

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

For

**PURCHASE OF WIRED & WIRELESS
NETWORK INFRASTRUCTURE**

E-Rate Funding Year 2018

RFP #788

Proposal Due Date: February 26, 2018

**NEW HAVEN UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS # 788
Purchase of Wired & Wireless Network Infrastructure
E-Rate Funding Year 2018**

NOTICE TO BIDDERS

1. NOTICE IS HEREBY GIVEN that in order to continue to support the learning environments on our campuses the New Haven Unified School District, located in Union City and South Hayward, is seeking proposals to replace its wired and wireless network infrastructure. The network serves the needs of approximately 11,700 students and 1,200 staff.
2. The intent of the District is to perform as much of the installation as possible using internal resources. A bank of time from the successful vendor will be used to ensure project success through targeted consulting as necessary. The successful vendor will provide support as necessary to allow District staff to perform configuration and testing of the proposed network.
3. The District wishes to receive vendor proposals covering the period of five (5) years from date of purchase.
4. Please contact Chris Hobbs, Director, Technology at New Haven Unified (510) 471-1100 x 62687, for information about the RFP.
5. Sealed proposals should be delivered to New Haven Unified School District. Proposals must be received by New Haven Unified no later than **10:00 a.m. on Monday, February 26, 2018.**

**New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, CA
Phone: (510) 471-1100
Attention: Chris Hobbs, Director Technology**

6. **E-RATE CONTINGENCY**

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

7. New Haven Unified reserves the right to reject any and all proposals and to waive any informality, technical defect or clerical error in any Bid Proposal Package, as the interest of the New Haven Unified School District may require. Any proposer may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

END OF DOCUMENT

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Introduction

In order to continue to support the learning environments on our campuses the New Haven Unified School District, located in Union City and South Hayward, is seeking proposals to replace its wired and wireless network infrastructure. The network serves the needs of approximately 11,700 students and 1,200 staff.

The intent of the District is to perform as much of the installation as possible using internal resources. A bank of time from the successful vendor will be used to ensure project success through targeted consulting as necessary. The successful vendor will provide support as necessary to allow District staff to perform configuration and testing of the proposed network.

Current LAN Environments

Most schools are configured with a hub-and-spoke model with 62.5 multimode fiber from a central 'hub' room to each classroom or IDF location. Most classrooms will require a compact switch to provide access for wired devices such as telephones, printers and desktop computers as well as connectivity to the Access Point in the room, if such exists. Access points are wired with Category-6 cable. It is the intent of the District to continue to make use of the wiring that exists today.

At the Education Services Center (ESC) and at Eastin Elementary School the design uses IDF cabinets supporting a higher density of connections.

WAN Environment

With the exception of James Logan High School, our schools are connected to the ESC via AT&T's ASE Switched Ethernet product. A 1Gbps fiber handoff at each location connects to the site core. At the ESC a 10Gbps collector circuit connects the sites to the ESC core. The District owns fiber connecting James Logan High School to the ESC and currently uses two (2) pairs of that fiber to provide a bonded 2Gbps connection to that campus.

The District currently uses Layer-3 switching to provide routing between its campuses.

The ESC is connected to Alameda County Office of Education (ACOE) via a 5 Gbps ASE link. The District subscribes to the ACOE Palo Alto Networks Firewall service.

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Wireless LAN Environment

The District has cabled most classrooms for access points and the vendor should assume a 1:1 AP to classroom ratio when proposing equipment. Because of this density the District is interested in how the proposed solution addresses co-channel interference, device roaming, and other issues that arise when designing a high-density wireless environment.

The District makes extensive use of Chromebooks in classrooms as well as encouraging students and staff to connect personal devices to the network. The successful proposal will provide the ability to identify and manage users and devices based on their role (staff, student, guest, etc.) and/or device ownership (including printers, projectors, HVAC and energy management equipment, etc).

