

REQUEST FOR PROPOSALS
E-Rate Eligible Category 1 Products and Services
Funding Year 2022: 7/1/2022 – 6/30/2023



Applicant	Cupertino Union School District
Billed Entity Number	144278
Establishing Form 470	220013890 (Nickname: cusdk8_y25_470_c1)

*Submit **QUESTIONS** about this RFP or associated Form 470 by email to:*

[**erate.cusdk8@learningtech.org**](mailto:erate.cusdk8@learningtech.org)

Unless indicated elsewhere (e.g., by amendment to this RFP),
the deadline for submission of **QUESTIONS** is **12pm PST,**
20 calendar days from the Certified Date
shown on the associated Form 470.

SEALED BIDS ARE REQUIRED

*Submit **SEALED PROPOSALS**, including Signature Page, to:*

Attn: Cupertino Union School District

Purchasing Department, Door #10

10301 Vista Drive, Cupertino, CA 95014

Open 8a – 4p M-F

LABEL: E-Rate Category 1, RFP #22-IB02-01

Unless indicated elsewhere (e.g., by amendment to this RFP),
the deadline for submission of **PROPOSALS** is **4pm Pacific time,**
28 calendar days from the Certified Date
shown on the associated Form 470.

All documents for SEALED BIDS must be provided on a USB drive as well.

PART 2 – SPECIFIC INFORMATION

This REQUEST FOR PROPOSALS consists of TWO (2) sections:

1. GENERAL INFORMATION, TERMS AND CONDITIONS
2. SPECIFIC INFORMATION, TERMS AND CONDITIONS

Together, the GENERAL and SPECIFIC sections constitute the full REQUEST FOR PROPOSALS.

PLEASE NOTE (per <https://www.usac.org/e-rate/applicant-process/competitive-bidding/>):

Requests for Proposal

The entity filing an FCC Form 470 can issue a request for proposal (RFP) in addition to the FCC Form 470. In general, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. However, we use “RFP” or “RFP document” generically to refer to any bidding document that describes your project and requested services in more detail than in the fields provided on the FCC Form 470.

Thus, a formal response to each paragraph of this RFP is neither required nor desired.

The GENERAL INFORMATION, TERMS AND CONDITIONS section is uploaded to the Universal Service Administrative Company [USAC] E-Rate Productivity Center [EPC] for the associated Form 470, and is included with this SPECIFIC INFORMATION, TERMS AND CONDITIONS document by reference. The GENERAL section instructs the respondent about general information, and general terms and conditions.

This SPECIFIC section provides:

- Applicant specific details (e.g., Name, Billed Entity Number [BEN], entity address(es), Form 470 number, background about current situation and desired solutions)
- Proposal submission details:
 - Questions email and deadline
 - Submission mechanism and deadline
 - Vendor meeting dates and times (if applicable)
- Description of Products and Services Sought, with minimum requirements for:
 - Relevant technical specifications
 - Quantities of products/services sought
- Evaluation criteria
- Other specifics (if applicable)

If conflict exists between SPECIFIC and GENERAL sections of this REQUEST FOR PROPOSALS, the SPECIFIC section overrides the GENERAL document.

All critical dates (e.g., deadline for submission of questions, site walks (if any), deadline for submission of proposals) **are noted on the first page of the SPECIFIC document.**

SPECIFIC INFORMATION, TERMS AND CONDITIONS

A. Applicant Background

The following background information about the Applicant may be helpful in preparing a responsive bid.

Any resulting contract will be with:

Applicant Name	Cupertino Union School District
Applicant Authorized Signer	Mahmoud Abed
Applicant Implementation Contact	Mahmoud Abed
REMINDER	Do NOT contact these individuals directly until an award has been made to your organization.

General Description

Cupertino Union School District currently has 25 schools, no Annexes, 2 Non-Instructional Facilities [NIF], and serves approximately 14,000 students. Two schools *may* be closing 6/30/22: Regnart Elementary School and Meyerholz Elementary School.

