

Request For Proposal

FY2019-2020 BISD WAPS RFP Revised 2



BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

**STRONG MINDS, STRONG HEARTS,
STRONG COMMUNITY**

Bainbridge Island School District #303
8489 Madison Ave NE
Bainbridge Island, WA 98110

Original Request for Proposal Posted: November 9, 2018

Revised Request for Proposal Posted: December 17, 2018

RFP Response Due Date: January 25, 2019, by 3:00 p.m. PST

RFP Bid Opening: January 28, 2019, 1 p.m. PST at BISD #303 Main Office

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Project Summary

The Bainbridge Island School District #303 (BISD #303) is accepting proposals for a wireless infrastructure upgrade to bring the school district up to the 802.11ac Wave 2 standard or higher. This upgrade includes controllers, access points, design, training, installation, licensing and support. Cable installation will not be necessary for this project. Implementation is scheduled for summer and fall of 2019 in compliance with E-rate guidelines and schedules.

Bidders must have a valid E-rate Service Provider Identification Number (SPIN) and experience with successfully providing E-Rate services to public schools.

Communication Regarding RFP

All inquiries must be received in writing via e-mail to Alan Silcott: asilcott@bisd303.org. All questions with responses relevant to the RFP process will be posted on the BISD #303 Technology Department website (<https://www.bisd303.org/techrfp>) for all possible vendors to review.

If a change of a cardinal nature is made to this service request, BISD #303 will update the RFP and proposal due date and repost on the school district website and in the USAC EPC portal on the Form 470.

School District Overview and Addresses

The Bainbridge Island School District #303 is the preK-12 public school district on Bainbridge Island, Washington, located in Kitsap County. The school district has approximately 4,000 students and 500 staff and historically qualifies for a 40% E-rate discount. Our nine schools are:

School	School Address	Grades
Bainbridge High School	9330 NE High School Road Bainbridge Island, WA 98110	9 - 12
Woodward Middle School	9125 Sportsman Club Road Bainbridge Island, WA 98110	7 & 8
Sonoji Sakai Intermediate School	9343 NE Sportsman Club Road Bainbridge Island, WA 98111	5 & 6
Captain Johnston Blakely Elementary School	4704 Blakely Avenue Bainbridge Island, WA 98110	PreK-4
Ordway Elementary School	8555 Madison Avenue N Bainbridge Island, WA 98110	PreK-4
Captain Charles Wilkes Elementary School	12781 Madison Avenue NE Bainbridge Island, WA 98110	PreK-4
Eagle Harbor High School	9530 NE High School Road Bainbridge Island, WA 98110	9 - 12
Odyssey Multiage Program	9530 NE High School Road Bainbridge Island, WA 98110	K - 8

Mosaic Home Education Partnership	9530 NE High School Road Bainbridge Island, WA 98110	K - 8
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Non-instructional Facilities	Address
District office - Central Building, Technology Department	8489 Madison Avenue NE Bainbridge Island, WA 98110
District Office - Capital Projects, Special Education, Meeting Room	8489 Madison Avenue NE Bainbridge Island, WA 98110
Transportation Office, Bus Barn, Drivers' Staff Room	9451 New Brooklyn RD Bainbridge Island, WA 98110
Maintenance & Food Services Offices	9445 New Brooklyn RD Bainbridge Island, WA 98110

Purpose

Technology use by staff and students is integral to the teaching and learning process in our school district. This project will provide sufficient wireless access to support an increased number of student and staff devices and an increase in the use of online resources to meet teaching and learning needs, now and over the next several years. Additionally throughout the district, wireless is needed in bus barns, lunchrooms, office work spaces, outdoor spaces, and for security and safety equipment.

Current As-Is Environment

Our current wireless environment is comprised of Ruckus Wireless controllers and access points. All of our instructional facilities and non-instructional facilities currently use this system.

Controller - 2x Ruckus Wireless ZoneDirector 3025's in failover with licensing for 300 access points.

Site maps are located at <https://www.bisd303.org/techrfp>.

