

# Request for Proposal

<b>Eligible Entity:</b>	Zuni Public School District P.O. Drawer A 22 St. Anthony Drive Zuni, NM 87327
<b>General Description:</b>	Basic Maintenance
<b>RFP Number:</b>	ZPSD20100715084341
<b>470 Number:</b>	837220000881886
<b>470 Post Date:</b>	January 7, 2011
<b>RFP Due Date:</b>	March 18, 2011 at 2:00PM (PST)
<b>Billed Entity Number:</b>	143258
<b>Email Address:</b>	<a href="mailto:ZPSD@adsadsi.com">ZPSD@adsadsi.com</a>

Zuni Public School District ("ZPSD") 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: [ZPSD@adsadsi.com](mailto:ZPSD@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. ZPSD 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 Zuni Public School District.

MANDATORY JOB WALK: None / Not Required  
 PREQUALIFICATION: None / Not Required  
 SEALED BID MARKING: 837220000881886  
 PLACE OF SEALED BID RECEIPT: Zuni Public School District  
 P.O. Drawer A 22 St. Anthony Drive  
 Zuni, NM 87327  
 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 [ZPSD@adsadsi.com](mailto:ZPSD@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: Zuni Public School District 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 ZPSD'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 ZPSD'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](http://adsadsi.com/rfp_year_14.shtml).**

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In the FCC's *Sixth Report and Order* ([FCC 10-175](#)), the FCC included the following information on unbundled warranties and Basic Maintenance of Internal Connections (BMIC):

- We find that an unbundled warranty is an ineligible BMIC service because it is purchased as a type of retainer and not as an actual maintenance service. That is, BMIC contracts that require an upfront payment and that payment is required regardless of whether any service is actually performed are not eligible.
- ...if applicants are able to estimate a certain number of hours per year for maintenance, based on the current life of their equipment and a history of needed repairs and upkeep, they may seek E-rate funds for upfront costs on service contracts designed to cover this estimate of repairs and upkeep. Reimbursements will be paid on the actual work performed and hours used only. For example, if a school determines it will need 30 service hours in a given year to maintain its internal connections but uses only 20 hours, the school will be reimbursed only for 20 hours even if they were approved for E-rate funds on 30 hours.

The *Sixth Report and Order* deems unbundled warranties ineligible for support beginning with FY2011. Applicants cannot simply cost-allocate out the ineligible portion because the Commission's rules do not allow applicants to receive support for services in a basic maintenance contract that contains both eligible and ineligible services. See paragraph 24 of the *Third Report and Order*, CC Docket No. 02-6, [FCC 03-323](#) (2003).

Software downloads, bug fixes, and access to a technical assistance center may be eligible.

**Bundled warranties may be eligible for E-rate discounts.**

**For additional information on the changes to the eligibility of basic maintenance contracts and other changes to the E-rate program for FY2011, you can refer to the following documents:**

- *Sixth Report and Order* ([FCC 10-175](#))
- Order [DA 10-2355](#), clarifying the eligibility of basic maintenance and the new E-rate gift rules adopted in the Sixth Report and Order
- Public Notice [DA 10-2356](#), providing further guidance to E-rate participants, listing effective dates of the proposals adopted in the Sixth Report and Order, and answering Frequently Asked Questions (FAQs).
- *Third Report and Order* ([FCC 03-323](#))

**Please make sure any required Contracts or Statements of Work are authorized and included in your response.**

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.

Services: Manufacturer Authorized Basic Maintenance for all listed Equipment  
 A block of hours for general Basic Maintenance on listed Equipment –24 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 eligible equipment at ZPSD for which Basic Maintenance is sought – include a list of eligible equipment to be covered under this agreement (only eligible equipment shall be covered under this agreement):

<b>Network Equipment at ZPSD</b>	<b>Quantity</b>
AMS 48-Port Patch Panel CAT6	1
Cisco ASA 5500 Series Advanced Inspection and Prevention Security Services Module	1
APC NetShelter SX Enclosure with side rack - black	1
Cisco Catalyst 2960-48 port POE switch	6
Overland Storage NEO 2000E - tape library - LTO Ultrium	1
APC Smart-UPS RT 3000VA Rack Tower	1