Network Topology

CUSDK8 uses a hub and spoke topology:

- Santa Clara County Office of Education [SCCOE] (1290 Riddler Park Drive, San Jose) provides 10 Gbps dark fiber WAN to CUSDK8's Data Center (10301 Vista Drive, Cupertino). SCCOE Consortium manages E-Rate for this dark fiber. SCCOE's Internet is via CENIC, and provided to CUSDK8 for a fee that is not part of E-Rate. (Prior to CUSDK8's inclusion in the SCCOE dark fiber consortium, a Comcast 10 Gbps WAN connection was used between the Data Center and SCCOE. This Comcast connection was suspended (vs. disconnected) in October 2021 both for SMCOE testing purposes, and to ensure FY2021 E-Rate and CTF discounts can be applied to an active account. The circuit will be disconnected later in the year.)
- 1 Gbps Pacific Bell WAN connection between the Data Center (located at M&O facility) and the District Office (1309 S Mary Avenue, Sunnyvale)
- 1 Gbps WAN connections to each of 25 schools from Crown Castle Fiber, LLC

Entities/Sites

Entities included in this RFP are listed below; bidders should rely on this RFP list of entities as the definitive list of entities participating in this RFP. (Note that due to EPC data discrepancies, the Form 470 **Billed Entity** or **Recipients of Service** or **Number of Eligible Entities** sections may differ from those listed below).

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#	Site Name Address	BEN
	Cupertino Union School District 1309 S. Mary Avenue, Suites 150 & 250, Sunnyvale, CA 94087	144278
1	CUSD Maintenance and Operations 10301 Vista Drive, Cupertino, CA 95014	16077331
2	CUSD District Office 1309 S. Mary Avenue, Suites 150 & 250, Sunnyvale, CA 94087	16077332
3	Blue Hills Elementary School 12300 De Sanka Ave, Saratoga, CA 95070	109926
4	Collins Elementary School 10300 N. Blaney Ave, Cupertino, CA 95014	109718
5	De Vargas Elementary School 5050 Moorpark Ave, San Jose, CA 95129	110189
6	Dilworth Elementary School 1101 Strayer Dr, San Jose, CA 95129	110197
7	Eaton Elementary School 20220 Suisun Dr, Cupertino, CA 95014	202011
8	Eisenhower Elementary School 277 Rodonovan Dr, Santa Clara, CA 95051	109878
9	Faria Elementary School 10155 Barbara Ln, Cupertino, CA 95014	109721
10	Garden Gate Elementary School 10500 Ann Arbor Ave, Cupertino, CA 95014	109717
11	Lincoln Elementary School 21710 McClellan Rd, Cupertino, CA 95014	109726
12	McAuliffe School (K-8) 12211 Titus Ave, Saratoga, CA 95070	109927
13	Meyerholz Elementary School 6990 Melvin Dr, San Jose, CA 95129	110191
14	Montclair Elementary School 1160 St. Joseph Ave, Los Altos, CA 94024	107932
15	Muir Elementary School 6560 Hanover Dr, San Jose, CA 95129	110195
16	Murdock-Portal Elementary School 1188 Wunderlich Dr, Cupertino, CA 95014	109720
17	Nimitz Elementary School 545 Cheyenne Dr, Sunnyvale, CA 94087	108111
18	Regnart Elementary School 1170 Yorkshire Dr, Cupertino, CA 95014	109730
19	Sedgwick Elementary School 19200 Phil Ln, Cupertino, CA 95014	109725
20	Stevens Creek Elementary School 10300 Ainsworth Dr, Cupertino, CA 95014	109716
21	Stocklmeir Elementary School 592 Dunholme Way, Sunnyvale, CA 94087	108107
22	West Valley Elementary School 1635 Belleville Way, Sunnyvale, CA 94087	108109
23	Cupertino Middle School 1650 S Bernardo Ave, Sunnyvale, CA 94087	108112
24	Hyde Middle School 19325 Bollinger Rd, Cupertino, CA 95014	109728
25	Kennedy Middle School 821 Bubb Rd, Cupertino, CA 95014	109729

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#	Site Name Address	BEN
26	Miller Middle School 6151 Rainbow Dr, San Jose, CA 95129	110196
27	Sam H. Lawson Middle School 10401 Vista Drive, Cupertino, CA 95014	16035825

B. Products And Services Sought

In the event that alternative technologies, topologies or pathways would improve functionality or reduce cost, bidders are encouraged to propose recommended alternatives *in addition to* estimating as indicated in this RFP.