Current As-Is Access Points in Instructional Facilities

School	Ruckus zf7982 802.11n 3x3:3 Internal	Ruckus zf7782-s 802.11n 3x3:3 External	Ruckus T710s * 802.11AC Wave 2 4x4:4 External
Bainbridge High School	64	1	3
Woodward Middle School	30	2	2
Sonoji Sakai Intermediate School	24	0	2
Capt. Charles Wilkes Elementary School	25	0	2

Ordway Elementary School	19	0	2
Capt. Johnston Blakely Elementary School	16	0	2
Mosaic Home Education Partnership	1	0	0
Eagle Harbor High School	6	0	1
Odyssey Multiage Program	11	2	0
Total	196	5	14

* Ruckus T710s APs were purchased with E-rate FY 2016 funds and will need to stay in their current school locations through June 30, 2021.

Current As-Is Access Points in Non-Instructional Facilities

District Offices	Ruckus zf7982 802.11n 3x3:3 Internal	Ruckus zf7782-s 802.11n 3x3:3 External	Ruckus T710s * 802.11AC Wave 2 4x4:4 External
District Office - Main office	4	0	0
Capital Projects & Instructional Support Services Offices	2	0	0
Transportation Offices	3	0	0
Maintenance & Food Services Offices	1	0	0
Total	10		

Walk-Through Appointment

BISD #303 invites interested vendors to contact our Technology Department for a walk-through of the sites related to this RFP. Walk-throughs can be scheduled from January 7 - 18, 2019 between the hours of 8:30 a.m. - 4 p.m. and providers must have a pre-arranged appointment. To schedule an appointment, contact:

Alan Silcott
 BISD #303 Network Supervisor
asilcott@bisd303.org
 206-780-1065

Scope of Services

Part 1: Introduction

BISD is seeking proposals to upgrade our wireless infrastructure system. Implementation is planned for summer and early fall of 2019 in compliance with E-rate guidelines and schedules.

- Any proposed solution must be compatible with Juniper manufactured switches.
- Site maps and proposed design are located at <https://www.bisd303.org/techrfp>.
- All classrooms have Category 5e or 6 cabling for wireless access points.

Where a manufacturer's name, brand, model or part number is given as an example, the words “**or equivalent**” follows thereafter. Vendors are encouraged to generate their own proposals that would offer equipment equivalent to the possible wireless upgrade in the following examples and charts.

Example of Controller

Ruckus Smartzone virtual controller or equivalent

Example of Possible Upgrade for Access Points in School Facilities

School	Ruckus R610 Classroom / Office	Ruckus R710/720 Gym / Commons	Ruckus T710 Parking Lot / Field	Mount Type	Total APs
Bainbridge High School					
-- BHS100 Bldg	10	0	0	Wall Mount	10
-- BHS200 Bldg	15	4	0	Wall Mount	19
-- BHS300 Bldg	20	0	0	Drop Ceiling	20
-- BHS400 Bldg	1	2	0	Drop Ceiling	3
Woodward Middle School	24	5	2	Drop Ceiling	29
Sakai Intermediate School	22	2	0	Drop Ceiling	24
Wilkes Elementary School	23	2	0	Wall Mount	25
Ordway Elementary School	15	2	0	Drop Ceiling	17
Blakely Elementary School	22	3	0	Wall Mount	25
Mosaic	2	0	1	Drop Ceiling	2
EHHS	7	0	1	Drop Ceiling	7

Odyssey	7	3	1	Drop Ceiling	10
Total	168	23	6		197

Example of Possible Upgrade of Access Points in Non-Instructional Facilities

District Offices	Ruckus R610 AP or equivalent Offices	Ruckus R710 AP or equivalent Commons	Ruckus T710s AP or equivalent Parking Lots/Fields
District Office - Main office	4	0	1
Capital Projects & Instructional Support Services Offices	2	0	0
Transportation Offices	3	0	0
Maintenance & Food Services Offices	2	0	0
Total Count	11		1

Part 2: Access Points Requirements

1. Provide enough 802.11ac Wave 2 (or above) access points to adequately cover current and future WiFi demand at each school and facility.
2. Mounts to install access points at each location must be included in the quote. For sites without drop-ceilings, mounts that allow for horizontal placement are preferred.
3. Access points must be able to handle a significant number of clients without performance degradation.
4. Access points must work at 1Gbps speed.
5. Access points must be PoE+ compliant.
6. Access points should include licensing and support.
7. Access points must be quoted per school, i.e. E-rate eligible site.
8. Costs of the access points must be allocated and charged to each school based upon the number of APs at the school. Each school must be listed as its own line item.

