

REQUEST FOR PROPOSALS:

BID SPECIFICATION PACKAGE

For:

**THE
ALLIANCE FOR COLLEGE-READY PUBLIC
SCHOOLS**

E-Rate Background

The information in this Request For Proposals [RFP] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (a.k.a., "E-Rate") discounts. These programs provide discounts for: certain telecommunications products and services, including (Priority 1) voice and data communications; Internet access; and (Priority 2) internal connections; and basic maintenance of internal connections. For more information about these Federal programs, and before responding to this RFP, please refer to the SLD web site, www.usac.org/sl/, or call the SLD Help Line at 888-203-8100. Please do not contact Customer personnel either with general questions about E-Rate, or to offer ineligible services or services not requested on this RFP. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via Service Provider Invoice [SPI] forms, as specified by the SLD. Invoicing information is further described below.

NOTE: In our Forms 470, we ask for both Priority 1 and Priority 2 services; however, there is no RFP for the Priority 1 services. Any mention of Priority 1 services in this RFP is solely as a reference for Priority 2 bidders to be able to understand our infrastructure needs. This RFP is for the Priority 2 services only.

Scope

In Fall 2009, Alliance for College-Ready Public Schools will adding 4 schools to its consortium: College-Ready Academy High School #8, College-Ready Academy High School #9, College-Ready Academy High School #10 and College-Ready Middle Academy #3. We are requesting all items as defined in section 3.0 of this RFP for these four new additions to the Alliance Consortium. Furthermore, we are requesting Basic Maintenance services, as defined in section 3.0, for the entire Alliance Consortium. For a list of participating entities please reference Attachment A at the end of this document.

Mission Statement

The mission of Alliance for College-Ready Public Schools, a non profit charter management organization, is to open and operate a network of excellent small high-performing 9-12 and K-8 public schools in historically underachieving, low income, overcrowded communities in Los Angeles that will significantly outperform other public schools in preparing students to enter and succeed in college.

Background

The Alliance for College-Ready Public Schools [ACRPS] is an independent non-profit charter management organization building a minimum of 20 high performance small public K-8 schools and high schools in Los Angeles over the next five years – serving over 12,000 students. ACRPS will create a network of 100 public schools in the next 25 years. Each of our schools follows the same academic model and the same approach to technology integration.

All ACRPS schools feature high expectations, a standards-based college preparatory curriculum, a uniform dress code, and a school year that is 190 days in length. Every member of the faculty has earned the designation as highly qualified and teaches in small classes, usually less than 25 students. Each student has a personal learning team, an individual learning plan, and participates in a small advisory group with the same teacher throughout the four years of high school.

Introduction

1.0 Objective

Alliance for College-Ready Public Schools (hereinafter referred to as “Customer”) intends to install new technology in local and wide area networks to provide improved Internet access and technology support to its schools. The Customer here within requests proposals for the installation, testing, and acceptance of network components, cabling, and file servers described in the attached specifications for interested persons (hereinafter known as “Vendor”). Prices quoted shall be all-inclusive and represent complete installation at the sites. The Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely install and configure, test, and turnover for acceptance to the Customer the new cable network for the school detailed herein.

1.1 Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities defined by the Alliance for College-Ready Public Schools COO. Due to the complexity of this project, the COO will decide the best submissions that are in the best interest of the long-term technology plan, *not necessarily the lowest price*.¹ Proposals will first be evaluated based upon the base requirements. The evaluation criteria are as follows:

Factor	Weight
Price	25%
Ability to provide turn-key solution	22%
Prior track record with ERATE	20%
Industry credentials and certifications	18%
Long term experience in K-12	15%
Total	100%

¹As is required for compliance with E-Rate regulations, price of the eligible products and services will be the *highest weighted factor* but *not the only factor* taken into consideration.

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

2.0 Submission Deadline & Delivery Address

The deadline for submission of proposals is close of business, Pacific Time, on December 30, 2008.

Proposals should be submitted as follows (all three elements are required):

- Via email (single file, consecutive page numbered, MS Office or PDF format) to:
erate.laalliance@learningtech.org
- Signature page(s), executed by the Bidder, via facsimile, to:
[866-801-8667](tel:866-801-8667)
- Paper copy with original signatures with outside of envelope identified as follows:
E-RATE TECHNOLOGY BID
Sean Jernigan, Director of Operations
Alliance for College-Ready Public Schools
2023 S. Union Avenue.
Los Angeles, CA 90007

All three elements are required. It is sufficient for paper copy to be postmarked by the submission deadline, but in any event it must be received no later than 1:00 PM on 1/2/2009, including the binding original signature of the bidder. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer has the right but not the obligation to reject all late or incomplete submissions, as the Customer determines to be in its own best interest, or to contact bidders such as to seek ministerial corrections. The Customer has the right but not the obligation to determine a short list for final negotiations and contract revisions after these dates.

