



**Request for Proposal #22-04**

**CATEGORY TWO EQUIPMENT  
E-RATE YEAR 25**

**Proposal Due Date: Friday, January 14, 2022 by 4:00pm**

**Contact: Jessica Sulli, Contract Specialist  
Sacramento City Unified School District  
5735 47<sup>th</sup> Avenue, Sacramento, CA 95824  
Telephone: (916) 643-2464  
Email: [Jessica-Sulli@scusd.edu](mailto:Jessica-Sulli@scusd.edu)  
Webpage: [www.scusd.edu/rfp](http://www.scusd.edu/rfp)**

**Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25**

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## Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25

### Notice to Responders

The Sacramento City Unified School District ("District") is seeking proposals from qualified providers ("Responders") for the "**CATEGORY TWO EQUIPMENT for E-Rate Year 25**" ("Project").

The Governing Board of the District intends to select a contractor for the Project at its regular Board meeting on February 17, 2022. The Board reserves the right to postpone or cancel this selection. The meeting will be held at 6:30 p.m. at Serna Center Community Rooms, 5735 47th Avenue, Sacramento, California.

The District reserves the right to cancel or revise this RFP in part or in its entirety. If the District cancels or revises the RFP, all Responders will be so notified by addenda. The District also reserves the right to extend the date on which responses are due, the date on which it announces the results of its best value analysis, or the date on which the award will be made.

The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

### Questions

Questions related to this RFP should be submitted in writing to Jessica Sulli, Contract Specialist, at [Jessica-sulli@scusd.edu](mailto:Jessica-sulli@scusd.edu) no later than December 15, 2021. Specify "**RFP for CATEGORY TWO EQUIPMENT for E-Rate Year 25**" in the subject line. Only questions submitted through this process will be accepted. Responses to all questions received will be posted on the District's website, <http://www.scusd.edu/rfp> no later than December 17, 2021. It is the responsibility of the prospective Responder to check the website for updates or addenda.

### Due Date

Interested firms are invited to submit one (1) original signed proposal, four (4) additional hard copies, and one (1) digital copy (flash drive) in write-protected PDF format.

The proposal shall be submitted in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:00 p.m. on January 14, 2022, to **Sacramento City Unified School District, Contracts Office, 5735 47<sup>th</sup> Avenue, Sacramento, CA 95824.**

The sealed envelope shall be marked on the outside lower left corner with the words "**RFP for CATEGORY TWO EQUIPMENT for E-Rate Year 25.**" It is solely the responder's responsibility to ensure that their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered. If no RFP responses are received, applicant reserves the right to proactively solicit for RFP responses. No exceptions will be allowed.

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### Proposal Results

Proposal results will be posted on the District's website at [www.scusd.edu/rfp](http://www.scusd.edu/rfp) on or around February 1, 2022.

### RFP Schedule

December 1, 2021	RFP Released - Posted
December 15, 2021	Question Deadline
December 17, 2021	Responses to Questions Posted
January 14, 2022	RFP Closing - Proposals Due
February 1, 2022	Selection Advisory Committee Concludes Review
February 17, 2022	Recommendation presented to Board of Education
Purchase Orders	Contingent on E-RATE Award and District approval

## Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25

### Project Scope

The Sacramento City Unified School District is seeking proposals from Responders to provide category Two equipment that is E-Rate eligible. The Service Provider must label all equipment as E-Rate with an identifying Funding Request number.

### The District's Category Two Equipment includes (or equivalent):

Part Number	Qty	Description
C9124AXE-B	39	Wireless Outdoor Access Points
EDU-DNA-E-3Y	39	DNA Essential term licenses for EDU sku's
MNT-VERT1=	39	Standard Pole/Wall Mount Kit for C9124AXE

### Requirements for CATEGORY TWO EQUIPMENT

1. All plans proposed should include detailed billing and include hardware, shipping, installation, contingency, and taxes.
2. The start date of this project will be April 1, 2022.
3. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Sacramento City Unified School District and documented with new price sheet sent to the District Office.
4. All equipment/services costs must be new and included and identified separately.
5. Manufacturer must warrant all parts and equipment.
6. Vendor must be a certified reseller of parts and equipment.
7. Vendor must certify that their equipment is neither manufactured by, nor contains any components from, either Huawei or ZTE.