Part 3: Controller Requirements

1. Controller provides central management to all access points.
2. Controller can be virtual, physical or cloud based. Redundant controllers should be quoted if available.
3. Access points must be able to operate if connectivity to controller is interrupted.
4. Costs of controller and licensing must be allocated and charged to each school based upon the number of APs at the school. Each school must be listed as its own line item.

Part 4: Design and Training

1. Analyze existing configuration and make recommendations for optimal performance with new platform.
2. Identify sensitive aspects of conversion.
3. Provide assistance converting existing wireless configuration to new platform.
4. Provide administrative training to manage wireless system.
5. Costs for design must be allocated and charged to each school based upon the number of APs at the school. Each school must be listed as its own line item.

Part 5: Installation Services

Installation services are required for our instructional sites (i.e. schools) and must include:

1. Unboxing new access points
2. Provisioning of new access points (including programming name and location in controller)
3. Removal of existing access points
4. Installation of new access points. This includes various mounting options including:
 - a. Drop ceilings
 - b. Attaching directly to walls
 - c. Mounting outdoor access points to the exterior of buildings
 - d. Installation in gyms/commons that require a lift. (District owned lift-use can be used with advance notice.)
 - e. Installation of protective boxes around access points in gyms
5. Removal of all garbage and recycling
6. Costs for installation must be allocated and charged to each school. Each school must be listed as its own line item.

Installation Notes

- Installation Services will only be sought for instructional facilities, not for the non-instructional sites.
- BISD network services will work with the installation team to coordinate access to buildings, lifts and provide guidance and coordination with other district departments as needed.
- For schools that don't have drop-ceilings, wall mounts will need to be included in the bid.
- Mounts that allow the AP to be horizontal are preferred.

All installations can be considered standard drop-ceiling or wall-mounted except for the following special cases:

Woodward

- Need lift for 4 access points (2 commons, 2 gym)
- Need protective cases for 2 APs in gym
- Mount 2 access points to exterior of building

Wilkes

- Need protective case for AP in gym

Odyssey

- Mount 1 access point to exterior of building

Mosaic

- Mount 1 access point to exterior of building

EHHS

- Mount 1 access point to exterior of building

BHS

- Need lift for access point in library
- Need 2 protective cases and wall mounts for gym access points

Sakai

- Need lift and protective case for gym access points

Part 5: Warranties

1. Include the description of warranties including product warranty, connected equipment guarantee and amount and a sample service level agreement (SLA).

Part 6: Basic Maintenance of Internal Connections

1. BISD #303 is seeking contracts to provide basic maintenance and support for the hardware in this wireless system.
2. Costs of support must be allocated and charged to each school based upon the number of APs at the school. Each school must be listed as its own line item.

Part 7: Training

1. Describe a training plan in the administration and management of the wireless system.
2. Training is an eligible E-rate cost and must be included as a separate line item.
3. Costs for training must be allocated and charged to each school based upon the number of APs at the school. Each school must be listed as its own line item.

Part 8: General Terms for All Proposals

1. Failure to include or address requested information may be grounds for disqualification.
2. References
 - a. The vendor must provide at least three references from current or recent customers, preferably K-12 customers and projects equivalent to the size of this project.
3. E-rate Program Integrity Assurance (PIA) Review
 - a. Vendor must agree in writing to this PIA Review section with a yes or no answer in the vendor's proposal. Answering no or failure to answer is grounds for disqualification.
 - b. When BISD #303 is contacted for a PIA review, the vendor will promptly provide BISD #303 with information requested as part of PIA review.

