

**ADELANTO ELEMENTARY SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL  
AND CONTRACT TERMS AND CONDITIONS  
RFP #17-18-07 WAN/ISP E-RATE**

**TECHNICAL SPECIFICATIONS FOR HIGH SPEED DATA  
INFRASTRUCTURE PROJECT**

**WIDE AREA NETWORK  
DIGITAL TRANSMISSION SERVICES**

**INTERNET ACCESS SERVICES**

ADELANTO ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR PROPOSAL

Bid Due Date and Time: Tuesday, January 24, 2017 by 2:00 PM PST.

Adelanto Elementary School District will accept PROPOSALS for TECHNICAL SPECIFICATIONS FOR HIGH SPEED DATA INFRASTRUCTURE PROJECT and ISP.

The PROPOSALS must be received in the Adelanto Elementary School District Purchasing Office prior to Tuesday, January 24, 2017 by 2:00 PM PST, in a sealed envelope labeled with the proposal title and addressed to Adelanto Elementary School District, Christopher Arango, 11824 Air Expressway Adelanto, CA 92301. Proposals received after the above stated time will be returned to bidder unopened.

Vendor may walk the sites in order to inspect entrance facilities – Demarc to MPOE. Site walks are available upon appointment, contact Christopher Arango at [christopher\\_arango@aesd.net](mailto:christopher_arango@aesd.net). Last day to set up appointment is Friday, December, 23, 2016 @ 2:00 PM PST.

Proposals must be signed. A copy of the request for proposal is available for download at [www.aesd.net](http://www.aesd.net) also on USAC's EPC portal @ <https://portal.usac.org>.

The Board of Trustees of the Adelanto Elementary School District reserves the right to accept or reject any and all proposals, to waive any irregularities in the proposals, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it be in the best interest of the District.

Board of Trustees  
Adelanto Elementary School District

Publish: Thursday, December 15 and Thursday, December 22, 2016

## PROJECT BACKGROUND

The ADELANTO ELEMENTARY SCHOOL DISTRICT has an on-going strategic plan which includes telecommunication services, connectivity, and support. The AESD network technology infrastructure consists of a local area network installed at each campus with a wide area network connecting the campuses together. The District is seeking to leverage its investment in these areas to achieve maximum operating efficiencies and cost savings.

### E-rate Supplemental Terms and Conditions

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 may be 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 RFQ.
- 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-

responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](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, 2017.
  - 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 three (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.
  - 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

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 RFQ shall be delivered no earlier than the start of the 2017 funding year (July 1, 2017). 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.

#### 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 (6) months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *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).

## 5) INVOICING

- 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 and certification 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 interest of the District to file a Form 472, the District will inform the Service Provider of its intent.**
- 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 RFQ 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 RFQ, 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.

**Right to Reject Any and All Quotes**

The Applicant reserves the right to reject any or all quotation submittals and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, the Applicant reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

**Trade Names and Alternatives**

For convenience in designation on the plans or in the specifications, certain articles or materials to be incorporated in the work may be designated under a trade name or in the name of a manufacturer. Whenever in specifications any materials, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of material, process or article desired and shall be deemed to be followed by the words "or equal," and service provider may, unless otherwise stated, offer any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified. If material, process or article offered by service provider is not, in opinion of the District, substantially equal or better in every respect to that specified, then service provider shall furnish material, process or article specified. Burden of proof as to equality of any material, process or article shall rest with service provider. Without such documentation, the District cannot accept the argument on functionality equivalent or better based on cost alone. Products must be compatible with existing systems. Service Provider shall submit request together with substantiating data for substitution of any "or equal" item within the sealed bid packet at the closing of bids. Provision authorizing submission of "or equal" justification data shall not in any way authorize an extension of time for performance of this contract.

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:** \_\_\_\_\_

**Evaluation Criteria**

The selection process for the vendor(s) will include the following evaluation and point assignment/rating criteria:

<b>Category</b>	<b>Points</b>
Cost of E-rate Eligible Services	55
Cost of E-rate Ineligible Services	5
Scope of Work and Specification Compliance - Proposal meets or exceeds all technical requirements	20
Bidders Capabilities - Ability to deliver services	20
<i>Total Possible Points</i>	100

**PROJECT GOALS**

The ADELANTO ELEMENTARY SCHOOL DISTRICT is seeking telecommunication providers that are able to meet its data telecommunication needs. The present system utilizes various levels and types of services at multiple locations. Attached Appendix A provides a listing of all facilities.