### Responder Service Provider Information

Responders must provide the following Service Provider information:

1. Length of time business has provided this type of service.
2. Responder Service Level Agreement (SLA) included in proposal.
3. Indicate any options available.
4. Show applicable discounts separately, if applicable.
5. An implementation timeline proposal starting April 1, 2022.
6. Indicate how charges will be incurred as services are implemented.
7. Responders must include 3 reference sites using your service. References from a District, School, Library or a County Office of Education in California are preferred.
  - Job Location
  - Contact name and telephone number

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- Date of contract
- Project Description
- Equipment/Service Installed

### Responder Service Provider Requirements

The Responder must meet or exceed minimum qualification requirements.

1. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
2. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>.
3. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://apps.fcc.gov/coresWeb/publicHome.do>.
4. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html).
5. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, of the funding year.
6. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
7. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.
8. 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.
9. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

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### Responder Service Provider Acknowledgements

1. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitution.
2. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
3. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant 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.
4. Starting Services/Advance Installation: The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2022 funding year (July 1, 2022). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.
5. Early Funding Conditions:
  - Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.


    - Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.
    - The Category 1 service must depend on the installation of the infrastructure.
    - The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.
    - No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.

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For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services ([DA 02-3365](#) , released December 15, 2002). This FCC decision only applies to Priority 1 services (Telecommunications Services and Internet access).

- Category Two

There is one condition that allows USAC to provide support in a funding year for Category Two installation costs incurred prior to that funding year. We also amend our rules for category Two non-recurring services to permit applicants to seek support for category Two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category Two services (Internal Connections).

### 6. Invoicing

The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

Additionally, if the service qualifies for California Teleconnect Funds then the service provider will invoice the California PUC.

### 7. FCC/SLD Auditability

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Responder hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Responder and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.



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### **8. Procurement of Additional Goods and/or Services/Coterminous Expiration**

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Responder. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Responders must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

### **Proposal Format**

Proposals must be clear, concise, complete, well organized, and demonstrate Responder's qualifications and ability to follow instructions. The quality of responses, not length of responses or visual exhibits is important. Responder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.

Responders shall submit one (1) original signed proposal, three (3) additional hard copies, and one (1) digital copy (flash drive) in write protected PDF format. The proposals shall be organized in the format listed below and shall be limited to thirty (30) pages (excluding attachments and appendices) on 8 ½" x 11" paper with all responses bound with tabs separating each section. Responders shall read each item carefully and answer accurately to ensure compliance with District requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

#### **1. Cover Letter**

A signed letter of interest (no more than one page) stating the Responder's interest and qualifications in providing the services as outlined in the RFP. Cover letter should include contact name, address, telephone number, and email address.

#### **2. Responder Service Provider Information**

#### **3. Letter of Agreement**

#### **4. Cost Proposal**

#### **5. Addenda**

#### **6. Completed and signed Submittal pages including RFP Form, Fingerprint Certification, and Statement of Non-Conflict of Interest**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Responders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District's technology needs.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the

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District. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the District and the Responder selected. Firms are responsible for checking the website periodically for any updates or revisions to the RFP. All proposals will be considered valid and prices will be considered fixed for a period of sixty (60) days following submission.

Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs, but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals. The successful proposer(s) shall not be relieved of the proposal submitted without the District's consent or proposer's recourse to Public Contract Code Sections 5100, *et seq.*

No business entity, including any agent of such entity, shall directly or indirectly contact any District Board of Education member immediately before or during the RFP process of any project on which the business entity intends to or has submitted a RFP. Any vendor violating this policy shall be deemed disqualified from the RFP. Should such contact come to light after the RFP is awarded and the entity was deemed the successful Responder, the Board reserves the right to cancel any contract awarded, in which case, the vendor shall be liable for any damage incurred by the district. The Board shall exercise its best judgment for the benefit of the district in making a decision whether to proceed or not, depending on all of the facts and circumstances.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

The District reserves the right to retain all RFPs and to use any ideas in a RFP regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the District and Responder selected.