- c. BISD #303 may seek assistance from the vendor to respond adequately to a PIA review. Upon approval from BISD #303, the vendor may contact and speak directly with the PIA reviewers or BISD #303 E-rate consultants.
 - d. For all responses that include special construction, the vendor agrees to, by submitting its bid, produce all construction labor, construction materials and other cost information requested during a PIA review.
4. Funding Availability and Notice to Proceed
- a. BISD #303 will follow the purchasing policies of its school board policies, state laws, and requirements of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. □
 - b. BISD's acceptance of a proposal, signing of contracts and the initiation of work is dependent upon E-rate funding for this project. If E-rate funding is not secured, the school district will review its funding options in consultation with the vendor who was awarded the bid.
 - c. BISD #303 will issue a letter to the vendor as a notice to proceed; USAC E-rate funding notifications to either BISD #303 or the vendor does not alone signify a notice to proceed.
 - d. If E-rate and/or other funding sources are not secured, BISD #303 will have the right to allow the contract to expire and will notify the vendor of its intentions.

Proposal Evaluation Criteria

All proposals to this RFP submitted by January 25, 2019, 3 p.m. will be reviewed by a BISD team. No RFPs will be reviewed before this date and time. A contract, if awarded, will be to the most responsible and responsive bidder with the plan that is most advantageous to BISD #303. The BISD team will evaluate proposals based upon, but not limited to, the following criteria:

Category	Weighted Factor
<p>Total Costs: Total cost of ownership over life of project. Total cost of ownership takes into account all one-time, non-recurring and recurring costs. The proposal must clearly identify the e-Rate eligible and ineligible costs and the recurring and non-recurring costs. Pricing must include significant discounts, savings and cost-effective advantages for the school district.</p> <p>E-rate eligible costs: All costs for the recurring and non-recurring E-rate eligible components of the proposed service are clearly identified. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the BISD #303.</p> <p>E-rate ineligible costs: All costs for the recurring and non-recurring ineligible components of the plan are clearly identified.</p> <p>Costs should be by type of equipment or service as its own line item and allocated to each E-rate eligible school rather than aggregated as one district total.</p>	25
<p>Technical Quality: Complete and concise response proposing a quality system to provide reliable, consistent, scalable service and products; proposed solution clearly meets the school district's needs within BISD #303 resources; all proposed equipment and services meet or exceed industry standards and specifications; proposal complements and is compatible with other existing systems.</p>	20
<p>Service & Support: Vendor has staff, resources, and ability to provide prompt responses to issues and inquiries; vendor can complete work within E-rate and school district timelines; direct access by district staff to customer support for routine and emergency situations. Training is clearly described and is of high quality.</p>	20
<p>Experience & Knowledge: Company background and three references clearly demonstrate strong knowledge of technology relevant to this project and successful relationships with K-12 school districts, E-rate and similar-sized projects; vendor is stable, financially sound and well-established in the industry.</p>	20
<p>Contract Terms and Conditions: Terms are compatible with school district accounting practices and offer beneficial payment terms and options.</p>	10
<p>Prior Experience with Vendor: BISD #303 has prior positive experience(s) working with the vendor.</p>	5

General Implementation Requirements

With submission of a proposal, the vendor understands and agrees to the following:

1. It shall be the responsibility of the vendor to design, furnish, install, and test all hardware and aspects of the system to verify all is in top working order.
2. This RFP is intended to represent a functional description and performance criteria for systems required. The vendor will be responsible for system engineering and design activities that create the final system configuration.
3. The vendor accepts any available blueprint and/or site plans provided by the school district as guidelines only, and accepts that the plans are not guaranteed to be an accurate representation of all conditions.
4. The vendor shall provide all supervision, labor, materials, equipment, and testing instrumentation required for the work associated with this project.
5. The vendor shall secure all permits, inspections, and authorizations required to complete its work associated with this project at no additional cost to the school district.
6. Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.
7. All vendors working on any school district site will abide by all school district rules and state regulations. All school district facilities and grounds are tobacco-free and drug-free areas, and weapons and alcohol are prohibited.
8. Any workers who might come in contact with children on any school district site must have undertaken a criminal background check to be on file with the vendor. No workers convicted of crimes against children will be allowed on any school district site. All vendor employees must carry picture ID and wear identification badges at all times.
9. Vendor is responsible for confirming the location of existing utilities prior to commencing work. Vendor agrees to repair and restore any utilities damaged during construction at no additional cost to the school district.
10. Vendor shall make no penetration of walls, floors, or ceilings without the prior consent of the school district.
11. Vendor shall provide a complete work schedule before execution of any work with a two-week "look-ahead" schedule provided on a weekly basis while installation work is in progress. This schedule could be planned using a Gantt or similar chart.