**QUALIFICATIONS**

Please provide responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

	Yes/No
1. The vendor must be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer’s equipment, fiber cuts by third parties, acts of God, or other Force Majeure events.	
Please elaborate:	
2. Does your company monitor all telecommunication and/or Internet services 24 hours per day, seven days per week, 365 days per year?	
Please elaborate:	
3. Can your company ensure Adelanto ESD 99.95% for all telecommunication and/or Internet service availability during each week of service provided with telecommunication and/or Internet service latency across your company’s network, facilities and services not to exceed 30 milliseconds maximum?	

Please elaborate:	
4. Is your company able to provide, at no additional charge, immediate notification to Adelanto ESD network department representative of any and all telecommunication and/or Internet service outages or anomalies which affect the use of the facilities, circuits, or network within Adelanto ESD?	
Please elaborate:	
5. Please provide the process for Adelanto ESD to report any problems with the facilities, circuits, network or telecommunication and/or Internet services including the minimum response time.	
Please elaborate:	
6. Provide details regarding your company's service center, including, but not limited to, staffing experience, process and priority service.	
Please elaborate:	
7. Your company will provide a non-performance policy with Adelanto ESD which provides Adelanto ESD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within Adelanto ESD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company's services.	
Please elaborate:	
8. Does your company maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission of the United States of America?	
Please elaborate:	
9. Does your company agree that Adelanto ESD can reserve the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered?	

Please elaborate:

## TRANSITION PLAN

As the cut-over date for any new carrier is July 1, 2017, Adelanto ESD requires a transition plan to be provided with any proposal response. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the Adelanto ESD transition team. The transition plan is to outline the expectations the supplier team would have of Adelanto ESD and the information or task Adelanto ESD is to provide the supplier and the date any information or task would be required.

Adelanto ESD reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.

Service Provider warrants that such facilities and services will maintain the performance criteria stated above at all times during the continuation of this Agreement. Service Provider warrants that it had good title to all elements of the facilities and services and has the legal right to contract with Adelanto ESD for the installation and use of such facilities and services. Service Provider shall indemnify Adelanto ESD and its trustees and employees against any claims or threat of claims brought by any third party alleging infringement of any proprietary rights.

### Customer Requirements

- Wide Area Network Digital Transmission Services: Please provide quotes for the following bandwidths.
  - 100 Mbps
  - 1 Gbps
  - 2 Gbps
  - 10 Gbps
- Internet Access Services: Please provide quotes for the following bandwidths.
  - 1 Gbps
  - 2 Gbps
  - 10 Gbps
- Please quote pricing for contract length of 1 yr. (with 4 optional 1yr. extensions), 3 yrs. (with 2 optional 1 yr. extensions) and 5 years
- Minimum of a single dedicated Class C external IP range
- Internal routing scheme cannot be changed
- A point-to-point network design, with each school site connected to the district office on a private WAN
- ISP connection to District Office
- Option for growth including, but not limited to, increases in bandwidth and/or additions of locations, as determined necessary by the District

- Options for removal of sites due to closures or re-organization requirements as deemed necessary by the District. The District will require that there be no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District.
- All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to Adelanto ESD. All vendor equipment installed shall be under repair maintenance at no cost to Adelanto ESD for the life of the contract agreement.

#### **Information Requested**

- Proposed solution pricing
  - Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the MRC. DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EASEMENT/RIGHT OF WAY COSTS INCURRED BY THE PROPOSER WHILE IMPLEMENTING THE SOLUTION. The Minimum Point of Entry (MPOE) and Demarcation point at each site and the in the Data Center at the District Office shall be determined by Adelanto ESD technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.
- MRC for initial contract month term as well as MRC starting with contract renewal term.
- Include any one-time and recurring costs and explain any additional associated contractual obligations associated with growth option (as stated above).
- Support agreements including response times.

## **Instructions to Vendors:**

### **General Information**

All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

### **Site Walks (optional)**

Vendor may walk the sites in order to inspect entrance facilities – Demarc to MPOE. Site walks are available upon appointment, contact Christopher Arango at [christopher\\_arango@aesd.net](mailto:christopher_arango@aesd.net). Last day to set up appointment is Friday, December, 23, 2016 @ 2:00 PM PST.

### **Installation Timeline**

No billing can take place prior to July 1, 2017 though start up work can begin as early as April 1, 2017 in order to meet this deadline and maintain compliance with the E-Rate Program rules.

### **Deadline for RFP Submittal**

Vendors must submit all required documents prior to the deadline. All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by the District. Responses received after the deadline will be returned unopened as not meeting the RFP requirements

### **Request for Proposal Preparation Cost**

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

### **Vendor Qualifications**

Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP. The vendor shall provide three (3) K-12 references consisting of similar work and scope.