I. SCHEDULE OF EVENTS

- a. Advertised in newspapers: January 26 and February 2, 2018.
- b. Final date for submission of questions and posting of changes and addendums: February 19, 2018 at 1:00 PM PST
- c. **Proposal Due Date: February 26, 2018 at 10:00 AM PST**
- d. Award of Contract: March 6, 2018

II. SUBMISSION OF PROPOSAL.

Sealed Proposals shall be submitted to:

Chris Hobbs
Director, Technology Services
New Haven Unified School District
34200 Alvarado-Niles Rd
Union City, California 94587

Proposals must be received at or before **10:00 a.m. on Monday, February 26, 2018** ("Deadline"). Proposals must be received in sealed envelopes or containers clearly showing the Vendor's company name, address and must also include the label **"Response to Purchase Wired & Wireless Network Infrastructure."** Faxed Proposals will not be accepted. Only Proposals received by the Deadline will be considered. Each submission shall consist of one signed original Proposal and three copies of the Proposal. Each Proposal received in response to this RFP shall remain the property of the District. Any Vendor may modify or withdraw a Proposal in writing at any time prior to the Deadline.

- a. An individual authorized to legally bind Vendor must sign proposal.
- b. Responses will not be publicly opened.

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III. QUESTIONS.

Questions regarding the RFP shall be directed to:

Chris Hobbs: chobbs@nhusd.k12.ca.us. All questions must be submitted in writing. Questions and answers will be posted on the district website at:

https://www.mynhusd.org/apps/pages/index.jsp?uREC_ID=410970&type=d&pREC_ID=950522, as well as the USAC EPC Portal site: <http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx>.

NHUSD is required to post both this RFP and Form 470 on the USAC EPC Portal site. No questions will be accepted after Monday, February 19, 2018 at 1:00 PM PST. NHUSD will attempt to post answers within 48 hours of receipt of question, but cannot guarantee a response to all questions. Vendors are responsible for monitoring the RFP website for addendums, changes and questions and answers regarding this RFP.

IV. GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION FOR VENDORS/BIDDERS

A. DEFINITIONS

"District" means New Haven Unified School District; "Contractor" means Vendor to whom the Purchase Order is made, "Purchase Orders" are generated by the Business Office.

B. CONTRACT INTERPRETATION

1. Articles and services covered by this quotation must comply with applicable laws, ordinances and other legal requirements.
2. A written purchase order or other acceptance mailed or otherwise furnished to the successful bidder within specified acceptance time results in a binding contract without further action by either party. If the price, taxes, surcharge, shipping etc. indicated in the purchase order is different or higher the vendor must notify the Business Services department prior to delivery of goods and services.
3. Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to the Chief Business Officer, New Haven Unified School District, who shall decide the true meaning and intent of the contract, and his decision shall be final and conclusive.

C. INFRINGEMENTS – INDEMNIFICATION

1. The Vendor/Contractor shall assume the defense of all claims and suits against the District, its officers and agents, for infringement of the patents, copyrights, or trademarks of any person arising out of the use by the District, its officers or agents, or any article supplied under this quotation, and the Contractor shall indemnify and hold

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harmless the District, its officers and agents, from any and all liability loss, or damage arising from such claims or suits.

2. The Vendor/Contractor agrees to hold the New Haven Unified School district harmless from any and all claims and liabilities for damage to all persons including but not limited to employees of the Contractor, arising out of and in the course of the performance of this agreement.

D. CONDITION OF ARTICLES

Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.

E. INSPECTION

All articles supplied shall be subject to inspection and rejection by the Business Department or at the delivery location.

F. FAILURE TO DELIVER

When Vendor/Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by his contract, such article or service may be bought from any source by the Business Department and if a greater price than that named in the contract be paid for such article or service the excess price will be charged to and collected from the contractor or sureties on his bond if bond has been required.

G. FIRM PRICE

Prices/quotations must be firm and shall be in effect for a period of not less than five (5) years.

H. CAL-OSHA

CAL-OSHA required if applicable.

I. DELIVERIES

F.O.B. destination in Union City otherwise specified.

J. CONTRACT TERMS & CONDITIONS

i. Services Contractor Agrees To Perform

The Contractor shall provide the District with Purchase of Wired & Wireless Network Infrastructure as per RFP #788 (Bid/RFP#), received and opened on February 26, 2018. All Other Terms & Conditions of the RFP become part of this Contract.

ii. Term Of Agreement

The term of the contract shall be five (5) years from the award date.

