

# Request for Proposal

<b>Eligible Entity:</b>	<b>Casa Grande Union High School District 1362 North Casa Grande Avenue Casa Grande, AZ 85222</b>
<b>Description:</b>	<b>E-Rate Priority 1 and 2 Request</b>
<b>RFP Number:</b>	<b>CGUHSD20130614074929</b>
<b>470 Number:</b>	<b>914670001148405</b>
<b>470 Post Date:</b>	<b>01/31/2014</b>
<b>RFP Due Date:</b>	<b>03/25/2014 at 2:00PM local standard time</b>
<b>Billed Entity Number:</b>	<b>142924</b>
<b>Email Address:</b>	<b><a href="mailto:CGUHSD@adsadsi.com">CGUHSD@adsadsi.com</a></b>

**RFP Extended until 3/25/2014**

Casa Grande Union High School District ("CGUHSD") 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.

CGUHSD shall not be responsible for the pre-opening of, post-opening of or failure to open, a RFP not properly addressed or identified.

PREQUALIFICATION: None Required  
MANDATORY JOB WALK: None  
BID MARKING: 914670001148405  
PLACE OF SEALED BID RECEIPT: Casa Grande Union High School District  
Attn: David Griffis  
1362 North Casa Grande Avenue  
Casa Grande, AZ 85222  
METHOD OF BID RECEIPT: E-mail sent to [CGUHSD@adsadsi.com](mailto:CGUHSD@adsadsi.com)  
Personal delivery, courier, or mailed via United States Postal Service to above address.  
Late offers shall not be considered.

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: Casa Grande 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).**

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

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

**QUESTIONS:**

All questions must be posted to [http://adsadsi.com/rfp\\_year\\_17.shtml](http://adsadsi.com/rfp_year_17.shtml) in order to assure all service providers have access to the same information. 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 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 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 may not be answered – i.e. questions submitted via text, E-mail, or asked via a telephone, or left on a voicemail may 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.

**The projects and services discussed within this RFP depend on funding from the E-Rate Program. If E-rate funding is deemed unavailable for any project, in whole or part, CGUHSD may terminate any and all contractual commitments. In addition, CGUHSD expects its Service Providers to make themselves thoroughly familiar with all rules and regulations regarding the E-Rate Program.**

## **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, Management Qualifications and Capability</b>		<b>25%</b>	<b>0</b>
<b>Local Vendor</b>		<b>5%</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\\_fy17.htm](http://www.adsadsi.com/rfp_fy17.htm).**

Ability to meet billing preference and provide a Service Level Agreement shall be considered a Capability.

### **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 may be submitted in sealed envelopes (appropriately marked) or sent via e-mail to: [CGUHSD@adsadsi.com](mailto:CGUHSD@adsadsi.com) with the 470 Number in the subject line. Bids submitted without the 470 Number in the subject line may be disqualified and may not be evaluated. Please submit bids in either Microsoft Office Format (.doc, .xls, etc.) or Adobe .pdf files. Facsimile, telegraphic or mailgram offer(s) shall be rejected and not considered.

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, Casa Grande Union High School District shall award CGUHSD20130614074929 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. Casa Grande Union High 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.

## Service Provider Authorized Response

This form must be completed and returned with RFP response.

<b>Form 470 Number:</b>	<b>914670001148405</b>
<b>Description:</b>	<b>E-Rate Priority 1 and 2 Request</b>
<b>RFP Number:</b>	<b>CGUHSD20130614074929</b>
<b>RFP Due Date:</b>	<b>03/35/2014 at 2:00PM local standard time</b>
<b>Term:</b>	<b>July 1, 2014 thru June 30, 2015 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, Casa Grande Union High School District shall award CGUHSD20130614074929 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

\_\_\_\_\_  
CGUHSD Authorized Signature

\_\_\_\_\_  
Date of CGUHSD Signature