

Request for Proposal

Eligible Entity:	Santa Cruz Valley Unified School District #35 1374 West Frontage Road Rio Rico, AZ 85648
General Description:	Basic Maintenance
RFP Number:	SCVUSD3520100715091755
470 Number:	498030000882995
470 Post Date:	January 7, 2011
RFP Due Date:	February 17, 2011 at 2:00P.M. (PST)
Billed Entity Number:	143112
Email Address:	SCVUSD35@adsadsi.com

Santa Cruz Valley Unified School District #35 ("SCVUSD35") seeks proposals in accordance with the terms and conditions posted within. The awarded contract may cover both E-Rate eligible and non-eligible items. If eligible and non-eligible items or services are bid, bidders must break out the non-eligible items and list them as such. Contract award(s) shall be made in accordance with FCC Universal Service Administration Company E-Rate Program Rules.

Responses to this Request for Proposal that include a demonstration shall not be considered.

Questions and Service Provider Responses MUST be received via email at: SCVUSD35@adsadsi.com. Responses shall NOT be given to questions posed within 5 business days of due date. Questions and Service Provider Responses received in any other format shall NOT be answered or accepted.

For consideration Bidder must submit a Sealed Bid. SCVUSD35 shall not be responsible for the pre-opening of, post-opening of or failure to open, a RFP not properly addressed or identified. Sealed bids shall be delivered to Santa Cruz Valley Unified School District #35.

MANDATORY JOB WALK: None / Not Required
 PREQUALIFICATION: None / Not Required
 SEALED BID MARKING: 498030000882995
 PLACE OF SEALED BID RECEIPT: Santa Cruz Valley Unified School District #35
 1374 West Frontage Road
 Rio Rico, AZ 85648
 METHOD OF BID RECEIPT: Personal delivery, courier, or mailed via United States Postal Service to above address.
Late offers shall not be considered.

In addition, offers must be delivered to the SCVUSD35@adsadsi.com email address after the 2PM PST deadline on and before 2PM PST the following business day. There shall be no difference between the sealed documents and documents delivered by email. The documentation delivered in a sealed envelope shall be considered for proposal evaluation.

DO NOT UNDER ANY CIRCUMSTANCE PROVIDE CONFLICTING DATA. IF CONFLICTING DATA IS PRESENTED THE SUBMITTING BIDDER MAY BE DISQUALIFIED.

Note: Santa Cruz Valley Unified School District #35 MUST wait at least 28 days after the posting of the Description of Services Requested and Certification form (Form 470) on USAC's website before executing any contracts, selecting a Service Provider, or signing and submitting the Services Ordered and Certification Form (Form 471).

All or part of the potential award described within this document may be issued to one or multiple Service Providers. Equipment may be sourced from one Service Provider and Installed / Maintained by other Service Providers or one Service Provider may be awarded all of the requested products and services contained herein.

Scope of Work

Priority 2 Internal Connections – Basic Maintenance

Internal Connections are components located at SCVUSD35's site that are necessary to transport information to classrooms and to eligible administrative areas or buildings. Internal Connections include connections within, between or among instructional buildings that comprise a school campus, but do not include services that extend beyond the school campus. Components at SCVUSD35's site are eligible only if they are an essential element in the transmission of information within the school. The components must be necessary to transport information all the way to individual classrooms. Internal Connections do not include services that extend across a public right of-way beyond the school.

Basic maintenance services are defined as follows: "but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without E-rate discounts." Please provide a Basic Maintenance Contract to perform the following tasks on the equipment listed below:

1. Repair and upkeep of eligible hardware
2. Wire and cable maintenance
3. Basic technical support
4. Configuration changes

Bidder's Basic Maintenance Agreement must contain the Location, Product, and Make / Model number of the equipment to be covered by the proposed Basic Maintenance Contract (note the table below). This table (or a similar table with like data) must be included in with the Bidder's Basic Maintenance Agreement:

Location Deployed	Product / Service to be Covered	Make/Model Number

Note: The above worksheet is available for download – please visit: http://adsadsi.com/rfp_year_14.shtml.

Coverage: Provide options for 1, 3 and 5 year Basic Maintenance on hardware only with next business day onsite support.

Maintenance Logs are required to be kept by the service provider and sent to school quarterly (please include a sample log).

Please note: The following products and services **are NOT eligible (Equipment not eligible for E-Rate reimbursement shall not be covered under this agreement):**

1. On-site technical support (*i.e.*, contractor duty station at the applicant site) when off-site technical support can provide basic maintenance on an as-needed basis.
2. Services such as network management and 24-hour network monitoring.
3. Help desks that provide a comprehensive level of support beyond basic maintenance of only eligible components.
4. Technical support contracts that are more than basic maintenance.
5. End User Equipment (PCs and Phones).

