-C2950G-48-EI
1	ZMS-Portable3-2950	FHK0718Y1SH	Cisco Catalyst 2950	WS-C2950G-48-EI
1	ZMS-ServerRoom_2950	FHK0624W0K5	Cisco Catalyst 2950	WS-C2950G-48-EI
1	ZHS-MDF	FOC1521W1SM	Cisco Catalyst 2960	WS-C2960G-48PST-S
1		FOC1508X0WX	Cisco Catalyst 2960	WS-C2960G-48PST-S
1		FOC1508Z37R	Cisco Catalyst 2960	WS-C2960G-48PST-S
1		FOC1508Z384	Cisco Catalyst 2960	WS-C2960G-48PST-S
1		FOC1508X0YL	Cisco Catalyst 2960	WS-C2960G-48PST-S
1	ZIS-3550-L3	CAT0837N1M9	Cisco Catalyst 3550	WS-C3550-48
1	ZIS-ServerRoom	CAT0916N07R	Cisco Catalyst 3550	WS-C3550-48
1	Admin_Sped_3750	FOC1114Y2D9	Cisco Catalyst 3750	WS-C3750G-48PS-S
1	Admin-MDF-3750	FOC1116Y1S7	Cisco Catalyst 3750	WS-C3750G-48PS
1	CO_Port	FOC1152Y3W9	Cisco Catalyst 3750	WS-C3750G-48PS-S
1	CO_RECEP	FOC1152Y3XV	Cisco Catalyst 3750	WS-C3750G-48PS-S
1	DYE_Electric	FOC1151Y5YK	Cisco Catalyst 3750	WS-C3750G-48PS
1	DYE_Lab	FOC1152Y3W2	Cisco Catalyst 3750	WS-C3750G-48PS
1	DYE_MDF	FOC1152Y3XT	Cisco Catalyst 3750	WS-C3750G-48PS
1	DYE_PreK	FOC1116Y1P7	Cisco Catalyst 3750	WS-C3750G-48PS
1	ZHS_GYM	FOC1152Y3W5	Cisco Catalyst 3750	WS-C3750G-48PS

1	ZHSBand_3750g	FOC1151Y5Z0	Cisco Catalyst 3750	WS-C3750G-48PS
1	ZIS-IT-portable-3750G	FOC1120Y48H	Cisco Catalyst 3750	WS-C3750G-48PS
1	ZMS_MDF_3750G	FOC1116Y1RZ	Cisco Catalyst 3750	WS-C3750G-48PS-S
1	ZMS_SupportServices	FOC1122Y0Q7	Cisco Catalyst 3750	WS-C3750G-48PS-S
1	ZMS-DIPS-3750G	FOC1118Y16S	Cisco Catalyst 3750	WS-C3750G-48PS
1	ZMS-Portable-3750G	FOC1116Y1PL	Cisco Catalyst 3750	WS-C3750G-48PS
1	AES-4507-MDF	FOX114307DG	Cisco Catalyst 4500	WS-C4507R
1	ZHS_IDF1_4507	FOX114307DF	Cisco Catalyst 4500	WS-C4507R
1	ZHS_MDF_4507	FOX11400BJF	Cisco Catalyst 4500	WS-C4507R
1	ZIS-MDF-4507	FOX11260WEC	Cisco Catalyst 4500	WS-C4507R
1	ZPSDCCM1	MX273400SH	Cisco MCS 7800	
1	ZPSDCCM2	MX273400LM	Cisco MCS 7800	
1	ZPSDCER	MX2729008D	Cisco MCS 7800	

**Maintenance on Cisco 2821 Router VSEC-SRST/K9 which is 24% ineligible.**

**Maintenance on Cisco 2851 Router SRST/K9 which is 21% ineligible.**

Servers			
Quantity	Model	Manufacturer	Function
1	Proliant ML370 @ Central Office (on Twin Buttes Campus) - VISIONS	HP	Terminal Server
1	Proliant ML370 @ Datacenter (on Middle School Campus) - ZMS-STI	HP	Web
1	Proliant DL580 @ Datacenter (on Middle School Campus) - ZPSD-DC02	HP	DNS
1	Proliant DL580 @ Datacenter (on Middle School Campus) - ZPSD-DC03	HP	DNS
1	Proliant DL380 @ Central Office (on Twin Buttes Campus) - TBHS-VM01	HP	DNS / Web
1	Proliant DL380 @ Ashwiv - AES-VM01	HP	DNS / Web
1	Proliant DL380 @ Zuni High School - ZHS-VM01	HP	DNS / Web
1	Proliant DL380 @ Dowa Yalanne - DYE-VM01	HP	DNS / Web
1	Proliant DL380 @ Datacenter (on Middle School Campus) - ZPSD-EXCH	HP	E-Mail / Web

