



REQUEST FOR PROPOSALS FOR E-RATE FUNDING YEAR 2015 (Program Year 18) INTERNAL CONNECTIONS EQUIPMENT

To: ALL CONTRACTORS

RFP No.: RFP-DOE-2015-001

DATE: January 15, 2015

A: RFQ SUMMARY:

The Virgin Islands Department of Education ("VIDE" OR "Department"), through this Request for Quotes (RFP) is requesting proposals provider(s)/vendor(s) (also referred to as proposers) qualified in supplying technology network system equipment.

B. SCHEDULE

Deadline for Proposal Submission: Monday, February 16, 2015 at 4:00PM

Proposals received after the deadline will not be considered, but will be retained by the Department until after an award is made and then returned to the disqualified candidate. Packages received will be stamped with the time and date immediately upon receipt.

Anticipated Start Date for Services: July 1, 2015

The Request for Proposals (RFP) can be obtained from:

Website: www.vide.vi

Or at:
VI Department of Education
Office of Instructional Technology
Attention: Dr. Clinton Stapleton
1834 Kongens Gade
St. Thomas, VI 00802
340-774-0100 ext 8071. 8124

Please contact Dr. Clinton Stapleton at [340-774-0100](tel:340-774-0100) ext. [8071](tel:340-774-0100), [8124](tel:340-774-0100) or cstapleton@doe.vi with any questions concerning the RFP. Proposers shall be responsible for their document delivery to the VIDE before 4:00PM on Monday, February 16, 2015.



**REQUEST FOR PROPOSALS FOR
E-RATE FUNDING YEAR 2015 (Program Year 18)
INTERNAL CONNECTIONS EQUIPMENT**

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I. GENERAL INFORMATION

1. Purpose/Overview: The purpose of this Request for Proposals (RFP) is to solicit proposals from provider(s)/vendor(s) (also referred to as proposers) qualified in supplying information technology network system equipment.

The Virgin Islands Department of Education (VIDE) seeks qualified vendor(s) with the knowledge, experience, and expertise to provide all things necessary to provide wireless equipment.

2. About the VIDE: The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas/St. John school district and the St. Croix school district. The day-to-day operations of the two (2) school districts are managed by centralized district offices on St. Thomas and St. Croix. The VIDE, an executive branch agency of the Government of the Virgin Islands (Government) in accordance with Titles 3 and 17 of the Virgin Islands Code, oversees the administration and operation of all publicly supported elementary and secondary education facilities and programs throughout the Territory. The following table contains additional information concerning the two (2) school districts.

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	
Schools	15
Elementary Schools	10
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	18
Number of Students	7,899*
ST. CROIX SCHOOL DISTRICT	
Schools	15
Elementary Schools	10
High Schools	2
Junior High Schools	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	18
Number of Students	7,054*

BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	30
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	14,953*
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,319*
TOTAL NUMBER OF EMPLOYEES	2,351*

*This information is constantly changing.

3. Administrative Structure: Sharon McCollum, Ph.D., Commissioner Designee of the Department of Education heads the Virgin Islands Public School System. The two (2) School Districts are managed and directed by Insular Superintendents. The official address for the Virgin Islands Department of Education is: 1834 Kongens Gade, St. Thomas, Virgin Islands 00802. This is the address to be used for any correspondence or delivery of equipment.

4. Incurred Costs: The Government is not liable for **any** cost incurred by the proposer prior to the execution of a contract by all Parties.

5. Late Proposals: Any Proposal received after the exact time specified for receipt will not be considered.

6. Gifts from Consultants: The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

7. Licenses, Fees & Taxes

- A. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.
- B. The selected contractor shall obtain and post as required, all license, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

9. E-RATE PROGRAM BACKGROUND AND REQUIREMENTS

A. History of the Program

The Universal Service Fund was established in 1934 as a part of a telecommunications act enacted to ensure that all citizens have access to "rapid, efficient, nationwide...communications services with adequate facilities at reasonable charges." E-Rate, which stands for "Education Rate" was established by the Snowe-Rockefeller amendment to the Telecommunications Act of 1996 and provides affordable access to telecommunications services for all eligible schools and libraries in the United States. Funded at up to \$2.25 billion dollars annually, the program provides discounts from 20% to 90% on telecommunications services, Internet access and internal wiring installation and maintenance.

