

**CMAS and/or WSCA REQUEST FOR OFFER (RFO)
TWIN RIDGES ELEMENTARY SCHOOL DISTRICT
E-RATE YEAR 24 (2021/2022)
PROJECT SPECIFICATIONS
Network Improvements**

**RFQ: E-rate Category 2 Equipment – Network Switches
RFO NO: TWESD (01) - (2021/2022)
Posting Date: January 15, 2021**

PLEASE RESPOND ON THE FOLLOWING FORM(S), BY ENTERING YOUR PRICES FOR THE ITEMS LISTED. WHERE APPLICABLE, INDICATE ALTERNATE BRAND, MODEL, ETC. DISTRICT RESERVES THE RIGHT TO AWARD BY LOT OR ITEM. PLEASE DIRECT QUESTIONS TO THE DISTRICT REPRESENTATIVE CONTACT LISTED BELOW.

***DELIVERY Location: Twin Ridges Elementary School District
16661 Old Mill Rd., Nevada City, CA 95959
PAYMENT TERMS NET 30 DAYS.**

**RESPONSE REQUIRED BY 3:00 PM PST ON DUE DATE TO THE EMAIL ADDRESS LISTED BELOW.
EMAILS MUST INCLUDE THE RFQ NUMBER IN THEIR SUBJECT LINE.**

**DUE DATE: February 5, 2021 at 3:00 PM PST CONTACT: Melissa Madigan
RFO NO: TRESA (01) - (2021/2022) EMAIL: mmadigan@tresd.org**

IMPORTANT NOTE: PLEASE INCLUDE SUB-TOTAL, APPLICABLE DISCOUNTS, SHIPPING & HANDLING, SALES TAX AND TOTAL COST ON YOUR QUOTATION.

QUOTATIONS MUST BE AS SPECIFIED OR EQUAL. ALL EQUIVALENT OR ALTERNATE ITEMS MUST INCLUDE SPECIFICATIONS DEMONSTRATING EQUIVALENCY. THE DISTRICT RESERVES THE RIGHT TO REQUIRE SAMPLES OR WORKING DEMO EQUIPMENT ON-SITE FOR TESTING, PRIOR TO AWARD AND FINAL SELECTION OF BRAND AND/OR MODEL, BASED ON REQUIREMENTS AND INFORMATION SUPPLIED BY VENDOR. THE DISTRICT IS UNDER NO OBLIGATION TO PROCURE ANY ITEMS OR SERVICES, OR TO PROCURE ANY ITEMS OR SERVICES FROM ANY PARTICULAR SOURCE OR UPON ANY PARTICULAR BASIS. ALL SAMPLES OR DEMO UNITS WILL BE RETURNED AFTER TESTING IS COMPLETE.

RFO CMAS/WSCA Requirements

For the purposes of this RFQ, the term “Service Provider” and “Vendor” may be used interchangeably and have the same meaning, whether stated or not.

All Service Providers/vendors responding to the posted Form 470 are to be listed as California Multiple Awards Schedule (CMAS) and/or WSCA-NASPO Service Providers. Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services.

A local government agency is any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

FOR CMAS: In addition to the requirements outlined in this RFQ, service providers may be subject to additional requirements as outlined in the CMAS Local Government Agency Guide (March 2010 edition) located at:

[https://www.documents.dgs.ca.gov/pd/ctmas/LocalGovtAgencyPacket\(122017\).pdf](https://www.documents.dgs.ca.gov/pd/ctmas/LocalGovtAgencyPacket(122017).pdf)

For WSCA-NASPO: All proposals must be submitted by WSCA-NASPO Authorized Resellers that have been approved by the State Contract Administrator.

Public Contract Code sections 10298-10299 allow the Department of General Services, Procurement Division (DGS-PD) to enter into cooperative purchasing agreements with other states. Cooperative agreements are available to all State of California governmental entities (State departments, agencies, cities, counties, school districts, universities, etc.) that expend public funds for the acquisition of both goods and services.

The DGS-PD has elected to participate in the following multi-state cooperative agreements established by other states participating in the NASPO ValuePoint Cooperative Program and other cooperative programs as specified in the link below.

<http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO.aspx>

It is the responsibility for service providers to familiarize themselves with CMAS and/or WSCA-NASPO requirements.

Service Provider must provide a Bill of Materials for each school site separately.