Eligible basic maintenance does not include services to maintain ineligible equipment, to enhance the utility of equipment beyond the transport of information, or to provide diagnostic services in excess of those necessary to maintain the equipment's ability to transport information.

Required: SMARTnet options for all listed Cisco Network Equipment.

A block of hours for general Basic Maintenance – minimum of 10 hours per month requested.

Proposed agreements or contracts offered **must** specifically identify the eligible components covered, including location deployed, product name, and make/model number.

Provide options for 1 and 3 year contracts.

Proposed agreements or contracts offered **must** specifically identify the eligible components covered, including location deployed, product name, and make/model number.

List of Equipment for which Basic Maintenance is Requested:

Servers:

Serial Number	Location	Model / Name	Purpose
FSL1RB1	RRHS SERVER ROOM	Power Edge 1950	Email transport Hub
CLCB141	RRHS SERVER ROOM	Power Edge 2550	DNS/DHCP Server
H8P1RB1	RRHS SERVER ROOM	Power Edge 2850	DNS/DHCP Server
HDJ5TC1	RRHS SERVER ROOM	Power Edge 2950	Email Server
FDJ5TC1	RRHS SERVER ROOM	Power Edge 2950	Email Server
J8P1RB1	RRHS SERVER ROOM	Power Edge 2850	DNS/DHCP Server
84BC141	PB SERVER ROOM	Power Edge 1750	Terminal server
B4BC141	PB SERVER ROOM	Power Edge 1750	Terminal server
15BC141	PB SERVER ROOM	Power Edge 1750	DNS/DHCP Server
9WPHZ21	PB SERVER ROOM	Power Edge 2650	Voice Mail Server
7WPHZ21	CTMS SERVER ROOM	Power Edge 2650	DNS/DHCP Server

Network Equipment:

Serial Number	Location	Model / Name
CAT0907K0WG	PB SERVER ROOM	WS-C3550-24PWR-SMI
CSG0746P056	PB SERVER ROOM	CISCO 3508
CSG0746P042	PB SERVER ROOM	CISCO 3508
CAT0907KOW5	PB SERVER ROOM	WS-C3550
4440532203	PB SERVER ROOM	Cisco 507 Content Server
JMX0746L4TR	PB SERVER ROOM	CISCO 2600
CAT0724Z1V2	PB SERVER ROOM	WS-C3550-48-SMI
FHK071720FW	PB 502	WS-C3550-24PWR-SMI
CAT0907X155	PB 400 Maintenance	WS-C3550-24PWR-SMI
CAT0907K0W4	PB 301	WS-C3550-24PWR-SMI
FHK0718Y0AN	PB204	WS-C2950SX-24
CAT0725Z0A9	CMS 8N	WS-C3550-48-SMI
FHK0718Y0AP	CMS 8L	WS-C2950SX-24
FHK0718Y0AL	CMS 8HC	WS-C2950SX-24
FHK078Z0G1	CMS 7N	WS-C2950SX-24
FHK0718Z0G0	CMS 7JC	WS-C2950SX-24
CAT0724Z1X8	CMS 7P	WS-C3550-48-SMI
CAT0748X053	CMS 14Q	WS-C3550-24PWR-SMI