Oral and telephone bids will not be considered, nor will modifications of proposals by such communication be considered. The completed proposal form shall be without erasures or alterations. Delivery of the proposals will be considered authorization by the Vendor to make a contract, if awarded.

2.1 Costs Associated with Preparation of the Vendor's Response

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

2.3 Subcontractors

Subcontractor work is not acceptable to the Alliance for College-Ready Public Schools for technology projects. We expect The Vendor to perform all services with in-house personnel. Cisco, Novell and NT engineers must be full time insured, drug-free employees. "Rented" certifications will result in bid disqualification.

2.4 Interpretation and Additional Information and Addenda

Any interpretation, correction, or change of the RFP will be made by ADDENDUM. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, corrections, or changes. Any changes or corrections will be issued by the Customer. Addenda will be posted at <http://www.learningtech.org/erate/laalliance/>. It will be the responsibility of the vendor to check for all posted changes. Questions or requests for clarification of this RFP should be sent to the bid submission email address shown above. Bidders should not attempt to contact Customer personnel by telephone, since such contacts can potentially taint the fair and level playing field. Answers to questions submitted by email will be posted on the web site.

2.5 Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

2.6 Financing

After notification of award, the Vendor will receive purchase order(s) for the products and services for which the Vendor

will be responsible as a result of the RFP. Purchase order(s) will show the total cost of services and the amount that is the responsibility of the local school system as well as the E-RATE discount. **The final payment of this project will be rendered only after an extensive final walk-through at the completion of the installation. The ALLIANCE FOR COLLEGE-READY PUBLIC SCHOOLS will strictly enforce the bid guidelines and the quality of the installation.** Final testing will take place in the presence of a designated technology staff member. The ALLIANCE FOR COLLEGE-READY PUBLIC SCHOOLS Technology Staff will have total discretion to request any needed changes to meet current Cisco, Novell, NT, or networking standards.

This project is being requested for funding through ERATE. If funded, all SLD payment schedules will take priority. If the project is not funded, then local funding policies will take place. In either case, the above paragraph in project guidelines will be enforced.

If this project or any part thereof is not funded by ERATE, the ALLIANCE FOR COLLEGE-READY PUBLIC SCHOOLS reserves the right to change or cancel any project. The ALLIANCE FOR COLLEGE-READY PUBLIC SCHOOLS Technology Staff will notify the winning vendor if projects will require changes or cancellation due to non-funding by SLD.

2.7 Warranty

The Vendor shall fully warrant with the manufacturer's warranty all items provided under this RFP against defects in material and workmanship. Warranty information should be on a per equipment basis on the RFP and detailed in the Bid Proposal. The vendor will also be expected to provide on-site service in addition to the manufacturer's warranty, so please list this service in detail. Should any defects in workmanship or material, excepting ordinary wear and tear, appear during the warranty period, the manufacturer and his representative shall repair or replace such items immediately upon receipt of a written notice from the Customer.

2.8 Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping cost, delivery, installation, and the provision of all labor and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the Contract Documents. The Customer will not be liable for any costs beyond those proposed herein and awarded. Time and materials quotes will be unacceptable. Please clearly identify costs associated with necessary but ineligible items and keep such items to a minimum; our intent is to seek *only* eligible services.

2.9 Evaluation of Responses

The Customer may at its discretion and at no fee to the Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

2.10 Right to Reject

The Customer reserves the right to accept or reject all proposals when the rejection is in the best interest of the Alliance for College-Ready Public Schools, such as when no bid is deemed to be cost-effective or when conditions change such as due to low enrollment at one or another school. The Customer also reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable pricing and terms that the Vendor is able to propose. Certain criteria such as lack of certifications have been indicated as potential causes for disqualification; awards will be to the highest ranked Vendor after elimination of disqualified/nonresponsive bids.

2.11 Vendor Qualifications

The Vendor will be required to furnish evidence that they meet the industry qualifications and maintain an in-house staff that conforms to the Vendor Qualification List that is posted in this RFP. In addition to the qualification list we require:

- Vendor must provide evidence of successful past performance in the installation of Cisco switches, Internet servers, and Citrix in a WAN in the K-12 market place during the last 3 years.
- Vendor must provide evidence of successful past performance in post-installation services in school networks where the vendor installed the above.

–Due to the complexity of the project, the Vendor must provide a Cisco CCNP/ CCIE, Novell Master CNE, and a RCDD to field supervise the installation of the project.

