

**Internet Access E-Rate
Request for Proposal #E2018-0001
Earlimart School District**

Instructions to Vendors

Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Division/Universal Service Administrative Company (USAC). The successful bidder(s) 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). The Earlimart School District and the successful bidder(s) will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.

The selected bidder(s) agrees to abide by all applicable policies of the Universal Service Discount Program. The vendor(s) will include its Service Provider Information Number (SPIN) in its proposal. Contract will take effect on **July 1, 2018**, and continue through **June 30, 2019**. Should an extension be permitted by the SLD/USAC the contract will be extended accordingly.

Contact Information: Earlimart School District
Jahad Suboh, Director of Information Systems
785 E Center Ave
Earlimart, CA 93219
661-849-4038
jsuboh@earlimart.org

1. Proposals must be received by **4:00 PM** local time (PST) on **Friday, March 9th, 2018** by e-mail only to the following address:

jsuboh@earlimart.org

Proposals received after the exact time and date noted will NOT be considered for the proposal process.

****Confirmation/Sender Receipt will be sent upon receiving email.**

2. The Earlimart School District will not be responsible for any proposal that:

- Does not indicate the Request for Proposal reference, closing date and proponent's name;
- Is sent to any e-mail address other than that provided above.

3. Proponents may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by the Earlimart School District, but may withdraw their proposal at any time.

4. E-mail transmitted proposals will be accepted under the following conditions:
 - the proposal is received before the submission deadline at the e-mail address stated;
 - the Earlimart School District will not accept liability for any claim, demand or other actions for any reason should the e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail system other than that stated herein, or for any other reasons.
5. All questions or inquiries concerning this Request for Proposals must be submitted to the e-mail address provided above no later than two (2) business days prior to the proposal deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to the Earlimart 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.
7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whenever until the contract is signed.
8. The contract will contain the relevant provisions of this Request for Proposals and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
10. The Earlimart School District has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against the Earlimart School District as a consequence.
11. Any amendments/addendums made by the Earlimart School District to the Request for Proposals will be issued in writing, posted on Earlimart School District's Website and sent to all that have responded to the RFP.
12. The Earlimart School District is not liable for any costs of preparation or presentation

of proposals.

13. An evaluation committee will review each proposal. The Earlimart School District reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
14. The proposal and accompanying documentation submitted by the proponents are the property of the Earlimart School District and will not be returned.

Purpose of RFP

The purpose of this request for proposal is to solicit from qualified vendors' proposals for Internet Access – installation, configuration and components to provide at least 1 Gbps service to the Earlimart School District. These improvements will be performed as listed in the category of Internet Access, Internal Connections and Telecommunications Service as defined by the SLD/USAC (E-Rate). All contracts are conditional of receipt of E-Rate funding and are not binding in the absences of such funding.

Site Location

Earlimart School District
785 E. Center Ave.
Earlimart, CA 93219

Proposal Requirements and Project Scope

- To enhance the learning environment and communication to students and staff members in the Earlimart School District.
- The service is to include all necessary components to support and sustain the capacity of Internet Access at least to 1 Gbps.
- An approved contract for Internet Access will cover the billing period of July 1, 2018 and June 30, 2019; multi-year contracts will be accepted.
- An approved contract for Telecommunication Service (if necessary) will cover the period of at least between July 1, 2018 and June 30, 2019; multi-year contracts will be accepted.
- An approved contract for Internal Connections (if necessary) will cover the billing period of July 1, 2018 and June 30, 2019.
- Qualified Vendors must clearly identify capabilities and associated charges for Internet Access for the Earlimart School District.

- Qualified Vendors must have customer support presence within 75 miles of the Earlimart School District Office to assure prompt service.
- Qualified Vendors must provide at least one primary contact number for customer service and related billing.