CAT0724Z1Z5	CMS 6N	WS-C3550-48-SMI
CAT0852Z108	CMS 6G	WS-C3550-24PWR-SMI
CAT0748X06K	CMS 6D	WS-C3550-24PWR-SMI
FHK0718Z0G6	CMS 6R	WS-C2950SX-24
CAT0748X082	CMS GYM	WS-C3550-24PWR-SMI
CAT1049NHLL	HS 600 POD	WS-C3560-48PS-S
CAT1114RHNB	HS 600 POD	WS-C3560-24PS-S
CAT1049NHPH	HS 700 POD	WS-C3560-48PS-S
CAT1029RG2C	HS 700 POD	WS-C3560-24PS-S
CAT1114RGC2	HS 700 POD	WS-C3560-24PS-S
CAT1049NHQ4	HS 800 POD	WS-C3560-48PS-S
CAT1114RGNS	HS 101	WS-C3560-24PS-S
CAT1114RHN1	HS 101	WS-C3560-24PS-S
CAT1114RGWZ	HS 101	WS-C3560-24PS-S
CAT1029RG1K	HS 303	WS-C3560-24PS-S
CAT1114RGL1	HS 500 WRK	WS-C3560-24PS-S
CAT0907X15N	HS 207	WS-C3550-24PWR-SMI
CAT1114NJFY	HS 207	WS-C3560-24PS-S
CAT1049ZKRB	HS 207	WS-C3560-48PS-S
CAT1114NJFQ	HS LIBRARY	WS-C3560-48TS-S
CAT1029RG2D	MV 303	WS-C3560-24PS-S
CAT1029RG2K	MV 119	WS-C3560-24PS-S
CAT1029NG6V	MV 119	WS-C3560-48PS-S
CAT1029RG3W	MV 119	WS-C3560-24PS-S
CAT1029RG32	MV 503	WS-C3560-24PS-S
CAT1029RG3J	MV 703	WS-C3560-24PS-S
CAT1029RG4E	MV 403	WS-C3560-24PS-S
CNMGHV0ARA	MV P2	WS-C3560-24PS-S
CAT1112ZJRE	SC CAFETERIA	WS-C3560-48PS-S
CAT1112NJGB	SC CAFETERIA	WS-C3560-48PS-S
CAT1111RHP1	SC K-6	WS-C3560-24PS-S
CNMV3W0CRC	SC LIBRARY	WS-C3560-24PS-S
COM1X0CARC	SC LIBRARY	WS-C3560-24PS-S
CAT1102ZG9A	SC LIBRARY	WS-C3560-48PS-S
CAT1110NHT7	SC LIBRARY	WS-C3560-24PS-S
CAT1111RHP0	SC LIBRARY	WS-C3560-24PS-S
CAT1112ZJRE	SC B BUILDING	WS-C3560-48PS-S
CAT1112ZJDX	SC B BUILDING	WS-C3560-48PS-S
CAT1111RHP2	SC F BUILDING	WS-C3560-24PS-S

CAT1111RGML	SC E BUILDING	WS-C3560-24PS-S
CAT1111RH93	SC D BUILDING	WS-C3560-24PS-S
CAT1111RH8L	SC D BUILDING	WS-C3560-24PS-S
CAT1102ZG8L	SC C BUILDING	WS-C3560-48PS-S
COM1XC0ARC	SC MPR	WS-C3560-48PS-S
FAB0540W1SA	CTMS	CISCO-3550
CAT0748X0DA	CTMS	CISCO-3550
FHK06164027	CTMS	CISCO-2950
FHK0616X16H	CTMS	CISCO-2950
FHK0615W2HS	CTMS	CISCO-2950
CNM82W0GRB	MV RAMADA	CISCO-3750
FAA0525JOE6	MV RAMADA	CISCO-2950
FOX10570QYT	RRHS SERVER ROOM	CISCO-4506
CAT1108NJGS	RRHS	CISCO-3750
JMX0911L1F1	RRHS	CISCO-3700
JMX0730L03A	RRHS	CISCO-2600
CNM7MPBRA	RRHS	CISCO-PIX-515
QD0628150092	RRHS	Symetra LX Power Center
FOX090402KX	RRHS	CISCO-4507

Phone System:

NEC NEAX 2000 at San Cayetano
 NEC NEAX 2000 at Pena Blanca
 NEC NEAX 2000 IPS at Coatimundi
 NEC NEAX 2000 Core Switch at Calabasas, Rio Rico and Mountain View
 Voicemail System at the District Offices, Calabasas, Rio Rico and Mountain View, San Cayetano, Pena Blanca and Coatimundi

Maintenance Logs are required to be kept by the service provider and sent to school quarterly (please include a sample log).

Note: Bidder must complete and submit the List of Equipment for which Basic Maintenance is being offered (note the sample table on page 2). This table is available for downloaded – please visit: http://adsadsi.com/rfp_year_14.shtml.

Service Provider Instructions

Service Provider RFP Response Cover Sheet:

Service Provider must complete the Service Provider Authorized Response on the following page and include it as the first page of the Service Provider response. Bids submitted without a Service Provider Authorized Response Cover Sheet may not be evaluated.

In addition to the Service Provider Quote Cover Sheet, please include all relevant documentation to include, but not limited to: Scope of Work, Authorized Master Service Agreement, Detail Line Item Pricing, Taxes, Surcharges, and/or Maintenance Service Agreement, etc.

A proposed agreement or contract **must** specifically identify the eligible components covered, including product name, model number, and location.