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K. AWARD OF CONTRACT

- i. The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals. Further, the District reserves the right to be the sole judge of the merit and qualifications of products and/or services offered. The District may award the bid in the most beneficial manner to the District: either in aggregate of all items or individual line items.
- ii. After the proposals have been opened, and the lowest responsible bidder determined, they will be submitted to the Governing Board of the District for approval. Should an award be made, the successful contractor will be notified in writing and a purchase order will be issued for the procurement of items.

V. AMENDMENTS.

The District may, at its sole discretion, issue amendments to this RFP at any time prior to the deadline stated below. The District shall attempt to issue all amendments, if any, prior to **February 26, 2018**, but may issue amendments after that date if necessary. The District will post amendments on both the district website and USAC EPC Portal site.

The District is not responsible for ensuring that amendments are received by any person or entity.. Each Vendor is required to acknowledge receipt of any amendments issued to this RFP.

VI. WITHDRAWAL OF PROPOSAL

Any Bidder may withdraw his or her proposal, either personally or by written request, at any time prior to the scheduled time for receipt of proposals. A successful Bidder shall not be relieved of the proposal submitted without New Haven Unified consent or Bidder's recourse pursuant to Public Contract Code Section 5100 et seq.

VII. BID PROTESTS

Any Vendor protesting the award of a contract to another Vendor must do so, in writing to the District, within five (5) days after it receives a Notice of Award from the District. The District shall provide a timely response to the to the Vendor's Protest. The Vendor may appeal the District's decision to the Board of Education for the District. If the Protest to the Award shall result in another Vendor not receiving a contract with the District, that other Vendor may participate in the RFP Process. Protests involving non-material irregularities in the processing or evaluation of RFPs shall be rejected.

VIII. BIDDER'S SIGNATURE AND AUTHORITY

Each Proposal must provide the full business address of the Bidder and be signed by Bidder with Bidder's usual signature. All required signatures must be in longhand. The name of the person signing shall also be typed or printed below the signature.

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Solution Sought

Hardware

The District intends to purchase the following equipment in order to refresh the District’s network. The following legend provides a general description of the types of devices requested. Please include datasheets for all products specified in your proposal.

Classroom Switch	A switch to be used in the majority of our classrooms. The switch should support at least eight (8) 1Gbps copper connections with PoE+ (802.3at) and at least two (2) 1Gbps SFP ports. Include a 1Gbps SFP module with each classroom switch proposed. If the switch also supports 10Gbps SFP+ please ensure that this information is conveyed in the proposal. The District has a preference for fanless switches in this environment. In your proposal please specify whether or not these switches operate without fans.
Medium Density Switch	A switch to be used where higher port counts require more ports than the classroom switch will provide. The switch should support at least 24 1Gbps copper connections with PoE+ (802.3at) and at least two (2) 1Gbps SFP ports. Include a 1Gbps SFP module with each medium density switch proposed. If the switch also supports 10Gbps SFP+ please ensure that this information is conveyed in the proposal.
High Density Switch	A switch to be used where higher port counts require more ports than the classroom switch will provide. The switch should support at least 48 1Gbps copper connections with PoE+ (802.3at) and at least two (2) 1Gbps SFP ports. Include a 1Gbps SFP module with each high density switch proposed. If the switch also supports 10Gbps SFP+ please ensure that this information is conveyed in the proposal.
Classroom Access Point	These access points will be used in classroom environments. 30-40 users per classroom are expected, with one District issued device per user. At the middle and high school level it is expected that users will also attach their personal devices to these access points. 802.11ac Wave 2 APs will be considered the minimum standard.
High Density Indoor Access Point	These access points will be used in environments such as libraries, gyms, and multipurpose rooms. The number of users in these environments are unpredictable and could range into the hundreds. 802.11ac Wave 2 APs will be considered the minimum standard.
High Density Outdoor Access Point	These access points will be used to provide coverage to fields, playgrounds, etc.. The number of users in these environments are unpredictable and could range into the hundreds. 802.11ac Wave 2 APs will be considered the minimum standard.
Core SFP/Copper Count	The core switches proposed by the vendor will need to support this number of 1Gbps incoming fiber connections from classrooms and IDFs, as well as the indicated number of copper ports (1Gbps) with PoE+ (802.3at)for access. For example, 32/24 would indicate that 32 SFP ports will be necessary as well as 24 copper ports. Include the appropriate number of 1 Gbps SFPs as well. If the core switch also supports 10Gbps SFP+ please ensure that this information is conveyed in the proposal.