B. Program Administration

The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) administers the E-Rate program. USAC is an independent, not-for-profit corporation that operates under the direction of the Federal Communications Commission (FCC). USAC administers the Universal Service Fund, which was created by the Telecommunications Act of 1996 to ensure that consumers in all states and territories of the United States have access to quality telecommunications and information services at affordable rates. Before each new funding year, the FCC reviews the list of services and equipment eligible for E-rate discounts and adds, deletes and/or modifies items as it sees fit. To review the FCC's Eligible Services List, go to:

<http://www.universalservice.org/sl/tools/eligible-services-list.aspx>. To date, the VIDE has received over \$30 million dollars in funding under the E-Rate program.

The three (3) categories of service for which funds are available include:

Telecommunications Services	These are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. An eligible Telecommunications Service provider MUST provide the services. Examples of these services include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services and therefore are <u>not</u> part of this RFP.
Internet Access	Basic conduit access to the internet, including email, provided by an eligible Telecommunications Services provider or any commercial organization.
Internal Connections	The wiring and components that expand data access within a school or library, such as to individual classrooms within a school. Internal Connections can be provided by any commercial organization.

C. Vendor Qualification

Universal Service (E-Rate Program) Requirements

To warrant consideration for an award of contract resulting from this Request for Proposals, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as the "E-rate" Program), as provided for and authorized under the federal Telecommunications Act of 1996 (47 U.S.C. § 254, "Universal Service"). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund ("USF") subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- **USF Knowledge**

Vendor shall have, at a minimum, a working knowledge of the federal E-rate Program. Vendor must submit with its proposal a written statement explaining how it acquired that knowledge and listing its E-rate Program-related experience.

- **USF Registration**

Vendor shall submit with its proposal a valid Service Provider Identification Number ("SPIN") and a valid Federal Communications Commission Registration Number ("FCCRN"). Call the SLD at 888-641-8722, or access their web site at www.fcc.gov for additional information.

- **USF Participation**

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with VIDE, the Universal Service Administrative Company ("USAC"), and any agency or organization administering the E-rate Program to ensure that VIDE receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor's services and/or products.

- **USF Documentation**

Vendor shall provide VIDE's staff and/or VIDE's E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that VIDE may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

- **Invoicing Procedures**

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 VIDE for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor's signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches Government of the Virgin Islands, Virgin Islands Department of Education's (VIDE) contract specifications, Form 470 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 VIDE (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- District's Billed Entity Number
- District's Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

▪ **Delayed USF Funding Commitment**

Vendor understands that, due to circumstances beyond VIDE's control, VIDE may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

— Retroactive Invoicing

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount VIDE is owed retroactive to July 1st of the funding year or to whenever approved service to VIDE began, whichever date is later.

▪ **USF Audit and Document Retention Requirement**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to VIDE. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by VIDE or other authorized entities and/or persons. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing VIDE and other authorized entities and/or persons the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor will create, implement 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:

- Separating ineligible project management and other professional services costs, if any, from other charges
- 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 VIDE's Form 470 and Form 471
- Ensuring that services or products are not provided to VIDE 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 VIDE
- Where applicable, non-recurring services provided prior to September 30th and recurring services provided prior to June 30th

- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to VIDE, was actually provided to VIDE and when
- If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed
- If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations 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 VIDE 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 VIDE with detailed information for each item (model number, serial number, product description) and made available to VIDE in electronic format

VIDE APPLICABLE DISCOUNT	85%
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10. CONTRACT

Type

The contract awarded under this RFP will be for equipment. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

Contract Cancellation

If the SLD denies the VIDE's E-rate funding request, the Government reserves the right to cancel and terminate for that reason any contract with vendor(s) entered into pursuant to this RFP. In no event will the Government be held liable for any express or implied guarantees. The Government may also terminate the contract with or without cause upon the requisite days notice to the selected contractor(s).

Selection of Contractor

A contract shall be negotiated with a proposer(s) deemed to be the most qualified and responsive to this solicitation. A number of factors may influence the Government's decision in selecting the provider. Proposers that are unable or unwilling to participate in the E-rate program and to discount their invoices will be rated accordingly as this is an E-rate funded project.

Contract Document Requirements

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of proposer(s) awarded. Supporting documents requested in this RFP, noted below, and any additional documents requested, must be submitted prior to contract execution and within the time established by the Government. Supporting documents shall include, but are not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) **Three (3) current original Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing*, *Certificate of Existence*, or *Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.
- (5) **Articles of Incorporation or Organization**, as applicable; or documents governing operation.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract

II. SCOPE OF SERVICES

This section describes equipment being requested for E-Rate Funding Year 18. As appropriate, the existing environment is described to better understand what equipment will be need for Funding Year 18.