RFP Process Estimated Timeline

Activity	Date
Original Postings of E-rate Form 470 in USAC EPC; RFP on BISD #303 Technology Department website	November 9, 2018
Revised Posting of E-rate Form 470 in USAC EPC; RFP on BISD #303 Technology Department website	December 17, 2018
Deadline to submit questions to BISD #303	January 18, 2019
Deadline to submit proposal(s)	January 25, 2019; 3:00 p.m. PST
Opening of proposals	January 28, 2019; 1:00 p.m. PST Bainbridge Island School District 8489 Madison Ave NE Bainbridge Island, WA 98110
Proposal evaluation by BISD #303 team	January 28-31, 2019
BISD #303 school board approval at its regularly scheduled meeting	February 14, 2019
Contract(s) signed	February-March 2019
Start date of service or purchasing	July 1, 2019
Completion date of project	By August 31, 2020

Response Format

Responses to this RFP should be provided in the following format. Additional, relevant information may be included after the pages in this template.

Title Page

Title of this BISD RFP

Vendor Company Name:

Mailing Address:

Printed Name of Person Authorized to Submit this Proposal:

Title:

Signature of Authorized Person:

Proposal Date:

Name of Contact Person for this Proposal:

Title:

Telephone Number:

E-mail Address:

Section 1 Proposal Overview

Provide overview of the proposal and identify the primary reason(s) why this proposal best meets the specifications of this RFP and the needs of the Bainbridge Island School District #303 including evidence that the proposal presents significant savings and cost-effective measures.

Section 2 System Specifications and Warranties

Describe the system including technical and logistical information, equipment, timelines for installation, warranties, and clarification of work responsibilities of the vendor and BISD #303.

Warranties must address product warranty, connected equipment guarantee and amount. Include a sample service level agreement (SL).

If a specific manufacturer's equipment or service are included in the proposal, cite the reasons why that specific manufacturer should be used.

If subcontractors will have responsibilities for work related to successful accomplishment of this project, include a information on each subcontractor(s) involved, description of the subcontractor's activities, and three references of work similar to that which they will be performing as subcontractor on this project.

Section 3 Basic Maintenance of Internal Connections

Describe the services associated with Basic Maintenance of Internal Connections covering the repair and upkeep on eligible internal connections. Eligible repair and upkeep services include areas such as hardware, basic technical support and configuration changes on products eligible for E-rate.

Section 4 Costs and E-Rate Eligible Services and Goods

See pricing matrix example in Appendix A.

The total system costs must include all non-recurring costs and recurring costs related to providing the system, including all taxes, surcharges and any other fees.

The vendor will identify which services and/or goods are eligible for E-Rate and which are ineligible.

Costs for each type of equipment or service need to be listed as line items and must be allocated for each school.

Cost for the non-instructional facilities must be listed separately from the schools.

BISD #303 must be able to clearly identify the costs per school/facility by line item, the savings and discounts, and the total cost of the project.

Section 5 Vendor Background and Experience

Supply company information relevant to BISD #303 and this RFP that demonstrates sufficient background and experience to provide the products and services to successfully complete this project.

Section 6 Customer Support, Services, and References

Include customer support and response service information, and at least 3 references. The vendor is encouraged to supply references of similar scope of work, especially if performed for public school

districts in Washington State and were E-rate eligible. The vendor is encouraged to describe its customer support structure with process for BISD #303 to escalate a problem.

Include a training plan in the administration and management of the system including costs as its own line item in the pricing section, number of hours, and trainer information and certifications.

Section 7 Training Plan and Timeline

Include possible training plan and timeline for school district staff to learn the administration and management of the wireless system.

Section 8 Additional Information

Vendor may include additional information relevant to this project.

Proposal Submission

Vendors submitting a proposal(s) will provide two signed original hard copies of the response to this RFP. Original hard copy proposals must be received by January 25, 2019, 3 p.m. PST at:

Bainbridge Island School District #303
Attn: Jari Arin, Tech. Dept.
8489 Madison Avenue NE
Bainbridge Island, WA 98110

Vendors are solely responsible for ensuring that proposals are delivered and received by the due date. Delays caused by any delivery service, including the US Postal Service, will not be grounds for an extension of the due date and time. Proposals submitted after the deadline may be rejected.