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	Classroom Switch (10-port)	Medium Density Switch (24-port)	High Density Switch (48-port)	Core SFP/Copper Count	Classroom Access Point	High Density Indoor Access Point	High Density Outdoor Access Point
Alvarado Elementary	37	5	0	44/6	34	3	2
Eastin Elementary	3	0	6	2/25	40	3	2
Emanuele Elementary	19	2	1	22/4	35	3	1
Hillview Crest Elementary	35	4	0	40/12	33	1	1
Kitayama Elementary	42	1	1	45/4	35	2	2
Pioneer Elementary	34	2	1	39/18	40	1	1
Searles Elementary	37	4	1	43/4	33	2	2
Cesar Chavez Middle	12	9	4	19/3	57	4	2
Itliong-Vera Cruz Middle	50	4	2	56/4	52	7	2
James Logan High	156	9	10	160/19	178	8	4
Conley Caraballo High	22	3	0	26/5	20	2	0
Decoto Ind (BWM/KZ)	33	0	1	34/4	57	2	0
New Haven Adult	13	0	4	20/4	21	0	0
Education Services Center	2	1	5	12/112	6	2	0
Food Services	0	0	0	4/16	3	0	0
Corporation Yard	0	2	0	5/30	4	0	0
ACOE Core	0	0	0	12/28	0	0	0
Totals	495	46	36		648	40	19

Infrastructure Management

The District seeks an infrastructure management solution that allows:

- Rapid deployment of the equipment purchased
- Straightforward GUI based management of the equipment once installed
- Ability to make changes en masse across the infrastructure
- Reporting on current and historical usage
- Real time monitoring of issues in the infrastructure
- Proactive management of the environment, including automated alerts on equipment failures or unexpected utilization
- Role-based access controls to allow non-network staff to be able to monitor equipment at their campuses
- Easy connections to vendor support resources

Please describe in your proposal how these goals will be achieved.

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Identity Management

The District desires the ability to control who has access to the network (both wired and wireless) and to what resources those users are allowed. Please describe how your solution allows the District to:

- Identify users on the network, regardless of role (staff, student, guest, etc). The District currently uses both Active Directory and Google G Suite for Education to authenticate staff and student accounts. Please include in your proposal a description of how other users (contractors, guests, etc) might identify themselves on the network. These methods may include social networking sites like Facebook or LinkedIn or other identification means such as SMS messaging. Please identify other methods of identification that the District has not suggested if appropriate.
- Provide differential access to resources based on the identity of the users.
- Assist with troubleshooting user connectivity issues by showing infrastructure paths in use by a specific user
- Accurately locate a device based on how it is connected to the network
- Onboard user devices with minimal IT support

Deployment Services

The District employs a competent network team that intends to “learn by doing”. To that end the District expects its staff to complete the majority of the implementation in-house with vendor support available as needed. To that end the vendor is expected to include in its proposal the cost of qualified engineering support for up to 200 hours to be used as the District sees fit. The vendor will be expected to bill the District for these hours as they are used on a monthly basis. These hours should be available to be used by the District at any time during the first three years after purchase.

Evaluation Criteria

The District will be evaluating all proposals using the following criteria. Please be sure to address each area fully in your proposal.

- Total E-Rate Eligible Price of Solution for Five Years
- Wireless Technology
- Expected Costs for years 6 and 7
- Service and Support After The Sale
- Manageability of Infrastructure
- Identity Management
- Vendor Experience with K-12 School Districts

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Proposal Worksheet

Please use the following worksheet to ensure that your proposal is deemed responsive by the District. Use additional space as necessary but maintain the following format.

Hardware Proposed (Manufacturer and Model)

Classroom Switch: _____

Medium Density Switch: _____

High Density Switch: _____

Classroom Access Point: _____

High Density Indoor Access Point: _____

High Density Outdoor Access Point: _____

Core Fiber Aggregator: _____

Dedicated Router (if used): _____

Wireless Controllers (if required): _____

Please describe how these products are licensed. If these products require annual licenses to operate, include that information here.

