

**E-RATE Year 26 - (2023-2024)
REQUEST FOR PROPOSAL RFP #2022-3
470 # 230018931**

**Goleta Union School District
401 N Fairview Ave
Goleta CA 93117**

Internet Service RFP

PROCUREMENT TIMELINE	
RFP ISSUED:	02/06/2023,
REQUESTS FOR INFORMATION DEADLINE	02/21/2023 at 4:00 PM PST
PROPOSALS DEADLINE:	03/06/2023 at 4:00 PM PST
PROJECT START DATE:	07/01/2023
EXPECTED SERVICE END DATE:	06/30/2026 + 2 optional annual extensions

Service Description:

The Goleta Union School District (GUSD/District) seeks proposals for a scalable fiber-optic based internet service to the District’s data center, address: 401 N Fairview Ave Goleta, Ca 93117.

GUSD is interested in a solution that can provide the District with internet service via a fiber optic service initially at 2 Gbps (symmetrical up and down) with capacity to increase bandwidth at speeds specified below. GUSD prefers to work with a single entity for the purposes of support and troubleshooting. Internet service should also include a minimum of 6 publicly routable IP addresses. Applying vendors should need few to no Service Level Agreements (SLA) with other providers in the delivery of service to GUSD

Bandwidth requirements for internet service

Minimum required bandwidth	Upgrade option 1	Upgrade option 2
2 Gbps	5 Gbps	10 Gbps

Site Location

Site Name	Street Address
Goleta Union School District Office	401 N Fairview Ave Goleta CA 93117

The GUSD prefers to enter into a three (3) year agreement with 2 one-year voluntary extensions for these services.

All respondents must be able to provide detailed billing, in both hard copy and electronic formats with access provided to the GUSD. Equipment and service billings must be kept separate for E-Rate program purposes.

All respondents must demonstrate a capacity to provide high-quality customer service and technical trouble-shooting, with reasonable response times and emergency situation response times of 8 hours or less, as well as network performance data.

It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. The awarded service provider agrees to comply with applicable federal and California laws, including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900 and Labor Code section 1735. In addition, the awarded service provider agrees to require like compliance by any subcontractors employed on the work by such service provider.

The awarded service provider shall fully comply with the provision of Education Code 45125.1 (Fingerprint Requirements), when it is determined that the service provider and any employees or sub-contractors will have contact with District pupils in the performance of the work of the Agreement. All costs for preparing responses are the responsibility of the respondent and shall not be chargeable in any manner to the District.

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. 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.
- b. 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: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. 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://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. 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 must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract

termination as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html

- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2023.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. 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.
- h. 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.**
- i. 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.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. 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 Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. 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.
- d. This offer is in full compliance with USAC’s Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. 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 2023 funding year (July 1, 2023). 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.

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.*


For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:
<http://www.usac.org/sl/applicants/step05/installation.aspx>

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 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 2 services (Internal Connections).

5) INVOICING

- a. 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.

- b. 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.

6) 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. Respondent 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 Respondent 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.

7) 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 Respondent. 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. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Service Provider Name: _____

Submittal Requirements: All responses must include the following to be considered responsive:

1. Cover page with Respondent's Company information, contact information, and signature of person authorized to submit a proposal on behalf of the company.
2. Maintenance, trouble reporting and escalation procedures, and hours of operation.
3. Monthly service costs on a scalable basis. Minimum 2 Gbps to the GUSD administration facility with an option to scale to 10 Gbps.
4. Potential hardware costs, if any. **New carriers must include potential hardware costs or identify "none" in their proposal.**
5. Three-year pricing agreement, including the possibility of increasing bandwidth at any time during the contract term with costs for increasing bandwidth.
6. Your E-Rate Service Provider Identification Number (SPIN) must appear on your proposal. In addition, GUSD will require that the awarded service provider insure that all eligible components of service are filed with the California Public Utilities Commission (CPUC) and are eligible for the California Teleconnect Fund (CTF) discount. **New carriers must provide an explanation of the process for the District to obtain California Teleconnect (CTF) discounts.**
7. Estimated taxes and surcharges.
8. FOR NEW SERVICE PROVIDERS: Detailed customer implementation / transition plan, including timeline showing full implementation by 7/1/2023. -As the cut-over date for any new carrier is required to be on July 1, 2023, the DISTRICT requires a transition plan to be provided with any proposal response from responsible suppliers that are not the incumbent carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the DISTRICT transition team. The transition plan is to outline the expectations the supplier team would have of the DISTRICT and the information or task the DISTRICT is to provide the supplier and the date any information or task would be required
9. Customer contact information for all services, to include billing, orders, trouble-shooting and technical support, and E-Rate program concerns.
10. Signed E-rate Supplemental Terms and Conditions included in RFP document
11. All respondents must be able to provide detailed billing, in both hard copy and electronic formats with on-line access provided to GUSD.
12. Description and amount of all taxes and surcharges must be included in the response.

Proposal Evaluation

All proposals satisfying the requirements of this Request for Proposal (RFP) will be evaluated to establish which of the offers best fulfills the needs of the District and this project. The District reserves the right to be the sole judge of the qualification of products, and/or services being offered, suitability of the services offered by the bidder.

The District has the right to reject any, all, or any part of the proposal. The District may waive any irregularities or informalities in any proposal, or in the bidding process.

The District reserves the right to reject all proposals and issue another RFP.

The District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.

§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.

Therefore, the District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.

Selection Criteria:

Eligible Price/Charges	50%
Non-eligible Costs	15%
Customer Service	10%
Transition Plan	15%
RFP Response	10%
Total	100%

Special Conditions:

1. Questions submitted in connection with this RFP must be submitted by the date on Page 1 via e-mail to:
Conrad Tedeschi, CPA
Assistant Superintendent, Fiscal Services
Goleta Union School District
E-mail: ctedeschi@gusd.us

All addendum(s), questions and answers will be posted to the E-rate EPC website at <https://portal.usac.org/suite/>

Please “Follow” the Form 470 to receive all EPC updates pertaining to the Form 470.

1. A listing of GUSD schools and facility locations is included – Attachment “A”
2. It is anticipated contract award will take place in March 2023.
3. No respondent may withdraw its response for 60 days.

All respondents to this RFP must conform to and be responsive to the RFP documents.

All responses to this RFP should be submitted via e-mail **no later than the deadline on Page 1** and clearly marked with the RFP number and “RFP – Internet Service in the subject line. Please e-mail your proposal to:

Conrad Tedeschi
Assistant Superintendent, Fiscal Services
Goleta Union School District
E-mail: ctedeschi@gusd.us

Receipt verification can be made by contacting Conrad Tedeschi at (805) 681-1200 Ext. 2205.

Late proposals will be considered non-responsive. Fax copies will not be accepted.

It is the sole responsibility of each respondent to ensure all submittals and attachments are received by the District. The District assumes no responsibility for transmission failures. The District assumes no responsibility for verification calls received after the proposal deadline.

The District will not be responsible for any errors or omissions on the part of the respondent in developing the proposal.

Administration, Technology, Food Service and Maintenance

District Office
401 North Fairview Ave
Goleta, CA 93101