### **Evaluation Criteria**

The purpose of this RFP is to enable the District to select the proposal that represents the best value to the District. The term "best value" refers to the best combination of price, qualifications, and experience according to the evaluation criteria below.

Upon receipt of proposals, the District's selection advisory committee, composed of key District officials and consultants, will review each response to the RFP. Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing Responders prior to and during the review and evaluation process

Proposals will be evaluated on the following criteria:

- Cost – 30%
- Design – 20%
- Extent of positive experience with District and/or other Public Agencies in California (including references) – 20%
- Company Size and Stability – 10%
- Quote preparation, thoroughness and responsiveness to RFP requirements – 10%

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- Terms of Service and Implementation Timeline – 10%

### **Award of Contract**

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFP, or to procure or contract for work.

The contract shall be awarded to the Responder with the highest best value score. In the event of a tie (more than one Responder have the same highest best value score), District may award the Project to the Responder of its choice.

If the Responder to which the Board awards the contract refuses to execute the contract, proof of required insurance, or other required documents, the Board may revoke the award to that Responder and award to the Responder that submitted the next highest ranked proposal.

The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The District expressly reserves the right to postpone response opening for its own convenience, to negotiate with more than one Responder concurrently, or to cancel all or part of this RFP. Decisions to award contract(s) as a result of this RFP are final and without appeal.

### **Contract**

The contract awarded as a result of this solicitation shall be a fixed price contract for which the offered price will include all labor, material, equipment, services, software, hardware, travel, shipping, and price administrative cost, associated with providing the products and services listed herein and offered by proposer.

### **Contract Format**

It is mutually agreed by and between District and Responder that the District's acceptance of Responder's proposal, upon approval by the Governing Board, shall create a contract between the parties thereto. District and Responder with whom District chooses to contract if any, shall execute a Contract Signature page based on the RFP, the response and the attached Letter of Agreement. The Contract will, by default, incorporate all requirements, terms and conditions contained in the RFP. In the event of any conflict between this RFP and the Contract Signature Page, the terms of the RFP will take precedence, unless otherwise specifically stated in a written amendment. District will not enter into any separate Contract of Agreement with Responder except as specifically stated herein.

### **Terms & Conditions**

#### Compliance with Laws

This contract shall be in accordance with the laws in the State of California. All RFPs shall comply with the current federal, state, local and other laws relative thereto.

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### Compliance with Statutes

Consultant hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

### Independent Contractor

Contractor shall be an independent contractor and not an agent or employee of District under this Agreement. Contractor shall be responsible for any damage, loss, or other claim arising out of the performance of its services under this Agreement

### Fingerprinting

Education Code section 45125.1 applies to this Agreement. Responder will certify that, pursuant to Education Code Section 45125.1, Responder will have conducted the required criminal background check of all its employees who may have contact with District pupils or unsupervised access to any District campus and shall certify that none of those employees have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). Upon verification from the DOJ that those persons fingerprinted have no record of a serious or violent felony, the Responder will so certify by signing and submitting to the Governing Board of District the certification form attached.

Failure to comply with these terms, or permitting unsupervised access by an employee whose name has not been cleared by the DOJ as certified by the Responder shall constitute grounds for termination of this Agreement.

### Insurance

The successful Responder shall maintain insurance adequate to protect Responder from claims under Workers' Compensation Laws and from claims for damages for personal injury, including death and damage to property, which may arise from Responder's operations under the contract. The Responder may be required to file proof of such insurance, naming Sacramento City Unified School District as an additional insured by separate endorsement as follows: Responder is required to provide proof of insurance to the District of a comprehensive general liability insurance policy providing occurrence-based coverage to be in effect during the term of the contract. Bodily Injury shall be \$1,000,000, combined single limit or \$1,000,000 per person, \$1,000,000 per accident. Property Damage shall be \$500,000 per loss. Failure to furnish such evidence of insurance, if required, may be considered default by the Responder.