### **Request for Proposal Submission Requirements**

All responses to this RFP must be submitted in hard copy form (no email or other electronic submission), no later than Tuesday, January 24, 2017 @ 2:00 PM PST and clearly marked "Wide Area Network Digital High Speed Telecommunications Services and ISP RFP," delivered to:

Adelanto Elementary School District  
Christopher Arango, IT Manager  
11824 Air Expressway  
Adelanto, CA 92301

All inquiries should be submitted in writing, no later than Friday, January 13, 2017 at 2:00 PM PST to:  
[Christopher\\_arango@aesd.net](mailto:Christopher_arango@aesd.net)

## SCHEDULE

The following is a schedule of events for the RFP submittal and selection process. The District reserves the right to change the schedule.

EVENT	DATE
Advertisement Dates	December 15, 2016 and December 22, 2016
Information request deadline	January 13, 2017 by 2:00 PM PST
Answers to requested info	January 20, 2017
<b>Bid Proposals due</b>	January 24, 2017 by 2:00 PM PST
Bid Proposals opening	January 25, 2017 at 10:00 AM PST
Anticipated project start date	PENDING FUNDING APPROVAL

All submissions meeting the deadline requirement is the property of Adelanto ESD and will not be returned. All information submitted in the proposals will be kept confidential and accessed only by those employees of the DISTRICT reviewing the proposals.

The content and sequence of the proposal will be as follows:

1. Cover Letter/Letter of Interest
2. Table of Contents
3. Vendor Company Data
4. Experience and Client References
5. Technical Capabilities
6. Cost Proposal (WAN RFP Pricing Module Worksheet Adelanto ESD)
7. Transition Plan
8. Signed E-rate Supplemental Terms and Conditions

VENDORS MAY RESPOND TO THE WIDE AREA NETWORK/DIGITAL TRANSMISSION SERVICES AND/OR THE INTERNET ACCESS SERVICES SECTIONS OF THE RFP. IT IS NOT REQUIRED TO DO BOTH.

## References

Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.

## PAYMENT AND FUNDING

The District intends to partially fund the services contemplated herein by leveraging the federal E-Rate program. Vendors should be familiar with and compliant with all applicable federal E-Rate policies. Bids from vendors that are not E-Rate eligible will not be considered for this RFP. Vendors must provide a response to this RFP that is compliant with E-Rate. Vendors must submit their E-Rate Service Provider Identification Number (SPIN) in the vendor response. Vendors must submit their E-Rate Federal Communications Commission Registration Number (FCCRN) in the vendor response along with proof of FCC Green Light Status. The successful bidder also must abide by the requirements for vendors under the E-rate program as set forth by the E-Rate program administrators. These requirements include, but are not limited to; filing of all Form 474 forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements. The bidder must identify and separate any costs that are associated with non E-Rate eligible entities and services as identified in the scope of work herein.

In addition, the Wide Area Network (WAN) high speed telecommunications services must also be eligible for, and receive, the applicable discounts funded through the California Teleconnect Fund (CTF) which is administered by the California Public Utilities Commission (CPUC). In accordance to CPUC resolution T-16763 all E-Rate program discounts must be posted via the Service Provider Invoice Form 474. The District will not file a Billed Entity Applicant Reimbursement Form 472 for applicable E-Rate discounts.

## ATTACHMENT A

### ADELANTO ELEMENTARY SCHOOL DISTRICT LOCATIONS

Each School Site List Below

**Adelanto School District Office** 11824 Air Expressway Adelanto, CA 92301

**Harry R. Sheppard Middle School** 18000 McCoy Circle Victorville, CA 92394

**WestSide Park School** 18270 Casaba Road Adelanto, CA 92301

**George Visual & Performing Arts Magnet School** 10650 Bartlett Avenue Adelanto, CA 92301

**Donald F. Bradach Elementary and Middle School** 15550 Bellflower Street Adelanto, CA 92301

**Victoria Magathan Elementary** 11411 Holly Road Adelanto, CA 92301

**Desert Trails Elementary** 14350 Bellflower Street Adelanto, CA 92301

**Theodore Vick Elementary School** 10575 Seneca Road Adelanto, CA 92301

**Eagle Ranch Elementary** 12545 Eagle Ranch Parkway Victorville, CA 92392

**Mesa Linda Middle School** 13001 Mesa Linda Avenue Victorville, CA 92392

**West Creek Elementary** 15763 Cobalt Road Victorville, CA 92395

**Melva Davis Academy of Excellence** 15831 Diamond Drive Victorville, CA 92394

**Gus Franklin School** 13125 Hopland Street Victorville, CA 92394

**El Mirage School** 19250 St. Anthony Avenue Adelanto, CA 92301