<b>Phone System</b>		
<b>Part Number</b>	<b>Description</b>	<b>Quantity</b>
CALLMANAGER-5.1	Top Level Part Number Used In Ordering Tool	1
MCS7825H3-K9-CMA2	HW/SW CallMgr 5.1 7825-H3 Appliance, 0 Seats	2
CAB-AC	Power Cord,110V	4
LIC-CM5.1-7825=	License CallMgr 5.1 7825 Appliance, 1,000 seats	2
LIC-CM-DL-1000=	CallManager Device License - 1,000 units	1
UCSS-UCM	Top level SKU, Unified CallManager Software Subscription	1
UCSS-UCM-1-100	UCSS for UCM for One Year - 100 users	2
SW-ER-2.0_SVR-K9	Emergency Responder 2.0 SW + 2.X User Lic 100 Phones	1
MCS-7816-H3-IPC1	HW Only MCS-7816-H3 with 2GB RAM and One 160GB SATA HD	1
UCSS-ER-1-100=	UCSS Emergency Responder 1 Year 100 Users	2
UNITY-PIMG-ANALOG	PBX-IP Media Gateway for analog integrations	0
UNITY-PWR-US	Power Cord - US, Can, Mex, PR, Phil, Ven, Tai, Col, Ecu	0
UNITY-5.X-K9	Unity Release 5	1
UNITY5.X-SL-32	Unity server license for VM or UM. Incl 32 sessions. No TTS.	1
UNITYU5-USR-E	One Unity UM for Exchange User	200
MCS-7835-H2-UC1	MCS-7835-H2; Rack; Unity Connection 1.x; 2GB; RAID; Win2003	1
UNITY5.X-ADD-LANG	Support for an additional language. May order up to 17.	1
UNITY5.X-VPIM	Unity, VPIM - Per Server	0
UNITY5.X-EXCH-KIT	Message Store 2003	1
UCSS-UNITY	UCSS for Unity	1
UCSS-UTY-UM-1-100	Unity UCSS UM User one year 100 pack	5
MCS-7835-H2-ECS1	MCS-7835-H2; Rack; Unity; 2GB; SAS RAID; Win2K3	1
UNITY-SYSDISK	Unity Operating System 2003 <i>(This part number is no longer available - see below for the substitute part)</i>	1
UNITYCN1-SYSDISK	Unity Operating System 2003 for Unity	1
UNITY-PWR-US	Power Cord - US, Can, Mex, PR, Phil, Ven, Tai, Col, Ecu	1

