

**Applicant: Hatch Valley Public Schools**

**BEN: 143312**

**Form 470 #: 250004843**

**Attachment Name: C2 Equipment Service Specifications**

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### **Procurement Timeline**

<b>Task</b>	<b>Due Date</b>
Issue Date	Friday, November 15 <sup>th</sup> , 2024
Deadline to Submit Questions	Tuesday, December 3 <sup>rd</sup> , 2024 by 2:00 pm MST
Posting of Questions/Clarifications	Thursday, December 5 <sup>th</sup> , 2024
Proposal Submission Deadline	Friday, January 10 <sup>th</sup> , 2025 by 2:00 pm MST

### **Communications and Questions**

All communication with the Applicant regarding this solicitation **must** be emailed and received by the "Deadline to Submit Questions" noted in the "Procurement Timeline." Questions should be directed to all "Form 470 Contacts" listed above, with the Form 470 Number included in the subject line. Failure to include all "Form 470 Contacts" could result in questions going unanswered. Verbal inquiries are not allowed. Clarifications, when applicable, will be posted as an attachment/addendum to the Form 470. Each Offeror is responsible for downloading the current version of the Form 470 and attachments, including any addenda. Applicant reserves the right to ask vendors clarifying questions during the proposal review process.

Contact initiated by an Offeror concerning this solicitation with any other Applicant representative other than those listed as Form 470 contacts is prohibited. Unauthorized contact may result in the offeror's disqualification from this solicitation.

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

### **Site Visit**

For this solicitation, a site visit is:  Not Offered

## **Proposal Instructions**

Proposals **must** be submitted by the Proposal Submission Deadline in the Procurement Timeline.

Proposals should be emailed to ALL Form 470 Contacts listed above and include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals **must** include all costs associated with providing the requested products/services to the applicant including but not limited to shipping fees, licenses, and any component needed for the proposed equipment to function properly. For projects including installation services, offerors **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Proposal pricing **must** be included in the Pricing Attachment, "2025 HVPS Pricing Attachment C2" and be submitted in xls or xlsx format.

Proposed service fees for each piece of equipment should:

- be shown as unit pricing with separate line item charges for each SKU,
- identify the percentage of each SKU that is eligible for E-rate support as agreed upon by USAC and the manufacturer; and
- be categorized as Internal Connections (IC), Basic Maintenance of Internal Connections (BMIC), and/or Managed Internal Broadband Services (MIBS).

Proposals **must** be in response to the specific requirements of this solicitation. Offers including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists will be disqualified. SPAM and/or robotic responses will not be considered valid responses and will be disqualified from consideration.

## **Equipment/Service Request**

The applicant requests proposals for new E-Rate eligible Category Two equipment and related services. Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new will be disqualified.

For this solicitation, vendor installation services are:  Required

Asset tagging and labeling are required components of installation services for this project.

Proposals are requested for the makes/models specified in the Pricing Attachment (or equivalent). Offers containing alternative makes/models are required to submit product specifications and documentation

to establish that the equipment is equivalent to the requested solution. The applicant will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are the applicant’s best estimate and may be adjusted based on the offeror’s recommendations. The applicant reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Partial bids will be considered.

### **Installation Location Information**

<b>Location Name</b>	<b>BEN</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Rio Grande Elementary	99460	940 E. Herrera Road	Hatch	NM	87937
Garfield Elementary School	99461	8820 Highway 187	Garfield	NM	87963
Hatch Valley Elementary School	99462	801 E. Herrera Road	Hatch	NM	87937
Hatch Valley High School	99463	170 E. Herrera Road	Hatch	NM	87937
Hatch Valley Middle School	99464	901 Herrera Road	Hatch	NM	87937
Hatch Valley Central Office	16026060	400 Main	Hatch	NM	87937
Technology Hub	16034202	203 Foster Street	Hatch	NM	87937

Installation may occur at any E-rate eligible site based on the Applicant’s need at the time of purchase and install.

### **Contract Term and Modifications**

The district intends to purchase/install the equipment over multiple funding years. Therefore, the district is requesting a multi-year agreement (term dates April 1, 2025 – September 30, 2027, with one optional renewal to align with an extended E-rate service delivery deadline, if needed).

The quoted pricing must not assume the applicant will purchase the full quantities listed in the proposal.

The applicant reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment must be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the contract term.

## **E-rate Specific Considerations/Information**

FCC rules require vendors to offer discounted SPI billing. The applicant **requires** SPI discount method for these services. Vendors that do not offer SPI billing will be disqualified.

Licensing for new equipment may have Basic Maintenance of Internal Connections or Managed Internal Broadband Services components, which is why BMIC & MIBS have been selected on the Form 470. This solicitation is not requesting BMIC or MIBS beyond any related manufacturer licenses and/or extended service subscriptions for the equipment requested.

Per USAC E-rate rules, "cost of eligible services" will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are **required** to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

## **Additional Considerations/Information**

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Applicant expects in the proposed solution. Proposals failing to meet these will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.

The Applicant reserves the right to request Best and Final Offers (BAFOs). BAFOs must be received by the date/time provided during discussions/negotiations, or the originally submitted proposal will be used for further evaluation and award recommendation.

Applicant reserves the right to waive any irregularities or informalities in the proposals received.

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This procurement does not obligate Applicant until a valid agreement and/or valid Purchase Order is executed.

Applicant may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be done via an addendum posted in the E-rate Productivity Center (EPC.)

The vendor submission is subject to open records requests and, as such, the records will be released in accordance with those policies. Vendors are encouraged to mark pages as "Proprietary" or "Confidential" as appropriate, but the entire submission may not be marked as such. Identifying information as "Proprietary" or "Confidential" does not guarantee that the information will not be released but will be considered in determining whether the information is required to be released in accordance with the open records policies. Generally, pricing is not exempt from being publicly released.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that would interfere with fair and open competition or create a conflict of interest.

Offers will only be accepted from vendors that can provide pricing from a "valid purchasing vehicle." For purposes of this solicitation, a "valid purchasing vehicle" is defined as any purchasing vehicle that will allow the Applicant to purchase services in a manner consistent with State and Local bidding rules without issuing a formal procurement. Examples of a "valid purchasing vehicle" include existing contracts that were bid in compliance with State and Local Law, State Master Contracts, and contracts awarded to other entities where the Applicant can "piggy-back" off that contract.

Vendors **must** clearly identify the "valid purchasing vehicle" that forms the basis of their pricing. Applicant will be the ultimate arbiter of whether the pricing is based off a "valid purchasing vehicle." The Offeror **must** comply with the terms and conditions of the underlying "valid purchasing vehicle."

## **Evaluation Criteria**

These criteria are to be utilized in the evaluation of offers to be considered. Individual criteria have been assigned a weight to reflect relative importance. Vendors are encouraged to provide details in their proposals that address the following criteria.

<b>Criteria</b>	<b>Weight</b>
<b>Eligible Costs:</b> E-rate eligible costs of products/services	<b>40%</b>
<b>Ineligible Costs:</b> E-rate ineligible costs of products/services	<b>5%</b>
<b>Compatibility:</b> How well the proposed solution integrates into the existing LAN/WAN	<b>25%</b>
<b>Technical Merit:</b> Ability of staff and/or solution to support requirements of this solicitation	<b>15%</b>
<b>Prior Experience:</b> Applicant's previous experience with vendor	<b>10%</b>
<b>Terms and Conditions:</b> Vendor's proposed contract terms and conditions	<b>5%</b>