Proof of the above qualifications and evidences by the above Vendor must be a part of the RFP response.

2.12 Form of Contract

As indicated on the corresponding Form 470, Customer will consider all allowable forms of contract including multi-year contracts and contracts with voluntary renewals. Winning vendor should not start work or incur expenses until explicitly notified to do so in writing; notification of selection is *not* sufficient. Customer has the right but not the obligation to begin work prior to Funding Commitment Decision Letter and approval of funding; Customer has a right but not the obligation to cancel or reduce the scope of any project for which E-Rate funding is denied or reduced. For multi-year contracts or contracts with voluntary renewals, these rights apply to each successive funding year independently. Bidder commits to honor pricing and scope of work (some part substitutions may be required over time) for up to 18 months while awaiting FCDL. Bidder warrants that all work shall be performed according to best practices in the field of endeavor and in a manner that is fully compliant with all aspects of the E-Rate program, including invoicing for and requiring payment of the Applicant share. In no event should work commence prior to July 1, 2009. Internal Connections contracts should be valid until at least September 30, 2010 and automatically extend in the event that the corresponding FRN is extended by SLD. This RFP and all addenda issued to this RFP shall be incorporated by reference into the contract.

Vendors may bid on the entire project or only on well-defined portions of the project. For example, one vendor might bid only on cabling infrastructure, with a separate vendor bidding only on active elements. However, Customer has a preference for a single contract providing a turnkey solution, as shown in the bid evaluation criteria. All bidders must have valid SPIN numbers and up-to-date SPAC filings with the SLD.

3.0 Details of Deliverables

E-Rate Requests for Proposals [RFPs] for new sites is written in terms of numbers of drops and contracts to leave some room for adaptation based on physical plant constraints. Sometimes, it has been necessary to temporarily leverage available facilities offered by chartering districts, such as sharing telephone service or Internet access with an existing district school during the first months of operation.

3.1 LAN

- 3.1.1 ACRPS schools install CAT3 voice and CAT6 data cabling in all schools
- 3.1.2 Up to 11 POTS lines per school²
- 3.1.3 Up to 13 data drops per classroom with up to 25 classrooms per school
- 3.1.4 Raceway molding is used in classrooms (up to approx. 20 linear feet per classroom).
- 3.1.5 Up to six 48 port managed gigabit switches
- 3.1.6 At least one 48 port PoE managed gigabit switch
- 3.1.7 Only TCP/IP protocol is used
- 3.1.8 Every IDF has at least 1 Gbps “home runs” to their respective backbone link to the MDF and every classroom has “home runs” to their respective IDF’s
- 3.1.9 Up to 20 wireless access points per site to ensure coverage and signal strength campus-wide
- 3.1.10 Wireless should support each ACRPS school with a minimum of 54-108 Mbps 802.11, supporting prevailing standards and utilizing PoE and load balancing technology (i.e. if one WAP is overloaded network traffic is diverted to another WAP so that the end user experiences the same performance and reliability)

²It is emphasized that this is not an RFP for Priority 1 services such as POTS lines. All Priority 1 services are requested only in the appropriate Form 470. Information about Priority 1 services mentioned here is strictly to provide context for Priority 2 bidders.

3.2 WAN Context³

A WAN based on private DS3 service is used and will be expanded to new ACRPS schools. It consists of 3 Mbps MPLS VPN connections from the central office to each school.

3.3 Servers

Each school site requires a single server for DHCP and DNS E-Rate eligible services. Operating system should be Windows Server 2003 but the hardware should be sufficiently well configured to be capable of running Server 2008 in the future. Backup is handled centrally. A suitable UPS and rack should be included for each site.

3.4 Basic Maintenance of Internal Connections

All technical support is coordinated through our Director of Technology. All E-Rate eligible servers, switches, routers, cabling and hardware are maintained through E-Rate eligible maintenance agreements with multi-year options. We are requesting Basic Maintenance labor services necessary to the operation of the Internal Connections network in quantities and capacities consistent with standard Alliance Consortium school configuration, as defined in this section, for the entire Alliance consortium as listed in Attachment A. Historically, approximately 15 hours per school facility per month have been required. Basic Maintenance is required for both previously existing and new schools.

³It is again emphasized that this is not an RFP for Priority 1 services such as a DS3 service or WAN connections. All Priority 1 services are requested only in the appropriate Form 470, which provides all necessary information for those services. The information about Priority 1 services mentioned here is strictly to provide infrastructure context for Priority 2 bidders.