An additional electronic copy may be sent via e-mail to Alan Silcott: asilcott@bisd303.org. Proposals sent solely electronically via email will not be accepted.

Proposals submitted to BISD #303 are considered public documents per the open, public records laws and may be released to others to comply with Washington State laws. While BISD will not voluntarily divulge proprietary information, the BISD #303 must comply with Washington State laws governing public records requests.

Proposal Clarifications

The school district reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to evaluate a proposal. Failure of a vendor to respond to an inquiry may result in rejection of the proposal.

Contract Award

The school district intends, but is not bound, to award a contract to the lowest responsible and responsive Bidder that provides the most advantageous proposal.

The school district has the right to waive any informality or irregularity in any proposals received and to accept the proposal which, in its judgment, is in the school district's best interest.

The contract award recommendation will be presented to the BISD #303 school board of directors' meeting for approval. Once approved BISD #303 will notify all vendors who submitted complete proposals of its decision.

Appendix A

Pricing matrix example provided per school and for the non-instructional facilities.

Bainbridge High School 9330 NE High School RD, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Woodward Middle School 9125 Sportsman Club RD NE, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Sonoji Sakai Intermediate School 9343 Sportsman Club RD, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Capt. Johnston Blakely Elementary School

4704 Blakely AVE, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Ordway Elementary School

8555 Madison AVE NE, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Capt. Charles Wilkes Elementary School 12781 Madison AVE NE, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Eagle Harbor High School 9530 NE High School RD, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price	Discounted	Total cost

			(per unit)	Price (per unit)	with discount
		Total Cost for this location			

Odyssey Multiage Program 9530 NE High School RD, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

Mosaic Home Education Partnership
98110

9530 NE High School RD, Bainbridge Island, WA

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount
		Total Cost for this location			

District Office & Non-Instructional Facilities 8489 Madison AVE NE, Bainbridge Island, WA 98110

Quantity	Part Number	Model or Service Description	List Price (per unit)	Discounted Price (per unit)	Total cost with discount

		Total Cost for non-instructional sites			

Total Cost of the Proposal 8489 Madison AVE NE, Bainbridge Island, WA 98110

School or Facility	Total cost with discounts
Bainbridge High School	
Woodward Middle School	
Sonoji Sakai Intermediate School	
Capt. Johnston Blakely Elementary School	
Ordway Elementary School	
Capt. Charles Wilkes Elementary School	
Eagle Harbor High School	
Odyssey Multiage Program	
Mosaic Home Education Partnership	
District Office & Non-Instructional Facilities	
Total Project Cost	

Appendix B

E-rate Supplemental Terms and Conditions

This information about the FCC E-rate program is provided as a courtesy and to provide common understanding of expectations related to E-rate. The Service provider should consult the USAC E-rate or FCC websites for original sources of this information and current guidelines.

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.

The school district expects the service provider to make themselves thoroughly familiar with all rules or regulations regarding the E-rate program for schools and libraries.

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. Service providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at the USAC website: <http://www.usac.org/si/providers/step01/>

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>

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

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/si/service-providers/step02/lowest-corresponding-price.aspx>

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 USAC approved extensions.

Even after receipt of bid responses, the school district may or may not proceed with the project, in whole or in part, even in the event E-rate funding is approved. Execution of the project, in part or in whole, is solely at the discretion of the school district. The school district reserves the right to award parts of the project, as needed, to supply school buildings with the necessary level of communication/internet service deemed appropriate by the school district.

Within one week of award, the awarded service provider will provide the school district with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the Item 21

Attachment must be obtained from school district. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.

No change in the products and/or services specified in this document orders will be allowed without prior written approval from the school district and a USAC service substitution approval, with the exception of a Global Service Substitution.

The service provider may not commence billing until after products and services are delivered. The awarded service provider is required to send copies of all forms and invoices to the school district so required E-rate forms are filed on time. Failure to comply with this requirement may result in the school district filing a complaint with USAC or other authorities.

In the event of questions during the E-rate audit process, the awarded service provider is expected to reply to the school district within three business days to questions presented by USAC or the school district as part of the audit (PIA) process.