

Crown Preparatory Academy

***Request For Proposals
for
Category 2 Services,
E-Rate Funding Year 2017-18***

***Corresponding to Form 470
#170070289***

April 11, 2017

I. INTRODUCTION

A. OBJECTIVE

Crown Preparatory Academy (herein referred to as "Customer") intends to obtain equipment and services to provide Internet access and telephone service. The Customer herein requests proposals for the installation, testing, and acceptance of network components described in the attached specifications for interested persons (herein referred to as "Vendor"). Prices quoted shall be all-inclusive and represent complete installation at the site(s). The Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely install and configure, test, and turnover for acceptance to the Customer the new equipment for the school(s) detailed herein.

B. BACKGROUND

Crown Preparatory Academy (CPA), BEN 16056112, is a public charter school serving grades 5-8 currently located at 2055 W 24th Street, Los Angeles, CA 90018. CPA is co-located with a Los Angeles Unified School District school using its facilities.

All proposals should assume service at the above location(s); however, all location(s) are subject to change.

Due to facility access restrictions, no site or job walks will be held.

II. TERMS AND CONDITIONS

The information in this Request For Proposals [RFP] is provided in conjunction with the Schools and Libraries Division (SLD) Form 470, in partial fulfillment of the requirements for the FCC Universal Service Fund (a.k.a., "E-Rate") discounts. These programs provide discounts for certain telecommunications products and services, including (Category 1) voice services and Internet access and (Category 2) internal connections and basic maintenance of internal connections. For more information about these Federal programs, and before responding to this RFP, please refer to the SLD web site, www.usac.org/sl/, or call the SLD Help Line at 888-203-8100. Please do not contact Customer personnel either with general questions about E-Rate, or to offer equipment or services not requested on this RFP. Bidders must have a valid Service Provider Identification Number (SPIN). Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via Service Provider Invoice [SPI] forms, as specified by the SLD. Invoicing information is described in Section I.E Purchasing and Invoicing.

A. SUBMISSION DEADLINE & DELIVERY

The deadline for submission of proposals is 9:00 AM Pacific Time, on Wednesday, May 10, 2017.

Proposals should be submitted as follows (all five elements are required; see Section IV for more details):

1. Contract for equipment and services proposed (see Section IV)
2. Service Level Agreements (see Section III.C)
3. Vendor Certifications (see Section III.D)
4. Signed Signature Page (see Appendix A)

Submit all four elements via email to the CPA E-Rate Team, at erate@crownprep.org.

All four elements are required. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer has the right but not the obligation to reject all late or incomplete submissions, as the Customer

determines to be in its own best interest, or to contact bidders for ministerial corrections. The Customer has the right but not the obligation to determine a short list for final negotiations and contract revisions after these dates.

Oral and telephone bids will not be considered, nor will modifications of proposals by such communication be considered. The completed proposal form shall be without erasures or alterations. Delivery of the proposals will be considered authorization by the Vendor to make a contract, if awarded.

B. COSTS ASSOCIATED WITH PREPARATION OF THE VENDOR'S RESPONSE

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

C. INTERPRETATION AND ADDITIONAL INFORMATION AND ADDENDA

Any interpretation, correction, or change of the RFP will be made by ADDENDUM. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, corrections, or changes. Any changes or corrections will be issued by the Customer and will be posted online at www.crownprep.org/erate.

D. OMISSIONS

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

E. PURCHASING AND INVOICING

After notification of award, the Vendor will receive order(s) for the products and services for which the Vendor will be responsible as a result of the RFP.

All vendor invoices will show:

- The total cost of services
- The amount that is the responsibility of the Customer
- The E-Rate discount
- The Funding Request Number
- All services will be described as listed on the SLD Eligible Services List
- All E-Rate eligible services shall be invoiced separately from ineligible services, if applicable.

Invoices lacking any of the above components will be returned to the vendor to be completed before being accepted by the Customer for payment.

The final payment of this project will be rendered only after a final walk-through at the completion of the installation. The Customer will strictly enforce the bid guidelines and the quality of the installation. Final testing will take place in the presence of a designated technology staff member.

If this project or any part thereof is not funded by ERATE, the Customer reserves the right to change or cancel any project. The Customer will notify the winning vendor if projects will require changes or cancellation due to non-funding by SLD.

F. WARRANTY

The Vendor shall fully warrant with the manufacturer's warranty all items provided under this RFP against defects in material and workmanship. Warranty information should be on a per equipment basis on the RFP and detailed in the Proposal.

Should any defects in workmanship or material, excepting ordinary wear and tear, appear during the warranty period, the manufacturer and his representative shall repair or replace such items immediately upon receipt of a written notice from the Customer.

G. PRICE QUOTATIONS

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping cost, delivery, installation, and the provision of all labor and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the Contract Documents. The Customer will not be liable for any costs beyond those proposed herein and awarded.

H. EVALUATION OF RESPONSES

The Customer may at its discretion and at no fee to the Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

I. RIGHT TO REJECT

The Customer reserves the right to accept or reject all proposals when the rejection is in the best interest of the Customer. The Customer reserves the right to award without further discussion.

The Customer reserves the right to reject the proposal of a Vendor whom in its opinion is not in a position to adequately perform the contract or in the past has provided non-standard quality. Contracts will be awarded to the highest ranked Vendor where it is in the best interest of the Customer.