Category 1 (Data Transmission and/or Internet Access)

On-Premise Category One Equipment

Some Category 1 services require vendor provided equipment at the customer site. To be eligible for Category 1 treatment, these requirements must be met:

1. Is the leased on-premise equipment an integral component of a Telecommunications or Internet Access service? **YES**
2. Will the leased on-premise equipment be provided by the same service provider that provides the associated Telecommunications Service or Internet Access service? **YES**
3. Does responsibility for maintaining the equipment rest with the service provider? **YES**
4. Will ownership of the equipment transfer to the school or library in the future? **NO**
5. Does the relevant contract or lease include an option for the applicant to purchase the equipment? **NO**
6. Will the leased equipment be used at the applicant site for any purpose other than receipt of the eligible Telecommunications Services or Internet Access of which it is a part? **NO**
7. Will the school's/library's internal communication systems (e.g., LAN, video, phone, or other communication system) continue to work if the component is disconnected? **YES**
8. Are there any contractual, technical, or other limitations between you and the service provider that states that the equipment is exclusively for your use and not to be shared with other customers? **NO**

For full guidance regarding On-Premise Category One Equipment, see <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/>.

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B.1 Category 1, WAN / Point-to-Point / Telecommunications

Wide Area Network		
<p>Project Overview: Bandwidth increase is needed from 1 Gbps to up to 10 Gbps for 5 middle schools. Bandwidth increase will be considered for all sites, though may only be implemented for middle schools. Applicant will likely select different bandwidths for each school.</p>		
Recipients of Service Service Addresses FY2022 Bandwidth	Handoff	CPE
<p>A: CUSD Maintenance and Operations 10301 Vista Drive, Cupertino, CA 95014</p> <p>B-Z: Site Name All 25 school sites listed in Sites table</p> <p>Minimum 1 Gbps Preferred 5 Gbps Scalable Up to 10 Gbps Preferred Contract Term (through 10/14/24 or up to 60 months)</p>	<p>Current: Multimode fiber (optical) 50 micron</p> <p>Preferred: Multimode fiber (optical) 50 micron</p>	<p>Preferred: Applicant-owned (purchased) router or equivalent, may be eligible for C2</p>

Other Specifications:

- Bid should include handoff to be provided
- Vendors will provide all E-Rate Category 1 eligible services and equipment necessary for the solution to function
- Strongly preferred that if vendor supplies any Customer Premise Equipment [CPE], it meets the E-Rate program requirements for On-Premise Category One Equipment
- Prefer major provider (ideally “tier 1” or “tier 2” or substantial peering arrangements)
- Network availability $\geq 99.99\%$ preferred
- No early termination fees preferred
- Burstable bandwidth = No
- The proposal, and any resulting contract, must include monthly and installation pricing at each bandwidth level for the full term of contract, as well as allow optional upgrades during the contract term, without new competitive bidding
- For Leased Lit Fiber or Leased Dark Fiber solutions, please include a cost breakdown of equipment to light the fiber runs
- Vendor to provide detailed specifications for any additional equipment required for a complete and working solution
- Applicant requests complete contractual documentation indicating prices at different service levels over the contract term, including possible voluntary extensions. If pricing varies by site, please indicate so in spreadsheet in separate rows or by adding additional tabs or by submitting separate Pricing Forms per site
- The Pricing Form is the *ONLY* acceptable form for submission of proposal pricing and will be required as an exhibit of any resulting contract. If you want to be sure you have provided all the required data elements for your proposal to be considered, please use the Pricing Form. **No deviation may be introduced between the submitted Pricing Form and any resulting contract**

