



# BIGGS UNIFIED SCHOOL DISTRICT

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## Request for Proposal

*E-rate Funding Year 2023*

*RFP #230015857 C2*

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FCC Form 470 #: 230015857

NOTICE IS HEREBY GIVEN that **Biggs Unified School District, hereinafter referred to as the Local Education Agency (LEA)**, acting by and through its Governing Board, will receive up to, but not later than **two o'clock p.m. of the 9th day of March 2023**, proposals for the award of contract for:

**E-rate Category 2 Equipment  
RFP #230015857 C2**

Proposals will be emailed according to the following:

1. Rachel White - [rachel@erateadvisors.com](mailto:rachel@erateadvisors.com)
2. Subject line: Biggs RFP #230015857 C2
3. Attach the proposal and all documents as PDF documents.
  - a. Pricing must be a stand alone document.

Failure to include all components above may result in disqualification.

Each proposal must conform and be responsive to the requirements of this RFP.

Interested proposers should direct questions in writing to [rachel@erateadvisors.com](mailto:rachel@erateadvisors.com), **no later than Mar 2, 2023**. Answers to questions and any addenda, as needed, will be posted in the E-rate Productivity Center website on the date specified in the Schedule, provided herein.

The LEA is dependent upon E-rate funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate or local funding, in any contractual year, will make any contract, resulting from this RFP, voidable at the option of the LEA.

The LEA reserves the right to waive any informalities or irregularities in received submittals. Also, LEA reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The LEA retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

## E-RATE REQUIREMENTS FOR PROPOSERS

1. **E-rate Proficiency:** LEA expects the Bidder to be thoroughly familiar with Bidder's responsibilities as a result of participating as a Service Provider in the E-rate program.
2. **Service Provider Identification Number:** Bidders must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Bidders must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).
4. **FCC Form 473:** The Bidder that is awarded the services based on this bid document agrees to submit the Service Provider Annual Certification (SPAC) form in a timely manner each year.
5. **FCC Form 474:** The LEA prefers to pay only its discounted share of the cost of the services, therefore, the Service Provider should have the ability to offer discounted billing and invoice the Universal Service Administrative Company (USAC) using the FCC Form 474.
6. **Invoicing:** Invoicing will begin on or after July 1, 2023.
  - a. Equipment may be purchased and installation services may be rendered as early as April 1, 2023, only with written notice from LEA.
  - b. In such cases as mentioned in 6a, the Bidder shall not invoice USAC prior to July 1, 2023.
  - c. Invoices must be reviewed and approved by LEA before the Service Provider submits them to USAC for payment.
7. **Lowest Corresponding Price:** Bidder acknowledges that all pricing in the bid submitted as a result of this bid document is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the bid.

8. **Contingency:** The services/project procured using this bid document may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to LEA until a Notice to Proceed has been issued by LEA to the Service Provider.
9. **Right to cancel:** The LEA reserves the right to cancel the services/project regardless of the status of E-rate funding.
10. **Service Substitutions:** Service Substitutions must be approved by USAC prior to installing equipment or starting services.
11. **National Security Risk:** The FCC prohibits the use of Universal Service funding, including E-rate funds, to purchase equipment and services from companies deemed a national security risk. bids that include any of the cited companies on the Federal Communications Commission's webpage at <https://www.fcc.gov/supplychain/coveredlist> will not be considered.

## BACKGROUND

Biggs Unified School District is requesting proposals for network electronics in accordance with E-rate Category 2 funding.

By providing a proposal in response to this RFP, the proposing company agrees to abide by the terms and conditions outlined in the RFP in its entirety. If a conflict in language should arise between a vendor document and this RFP, the language in this RFP shall prevail.

## SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications attached to this RFP. The make and model number listed in the Project Specifications reflects the equipment most compatible with the existing environment. Alternate make and models featuring functional equivalence will be considered in line with E-rate program requirements. Proposers featuring alternate options must provide a detailed explanation of how the alternate solution meets functional equivalence.

## LENGTH OF CONTRACT

By providing a proposal according to this RFP, the proposer agrees to extend pricing according to the proposal until the project is completed, not to exceed September 30, 2025. Any increase in industry pricing will not be passed on to LEA.

## SUBMITTAL REQUIREMENTS

1. BUSINESS INFORMATION
  - a. Company name.
  - b. Address.
  - c. Telephone.
  - d. Fax.

- e. Website.
- f. Name and email of main contact.
- g. Federal Tax I.D. Number.
- h. License or Registration Number, if applicable.
- i. FCC Registration Number.
- j. E-rate Service Provider Identification Number.
- k. Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.

## 2. RELEVANT PROJECT EXPERIENCE

- a. Provide information about prior services furnished by your firm in the last five (5) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
  - i. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
  - ii. Project name and location.
  - iii. Was the project E-rate funded?
  - iv. Briefly state relevance of projects included for consideration in this RFP.

## SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The LEA retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The LEA may disqualify any proposer for any reason without explanation.

1. The LEA may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:
  - a. Information provided by the proposer in their response;
  - b. Information provided by the proposer in response to LEA clarification questions;
  - c. Information from reference checks;
  - d. Experience and performance history of the firm with similar services;
  - e. Experience and results of proposed personnel;
  - f. Technical capabilities and track record;
  - g. Value of services under proposed fees; and
  - h. Overall responsiveness of the proposal.

3. The quality of the response(s) will be evaluated using the following criteria:
  - a. Completeness
  - b. Thoroughness
  - c. Accuracy
  - d. Compliance with proposal instructions
  - e. Organization and conciseness of descriptive text material
  
4. RFP proposals will be rated on the following:
  - a. Pricing (40%)
  - b. Compliant with RFP and District needs (20%)
  - c. Prior Experience with Proposer (20%)
  - d. References (10%)
  - e. Prior E-Rate Experience (10%)

**SCHEDULE**

The LEA reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
LEA Publishes RFP	Feb 9, 2023
Deadline for Questions from Proposers	Mar 2, 2023
LEA Publishes Addenda and Responses to Proposers on EPC portal	Mar 6, 2023
Deadline to Submit Proposals	Mar 9, 2023 2:00 p.m. (PST)
Award of Contract	TBD, prior to close of FCC Form 471 window

**WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!**

## PROJECT SPECIFICATIONS

- Functional equivalent devices may be offered in the proposal. If alternate options are offered, the proposer must also include documentation that supports the viability of the alternate solution.
- All proposals must be for new equipment with standard manufacturer warranty. Like-new or refurbished equipment will not be accepted.
- **E-rate eligibility must be specified. This includes items that are partially eligible. In that event, the percent eligibility must be identified.**
- Quantities listed may increase or decrease to a minor degree in order to remain within the E-rate Category 2 budget.
- Installation, configuration and activation services are not required.
- The proposed solution price must include a complete bill of materials, applicable sales tax for Biggs, CA in Butte County, and applicable shipping.

Qty	Make	Model	Item Number
1	Cisco	Router	C9500-16X-EDU
1	Cisco	License	C9500-DNA-L-A-3Y
6	Cisco	Switch	C9200-48P-EDU
6	Cisco	License	C9200-DNA-E-48-3Y
6	Cisco	Module	C9200-NM-4X=
1	Cisco	Switch	C9200-48P-EDU
1	Cisco	License	C9200-DNA-A-48-3Y
1	Cisco	Module	C9200-NM-4X=
33	Aruba	AP-625	R7J50A
33	Aruba	AP-MNT-B	R3J16A
1	Cisco	Switch	C9500-16X-EDU
1	Cisco	License	C9500-DNA-L-A-3Y

**END OF DOCUMENT**