



621 E. Sixth Street, Holtville CA. 92250 www.husd.net phone:(760)356-2974 fax:(760)356-4936

**E-RATE RFP
Entity # 143702, Funding Year 2020
470 MDF-Switches**

Due date: February 26, 2020 by 5:00 pm at HUSD District Office

In conjunction with our state approved Technology Plan, we are looking to maintain our network infrastructure to continue to meet the needs of our students. Being a rural school district, we are looking to the future of distance learning. We are connected to a gigabit fiber network running throughout the Imperial County. We are seeking a contract for the following equipment:

- 3 Distribution switches with at least 16 SFP ports that are 1G and 10G capable, Aruba or Fortinet preferable
- 14 APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card, Rack mountable
- No Installation, no labor.

Finley Elementary School		
Entity Number	Description	Quantity
104573	APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card	4
104573	Distribution Switch 16 SFP ports minimum, 1G and 10G capable	1

Holtville High School		
Entity Number	Description	Quantity
104570	APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card	4
104570	Distribution Switch 16 SFP ports minimum, 1G and 10G capable	1

Sam Webb High School		
Entity Number	Description	Quantity
104571	APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card	2

Holtville Middle School		
Entity Number	Description	Quantity
104572	Distribution Switch 16 SFP ports minimum, 1G and 10G capable	1

Freedom Academy of Imperial Valley		
Entity Number	Description	Quantity
16077784	APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card	1

Pine Elementary School		
Entity Number	Description	Quantity
104574	APC Smart UPS 1500 VA LCD RM 2U 120V with Network Card	3

For additional questions contact:
 Anthony Martinez
 Technology Coordinator
 tmartinez@husd.net
 621 E. Sixth Street, Holtville, CA 92250
 (760) 356-2974 ext.7246
 Fax: (760) 356-4936

HUSD TECHNOLOGY DEPARTMENT

The Holtville Unified School District is requesting proposals for Year 20 (2020) E-Rate program.

Section 1 - Instructions to Bidders

1. Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Administrative Company. The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administrative Company (“USAC”), and/or the Schools and Libraries Division (“SLD”). Holtville Unified School District (HUSD) and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. Contract will take effect on July 1, 2020 and continue through September 30, 2020. Should a contract extension be agreed to by the HUSD, the vendor and permitted by the Schools and Libraries Service Administrative Company, the contract may be extended accordingly.
2. If a contract(s) is/are to be awarded as a result of this Request for Proposals, it shall be awarded to the bidder who is responsible and whose proposal provides the best potential value to the Holtville Unified School District. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
3. 2 printed, bound copies of RFP’s including all required documents must be received by 5:00 PM local time (PST) on February 26th, 2020. Proposals received after this time and date will NOT be accepted for the bid process and returned to the vendor. Bidders are solely responsible for ensuring timely receipt of their proposal
4. The System Vendor Response Form is a required document and must be submitted with the printed, bound copies as well as in electronic format on CD.
5. Send proposals and electronic copies in a sealed envelope via postal service, FedEx, etc. to:

Holtville Unified School District
MDF Switches
Attention: Anthony Martinez
621 E. 6th Street
Holtville, CA 92250
6. All received RFP’s will be opened at 8:30am local time (PST) on Thursday, February 26th in the IT Department, Holtville Unified School District 621 E. 6th Street Holtville, CA. 92250.
7. Bidders may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by Holtville Unified School District but may withdraw their proposal at any time.
8. Bidders may withdraw their RFP prior to the bid opening date.
9. All questions or inquiries concerning this Request for Proposals must be submitted to Anthony Martinez at HUSD Information Technology Department.

tmartinez@husd.net
760-356-2974 ext.7246
10. Detailed, line-item quotation(s) must be provided by the bidder. All quotations must be labeled to show the section(s) of the RFP that the quotation corresponds to. Bidders must also fill in the total amounts on this RFP for each section and submit this RFP with their proposal.

