

**REACH LEADERSHIP ACADEMY  
REQUEST FOR PROPOSAL (RFP)  
E-RATE YEAR 2015-16**

Electronics Network Systems Infrastructure  
Local Area Network-LAN Electronic Equipment  
Telephone- VOIP System

Issuing Date: 09 March 2015

Due Date & Time:  
Monday, April 13 @ 6:00 PM PST

REACH Leadership STEAM Academy  
231 E. Alessandro Blvd.,  
Suite A-408  
Riverside, CA 92508  
951-275-8829  
[dimorton@reachroyals.org](mailto:dimorton@reachroyals.org)

REACH LEADERSHIP ACADEMY  
E-RATE Service Provider Criteria and Contract Requirements

**RFP Updates Posted to the Website**

If it becomes necessary to modify the terms of this Request For Proposal (RFP), an addendum to the RFP will be provided in writing to all proposers as posted on the RLA website. It shall be the responsibility of the potential contractors to check the website frequently for any addenda issued at: [www.reachleadershipacademy.org](http://www.reachleadershipacademy.org).

All changes will be made in writing and posted. No oral statements by any REACH Leadership Academy employee shall constitute a change or addenda to this RFP, the project documents, or any project requirements.

All RFP responses must be submitted in writing.

**E-Rate Supplemental Terms and Conditions**

The Telecommunications Act of 1996 established a fund by which schools and Libraries 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 Services Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of the students receiving free and reduced price meals. It's important to note the following:

1. The project may be contingent upon the approval of funding from the Universal Services Fund's Schools and Libraries Program, otherwise known as E-Rate.
2. RLA expects service providers to make themselves thoroughly familiar with any rules and regulations pertaining to the E-rate Program.
3. Service providers are required to be in full compliance with all current and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
4. The service provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered public and non-confidential pursuant to Section 54.504 (2)(i)(ii).

5. No change in the products and/or services specified in this document orders will be allowed without prior written approval from RLA and a USAC service substitution approval with the exception of Global Service Substitutions.
6. 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.
7. This offer is in full compliance with USAC's Free Service Advisory:  
<http://www.usac.org/sl/applications/step02/free-service-advisory.aspx>
8. There are no free services offered that would predict an artificial discount and preclude the application 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.
9. The awarded service provider is required to send copies of all forms and invoices to the RLA prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the RLA placing vendor on an "invoice check" with the USAC:
  - a. <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>
10. Service providers must comply with the FCC rules for Lowest Corresponding Price (LCP). Further details on LCP may be obtained at USAC's website:
  - a. <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>  
[x](#)

**Prospective Service Providers will be required to submit the following:**

1. Three references describing service provider's portfolio experience with comparable projects within a K-12 customer market,
2. Service provider's SPIN number, and
3. Service provider's FCC Registration Number (FRN).

Failure by service provider to supply these documents shall be considered grounds for disqualification.

Service providers 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.

- When providing electronic equipment quotes for switches/hubs/routers, service provider must have at least 1 Certified Engineer or equivalent on staff.
- When providing cable work, service provider must be RCDD certified.
- 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.

- 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.
- If requested by the applicant, service provider must be willing to have employees fingerprinted.
- All product pricing provided for Form 471 purposes must be a functional equivalent or better, once the applicant has received IUSAC approval for purchase.
- Service provider shall provide references for staff to be associated with project work and implementation.
- Service provider shall provide three (3) original RFP Responses; and one (1) CD of the RFP submittal, including the summary sheet.

### **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 irregularities. 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.

### **Evaluation Criteria**

REACH Leadership Academy (RLA), 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 10-1754, FCC rules dictate the following:

Section 54.503 ©(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 Section 54.511.

Section 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 selected 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, RLA may consider factors other than price alone in the consideration of bids; however, price for E-rate eligible goods and services will be the primary factor considered.

### **Trade Name 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 the opinion of the RLA, 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 equity 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 RFP Responses; and one (1) CD of the RFP submittal. Any questions regarding the RFP shall be submitted in writing to the form 470 contact below. Email inquiries are acceptable. REACH Leadership Academy will not respond to phone call inquiries.

Email inquiries should be sent to the following e-mail address:  
[dimorton@reachroyals.org](mailto:dimorton@reachroyals.org)

All RFP responses must be submitted BY MONDAY, APRIL 13 @ 6:30 PM PST to the contact above.

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### **REQUEST FOR PROPOSAL (RFP)**

**REACH LEADERSHIP ACADEMY  
E-RATE YEAR 18 (2015-16)  
PROJECT SPECIFICATIONS**