### Vaccination Requirements

All contractors who work with District students or staff on District facilities must complete a COVID-19 Vaccination Certification for Contracted Services form which can be accessed at [https://app.informedk12.com/link\\_campaigns/vaccination-certification-for-contracted-services?token=xpunqUbbV5yLWiuurPm8CiQ](https://app.informedk12.com/link_campaigns/vaccination-certification-for-contracted-services?token=xpunqUbbV5yLWiuurPm8CiQ)

### Attorney Fees

In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

### Governing Law and Venue

In the event of litigation, the RFP documents and related matters shall be governed by and construed

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in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Sacramento County.

### RFP Acceptance or Rejection

This RFP does not commit the District to award a contract, to pay any cost incurred in the preparation of this RFP, or to procure services or supplies. The District reserves the right to accept or reject any or all RFPs received in response to this request, to negotiate terms that will be in the best interest of the District, or cancel in whole or in part this RFP. All submitted RFPs and information included therein shall become public records upon delivery to the District. All firms submitting a RFP should note that the execution of any contract would be contingent upon governing Board Approval. If these corrections result in significant changes in the amount of money to be paid to the consultant (if awarded the Agreement), the consultant will be informed of the errors and corrections thereof and will be given the option to abide by the corrected amount or withdraw the proposal.

### Term/Extension

Pursuant to Education Code, Sections 17596 and 81644, it is the intent of the District to award a single term contract for the specified service. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding fiscal periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive fiscal years.

### Board Contact

No business entity, including any agent of such entity, shall directly or indirectly contact any Board member immediately before or during the RFP process of any project on which the business entity intends to or has submitted a RFP. Any Responder violating this policy shall be deemed disqualified from the RFP process. Should such contact come to light after the RFP is awarded and the entity was deemed the successful Responder, the Board reserves the right to cancel any contract awarded, in which case, the Responder shall be liable for any damage incurred by the District. The Board shall exercise its best judgment for the benefit of the District in making a decision whether to proceed or not, depending on all of the facts and circumstances.

### Termination of Contracts/Purchase Orders

The District reserves the right to terminate all purchase orders or contracts with due cause by giving a ten (10) calendar day written notice or may terminate without cause by giving a thirty (30) calendar day written notice. Due cause for termination of contract shall include, but not be limited to, failure to provide services required within a reasonable time period, and/or for reasons of unsatisfactory service. Purchase orders or contracts which extend into a subsequent fiscal year will automatically terminate if the District does not appropriate funds for the goods and/or services under the purchase order or contract.

### Assignability

A contract is not assignable by Consultant either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

### Price, Terms, and Conditions

Price, terms, and conditions of this proposal are considered valid for sixty (60) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

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### Modifications

No oral or telephonic modification of any proposal submitted will be considered, and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the bidder was placed in the mail prior to the proposal opening.

### Erasures

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the proposal.

### Patents, Etc.

The Responder shall hold the District, its officers, agents, servants, and employees harmless and free from liability of any nature or kind on account of use (by publisher, manufacturer, or author) of any copyrighted or non-copyrighted composition, secret process, patented invention, article or appliance furnished or used under this RFP.

### Signing of Proposals

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The bidder's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

### Failure to Fulfill Contract

When any Responder shall fail to deliver any article or service or shall deliver any article or service which does not conform to the specifications, the District may, at its sole discretion, annul and set aside the contract entered into with said Responder, either in whole or in part, and make and enter into a new contract for the same items in such manner as seems to the Board of Education to be to the best advantage of the District. Any failure for furnishing such articles or services by reason of the failure of the Responder, as above stated, shall be a liability against such Responder and his sureties. The Board of Education reserves the right to cancel any articles or services which the successful Responder may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Responder provided satisfactory proof is furnished to the Board or Education, if requested.

### Contract Exclusive

The provisions of the contract shall in no way prohibit the District from making purchases from another supplier for the same services as herein listed.

### Proprietary Information

There can be no portions of the submitted quote to be treated as proprietary and confidential information even if they are marked as such. Due to the California Public Records Act all information submitted is to be considered open for public review.