2. WIRELESS NETWORK EQUIPMENT (INTERNAL CONNECTIONS)

The VIDE is requesting equipment to expand coverage in the existing wireless infrastructure. The scope of this RFP includes network equipment that is compatible with the existing Cisco wireless system or equivalent currently installed in schools. The equipment should meet and/or exceed these requirements using Cisco or an equivalent make and brand wireless equipment:

- ☐ The scope of service include the Purchase of 100 wireless access points that are compatible with the following existing equipment currently used as part of the school wireless infrastructure. If new equipment is not available then refurbished and recommended replacement compatible equipment is acceptable.

Wireless Equipment:

VIDE has installed wireless network equipment in all elementary and secondary schools and two (2) district and state support facilities. VIDE requests proposals to provide wireless access point equipment. Wireless equipment is used primarily in schools for supporting wireless devices, and rolling laptop carts and equipment not fixed permanently to the facility.

WIRELESS ACCESS POINTS EQUIPMENT

ELIGIBLE PRODUCTS TO BE PURCHASED	PART #	MANUFACTURER
1000 Series 802.11a/b/g AP w/ Int Antennas, FCC config	AIR-AP1010-A-K9	Cisco/Or Equivalent

The VIDE has the following CISCO wireless access point equipment in all elementary schools to provide wireless coverage.

DESCRIPTION	PART NO.
Cisco Wireless LAN controller 6 port	AIR-WLC2106-K9
Cisco Wireless LAN controller 12 port	AIR-WLC4402-12-K9
Cisco Wireless LAN controller 25 port	AIR-WLC4402-25-K9
Cisco Wireless LAN controller 50 port	AIR-WLC4402-50-K9

EQUIPMENT INSTALLED	MANUF.	PART NO.
Access Points	Cisco	AIR-AP1010-B-K9

Please submit a proposal for the purchase and shipping to Department of Education 1834 Kongens Gade, St. Thomas Virgin Islands 00802 of:

A total of one hundred (100) wireless access points compatible with the following access point and controller:

- Cisco Access Point AIR-AP1010-B-K9
- Cisco Wireless LAN controller 50 port AIR-AP1010-B-K9

Please also provide separate quotation for purchasing additional access points in increments of:

- 10
- 50
- 100

III. SUBMITTAL REQUIREMENTS

Proposer Requirements. The Proposer must submit:

- ☐ USAC Service Provider Identification Number (SPIN) or evidence of application for a SPIN;
(See the following link to apply for a SPIN.) <http://www.usac.org/sl/service-providers/step01/default.aspx>

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the equipment to be provided as described in Section II (Scope of Services).

Proposers should identify all government and/or education discounts the VIDE is eligible to receive for each item in each cost proposal.

Pricing Sheet and General Pricing Instructions. Pricing shall be as follows:

- a. Quoted in U.S. dollars (\$)
- b. Shall include all standard freight charges prepaid, unless otherwise stated

The winning vendor will be required to provide site specific quotes. All prices will have to be broken down by site.

Please submit a proposal for the purchase and shipping to Department of Education 1834 Kongens Gade, St. Thomas Virgin Islands 00802 of:

A total of one hundred (100) wireless access points compatible with the following access point and controller:

- Cisco Access Point AIR-AP1010-B-K9
- Cisco Wireless LAN controller 50 port AIR-AP1010-B-K9

Please also provide separate quotation for purchasing additional access points in increments of:

- 10
- 50
- 100

Part IV: EVALUATION CRITERIA

The following chart outlines the evaluation criteria and weight allowances:

RFP Selection Committee Rating Form						
RFP:	WEIGHT FACTORS	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
PROJECT:						
LOCATION:						
EVALUATION FACTORS (PROFESSIONAL SERVICES)*						
1. QUALIFICATIONS	10					
A. VI License and/or Registered						
B. E-rate/FCC SPIN						
C. Highly Knowledgeable about E-Rate Policies and Procedures						
2. RESPONSIVENESS	35					
A. Availability of Equipment & Services						
B. Compatibility with existing VIDE system						
3. ELIGIBLE COST	45					
A. Cost of Eligible Items						
4. INELIGIBLE COST	10					
A. Cost of Ineligible Items						
TOTAL	100					
<div style="text-align: right;"> RATED BY: _____ DATE: _____ </div>						