

# Invitation to Bid (IB) on a Form 470

<b>Eligible Entity:</b>	<b>Santa Cruz Valley Unified School District #35 1374 West Frontage Road Rio Rico, AZ 85648</b>
<b>Description:</b>	<b>E-Rate Priority 1 &amp; Priority 2</b>
<b>IB Number:</b>	<b>SCVUSD20130622212531</b>
<b>470 Number:</b>	<b>684660001148453</b>
<b>470 Post Date:</b>	<b>01/31/2014</b>
<b>IB Due Date:</b>	<b>03/13/2014 at 2:00PM local standard time</b>
<b>Billed Entity Number:</b>	<b>143112</b>
<b>Email Address:</b>	<b><a href="mailto:SCVUSD@adsadsi.com">SCVUSD@adsadsi.com</a></b>

**RFP Extended until 03/13/2014:**

**Updated Location Diagram/Information Provided**

Santa Cruz Valley Unified School District #35 ("SCVUSD") seeks informations 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.

This Invitation to Bid is extended to Service Providers that have current and valid Arizona State Contracts. Please provide options accordingly and reference the state contract to which your company has been made an award.

SCVUSD shall not be responsible for the pre-opening of, post-opening of or failure to open, a response not properly submitted.

PREQUALIFICATION: None Required  
 MANDATORY JOB WALK: None  
 BID MARKING: 684660001148453  
 PLACE OF SEALED BID RECEIPT: Santa Cruz Valley Unified School District #35  
 Attn: Steve Saint-Coeur  
 1374 West Frontage Road  
 Rio Rico, AZ 85648  
 METHOD OF BID RECEIPT: E-mail sent to [SCVUSD@adsadsi.com](mailto:SCVUSD@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 IB, 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: Santa Cruz Valley Unified School District #35 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 IB to either one or multiple Bidders – as appropriate. By issuing this IB, SCVUSD is not required to award all services for which pricing is sought. An award may or may not be given for services requested. SCVUSD retains the right to award contracts based on their evaluation of the responses received in accordance with this IB.

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

### **QUESTIONS:**

All questions must be posted to [http://adsadsi.com/IB\\_year\\_17.shtml](http://adsadsi.com/IB_year_17.shtml) in order to assure all service providers have access to the same information. Please visit the website and click on the IB/470 Q/A link associated with the applicant's Form 470 Application to submit a question. In addition, please click on the IB/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 IB/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 information, 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 IB depend on funding from the E-Rate Program. If E-rate funding is deemed unavailable for any project, in whole or part, SCVUSD may terminate any and all contractual commitments. In addition, SCVUSD expects its Service Providers to make themselves thoroughly familiar with all rules and regulations regarding the E-Rate Program.**

## **Installation Locations Specifics**

Recipients of Service:

Sub Entity #	Location Name	Address
98196	Rio Rico High School	590 Camino Lito Galindo, Rio Rico, AZ 85648
98194	Calabasas Middle School	131 Camino Maricopa, Rio Rico, AZ 85648
16045720	Coatimundi Middle School	490 Avenida Coatimundi, Rio Rico, AZ 85648
98195	Mountain View Elementary School	580 Camino Lito Galindo, Rio Rico, AZ 85648
16020108	Peña Blanca Elementary School	131 Camino Maricopa, Rio Rico, AZ 85648
98197	San Cayetano Elementary School	1412 West Frontage, Road Rio Rico, AZ 85648
16071429	SCVUSD#35 District Office	570 Camino Lito Galindo Rio Rico, AZ 85648
16071430	SCVUSD#35 Welcome Center	1374 West Frontage Road, Rio Rico, AZ 85648
16071431	SCVUSD#35 Central Kitchen	1374 West Frontage Road, Rio Rico, AZ 85648
16071432	SCVUSD#35 Transportation Department	1417 West Frontage Road, Rio Rico, AZ 85648
16071433	SCVUSD#35 Bus Barn	1411 West Frontage Road, Rio Rico, AZ 85648
16072524	SCVUSD#35 VOC-AG Greenhouse	1401 East Frontage Road, Rio Rico, AZ 85648

In the original posting:

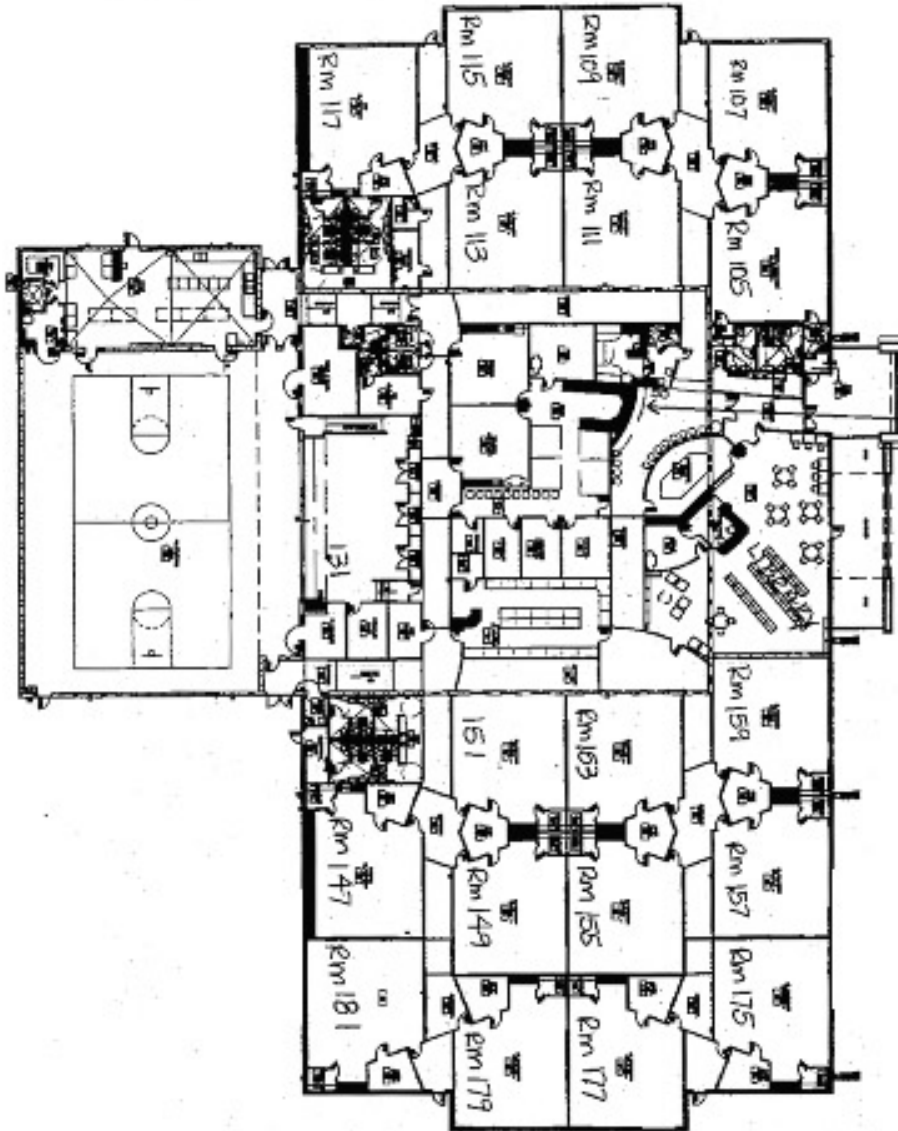
Page 11 should be Coatimundi Middle School, not Calabasas Middle School;  
Page 13 should be Calabasas Middle School, not Coatimundi Middle School;  
Page 17 should be Rio Rico High School, not Peña Blanca Elementary School;  
Page 18 should San Cayetano Elementary, not Coatimundi Middle School