J. VENDOR QUALIFICATIONS

The Customer will only consider proposals from vendors that meet the following qualifications

- Vendor must submit a complete proposal as described in Section II.A
- Vendor must possess a USAC Service Provider Identification Number (SPIN).
- Vendor must provide evidence of successful past performance in projects similar to what is requested in this document in school networks under the E-Rate program for at least 3 years.

K. [RESERVED]

L. EVALUATION METHODOLOGY

Each proposal will be evaluated based on criteria and priorities defined by the Customer. Due to the complexity of this project, the Customer will decide the best submissions that are in the best interest of the long-term technology plan, *not necessarily the lowest price.*¹ Proposals will be evaluated based upon the following criteria:

Factor	Weight
Cost of Eligible Equipment/Services	30%
Quality of E-Rate Equipment/Services	25%
Quality of Service Level Agreements	25%
Experience, Expertise, and Demonstrated Past Performance of Service Provider	20%
Total	100%

M. QUESTIONS

Please submit all questions via the form on our website at www.crownprep.org/erate. All Vendor questions and Customer responses will be posted online at www.crownprep.org/erate. All questions must be received no later than Friday, May 5, 2017. In the interest of a fair and open bid process, no questions received after this date will be answered.

¹As is required for compliance with E-Rate regulations, price of the eligible products and services will be the *highest weighted factor* but *not the only factor* taken into consideration.

III. DESCRIPTION OF REQUESTED EQUIPMENT AND SERVICES

The Customer requests proposals for the following equipment and services.

A. CATEGORY 2 SERVICES

Item No	Item Name	Item Description	Quantity
CPA.1	Layer 3 Switch	48-port managed ten gigabit layer 3 network switch. Include all necessary hardware to connect switches to one another. Cisco-compatible.	1
CPA.2	PoE+ Switch	48-port managed ten gigabit Power-over-Ethernet network switch. Include all necessary hardware to connect switches to one another. Compatible with existing Cisco infrastructure.	2
CPA.3	Wireless Access Point and Controller Solution	Wireless access point with minimum of 300 Mbps supporting prevailing standards and utilizing PoE technology capable of detecting RF interference and making automatic adjustments to optimize wireless coverage. Compatible with existing Cisco Meraki wireless solution.	35
CPA.4	Cabling	CAT6 to connect all (35) wireless access points plus 60 additional drops.	95 drops 7600 lf

B. BASIC MAINTENANCE OF INTERNAL CONNECTIONS

The Customer requests a proposal for the repair and upkeep of all eligible components, basic technical support, and configuration changes for all equipment listed in Appendix C. Please specify the hourly rate and include a proposal for 30 hours.

C. SERVICE LEVEL AGREEMENTS

Quality customer service is extremely important to the Customer. For each item and/or system included in Vendor's proposal, Vendor will provide a Service Level Agreement related to that item which will be a part of the legally binding contract between Customer and Vendor.

D. VENDOR CERTIFICATIONS

Due to the complexity of equipment requested, potential liability, and to protect the Customer and SLD investment, the Customer requests that the vendor submit evidence of ownership of all certifications relevant to the successful delivering of all services for which they bid. These certifications and the ownership thereof will be strictly enforced and will be checked for authenticity.

E. REFERENCES

Customer requests that each Vendor provide three to five professional references from previous customers for whom Vendor performed similar work. While references are not required, they are highly recommended and will aid the Customer in determining the Vendor's expertise.

IV. PROPOSAL SUBMISSION

The deadline for submission of proposals is 9:00 AM Pacific Time, on Wednesday, May 10, 2017.

A complete proposal will include the following elements:

- Contract for equipment and services proposed including detailed quotes for all proposed items as well as terms and conditions and authorized signature of vendor's authorized representative.

- ❑ Service Level Agreements (see Section III.C)
- ❑ Vendor Certifications (see Section III.D)
- ❑ Signed Signature Page (see Appendix A)

Submit all four elements via email to the CPA Prep E-Rate Team, at erate@crownprep.org.

All four elements are required. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer has the right but not the obligation to reject all late or incomplete submissions, as the Customer determines to be in its own best interest, or to contact bidders for ministerial corrections. The Customer has the right but not the obligation to determine a short list for final negotiations and contract revisions after these dates.

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APPENDIX A: SIGNATURE PAGE

E-Rate Proposal – Crown Preparatory Academy 2017-18

Include this completed page with Vendor’s proposal submission.

Vendor Name: _____

Mailing Address: _____

Contact Name: _____

Telephone: _____ Cell Phone: _____

Email Address: _____

I certify that the attached proposal for goods and services represents Vendor’s complete response to Crown Preparatory Academy’s Request for Proposals, that it has been prepared and submitted in good faith, and that all descriptions and eligibility of equipment and services are true and correct to the best of my knowledge.

Included Items

- Contract for equipment and services
- Service Level Agreements
- Vendor Certifications
- References (optional)

Vendor Representative Name & Title: _____

Signature: _____ Date: _____

APPENDIX B: [RESERVED]

APPENDIX C: LIST OF ELIGIBLE EQUIPMENT

Type of Equipment	Manufacturer	Quantity	Notes
WAP	TBD	35	New
Wireless Controller	TBD	35	New
Switch	TBD	3	New
Firewall	TBD	1	Existing
Cabling	TBD	7600 lf	Existing