**Cabling / Inside Wiring Maintenance – please provide pricing to maintain the cable plant**

<b>Routers and Switches</b>			
<b>Device Name</b>	<b>Serial</b>	<b>Make &amp; Model</b>	<b>Product ID</b>
Zuni_DS3_Internet	JMX0734L1PK	Cisco 3745	
ZIS-3845V	FTX1149A1XU	Cisco 3845	
ZIS-IT-portable-3750G	FOC1120Y48H	Cisco Catalyst 3750	WS-C3750G-48PS
ZIS-MDF-4507	FOX11260WEC	Cisco Catalyst 4500	WS-C4507R
ZMS-DIPS-3750G	FOC1118Y16S	Cisco Catalyst 3750	WS-C3750G-48PS
ZPSDCER	MX2729008D	Cisco MCS 7800	
ZPSDCCM1	MX273400SH	Cisco MCS 7800	
ZPSDCCM2	MX273400LM	Cisco MCS 7800	
ZIS-ServerRoom	CAT0916N07R	Cisco Catalyst 3550	WS-C3550-48
ZMS-Portable-3750G	FOC1116Y1PL	Cisco Catalyst 3750	WS-C3750G-48PS
ZIS-3550-L3	CAT0837N1M9	Cisco Catalyst 3550	WS-C3550-48
DYES-2821	FTX1051A3E6	Cisco 2821	
DYE_MDF	FOC1152Y3XT	Cisco Catalyst 3750	WS-C3750G-48PS
DYE_PreK	FOC1116Y1P7	Cisco Catalyst 3750	WS-C3750G-48PS
DYE_Electric	FOC1151Y5YK	Cisco Catalyst 3750	WS-C3750G-48PS
DYE_Lab	FOC1152Y3W2	Cisco Catalyst 3750	WS-C3750G-48PS
ZHS-2851	FTX1049A15L	Cisco 2851	
ZHS_MDF_4507	FOX11400BJF	Cisco Catalyst 4500	WS-C4507R
ZHS_IDF1_4507	FOX114307DF	Cisco WS-C4507R	
ZHS_GYM	FOC1152Y3W5	Cisco Catalyst 3750	WS-C3750G-48PS
ZHSBand_3750g	FOC1151Y5Z0	Cisco Catalyst 3750	WS-C3750G-48PS
Admin-2851	FTX1025A1DZ	Cisco 2851	
Admin-MDF-3750	FOC1116Y1S7	Cisco Catalyst 3750	WS-C3750G-48PS
CO_Port	FOC1152Y3W9	Cisco Catalyst 3750	WS-C3750G-48PS-S
CO_RECEP	FOC1152Y3XV	Cisco Catalyst 3750	WS-C3750G-48PS-S
Admin_Sped_3750	FOC1114Y2D9	Cisco Catalyst 3750	WS-C3750G-48PS-S
Ashiwi_2821	FTX1051A1DE	Cisco 2821	
AES-4507-MDF	FOX114307DG	Cisco Catalyst 4500	WS-C4507R
ZMS_MDF_3750G	FOC1116Y1RZ	Cisco Catalyst 3750	WS-C3750G-48PS-S
ZMS-Library-2950	FHK0711Y02S	Cisco Catalyst 2950	WS-C2950G-48-EI
ZMS-ServerRoom_2950	FHK0624W0K5	Cisco Catalyst 2950	WS-C2950G-48-EI
ZMS-Portable3-2950	FHK0718Y1SH	Cisco Catalyst 2950	WS-C2950G-48-EI
ZMS_SupportServices	FOC1122Y0Q7	WS-C3750G-48PS-S	WS-C3750G-48PS-S

<b>Servers</b>			
<b>Manufacturer</b>	<b>Model</b>	<b>Function</b>	<b>Quantity</b>
IBM	xSeries 235/8671	E-Mail	1
Dell	PowerEdge 2850	DNS / DHCP	1
HP	Proliant DL580	DNS / DHCP	2
Dell	PowerEdge 850	DNS / DHCP	1
Dell	PowerEdge SC1420	DNS / DHCP	1
HP	Proliant DL380	DNS / DHCP	1
HP	Proliant ML370	Terminal Server	1
HP	Proliant DL380 G7 - Xeon E5640 2.66 GHz Server	DNS / DHCP	4
HP	BL C7000 (8 blades: each is a HP Proliant 465C G1)	E-Mail, WEB, Updates Services	1

**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](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
<b>Total</b>		<b>100%</b>	<b>0.00</b>

**Note: The above worksheet is available for download – please visit: [http://www.adsadsi.com/rfp\\_fy13.htm](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: [ZPSD@adsadsi.com](mailto:ZPSD@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, Zuni Public School District shall award ZPSD20100715084341 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. Zuni Public School District 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.

**Zuni Public School District  
Item 21 for 470**

**Location:** \_\_\_\_\_  
**Category of Service:**  Internal Connections  Basic Maintenance of Internal Connections

<b>Narative:</b>	
<b>Additional Information:</b>	

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					
<b>Totals:</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**Note:** The above worksheet is available for downloaded – please visit: [http://adsadsi.com/rfp\\_year\\_14.shtml](http://adsadsi.com/rfp_year_14.shtml).

## Service Provider Authorized Response

This form must be completed and returned with RFP response.

<b>Form 470 Number:</b>	<b>83722000881886</b>
<b>General Description:</b>	<b>Basic Maintenance</b>
<b>RFP Number:</b>	<b>ZPSD20100715084341</b>
<b>RFP Due Date:</b>	<b>March 18, 2011 at 2:00P.M. (PST)</b>
<b>Term:</b>	<b>July 1, 2011 thru June 30, 2012</b>

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, Zuni Public School District shall award ZPSD20100715084341 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

\_\_\_\_\_  
ZPSD Authorized Signature

\_\_\_\_\_  
Date of ZPSD Signature