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- Implementation: To coincide with E-Rate funding year dates, maximize potential E-Rate discounts, and coordinate with expiring contracts, Applicant strongly prefers that activation be on, or within a few days of, **07/01/2022**, with preference of up to 30 days prior to allow for testing.¹ Please include commitment date for activation in your proposal. Sooner implementation would be acceptable if Early Termination Fees do not apply to existing service
- Contract preference:
 - Unless a new contract is implemented for all sites, contract expiration for increased bandwidth for 5 middle schools must be coterminous with contract for other sites
 - To coincide with E-Rate funding year, Applicant strongly prefers that contract expiration date be exactly and explicitly 6/30 (i.e., not based on number of months from contract signatures, or service turn up). Unless, explicitly stated otherwise, the preferred contract term is:
 - Initial term of *approximately* five (5) years, ending on 6/30 of the year that begins the 5th year of service
 - Two (2) 1-year optional renewals after initial term
- Service Provider Invoicing [SPI]: unless expressly negotiated otherwise, Applicant selects Service Provider Invoicing via this notice and prior to the submission of the Form 471, consistent with FCC regulation **§54.514 Payment for discounted service**

¹ Applicant understands that overlapping service is “redundant” and not eligible for E-Rate discounts.

C. VENDOR CONFERENCE / WALK THROUGH

Vendor Conference Call and/or Walk Through information follows.

ONLY checked items (☑) apply.

- A Vendor Conference Call will NOT be held. Please do not request a special appointment.
- A Vendor Walk Through will NOT be held. Please do not request a special appointment.
- A Vendor Conference Call will be held at the **date** and **time** to be announced via RFP Amendment. Please RSVP via email to the email address on the cover page above. This will allow us to notify all interested parties of the call-in details, and any unanticipated, last minute changes in scheduling. Please do not request a special appointment for a different time; all vendors should attend at the same time to help ensure that everyone has the same information.

Attendance is *optional*. Attendance is **mandatory**.²

- A Vendor Walk Through will be held at **date** and **time** and **location** to be announced via RFP Amendment. **Applicant's COVID safety measures must be followed.**
Please RSVP via email to the email address on the cover page above. This will allow us to notify all interested parties of any unanticipated, last minute changes in scheduling or starting location. Please do not request a special appointment for a different time; all vendors should attend at the same time to help ensure that everyone has the same information.

Attendance is *optional*. Attendance is **mandatory**.³

Sign-in and a printed business card or similar contact information will be expected upon arrival. Answers to clarifying questions not adequately explained in the existing RFP materials will be posted as RFP Addenda or Amendments on the same web site as this document and available to all vendors. Please note that, depending on the bid evaluation criteria indicated herein, where attendance is optional, non-attendance might still affect scoring on a secondary proposal evaluation factor. Vendors should never offer gifts or favors of any kind, however small, to anyone associated with the Applicant or Applicant's family members. Submission of a proposal constitutes a presumptive certification that there is no conflict of interest.

² In the event less than 3 responsive bidders have complied, Applicant, in its sole discretion, reserves the right to waive this requirement if it is deemed in its best interest.

³ In the event less than 3 responsive bidders have complied, Applicant, in its sole discretion, reserves the right to waive this requirement if it is deemed in its best interest.

D. EVALUATION CRITERIA

Each responsive proposal meeting the minimum qualifications will be evaluated using weighted criteria including cost of the eligible products and services as the highest weighted factor. Secondary factors will also be considered as further described below.

For any given solution, after elimination of proposals that are disqualified, the proposal that is deemed to most cost-effectively meet the stated Applicant requirements, and therefore in the best interest of the Applicant, will be selected.

Disqualification factors include:

- Non-compliance with E-Rate program rules
- Non-compliance with state or local regulations
- Failure to meet stated required vendor qualifications
- Failure to submit the required Pricing Form for new services
- Failure to submit a complete solution to any numbered group of **PRODUCTS AND SERVICES SOUGHT** in section B above. (For example, if Applicant seeks a full complement of Network Components and vendor proposes only the firewall, the firewall proposal will be disqualified unless *no* reasonably complete solutions have been received.)
- Failure to meet minimum specifications for key components of solution (such as port speed of switches)
- Failure to address at least 90% of stated scope of section for which proposal is submitted
- Deviation between the submitted Pricing Form, Products/Services and any resulting contract form
- “Budgetary” pricing: prices for products and services must be firm commitments; surprise special construction costs are not acceptable.