### Conflict of Interest

The successful Responder shall affirm that, to the best of its knowledge, there exists no actual or potential conflict between family, business, or financial interest of the Responder and services under this Agreement. The successful Responder agrees to advise Owner of any actual or potential conflicts of interest that may develop subsequent to the date of execution of this Agreement.

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### Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part, 85, Sections 85, 105 and 85.110—

The applicant certifies that it and its principles:

Are not presently debarred, suspended, proposed for debarment, declared intelligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this.

### RFP Protest

A Responder may file a protest against the award of the Contract to any other Responder by following the District bid protest procedures. The protest must be in writing, filed within three (3) business days after RFP award notification.

- a. Only a Responder who has actually submitted a proposal, and who could be awarded the Contract if the RFP protest is upheld, is eligible to submit an RFP protest. Subcontractors are not eligible to submit RFP protests. A Responder may not rely on the RFP protest submitted by another Responder.
- b. An RFP protest must contain a complete statement of any and all basis for the protest and all supporting documentation. Materials submitted after the RFP protest deadline will not be considered.
- c. The protest must refer to the specific portions of all documents that form the basis for the protest.

These requirements are to be strictly construed. Untimely protests and/or grounds not set forth in the protest will not be considered. Further, the failure to comply with these protest requirements will constitute a waiver of the right to challenge and forever bar the Responder from challenging, whether before the District or any administrative or judicial tribunal, any particular RFP(s), the RFP

## **Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25**

process or any ground not set forth in the protest. The District will provide a written response within 30 working days to any timely RFP protest.

### E-Rate Participation

The District is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commissions (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The District reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.

### E-Rate Spin

Each vendor providing services to the District as part of the E-Rate program must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. Schools and Libraries Division can be reached online at: <http://www.usac.org/sl>.

### Brands

When a particular brand or brand and model number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its model number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and model number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility.

### Samples

Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.

### Delivery

All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.



**Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25**

**List of Sites**

**Sacramento City Unified School District**

<b>School</b>	<b>Address</b>	<b>City</b>	<b>ST</b>	<b>Zip</b>
<b>District Office - Serna Center</b>	<b>5735 47th Avenue</b>	<b>Sacramento</b>	<b>CA</b>	<b>95824</b>
Albert Einstein Middle School	9325 Mirandy Drive	Sacramento	CA	95826
California Middle School	1600 Vallejo Way	Sacramento	CA	95818
Caroline Wenzel Elementary	6870 Greenhaven Drive	Sacramento	CA	95831
Cesar Chavez Intermediate	7500 32nd Street	Sacramento	CA	95822
Edward Kemble Elementary	7495 29 <sup>th</sup> Street	Sacramento	CA	95822
Ethel I. Baker Elementary	5717 Laurine Way	Sacramento	CA	95824
Father Keith B. Kenny Elementary	3525 Martin L. King Blvd	Sacramento	CA	95817
Fern Bacon Middle School	4140 Cuny Avenue	Sacramento	CA	95823
Genevieve Didion K-8	6490 Harmon Drive	Sacramento	CA	95831
James Marshall Elementary	9525 Goethe Road	Sacramento	CA	95827
John Still K-8	2250 John Still Drive	Sacramento	CA	95832
Martin Luther King Jr. K-8	480 Little River Way	Sacramento	CA	95831
Matsuyama Elementary	7680 Windbridge Drive	Sacramento	CA	95831
Rosa Parks K-8	2250 68 <sup>th</sup> Avenue	Sacramento	CA	95822
Sam Brannan Middle School	5301 Elmer Way	Sacramento	CA	95822
Will C. Wood Middle School	6201 Lemon Hill Avenue	Sacramento	CA	95824

Any other location within the Greater Sacramento Area designated by the District

**Request for Proposals for CATEGORY TWO EQUIPMENT for E-Rate Year 25**

**Cost Proposal**

**RFP #22-04**

**Responder Company Name:** \_\_\_\_\_

**Responder Name:** \_\_\_\_\_

**Responder Title:** \_\_\_\_\_

**Responder SPIN:** \_\_\_\_\_

**Responder Phone:** \_\_\_\_\_

Part Number	Qty	Description	Unit Price	Extended Cost
C9124AXE-B	39	Wireless Outdoor Access Points		
EDU-DNA-E-3Y	39	DNA Essential term licenses for edu sku's		
MNT-VERT1=	39	Standard Pole/Wall Mount Kit for C9124AXE		
			Sub Total	
			Taxes	
			Shipping	
			<b>Grand Total</b>	

Responders must also include addenda specifying all information required in the Project Scope and Responder Service Provider sections of this RFP

**RFP Form**

**RFP #22-04**

Sacramento City Unified School District

5735 47<sup>th</sup> Ave.

