

TEACH Public Schools | BEN: 17022941
2020-2021 Funding Year: E-RATE Bid Information
Form 470 Category 1 | Form #



BACKGROUND

TEACH Public Schools District operates **4 Schools** which provide individualized education to our students.

OUR MISSION

The mission of TEACH Public Schools is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students.

OUR LOCATIONS

BEN	SCHOOL NAME	SCHOOL ADDRESS
17019804	TEACH Preparatory Elementary	8505 S. Western Ave. Los Angeles, CA 90047
17022929	TEACH Academy of Technologies (Purple Campus)	10000 S. Western Ave. Los Angeles, CA 90047
16071381	TEACH Academy of Technologies (Gold Campus)	10045 S. Western Ave. Los Angeles, CA 90047
16082080	TEACH Tech Charter High School	10616 S. Western Ave. Los Angeles, CA 90047
17023162	TEACH Public Schools Central Office / TTCHS Annex	16000 S. Western Ave. Los Angeles, CA 90047

E-RATE CONTACT INFORMATION

Mr. Enrique Robles
Director of Operations, Data and Technology
erate@teachps.org | 323-872-0808 ext. 7624

CATEGORY 1: TELECOMMUNICATIONS AND WIDE AREA NETWORK (WAN) CONNECTIVITY

Internet Access Request

Lit Fiber

TEACH Public Schools, hereafter referred to as Applicant, is requesting proposals for Leased Lit Fiber Service. Pricing should include dedicated consistent symmetrical bandwidth. The new service is being planned to begin on July 1, 2020 which represents the expiration of the current service.

Information Requested

- Bid Format: Two copies of the bid in hard copy plus one copy available electronically or via Google Drive or Dropbox with all the files of the bid electronically.
- Contract term: TEACH is seeking to receiving multi-year [1,3,5] contract options. [3 or 5 year] contracts should allow for upgrades to quoted bandwidth throughout the terms of the contract.

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- o The cost to provide Internet Access (Bandwidth). Bidder's price shall include the following:
 - The available bandwidth should be a minimum of 500 Mbps and up to 10 Gbps
 - The service hand-off shall be directly to the Owner's supplied Local Area Network.
 - Internet access availability of 24 hours, 7 days a week, 365 days a year.
- Include any and all one-time and recurring costs.
- Support agreements including response times.
- Timeline stating number of days that services will be operational from date of order.
- Provide a minimum of three (3) K-12 public school district references within California.

Instructions to Vendors General Information

All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

Deadline for RFP Submittal

Vendors must submit all required documents prior to the deadline (see timeline for exact dates). All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by TEACH. Responses received after the deadline will be returned unopened as not meeting the RFP requirements.

All proposals shall be firm offers subject to acceptance by TEACH and may not be withdrawn for a period of 90 calendar days following the last day to submit bids. Proposals may not be amended once submitted to TEACH, except as permitted by TEACH.

It is the sole responsibility of the person submitting the proposal to ensure that it is delivered on time.

Two (2) hard copies of the proposal and 1 electronic copy must be received by 01/27/2020 3:00 PM local time (PST) at the following address:

TEACH Public Schools
Attn: Enrique Robles, Director of Operations, Data & Technology
1846 W. Imperial Hwy. Los Angeles, CA 90047
erate@teachps.org

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

TEACH shall not be responsible for, nor accept as a valid excuse for a late proposal delivery, any delay in mail service or other method of delivery used by the proposer.

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Request for Proposal Preparation Cost

Costs for preparing responses and any other related material is the responsibility of the vendor and shall not be chargeable in any manner to TEACH. TEACH will not be held liable for any cost incurred by vendors in responding to the RFP.

Vendor Qualifications

Vendor must be in business providing the services requested for a minimum of three (3) years and have an office within 50 miles of Los Angeles.

Right to Reject Any and All Quotes

TEACH reserves the right to reject any or all quotation submissions and to waive any informalities or regularities. The Service Provider's quotation submission is recognition of this right.

In addition, TEACH reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-Rate approval.

Bid Protests

Any bidder who submitted a proposal to TEACH may file a protest if each and all of the following are complied with:

- The protest is in writing;
- The protest is filed and received by the Chief Operating Officer not more than three (3) calendar days following the date of the District's selection of the apparent lowest responsible bidder;
- The written protest sets forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence.

Any protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a protest is filed in strict conformity with the foregoing, the Chief Operating Officer or such individual(s) as may be designated in his/her discretion, shall review and evaluate the basis of the protest, and shall provide a written decision to the bidder submitting the protest concurring with or denying the protest. The District's written decision shall be final and not subject to reconsideration or appeal. No bidder shall seek judicial relief, in any form, relative to TEACH's intent to award the Contract, or the protest thereof, unless the foregoing protest procedure has been strictly and timely complied with by the bidder. The issuance of a written decision by TEACH shall be an express condition precedent to the

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institution of any legal proceeding relative to the proposal process, TEACH's intent to award the Contract, or TEACH's determination to reject all proposals.

OUR TIMELINE (SUBJECT TO CHANGE)

- December 11, 2019 – TEACH Board Meeting to Approve Request for Proposals (RFP) / Form 470
- December 12, 2019 – Form 470 certified and RFP is publicly posted
- January 3, 2020 – Bidder Questions due to erate@teachps.org by 5:00 PM PST
- January 10, 2020 – Applicant Answers by 5:00 PM PST
- January 27, 2020 - Bid Submittal due (physical copies and electronic copy to erate@teachps.org) by 3:00 PM PST
- February 3, 2020 – Intent to Award Announced
- February 19, 2020 - TEACH Board Meeting to approve selected applicant/proposal to award contract.

EVALUATION CRITERIA	
Price of the Eligible Services	40 points
Implementation Timeline/Transition Plan	25 points
Experience with E-rate	15 points
Ability of Vendor to Deliver to all sites	10 points
Experience with TEACH	10 points
Total	100 points

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TEACH PUBLIC SCHOOLS 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 is 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 (or "Applicant") 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 (or "Applicant").

2) SERVICE PROVIDER REQUIREMENTS

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

District (or "Applicant") is required to post both this RFP and Form 470 on the USAC EPC Portal site <http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx>.

Questions and responses will be posted in all locations. If there is a discrepancy between in documentation posted in multiple locations, the controlling (master) document will always be located on the District (or "Applicant") website.

- 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 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.

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More information about obtaining an FRN may be found at this website:
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

- d. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2020.
- e. 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).
- f. 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.
- g. 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.
- h. The awarded Service Provider is required to send copies of all forms and invoices to the District (or "Applicant") prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District (or "Applicant") placing the vendor on an "Invoice Check" with the USAC (<http://www.usac.org/sl/applicants/step07/invoice-check.aspx>)
- i. 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.asp>

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 (or "Applicant") 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

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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 – Category 1 Services

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 2020 funding year (July 1, 2020). 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. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

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 (or “Applicant”) 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 (or “Applicant”) 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, certification and USAC approval of Form 486, the District (or “Applicant”) shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District (or “Applicant”) decide that it is in the best interest of the District (or “Applicant”) to file a Form 472, the District (or “Applicant”) 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 (or “Applicant”) 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

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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 (or "Applicant"), 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 (or "Applicant") 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 (or "Applicant")'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 (or "Applicant") shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and agree 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: _____