**With respect to the diagrams that follow, they are labeled correctly.**

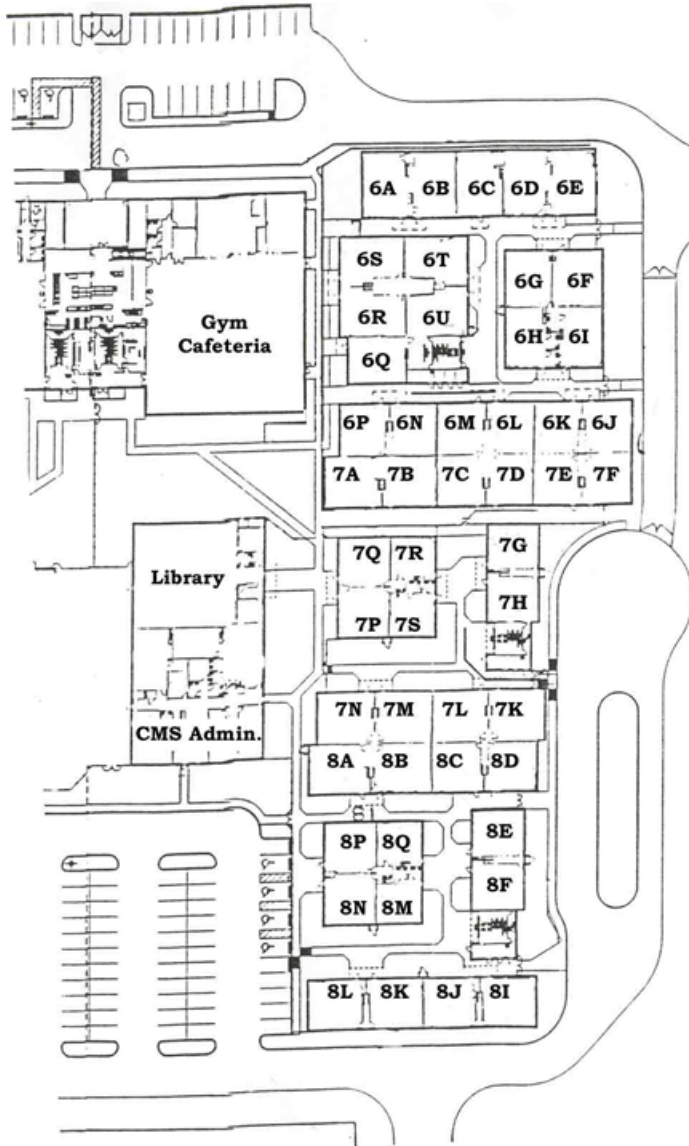
**Please include any proposed Shipping, Project Management, Engineering, Installation, Activation, Configuration and/or Documentation Costs on individual line items.**

**Please include a reasonable contingency fee if it is a regular business practice. This fee will be reimbursed only if the work is performed.**

