

Request for Proposal

January 17, 2012

2012

Willows Unified School District, located in Willows, CA, is requesting proposals for network electronics. This project depends upon funding from the Federal E-Rate Program for Funding Year 2012 (2012/2013).

Network Switches

Willows Unified School District is seeking proposals for the upcoming Year 15 round of E-Rate. The District is soliciting proposals for the purchase of network electronics at three sites.

Service Provider Criteria and Contract Requirements **Willows Unified School District wishes to take advantage of E-Rate funding discounts.**

The successful bidder(s) will be responsible for participating in the Federal E-Rate program. In addition, the District may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using District funds for these purchases.

Prices must be held firm for the duration of the E-Rate Year 15 fiscal year ending September 30, 2013 or until all work associated with the project(s) are complete (including any SLD approved extensions)

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.

- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the Form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2012.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted
- ***The contractor is responsible for providing an FCC Registration Number (FRN) and evidence of being in Green Light status with their proposal. 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.***
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.

All Service Providers will be responsible for procuring the discounted amount from the SLD. Applicant will not provide the Form 472 (BEAR form reimbursement process).

The Applicant reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

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

The District requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with California law. Participating contractors must have an active (SPIN) Service Provider Identification Number with the SLD.

Proposals must be received by our office no later than **Friday, February 17, 2012 by 4:30 p.m.** All proposals are to contain costs for taxes and shipping as separate items.

Proposals must be submitted in writing to:

Willows Unified School District

Attn: Betty Skala

823 West Laurel St

Willows CA 95988

Late proposals will not be accepted.

All requests for information (RFI) should be made in writing via e-mail to Betty Skala at bskala@willowsunified.org all parties will be copied on the questions and responses.

Proposal Evaluation

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation considerations are price, industry experience, and qualifications.

SCOPE OF WORK

The District has provided manufacturer preference but is willing to accept proposals featuring other equipment that is functionally equivalent. Functional equivalence must be proven through documentation provided by the bidder. Preference will be shown to proposals that feature the manufacturer quoted in this RFP. All equipment must be new and from an authorized reseller of the manufacturers product for which they are quoting. No refurbished or grey-market gear will be accepted. The following are the minimum requirements for the network electronics. The vendor's solution must be equivalent to this bill of materials in functionality. Bidder must supply and install all required patch cords as part of the installation. No field terminated cords are allowed.

The attached document contains a list of equipment for each of the sites. Each site must be submitted on a separate bid and labeled according to the format below:

Label: WUSD-MES Network-Y2012

Murdock Elementary School
655 W. French Street
Willows, CA 95988

Quantity - Description

4 – 48 port 10/100/1000 POE Managed Layer 3 switches with 2-optical transceiver modules
E-Rate eligible Basic Maintenance warranty

Label: WUSD-WIS Network-Y2012

Willows Intermediate School
1145 W. Cedar Street
Willows, CA 95988

Quantity - Description

4 – 48 port 10/100/1000 POE Managed Layer 3 switches with 2-optical transceiver modules
E-Rate eligible Basic Maintenance warranty

Label: WUSD-WHS Network-Y2012

Willows High School
203 N. Murdock Avenue
Willows, CA 95988

Quantity - Description

6– 48 port 10/100/1000 POE Managed Layer 3 switches with 4-optical transceiver modules
E-Rate eligible Basic Maintenance warranty

Label: WUSD-WCHS Network-Y2012

Willows Community High School
823 W. Laurel Street
Willows, CA 95988

Quantity - Description

2 – 48 port 10/100/1000 POE Managed Layer 3 switches with 1-optical transceiver module
E-Rate eligible Basic Maintenance warranty