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Infrastructure Management

Product(s) Proposed: _____

Please describe how this product is licensed:

Does the proposed solution allow for management of both the wired and wireless networks from the same interface? _____

Identity Management

Product Proposed: _____

Describe how your solution will allow us to identify users on the network:

Describe how this product is licensed:

Professional Services

Please list your levels of engineering support with their hourly rates on the Pricing Sheet. Please include 200 hours of your most expensive engineering option to be billed as used.

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Staff Training

Describe the training included in the proposal for District network staff:

Additional Questions

How will your system respond to changing wireless band requirements over the next several years? For example, can the radios in the proposed access points be used on both 2.4Ghz and 5Ghz bands without replacement?

How will the system you are proposing today address upcoming changes to the 802.11 wireless standards? What is the upgrade path to 802.11ax and beyond?

Does your proposal include separate routers at each site vs Layer 3 switches at the core? Why or why not?

Are the controllers for the network on-premise or cloud-based? Regardless of location, what is the risk to the District if it chooses not to pay for access to those controllers after the initial five-year period.

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Price

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Please provide pricing in the following format by individual section and site. All prices listed must include applicable taxes and shipping costs. Include all costs (subscription fees, annual maintenance expenses, etc.) for operation of the system for five years.

QTY	UNIT	DESCRIPTION	MODEL	MANUFACTURER	UNIT COST	EXTENDED COST	E-RATE ELIGIBILITY %	TOTAL E-RATE ELIGIBLE COST	TOTAL E-RATE INELIGIBLE COST
Describe Standard Manufacturer Warranty Description and any associated costs:									
					SUB-TOTAL				
					9.75% SALES TAX				
					SHIP/ HANDLING				
					TOTAL COST				

DELIVERY TIME: _____ **PAYMENT TERMS:** _____ **DATE:** _____ **E-RATE SPIN #:** _____

COMPANY NAME: _____ **REPRESENTATIVE NAME:** _____

ADDRESS: _____ **PHONE NO.:** _____

EMAIL: _____

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If there are other costs included that you feel are necessary to the success of the project that were not foreseen in this RFP, please describe them here with costs broken down.

The District expects to be able to operate this network for approximately seven years before replacing it, and is limited through this RFP process to five years. Assuming that the District intends to maintain full functionality of the system in years six and seven, please forecast the annual budget required for those years to continue operation.

If the District chooses to forego these expenses in years six and seven, please describe the impact of that decision on the operation of the network. What will no longer work, what access to support will we lose, etc.

In addition to completing the above form, please include datasheets for all components of the proposed solution.

Please also include contact information for at least three K-12 school projects completed by the vendor. The District will check references before making a final selection.

The District reserves the right to ask top-ranked vendors to submit to an in-person question and answer session with District staff prior to making a final selection.

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E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-

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responsive. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html

- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2018.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.

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- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION – Category 1 Services

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2018 funding year (July 1, 2018). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

EARLY FUNDING CONDITIONS

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*

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- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:
<http://www.usac.org/sl/applicants/step05/installation.aspx>

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99 , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

However, NO INVOICING can take place prior to July 1 of the funding year.

5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission, certification and USAC approval of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best

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interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Service Provider Name: _____

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VENDOR REPRESENTATION AND CERTIFICATION

The undersigned hereby affirms that:

1. He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. He/she has read the complete RFP and all amendments issued pursuant thereto.
3. The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
4. If the Vendor's Proposal is accepted by the District on or before **March 6, 2018**, the Vendor will enter into a contract with the District to provide the System described by the Proposal on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached Proposal on behalf of _____
_____ [Specify Entity Submitting Proposal]. I understand that by virtue of executing and returning with the Proposal this required response form, I further certify that the Vendor understands and does not dispute any of the contents of this Request for Proposals (except as may be noted in the Proposal).

Submitted: _____
Date

Company Name: _____

Address: _____

Telephone: FAX: E-Mail: _____

By: _____ Date: _____
Manual Signature of Agent(s)

Name and Title of Authorized Agent: _____

NOTE: If joint venture, each separate party must provide a completed certification form.