

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS  
Special Meeting/March 12, 2020**

**South San Francisco Municipal Building,  
City Council Chambers  
33 Arroyo Drive, South San Francisco, California**

**OPEN SESSION** – following the Regular Board Meeting.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. COMMUNICATIONS**

Public comments are limited to three minutes per individual. Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

**ACTION**

**PAGE**

**1. BUSINESS SERVICES**

- a. Approval of the Agreement for Network Electronics  
as Part of the E-rate Subsidies Program** 1 - 3

Staff recommends the Trustees authorize the Business Services Department to accept the AMS.net bid, in the amount of \$2,555,913, for network electronics in the E-rate subsidies program, as presented to the Board.

## ADJOURNMENT

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District's website: [www.ssfusd.org](http://www.ssfusd.org) (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: [ncantley@ssfusd.org](mailto:ncantley@ssfusd.org) **Hearing assistance equipment is available for use by the hearing impaired at Board meetings.**

# SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Shawnterra Moore, Ed.D., Superintendent

**THRU:** Ted O, Assistant Superintendent – Business Services

**DATE:** March 12, 2020

**RE:** Approval of Agreement for Network Electronics as Part of the E-Rate Program

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### **BACKGROUND:**

The Federal Communications Commission's (FCC) E-rate program connects the nation's schools and libraries to broadband. It is the government's largest educational technology program. When E-rate was established in 1996, only 14 percent of the nation's K-12 classrooms had access to the Internet. Today, virtually all schools and libraries have Internet access.

The FCC began updating E-rate in 2010 and on July 11, 2014, adopted the E-rate Modernization Order, which expands Wi-Fi networks in schools and libraries across America while ensuring support continues to be available for broadband connectivity to schools and libraries.

To take advantage of the E-rate subsidies program from the FCC and meet the needs of the District, South San Francisco Unified School District (SSFUSD) acquired the services of Infinity Communications and Consulting, Inc. (Infinity).

At the January 16, 2020 Board meeting, Mr. Siam, made a presentation on the large Network Infrastructure Project, and the Board of Trustees approved a contract for Infinity to move forward and provide professional services for E-rate Consulting and Design Services for this project. Per the agreement, Infinity would prepare documents, specifications, and plans necessary to solicit competitive bidding and to undertake the work in conformity with public contract code and FCC/E-rate funding requirements.

**The deadline to apply for E-rate subsidies is March 25, 2020.** The Board of Trustees must award a contract prior to this date in order for the District to be eligible to receive the E-rate program subsidies.

In February 2020, the District solicited bids for Network Electronics, the first of three items for the Technology Infrastructure Project that staff will go out for bids. The two other items are Structured Cabling and Wireless Network. The bidding documents for them will go out at a later time to get the most savings out of the E-rate subsidies program.

The following is a recap of the process that has been instituted specifically for this portion of the project:

- A Request for Proposal (RFP) document and Product Specifications were prepared.
- As required by E-Rate, to achieve maximum competitive results, a “Project Notice” was posted through the Internet, in the form of filing an FCC E-rate form 470 (on-line posting of bid).
- An advertisement was posted in the newspaper to meet public contract code requirements.
- The project was posted on Infinity Communications’ E-rate project website.
- Sixteen (16) prospective bidders downloaded the RFP from the Infinity website.
- Bids were due on Wednesday, March 4, 2020 at 10:00am.
- Three (03) Bid responses were received:

Below are the bid proposals received for the E-Rate subsidies program. It includes the company, total contract amount, estimated E-rate discount and estimated district out of pocket cost.

<b>Provider</b>	<b>Service</b>	<b>Contract Amount</b>	<b>Estimated E-rate Discount</b>	<b>Estimated District Cost</b>
<i>NetXperts</i>	<i>Network Electronics</i>	<i>2,459,457</i>	<i>598,083</i>	<i>1,861,374</i>
<i>AMS.net</i>	<i>Network Electronics</i>	<i>2,555,913</i>	<i>598,083</i>	<i>1,957,830</i>
<i>IT Management</i>	<i>Network Electronics</i>	<i>2,651,405</i>	<i>598,083</i>	<i>2,053,322</i>

Based on the results of the E-rate Bid Evaluation Worksheet results provided by Infinity (below) and the needs of the District, staff is recommending AMS.net for the E-rate subsidies services for Network Electronics. AMS scored the highest evaluated ranking bid score of all three firms.

		<b>Vendor Scoring</b>									
		<b>NetXperts</b>		<b>AMS.net</b>		<b>IT Management</b>					
<b>Selection Criteria</b>	<b>Weight*</b>	<b>Raw Score**</b>	<b>Weighted Score***</b>	<b>Raw Score</b>	<b>Weighted Score</b>	<b>Raw Score</b>	<b>Weighted Score</b>	<b>Raw Score</b>	<b>Weighted Score</b>	<b>Raw Score</b>	<b>Weighted Score</b>
Price	35%	3	1.05	2	0.70	1	0.35		0.00		0.00
Experience & Qualifications	25%	3	0.75	3	0.75	3	0.75		0.00		0.00
Accuracy of Bid	25%	1	0.25	3	0.75	3	0.75		0.00		0.00
Long Term Cost	15%	1	0.15	1	0.15	1	0.15		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
			0.00		0.00		0.00		0.00		0.00
	<b>100%</b>										
<b>Overall Ranking</b>			<b>73</b>		<b>78</b>		<b>67</b>		<b>0</b>		<b>0</b>

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees authorize the Business Services Department to accept the bid of \$2,555,913 from AMS.net as described above for Network Electronics.