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 RFO.
- 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:
<https://www.usac.org/E-Rate/service-providers/step-1-obtain-a-spin/>
- 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 must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider

from providing E-Rate discounts in a timely manner which would cause harm to the Applicant. 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, 2021.
- 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.
- 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 USAC:
<https://www.usac.org/E-Rate/applicant-process/invoicing/invoice-check/>
- 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:
<https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

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). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>. 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. BIDDERS are required to comply with the FCC's Lowest Corresponding Price ("LCP") Requirement for all equipment and Services. BIDDER acknowledges that BIDDER is solely responsible to comply with LCP requirements. To the extent that USAC finds an LCP violation and reduces the E-Rate Funding, BIDDER agrees that it will not hold the DISTRICT liable for any shortfall in E-Rate funding and will be responsible for any ensuing appeals, COMADS and/or RIDFS.
 - e. The Service Provider attests that its offer does not violate the FCC's REPORT AND ORDER, FURTHER NOTICE OF PROPOSED RULEMAKING, AND ORDER in the matter of "Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs" (FCC 19-121, adopted November 22, 2019, released November 26, 2019) and provisions contained in the Order and any subsequent Orders related to the FNPRM referenced in FCC 19-121. FCC 19-121 can be viewed at <https://docs.fcc.gov/public/attachments/FCC-19-121A1.pdf>
 - f. This offer is in full compliance with USAC's Free Services Advisory. 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.
- L. <https://www.usac.org/E-Rate/applicant-process/competitive-bidding/free-services-advisory/>

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 RFO shall be delivered no earlier than the start of the 2021 funding year (July 1, 2021 for Category 1 Services and April 1, 2021 for Category 2). 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 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).

<http://www.usac.org/res/documents/about/pdf/fcc-orders/2002-fcc-orders/DA-02-3365.pdf>

The complete text can be found at the following URL:

<https://www.usac.org/E-Rate/applicant-process/starting-services/advance-installation/>

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).
https://apps.fcc.gov/edocs_public/attachmatch/FCC-14-99A1.pdf

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 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.
- 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 RFO 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 RFO, 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: _____

Prospective Service Providers will be required to submit the following:

1. Three (3) references describing Service Provider’s portfolio experience with comparable projects within a K-12 customer market
2. Service Provider’s SPIN number
3. Service Provider’s FCC Registration Number (FRN).
4. Service Provider’s appropriate CMAS/and or WSCA Contract(s) cover page(s)
5. “Equipment List” completely filled in. Failure by Service Provider to supply these documents can/or will be considered grounds for disqualification. Please see “Equipment List” worksheet at the end of this RFQ.

Service Provider must meet the following qualifications to be considered for award. Documentation regarding the following qualifications **MUST** be included in the Service Provider’s proposal. Non-inclusion of applicable documents is basis for disqualification.

1. When providing electronic equipment quotes for switches/hubs/routers, Service Provider must have at least 1 Certified Engineer or equivalent on staff.
2. When providing cable work, Service Provider must be RCDD certified.
3. When providing cable work, Service Provider must provide as-built diagrams in electronic and paper copy formats, and cable test results within 45 days of completion of work.
4. If providing cabling work, Service Provider and its subcontractors must have **C-7 or C-10** License and maintain compliance with all required State of California Public Works/Prevailing Wage requirements.

5. If requested by the Applicant, Service Provider must be willing to have employees fingerprinted.
6. All product pricing provided for Form 471 purposes must be functional equivalent or better once the Applicant has received USAC approval for purchase.
7. Service Provider shall provide with its quote the complete CMAS contract pages, including all pages that show the goods and/or services in Service Provider’s quotation submittal. Said products shall be clearly highlighted for ease of identification.
8. Service Provider shall provide references for staff to be associated with project work and implementation.
9. Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS Contract; and **one (1)** Digital Copy of the RFO submittal, including the summary sheet.

Evaluation Criteria

Twin Ridges Elementary School District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.

§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.

Therefore, Twin Ridges Elementary School District may consider factors other than price alone in the consideration of bids; price for E-Rate eligible goods and services will be the primary factor considered.

Evaluation Criteria

Price is the most heavily weighted factor in selecting the awarded Service Provider	35%
Ability to deliver services within desired timeframe	15%
Understanding of needs.....	20%
Past successful E-Rate experience	15%
Completeness of response.....	15%
TOTAL: 100%	

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. 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.

Submission Instructions

Service Provider shall provide **three (3)** original RFO Responses; **three (3)** complete copies of the CMAS and/or WSCA-NASPO Contract; and **one (1)** Digital Copy of the RFO submittal, including the summary sheet. Any questions regarding RFO shall be submitted in writing to the Form 470 contact contained herein. Email inquiries are acceptable. The District will not respond to phone call inquiries.