In the event that the Applicant receives less than two (2) responsive bids, the Applicant, at its sole discretion, reserves the right, but is not obligated, to waive individual disqualification factors (other than program/legal non-compliance) for any other bids received in an effort to further ensure fair and open competitive bidding.

All qualified proposals will be evaluated using the following factors and weights.

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Criterion	Weight
Cost of eligible products and services ⁴ during <i>initial</i> contract term	25%
Functionality/completeness/specifications of proposed solution ⁵	20%
Low cost of <i>ineligible</i> products and services ⁶ during <i>initial</i> contract term	20%
Projected implementation timeline based on prior performance ⁷	10%
Vendor qualifications ⁸	10%
Extent to which a single-provider, turnkey solution is provided ⁹	10%
Contract terms and conditions ¹⁰	5%
Total	100.00%

⁴ This criterion is required and must be the most heavily weighted, per E-Rate program rules.

⁵ In the case of Internet services, *functionality* could include: whether provider is considered “Tier 1,” “Tier 2,” or lower; peering arrangements; whether service is symmetrical; speed and latency of connections; whether a sufficient number of public (static) IP addresses are offered; whether public forward and reverse (in-addr.arpa) lookup DNS services are provided; uptime guarantee or Service Level Agreement [SLA]; whether Customer Premise Equipment [CPE] meets the criteria to be treated as Category 1, rather than Internal Connections. Performance characteristics such as scalability of bandwidth are more desirable. Other considerations might include compatibility with existing equipment (e.g., routers, handoff) and services. Solutions that emphasize student data security are strongly preferred.

⁶ Such as Early Termination Fees.

⁷ Vendor proven ability to install efficiently (on 1st attempt) and timely (7/1 of funding year, unless otherwise specified elsewhere in this RFP).

⁸ Factors to be considered include: industry experience, references, credentials, certifications, and E-Rate compliance/experience/track record.

⁹ *Turnkey* means within a given category, Applicant has a preference, but not a requirement, for a solution wherein a single contract/single vendor mostly/completely addresses all of the requirements.

¹⁰ Among other considerations as to terms and conditions, Applicant-friendly terms and conditions are preferred. Contracts with relatively onerous termination fees are apt to be scored lower, other things being equal. Flexibility to adapt to changing circumstances, such as moves or school closures, is advantageous. In California, Vendors participating in California Teleconnect Fund may be scored higher. Commitment to SPI invoicing will generally be scored higher. Option for renewal terms is a plus. Consolidated billing (mapped to Funding Request Numbers [FRNs] and SPINs) is also a plus. Contract expiration date that is exactly 6/30 is strongly preferred for Category 1 services. Commitment to include pricing for scalable bandwidth over time in contract will be more favorable.

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E. OTHER SPECIFICS

- Sealed bids should be delivered to the address shown on the cover page above. In addition to the proposal, fully executed RFP Signature Page and Pricing Form, Vendors must submit a USB drive containing all components of the proposal, including fully executed RFP Signature Page and Pricing Form(s).
- Contract implementation is contingent on Board approval and commitment of E-Rate funding. Work must be done while school is not in session. Any work started during a session break must be completed for that specific area prior to students returning.
- All documentation submitted in response to this RFP must have the district assigned RFP reference number: 22-IB02-01.
- Selected vendor(s) *may* be required to sign the standard District contract.

REQUEST FOR PROPOSALS
Proposal Signature Page



Applicant	Cupertino Union School District
Billed Entity Number	144278
Establishing Form 470	220013890 (Nickname: cusdk8_y25_470_c1)

For the Vendor:

Signature _____

Printed Name and Title _____ Vendor Name _____

Date _____ SPIN _____ Pricing Form _____
 Reference # (if using online form) _____

This proposal is submitted in response to **SPECIFIC INFORMATION**, section B.____
 _____.

(for clarity, please provide name of section as well)

<u>For the Applicant:</u> If Vendor's proposal is selected for award, Applicant will execute below to confirm acceptance.	
Authorized Signature	mm/dd/yy
Signature	Date
Name	Title
Printed Name	Title