Vendor Qualifications for ERATE Technology Projects

Due to the complexity, potential liability, and to protect the SLD investment of technology implementation, the Alliance for College-Ready Public Schools requires the below industry certifications. These certifications are required in order to submit a bid. These certifications must be proven for ownership and cannot be rented or borrowed. These certifications and the ownership thereof will be strictly enforced and will be checked for authenticity. Bid disqualification will result if certifications ownership cannot be proven.⁴

Vendor must be Cisco Network Partner.

Vendor must be a Gold or Platinum Novell Reseller (Platinum preferred)

Vendor must have on staff a Novell Certified Internet Architect.

Vendor must have on staff a Novell Master CNE.

Vendor must have on staff a MCSE+Internet Engineer.

Vendor must have on staff a RCDD and Ga. Low Voltage holder.

Vendor must provide all service; no sub-contract or third party service is accepted.

Vendor must be a Certified Drug Free Workplace

Vendor must have all engineers and installers bonded and liability insured

Vendor must furnish printed proof of all certifications listed above

Vendor must provide a reference list of (10) K-12 ERATE LAN or WAN installations.

Vendor must show documentation of ability to successfully implement large ERATE projects.

All engineers must be available to field supervise all installations

Any variations from any of the specifications of this RFP should be clearly noted and explained in an addendum to the bid proposal and delivered with the bid by the submission deadline noted above.

⁴However, Customer shall have the right but not the obligation to consider requests for minor waivers from these requirements, if Customer determines this to be in its own best interest, such as in a situation where no fully compliant bids have been received by the submission deadline. If Customer deems variance to be too great, bid shall be disqualified.

Attachment A

Alliance for College-Ready Public Schools Consortium List of Participating Entities

1.	Alliance for College-Ready Public Schools Home Office 2023 S. Union Avenue Los Angeles, CA 90007	SLD Entity #: 16028462
2.	College-Ready Academy High School #4: Grades 9-11 644 West 17 th Street Los Angeles, CA 90015	SLD Entity #: 16035075 CDS 19-64733-0111500
3.	College-Ready Academy High School #5: Grades 9-11 1729 W. Martin Luther King, Jr. Blvd. Los Angeles, CA 90015	SLD Entity #: 16035077 CDS 19-64733-0111641
4.	College-Ready Academy High School #7: Grades 9-11 1265 East 112 th Street (temporary site) Los Angeles, CA 90059	SLD Entity #: 16039890 CDS 19-64733-0114942
5.	Gertz-Ressler High School: Grades 9-12 A College-Ready Academy 2023 S. Union Avenue Los Angeles, CA 90007-1326	SLD Entity #: 16028463 CDS 19-64733-0106864
6.	Heritage College-Ready Academy High School: Grades 9-11 9719 South Main Street Los Angeles, CA 90003	SLD Entity #: 16035072 CDS 19-64733-0108894
7.	Huntington Park College-Ready Academy HS: Grades 9-12 2071 Saturn Avenue Huntington Park, CA 90255-3635	SLD Entity #: 16028603 CDS 19-64733-0108936
8.	William and Carol Ouchi High School (Ouchi HS) : Grades 9-12 (Formerly College-Ready Academy HS #6) 2621 West 54 th Street Los Angeles, CA 90043	SLD Entity #: 16035078 CDS 19-64733-0111641
9.	Marc and Eva Stern Math and Science School (MASS): Grades 9-112 5151 State University Drive, CSULA Los Angeles, CA 90032	SLD Entity #: 16035082 CDS 19-64733-0111658
10.	Richard Merkin Middle: Grades 6-8 2023 S. Union Avenue (permanent site) Los Angeles, CA 90007-1326	SLD Entity #: 16028602 CDS 19-64733-0108902
11.	Jack H. Skirball Middle School: Grades 6-8 (former College-Ready Middle School #2) 603 East 115 th Street Los Angeles, CA 90059-2322	SLD Entity #: 16035080 CDS 19-64733-0111518
12.	College-Ready Middle Academy #3: Grades 6-7 2601 West 54 th Street Los Angeles, CA 90043	SLD Entity #: 16049787 CDS 19-64733-0116533
13.	College-Ready Academy High School #8: Grades 9 1218 West Imperial Highway Los Angeles, CA 90044	SLD Entity #: 16049789 CDS 19-64733- 0117598
14.	College-Ready Academy High School #9: Grades 9 1256 West Imperial Highway Los Angeles, CA 90044	SLD Entity #: 16049798 CDS 19-64733- 0116509
15.	College-Ready Academy High School #10: Grades 9 1256 West Imperial Highway Los Angeles, CA 90044	SLD Entity #: 16049799 CDS 19-64733- 0117606