Request for information shall be submitted via email, with the subject line identifying the Applicant Name and Form 470 number to the attention of:

Melissa Madigan
mmadigan@tresd.org

The District will not respond to phone inquiries.

All RFO responses must be submitted **BY February 5, 2021, NO LATER THAN 3:00 PM (PST)** to the contact information contained herein:

Twin Ridges Elementary School District
ATTN: Melissa Madigan
16661 Old Mill Rd.
Nevada City, CA 95959

RESPONSE TIMELINE

DEADLINES AND PROJECT TIME-FRAME	
RFO ISSUED AND POSTED:	JANUARY 15, 2021
DEADLINE FOR SUBMISSION OF QUESTIONS:	FEBRUARY 5, 2021 @ 3:00 PM
PROPOSALS DUE:	FEBRUARY 5, 2021 @ 3:00 PM
PROJECT START DATE:	PENDING FUNDING APPROVAL
PROJECT END DATE:	9-30-22 +USAC APPROVED EXTENSIONS

**Twin Ridges Elementary School District
E-RATE YEAR 24 (2021/2022)
PROJECT SPECIFICATIONS
Network Improvements**

The Goal: To provide qualified vendors with the necessary information and specifications to allow them to respond with a solution that they determine will best meet the requirements.

Twin Ridges Elementary School District is planning to upgrade network electronics at its 2 school sites located in rural Nevada County California. The District is seeking proposals for network switches, a WiFi system and limited network cabling at both sites.

The Grizzly Hill location has recently installed cat 6 cabling and new IDF cabinets. The current WiFi system has ceiling mounted WAPs connected with cat 6 cabling with an on-prem controller. All IDF's have power and patch panels for terminated cabling. The proposal includes the purchase, mounting, installation and configuration of 8 switches and 13 WAPs. The site requires six (6) 24 port and two (2) 8 port switches.

The Grizzly Hill site also requires network cabling for the relocation of one end (radio) of a wireless bridge that requires some network cabling be installed to connect to an existing switch. The site also requires the installation of an outdoor WAP located at the Gym (proximal to the MDF) (an outdoor access point or Nemi enclosure box is acceptable). Total cabling required is less than 300 feet. Please see below for specifications and maps indicating WAP locations and IDF cabinets.

The Washington School site is a one room school facility. It requires the purchase, mounting, installation and configuration of 1 switch and 2 WAPs (one exterior). Washington site also requires the cabling and installation of Six (6) network drops to serve computers and two (2) network drops outside for an outdoor WiFi access point (outdoor access point or Nemi enclosure box is acceptable). All data ports must be labeled and terminated to patch panels and mounted boxes.

The approved contractor will supply necessary materials to mount and secure as required all devices. District will supply a copy of network switch configurations for vendor application. The proposed solution must include a complete bill of materials, applicable sales tax, applicable shipping costs, and any E-Rate ineligible costs.

****ALL BILL OF MATERIALS AND ITEM 21S MUST BE SEPARATED OUT BY SCHOOL SITE****

Minimum Technical requirements:

In addition to the requirements listed above, the network switch equipment included in the proposals needs to at least meet the following minimum requirements:

- POE+ Ready
- IPv4 & IPv6 ready/compliant
- Single mode 1Gb fiber SFP's
- Cat 6 cabling secured to Panduit patch panel
- Weather tight installations where applicable

Minimum Hardware Specifications:

Twin Ridges Elementary School District is currently an HP ProCurve shop and requests appropriate and upgraded network switches. The district MAY be willing to accept bids from alternative manufacturers as long as they meet or exceed the current district standard and meet any other technical requirements listed below. Please see the "Trade Names and Alternatives" in this RFO for further information.

Twin Ridges Elementary School District IDF Network Switch Specification

- ARUBA 2930F 24G POE+ 4SFP+ SWITCH (JL356A) or better
- ARUBA 2930F-8G-POE+ SWITCH (JL258A)
- SFP+ 1Gb, LR, 1310nm, 10km reach Transceiver (single mode)

R610

Twin Ridges Elementary School District WiFi Specification

- Ruckus wireless access points, R550 or better
- Cloud based or Unleashed local controller with licensing for all WAPs and 5 year licensing as required.