Service Provider Evaluation:

Factor	Value (1-5)	Weight	Score
Price of the ELIGIBLE goods and Services		30%	0.00
Prior Experience		20%	0.00
Personnel and Management Qualifications and Capability		20%	0.00
Other Cost Factors (Ineligible Goods and Services)		20%	0.00
Local Vendor		10%	0.00
Total		100%	0.00

Note: The above worksheet is available for download – please visit: http://www.adsadsi.com/rfp_fy13.htm.

Service Provider RFP Response:

Item 21s, by location or entity number, must be included with the Service Provider response. All Service Provider responses without Item 21 attachments shall be considered incomplete and NOT considered. A sample and interactive worksheet is attached on the next page. Make and Model Numbers must be included on the Item 21 Attachments for Eligible Products and Services. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.

All bids must be submitted in sealed envelopes (appropriately marked) **and** sent via email to: SCVUSD35@adsadsi.com with the 470 Number in the subject line. Please submit bids in either Microsoft Office Format (.doc, .xls, etc.) or Adobe .pdf files. Facsimile, telegraphic or mailgram offer(s) shall be rejected and not considered.

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, Santa Cruz Valley Unified School District #35 shall award SCVUSD3520100715091755 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures **MUST** be original.

Service Provider Terms, Conditions and/or additional Contracts:

In order to be considered for award any and all terms, conditions and, or contracts required by the Service Provider must be signed, dated and submitted with the RFP Response.

All Priority 2 Basic Maintenance agreements or contracts must specifically identify the eligible components covered, including product name, model number, and location.

Invoicing the Universal Services Administrative Company (USAC):

The Service Provider will be responsible for invoicing USAC by using the Service Provider Invoice (SPI) methodology. Santa Cruz Valley Unified School District #35 shall be responsible for their share.

Contracts:

FCC rules require that an applicant sign a contract with the service provider before signing and submitting a completed *Services Ordered and Certification Form* (Form 471). Consequently, all Contracts, Statements, of Work, and/or Service Agreements must be submitted with this response with a handwritten signature and date. Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the Schools and Libraries Division of the Universal Services Administrative Company.

**Santa Cruz Valley Unified School District #35
Item 21 for 470**

Location: _____
Category of Service: Internal Connections Basic Maintenance of Internal Connections

Narative:	
Additional Information:	

Quantity	Product Description (please include Make and Model when appropriate)	Unit Cost	Extended Eligible Pre-discount Cost		Extended Ineligible Pre-discount Cost	
			Eligible Recurring Cost	Eligible Non-Recurring Cost	Ineligible Recurring Cost	Ineligible Non-Recurring Cost
	Basic Maintenance for Product #1					
	Basic Maintenance for Product #2					
Totals:		\$ -	\$ -	\$ -	\$ -	\$ -

Note: The above worksheet is available for downloaded – please visit: http://adsadsi.com/rfp_year_14.shtml.

Service Provider Authorized Response

This form must be completed and returned with RFP response.

Form 470 Number:	498030000882995
General Description:	Basic Maintenance
RFP Number:	SCVUSD3520100715091755
RFP Due Date:	February 17, 2011 at 2:00P.M. (PST)
Allowable Contract Date on 470:	February 4, 2011
Term:	July 1, 2011 thru June 30, 2012

Service Provider Name:	
Service Provider Address:	
Service Provider City, State and Zip:	
Service Provider Contact Name:	
Service Provider Contact Phone Number:	
Service Provider Contact FAX Number:	
Service Provider Contact Email Address:	
State Tax Number(s):	
Federal Tax Identification Number:	
Service Provider SPIN:	

By submitting an authorized response, Service Provider Agrees to all Terms and Conditions contained within. If additional Terms, Conditions or contracts are required please submit a signed copy within the RFP Response.

If Service Provider's response is selected, Santa Cruz Valley Unified School District #35 shall award SCVUSD3520100715091755 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.

Basic Maintenance Pricing, via ITEM 21s by location, must be included with the Bidder responses. All Service Provider responses without Item 21 attachments shall be considered incomplete and may NOT considered. Make and Model Numbers must be included on the Item 21 Attachments and all agreements. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.

All invoices must cross reference the Bidder provided Inventory Documentation.

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). To qualify as a Service Provider, your organization must be able to produce a valid SPIN (Service Provider Identification Number). If your organization does not currently have a valid SPIN and wishes to submit a response to this RFP, please visit: <http://www.universalservice.org/si/providers/step01/> and obtain a SPIN prior to submitting a bid for consideration.

Service Provider Authorized Signature (Original)
Please do not submit with an electronic signature

Date of Service Provider Signature

SCVUSD35 Authorized Signature

Date of SCVUSD35 Signature