Sacramento, California 95824

To: Superintendent and Members of the Board of Education

The undersigned, doing business under the full and complete legal Responder name as set forth below, having examined the Notice to Responders, RFP Instructions, Scope of Work & Requirements, General Conditions, Agreement and all other documents forming a part of the RFP package for the above-referenced RFP, hereby proposes to perform the Agreement, including all of its component parts, and to furnish all materials called by them for the entire order for the prices set forth in the documents contained in said RFP package. The entire RFP Package is submitted, together with this RFP Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Name of Bidder: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Taxpayer's Identification No. of Bidder: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web page: \_\_\_\_\_



**Business Services**

**Contracts Office**

5735 47<sup>th</sup> Avenue, Sacramento, CA 95824  
(916) 643-2464

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*Jorge Aguilar, Superintendent*  
*Rose Ramos, Chief Business Officer*

**Letter of Agreement**

Pursuant to the terms of Sacramento City Unified School District's RFP #22-04 for CATEGORY TWO EQUIPMENT, (Name of Company) \_\_\_\_\_'s response to RFP #22-04, dated (mm/dd/yyyy) \_\_\_\_\_, (Name of Company) \_\_\_\_\_ will provide the equipment and services per RFP #22-04 effective the date of issuance of Sacramento City Unified School District Purchase Order(s).

(Name of Company) \_\_\_\_\_ and Sacramento City Unified School District acknowledge that this agreement is for E-Rate eligible products and services, which are contingent on funding by the School and Libraries Division of USAC/FCC and the Sacramento City Unified School District for E-Rate 2022 (Year 25), and Sacramento City Unified School District Board of Education approval.

The Sacramento City Unified School District (District) reserves the right to terminate the referenced Request for Proposal (RFP) and all documents associated with the Request for Proposal, including but not limited to this Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The Sacramento City Unified School District shall not be responsible for any costs to Bidder prior to termination.

Sacramento City Unified School District

(Name of Company)

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Authorized Representative Signature

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Authorized Representative Signature

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Date

---

Date

---

Rose Ramos

---

Name

---

Name

Chief Business Officer

---

Title

5735 47<sup>th</sup> Avenue Sacramento, CA 95824

---

Address

Rose-f-ramos@scusd.edu

---

Email

916-643-9055

---

Phone

---

Title

---

Address

---

Email

---

Phone

**Fingerprint Certification**

**RFP #22-04**

Responder Certification

I, \_\_\_\_\_, am an authorized representative of/doing business as (Name of Responder/consultant) \_\_\_\_\_, and hereby certify that, pursuant to Education Code Section 45125.1, this business entity has conducted the required criminal background check(s) of all its employees who may have contact with District pupils or unsupervised access to any District campus of the Sacramento City Unified School District on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5(c) and/or 1192.7(c).

Failure to comply with these terms, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by the Contractor shall constitute grounds for termination of this Agreement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in \_\_\_\_\_ County, California.

\_\_\_\_\_  
Name of Responder/Consultant (please print)

\_\_\_\_\_  
Name/Title of Authorized Representative (printed)

\_\_\_\_\_  
(Signature)

**Statement of Non-Conflict of Interest**

**RFP 22-04, Category Two Equipment for E-Rate Year 25**

The Responder hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest which may be acquired during the life of an agreement with the District. The Responder also certifies that it and its members are not, officers, agents, or employees of the District, nor have they been since January 1, 2001.

\_\_\_\_\_  
Name of Responde (please print)

\_\_\_\_\_  
Name/Title of Authorized Representative (printed)

\_\_\_\_\_  
(Signature) (Date)