Schools and Quantities

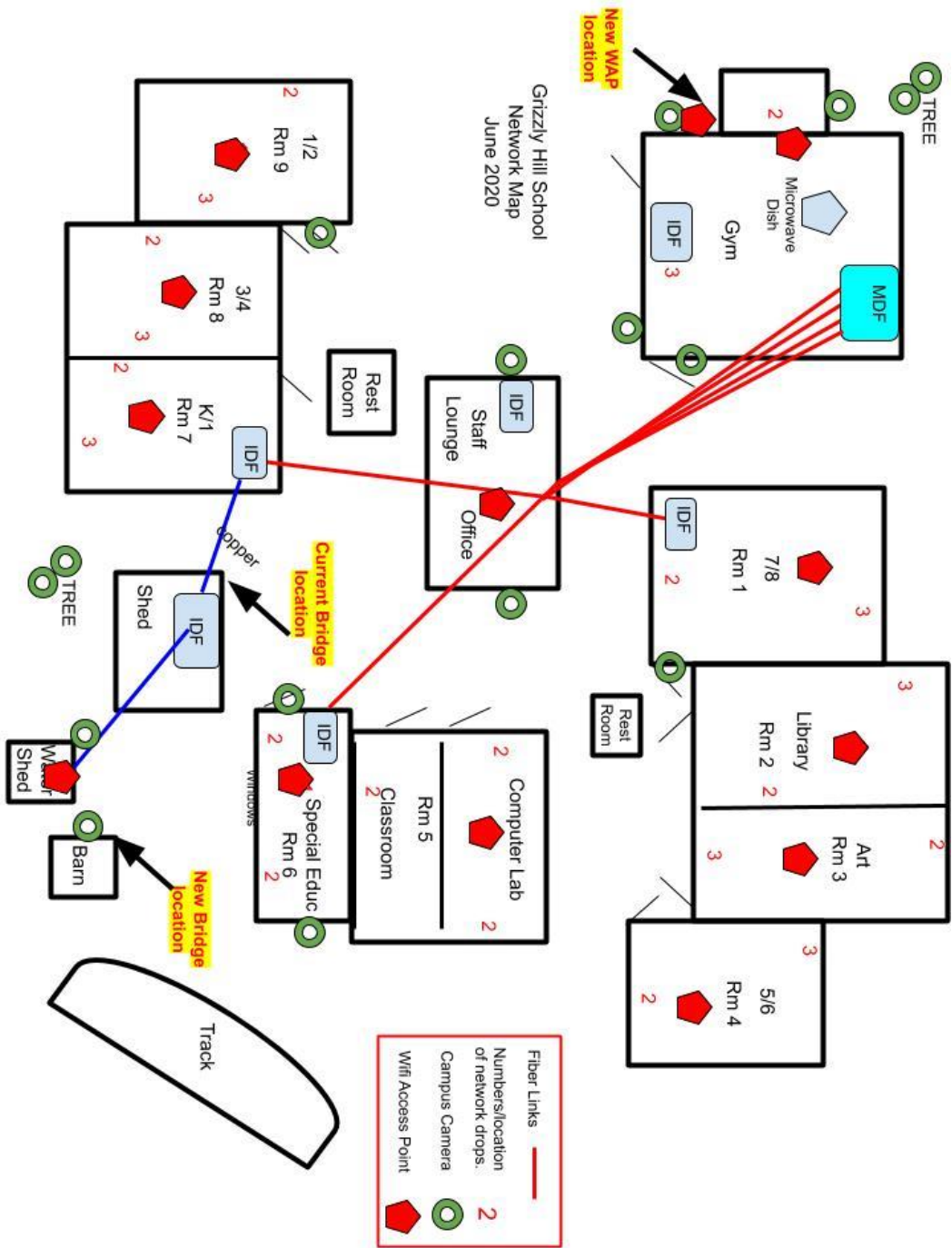
School #1: Grizzly Hill School
16661 Old Mill Rd., Nevada City, CA 95959
(530) 265-9052

IDF Network Switch 24 port 1 Ghz, POE+: **quantity 6**
IDF Network Switch 8 port, 1 Ghz, POE+: **quantity 2**
1GbE SFP+ LR Fiber transceiver 1310nm 10km (single-mode): **quantity 18**
Network Switch 5-year Licenses (if needed): **quantity 10**
WiFi Access Points: **quantity 13**
Wifi Cloud Controller, 5-year Licenses (if needed r: **quantity 1**
Cabling ~ 300 feet

School #2: Washington Elementary School
1 School St., Washington CA 95986
(530) 265-2880

IDF Network Switch 24 port 1 Ghz, POE+: **quantity 1**
1GbE SFP+ LR Fiber transceiver 1310nm 10km (single-mode): **quantity 2**
Network Switch 5-year Licenses (if needed): **quantity 1**
WiFi Access Points: **quantity 2**
Wifi Cloud Controller, 5-year Licenses (if needed: **quantity 1**
Cabling<300 feet

Grizzly Hill School Site Map



Washington School Site Map