**Multiple proposals are sought for Basic Maintenance, one for existing equipment, and one for new equipment requested by this RFP. If it makes sense to combine your Basic Maintenance Proposals, please do so.**



## **Service Provider Instructions**

### **Service Provider RFP Response Cover Sheet:**

Service Provider must 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:**

<b>Factor</b>	<b>Value</b>	<b>Weight</b>	<b>Score</b>
<b>Price of the ELIGIBLE goods and services</b>		<b>30%</b>	<b>0</b>
<b>Prior experience</b>		<b>20%</b>	<b>0</b>
<b>Other Cost Factors (Ineligible Goods and Services)</b>		<b>20%</b>	<b>0</b>
<b>Personnel and Management Qualifications and Capability</b>		<b>20%</b>	<b>0</b>
<b>Local Vendor</b>		<b>10%</b>	<b>0</b>
<b>Total</b>		<b>100%</b>	<b>0</b>

**Note:** The above worksheet is available for download – please visit: [http://www.adsadsi.com/rfp\\_fy16.htm](http://www.adsadsi.com/rfp_fy16.htm).

### **Service Provider RFP Response:**

Item 21s, by location or entity number, must be included with the Service Provider response. All Service Provider responses without Item 21 attachments shall be considered incomplete and NOT considered. A sample and interactive worksheet is attached on the next page. Make and Model Numbers must be included on the Item 21 Attachments for Eligible Products and Services. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.

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

All bids must be submitted in sealed envelopes (appropriately marked) and sent via email to: [ZPSD@adsadsi.com](mailto:ZPSD@adsadsi.com) with the 470 Number in the subject line. Please submit bids in either Microsoft Office Format (.doc, .xls, etc.) or Adobe .pdf files.

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, Zuni Public School District shall award ZPSD20120628100722 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 RFP Response.

All Priority 2 Basic Maintenance agreements or contracts must specifically identify the eligible components covered, including product name, model number, and location.

### **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. Zuni Public School District 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.

Zuni Public School District  
 Item 21 for 470 483660001052250

Location: \_\_\_\_\_  
 Category of Service:  Internal Connections  Basic Maintenance of Internal Connections  Both

<b>Narative:</b>	
<b>Additional Information:</b>	

Quantity	Product Description (please include Make and Model when appropriate)	Unit Cost	Extended Eligible Pre-discount Cost		Extended Ineligible Pre-discount Cost	
			Eligible Recurring Cost	Eligible Non-Recurring Cost	Ineligible Recurring Cost	Ineligible Non-Recurring Cost
<b>Totals:</b>		\$ -	\$ -	\$ -	\$ -	\$ -

Note: The above worksheet is available for downloaded – please visit: [http://www.adsadsi.com/rfp\\_fy16.shtm](http://www.adsadsi.com/rfp_fy16.shtm).

## Service Provider Authorized Response

This form must be completed and returned with RFP response.

<b>Form 470 Number:</b>	<b>483660001052250</b>
<b>General Description:</b>	<b>Basic Maintenance</b>
<b>RFP Number:</b>	<b>ZPSD20120628100722</b>
<b>RFP Due Date:</b>	<b>02/18/2013 at 2:00P.M. local standard time</b>
<b>Allowable Contract Date:</b>	<b>02/18/2013</b>
<b>Term:</b>	<b>July 1, 2013 thru June 30, 2014 unless otherwise specified</b>

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 RFP Response.**

**If Service Provider's response is selected, Zuni Public School District shall award ZPSD20120628100722 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.**

**Internal Connections (including Basic Maintenance) Pricing must be included with the Bidder response in the form of an ITEM 21 – by location. All Service Provider responses without Item 21 attachments shall be considered incomplete and may NOT be considered. Make and Model Numbers must be included on the Item 21 Attachments and all agreements. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.**

**All invoices must cross reference the Bidder provided Inventory Documentation.**

**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 RFP, 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

\_\_\_\_\_  
ZPSD Authorized Signature

\_\_\_\_\_  
Date of ZPSD Signature