

**NORTH PENN SCHOOL DISTRICT
REQUEST FOR PROPOSAL
Voice Gateway Replacement
E-rate Form 470 # 170073371
Issue Date: March 17, 2017**

Response Deadline: April 14, 2017 AT 12:00 PM E.S.T.

1.0 INTRODUCTION

1.1 North Penn School District (“District”) issues this Request for Proposals (“RFP”) for voice gateway routers. The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 Issuing Officer and Technical Contact for Questions and Information

Dr. Kristen Landis
Director of Technology
North Penn School District
Educational Service Center
401 East Hancock St.
Lansdale, PA 19446-3960
215-853-1070
landiskc@npenn.org

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include “Voice Gateway Replacement RFP” in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

The RFP is available online at <http://www.npenn.org/page/695>. Vendors are responsible for periodically monitoring the web site for any updates relating to this RFP.

1.3 Manner and Due Date for Proposals

One complete hard copy and an electronic copy of all files comprising the proposal must be included on a CD and delivered on or before 12:00 pm E.S.T. on April 14, 2017 addressed to:

Stephen Skrocki
Director of Business Administration
North Penn School District
Educational Service Center
401 East Hancock St.
Lansdale, PA 19446-3960

- Both the paper and electronic copies must be identical and labeled, "Voice Gateway Replacement."
- The Vendor's name is required to be included on all documents and envelopes.
- All required Vendor information, certifications and attachments must be included with the paper and electronic versions of the proposal.
- The Appendix A price proposal must be contained in a separate envelope clearly marked with the Vendor's name and indicating that the price proposal is enclosed.
- The electronic version of the Appendix A proposal must be in Excel format, with no password or other restrictions in the file.

The District intends to select the successful Vendor and have the final contract available by April 19, 2017 to be presented to its board for approval at the April 20, 2017 board meeting. *Vendors must be available to answer questions as soon as the proposals are opened and to negotiate a contract.*

- 1.4 The District will review the proposals for compliance with the procedural requirements set forth in Section 3 and may reject any proposal that materially fails to comply. The District reserves the right to waive non-material defects.
- 1.5 The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.
- 1.6 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award, via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.
- 1.7 All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility.
- 1.8 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor, as required in Appendix A.

2.0 **Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

- 2.1.1 Vendor's proposal is submitted after proposals have been opened and reviewed by the District.

- 2.1.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- 2.1.3 Vendor is not authorized to do business in Pennsylvania.
- 2.1.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 2.1.5 Vendor has had an unsatisfactory performance or failure to perform in accordance with the terms of one or more contracts with the District within four (4) years of the issuance date of this RFP.
- 2.1.6 Vendor does not have an E-rate SPIN number.
- 2.1.7 Vendor cannot provide all equipment and services listed in Appendix A.

3.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Voice Gateway Replacement and Installation

- 3.1 Included in this proposal is Appendix A which itemizes the router required for this project. All hardware must be manufactured by Cisco or equivalent. Proposals must include equipment trade-in value and Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 3.2 Included in Appendix A is a list of buildings and specific hardware and software requirements. The District seeks proposals which installation and configuration of the routers and all associated equipment in the MDF of each building. The successful vendor must provide a complete, tested system integrated with the district's intercom systems.

Proposals must include all relative licensing for installed equipment.
- 3.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 3.4 Proposals are required to be a turn-key, comprehensive solution that addresses all requirements set forth in Appendix A rather than a partial solution.
- 3.5 Subcontractors must be identified in the proposal. If the successful Vendor would like to use additional subcontractors that were not identified in the proposal/contract, specific approval must be granted in writing by the District.

4.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 4.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 4.2 Discounted Bills: Should the District so choose, Vendor must agree to provide discounted bills to District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 4.3 Reimbursement Option: Should District choose to pay for any equipment or services in full, Vendor must agree to promptly process the District's E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds. Vendor also must agree that upon its receipt of District's E-rate reimbursement, Vendor will, in turn, remit full E-rate reimbursement to the District. This procedure is required because the SLD does not permit the E-rate reimbursement check to be mailed directly to the District.
- 4.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 4.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 4.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
- 4.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
 - Where labor is involved, maintaining detailed, signed individual timesheets

- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's Form 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

5.0 CONDITIONS, CONTRACT and BILLING

5.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not make an award and to reissue this RFP as a new procurement;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- District intends to award a single contract for all equipment/services in Appendix A; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;
- Waive minor defects or any requirement of this RFP that has not been met by any of the bidders that submitted proposals.

5.2 Timeline for Purchase of Services

The purchase of services will not be contingent upon E-rate approval.

5.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this

contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

5.4 **Lowest Corresponding Price**

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

5.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

5.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.7 On RFPs for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful vendor must maintain in full effect the following minimum insurance coverage:

5.7.1 Workers' Compensation.

Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees.

5.7.2 Property damage in the amount of \$50,000.

5.7.3 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.

5.8 The vendor must provide complete documentation in electronic format to support the installation and configuration of all equipment.

6.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 6.1 Provide a description of the nature and scope of your firm's business endeavors, including history of company.
- 6.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- 6.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 6.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 6.5 Provide a description of the firm's experience with the federal E-rate program.
- 6.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 6.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- 6.8 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 6.9 Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in March 2017 – May 2017 in order to assist with the completion of the District's E-rate applications, as requested.
- 6.10 Provide copy of terms and conditions for proposed contract.
- 6.11 **Pennsylvania Right-to-Know Law**

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.

7.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the “lowest responsible bidder” in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a “responsible” bidder, the bidder must meet the following:

- 7.1 Submit a timely proposal and not be disqualified under Section 2.0.
- 7.2 The proposal must include all of the required information in Section 3.0.
- 7.3 Information submitted in response to Section 6.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 7.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 7.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 3.2.
- 7.6 In accordance with Pennsylvania legal precedent, upon investigation by the District, the bidder must be found to have the financial responsibility, integrity, efficiency, industry, experience, promptness, and ability to successfully carry out this particular undertaking.

APPENDIX A

See Separate Excel Appendix A