**Coatimundi Middle School**

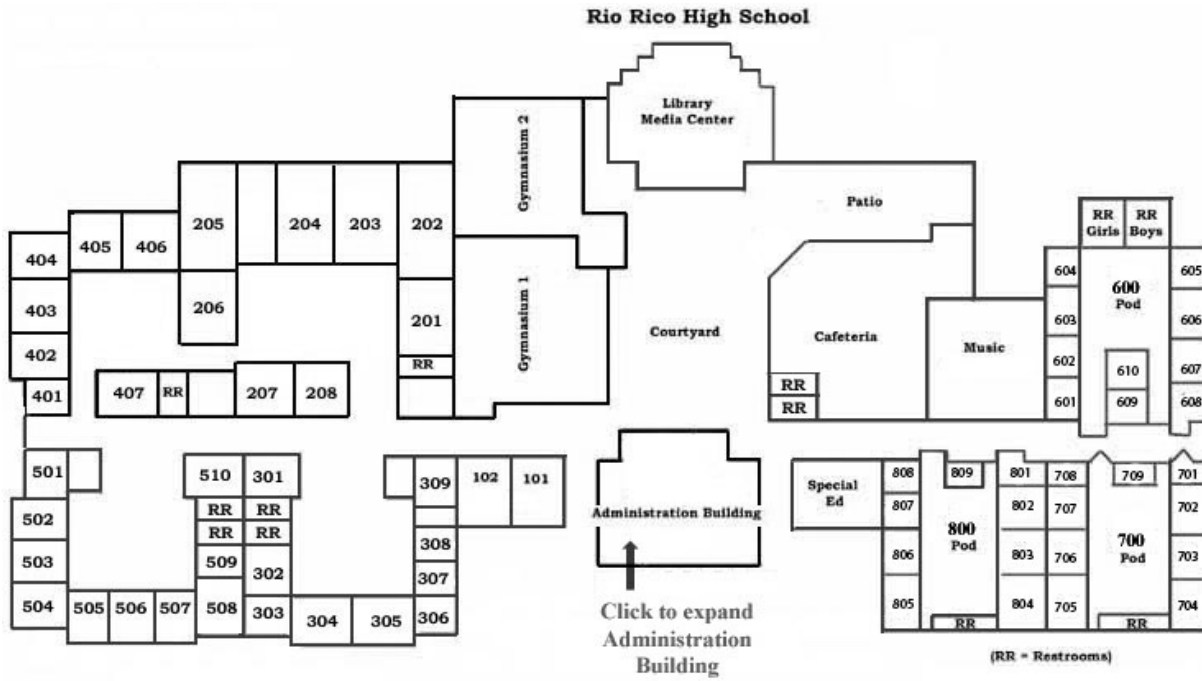


# Calabasas Middle School

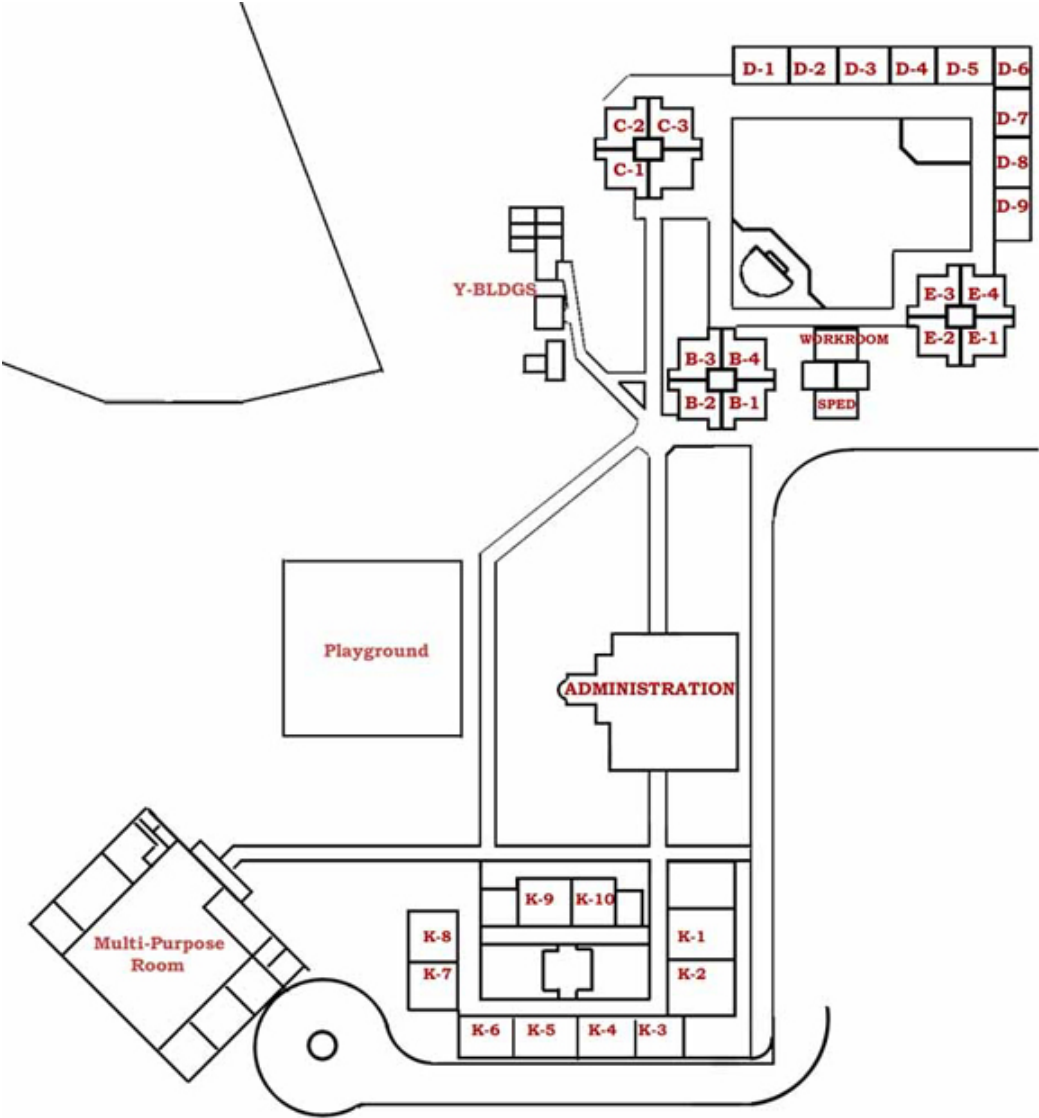




# Rio Rico High School

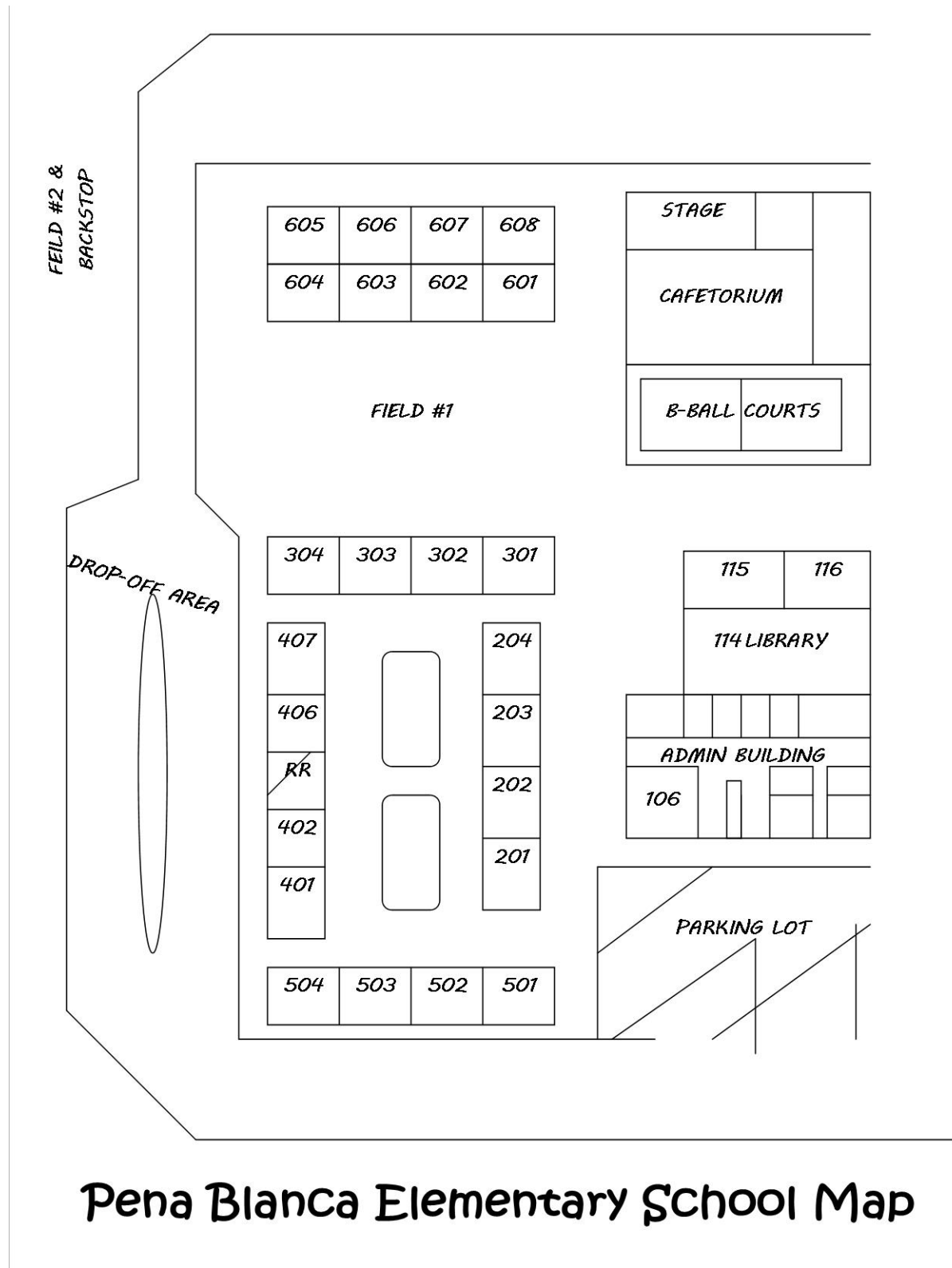


**San Cayetano Elementary School**





# Pena Blanca Elementary School



## Pena Blanca Elementary School Map

## **Service Provider Instructions**

### **Service Provider IB 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/IB\\_fy17.htm](http://www.adsadsi.com/IB_fy17.htm).**

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

### **Service Provider IB 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: [SCVUSD@adsadsi.com](mailto:SCVUSD@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, Santa Cruz Valley Unified School District #35 shall award SCVUSD20130622212531 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 IB 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. Santa Cruz Valley Unified School District #35 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.

Santa Cruz Valley Unified School District #35  
 Item 21 for 470 684660001148453

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/IB\\_fy17.shtm](http://www.adsadsi.com/IB_fy17.shtm).

## Service Provider Authorized Response

This form must be completed and returned with IB response.

<b>Form 470 Number:</b>	<b>684660001148453</b>
<b>Description:</b>	<b>E-Rate Priority 1 &amp; Priority 2 (BM)</b>
<b>IB Number:</b>	<b>SCVUSD20130622212531</b>
<b>IB Due Date:</b>	<b>03/13/2014 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 IB Response.**

**If Service Provider's response is selected, Santa Cruz Valley Unified School District #35 shall award SCVUSD20130622212531 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 IB, 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

\_\_\_\_\_  
 SCVUSD Authorized Signature

\_\_\_\_\_  
 Date of SCVUSD Signature