11. Holtville's sales tax is 7.75%.
12. Bidders must complete all forms that are part of this RFP. HUSD will not accept bids unless these forms are completely filled out.
13. The Board of Education of the Holtville Unified School District reserves the right to accept or reject any and all proposals, to negotiate with any or all responsible bidders, and to waive any irregularities or informalities in this RFP.
14. Any amendments or clarifications of this RFP will be posted to the E-rate section of the Holtville Unified School District web site (same section where this RFP was posted).
15. HUSD has the right to purchase items and services over and above the quantities specified in this RFP.
16. HUSD has the right to purchase items and services specified in this RFP if the district does not receive funding from the Schools and Library Division. Pending limited or no funding from the Schools and Library Division, the district at its option may purchase all or part of the items and services agreed to in the signed contract(s) for this RFP.
17. All equipment and material must be new. Used, refurbished or repurposed equipment or material shall not be acceptable.
18. Protests must be submitted in writing to the district Business Manager and will be addressed on an individual basis in a timely manner.
19. A contract with the selected vendor(s) and HUSD will be executed by both parties once it is awarded by the HUSD Board of Education. If agreement on the terms and conditions that are acceptable to HUSD cannot be achieved by that timeframe, the district reserves the right to continue negotiations or to award the proposal to another vendor and begin negotiations with that vendor.
20. The District fully reserves the right to cancel this Agreement due to non-availability or non-appropriation of sufficient funds. The District shall notify the Vendor of its intention to terminate at the earliest possible time.
21. List of documents to be completed and submitted to HUSD with this RFP:
 - a. E-rate Certification
 - b. References
 - c. Noncollusion Affidavit
 - d. E-rate Service Provider Contact Information
 - e. This RFP with bidder's responses
 - f. Itemized and detailed quotations and labeled according to instructions.
 - g. 2 bound printed copies of RFP's and electronic copy (on CD in PDF format)

Section 2 - Evaluation Factors for Award

1. Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements.
2. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.
3. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:
 - a. 55% - Vendor's cost, including unit prices, labor rates, travel/trip charges, etc.
 - b. 20% - Proposal preparation, thoroughness and responsiveness to this request for proposal.
 - c. 10% - Vendor's experience, HUSD's prior experience with vendor (if any), overall installation and integration capabilities based upon performance record and availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach.
 - d. 15% - The extent to which the vendor's proposed solution fulfills HUSD's stated requirements as set out in this RFP.
4. HUSD may, at their discretion and without explanation to the prospective vendor's, at any time chose to discontinue this RFP without obligation to such prospective vendors.

District E-Rate Contact:

Anthony Martinez
Technology Coordinator
Holtville Unified School District
tmartinez@husd.net
760-356-2974 ext.7246

Questions: Call 760-356-2974 ext. 7246 ask for Anthony Martinez.

Holtville Unified School District
E-Rate Program Year 2020

E-Rate Certification

I, _____, certify that _____,
(Print or type name) (Company name)

is a service provider as defined by the E-Rate Program and has not been suspended or disbarred from participating by the Federal Communications Commission. Our SPIN # is _____, and we have operated under this SPIN for _____ years.

I also certify to the acceptance of the following:

1. All information necessary to respond to any SLD request for information such as PIA (Program Integrity Assurance), Item 25 Selective Review, Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet any response deadlines;
2. In the event an appeal is necessary, all information necessary to complete the appeal will be furnished completely and in a timely manner to the Holtville Unified School District, it's attorney(s) or authorized agent;
3. Any contract awarded for E-Rate Program Year 2020 is contingent upon the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD that awards the requested discounts in full. In the event of a partial funding or no funding is granted, the District reserves the right to cancel the contract in whole or in part;
4. The District will be invoiced for only the matching funds portion and it is our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining "non-discount" portion;

In the event the Holtville Unified School District wishes to perform a SPIN change, permission will be granted within the contract terms, provided 14 days prior written notice is given.

(Original signature in blue ink)

(Today's date)

(Print or type name)

(Title)

Holtville Unified School District

E-Rate Program Year 2020

References

Please provide a minimum of 3 professional references, specifically related to your past performance of projects of similar size and scope with other public school district in California. The Holtville Unified School District requests that these references be directly related to work performed within the guidelines of the E-Rate program.

Name of Client _____
Type (School District, etc.) _____
Contact Person's Name _____
Contact Person's Title _____
Contact Person's Phone _____
Contact Person's Email _____
Total Project Cost _____
Description of Work Performed

Name of Client _____
Type (School District, etc.) _____
Contact Person's Name _____
Contact Person's Title _____
Contact Person's Phone _____
Contact Person's Email _____
Total Project Cost _____
Description of Work Performed

Name of Client _____
Type (School District, etc.) _____
Contact Person's Name _____
Contact Person's Title _____
Contact Person's Phone _____
Contact Person's Email _____
Total Project Cost _____
Description of Work Performed

Holtville Unified School District
E-rate Service Provider Contact Information – 2020 (Year 20)

Vendor must provide the following information:

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and HUSD.

Name: _____

Title: _____

Company: _____

Address: _____

City, State, Zip code: _____

Phone: _____

Fax: _____

Email: _____

Include other important contact information below.

End of RFP