

Request for Proposals

RFP# ESD 112-13-20

Issued by:



2500 NE 65th Ave
Vancouver, WA 98661

Request for Proposals for:

E-Rate Consulting Services

Issue Date:

June 17, 2020

PROPOSALS ARE DUE BY 2:00 PM ON

July 13, 2020

INTENT AND SCOPE OF WORK

ESD 112 provides E-rate consulting services for a consortium of approximately 55 – 65 schools and school districts throughout Washington state each year. In addition, ESD 112 as a district applies for E-rate discounts.

ESD 112 is seeking bids from an established E-rate consulting company to act as sub-contractor to ESD 112 to provide E-rate consulting for its consortium members, as well as to provide E-rate consulting for ESD 112 district.

PROJECT TIMETABLE

RFP Release	June 17, 2020
Deadline for Questions	July 1, 2020
Proposals Due	July 13, 2020
Contract Start Date	August 1, 2020

SUBMITTAL OF BID

Submit one (1) original and three (3) complete copies. Proposal(s) shall be sealed and clearly marked on the package cover as shown below:

Educational Service District 112
Attention: Jeff Strunk, Purchasing Manager
2500 NE 65th Avenue
Vancouver, WA 98661-6812

CONFIDENTIAL: DO NOT OPEN SEALED BID ENCLOSED

RFP # ESD 112-13-20 E-Rate Consulting Services

Refer all questions in writing to:

Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeff.Strunk@esd112.org

ESD 112 RFP SITE:

All questions and answers will be posted at <https://www.esd112.org/itb-rfp-rfq-contracts/>.

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.

GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS -

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington. ALL proposals submitted become the property of ESD 112. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD - ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the

consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES - ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to ESD 112, Purchasing Manager, 2500 NE 65th Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective

contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Purchasing Manager, within five days of award.

PUBLIC SAFETY – may require background checks if stipulated below. May also require

limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF PROPOSALS – ESD 112 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

DESCRIPTION OF SERVICES

<p>A. Review and assist in preparation of E-Rate documentation as needed for participating Consortium districts and ESD 112 District (the Consortium).</p> <p>Work to attain reimbursements or direct discounts so that Consortium districts receive approved funding.</p> <p>Work to submit and get approvals for changes to funding requests.</p>	<ol style="list-style-type: none"> 1. Complete and submit all E-Rate paperwork as needed on behalf of participating Consortium districts or fee for-service districts: Form 470, 471, 486, 500, BEAR, FCC Registration Number applications, EPC Entity Creations and Updates; EPC Account Manager Creations and Changes; PIN numbers, Form 498 assistance, etc. 2. Complete all preparatory work / strategic planning for form completion. 3. Identify all eligible services to request discount, review current contracts, prepare RFPs, etc. 4. Review and assist in preparation of free and reduced lunch eligibility documentation, including work to maximize discount percentages. 5. Prepare and submit forms and applications as needed for post-approval changes, such as service substitutions, contract extensions, and SPIN changes. 6. Provide up to eight (8) hours of post-funding audit support for a Consortium district if a paper audit or onsite audit is conducted. Support beyond eight (8) hours, per district, shall be billed on an hourly basis. 7. Post bidding -- Assist service providers to attain SPIN numbers and inform them of E-rate invoicing procedures in cases where selected service providers do not have this knowledge. 8. Prepare and submit SLD Appeals or FCC Appeals as needed.
<p>B. Write, publish and manage RFPs for Consortium members for the first Form 470. For subsequent Form 470s, write the RFP which Consortium districts shall then bear responsibility for managing.</p>	<ol style="list-style-type: none"> 1. Participate in bid review / vendor selection; assist in preparation and completion of vendor selection matrix. 2. Draft contracts with E-Rate specific language regarding funding contingencies for use in attaining Category 1 and 2 services. 3. Provide responses to Schools and Libraries Division for funding request questions: Program Integrity Assurance, Service Certification, PQA, Selective Review, etc.
<p>C. Support administration and operation of the Consortium.</p>	<ol style="list-style-type: none"> 1. Attend state/ regional E-Rate meetings on behalf of the Consortium. 2. Assist in development of letters and other marketing materials on behalf of the Consortium.

	<ol style="list-style-type: none"> 3. Engage in calls, follow-up on inquiries, etc. to build and retain consortium membership. 4. Plan and deliver presentations on E-Rate at ESD 112 meetings, as requested. 5. Provide recordkeeping digitally off-site as well as onsite at Consortium districts that shall meet the ten-year requirement. 6. Provide ESD 112 copies of each final E-Rate requests for Consortium districts no later than 14 days after the window close of each funding year. 7. Meet onsite as needed at ESD 112 and at consortium member sites to complete any of the services above.
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TERM

The initial Contract period will be two (2) years from August 1, 2020 through July 31, 2022. This Contract may be extended for additional periods beginning August 1, 2022 if mutually agreed, but no greater than five (5) years in total. Furthermore, the Contract is subject to no less than thirty (30) days written cancellation notice by the Contractor or ESD 112.

COOPERATIVE WORK BETWEEN ESD 112 AND EDUCATIONAL ORGANIZATIONS (INTERLOCAL AGREEMENT)

This RFP has been prepared to meet the requirements of E-Rate Consulting Services for ESD 112. ESD 112 will be happy to cooperatively work with any/all other local school districts that may want to purchase under this RFP if approved by awarded vendor. Each school district will be responsible to enter into an Intergovernmental Cooperative Purchase Agreement with ESD 112. Each participating school district or eligible purchaser will be responsible to work directly with the awarded vendor(s) to complete all paperwork and order expediting to ensure that delivery and other requirements are met.

PROPOSAL FORMAT

Please format your proposal as shown below. Cover sheet should include the RFP number, Title of RFP, name of organization, contact name, address, phone number and email address.

SECTION 1: OVERVIEW

1. Explain your process for providing services listed above.

SECTION 2: EXPERIENCE

1. Provide a brief overview of your general experience with providing E-rate consulting services.

2. List school districts and other educational clients for whom the firm has provided or is currently providing E-rate consulting services in the past five (5) years. Include contact information for minimum 3 clients that can be used as references.
3. Identify the key personnel who will provide the services, define their roles, and provide a resume for each as well as copies of relevant certifications.

SECTION 3: FINANCIAL AND COMPLIANCE

1. Describe the billing process and payment requirements.
2. Provide summary of Insurance that meets the ESD 112 insurance requirements.
3. Describe your assurance that you will provide staff personnel policies that address confidentiality, sexual harassment, bullying, social media, and boundary invasions.
4. Provide a proposed fee structure for the E-rate consulting services. Structure should be tiered based on E-rate funding request.

EVALUATION CRITERIA

Each proposal received in response to this RFP will be objectively evaluated and rated according to the 100-point system below. Proposals that do not meet all evaluation criteria will not be considered.

EVALUATION MATRIX	
SCORING CATEGORY	MAXIMUM POINTS
Qualifications and Experience of Proposer	40
Proposed Fee Arrangements	30
Understanding of Engagement – Service Description	15
Professional References	15
MAXIMUM TOTAL SCORE	100

PROPOSAL LIMITS

Proposals must be clear, succinct, and not exceed 20 pages in length. Proposals exceeding 20 pages may be rejected. Proposals must:

- Be on white, 8 ½ by 11 paper,
- Be a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Have numbered pages

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

PROPOSAL SUBMISSION

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

All received proposals will be time stamped. Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, and therefore, may not be accepted.

Submittal Forms:

- A. Completed Non-Collusion Affidavit.
- B. Corporate Profile of Primary and Sub-Contractors/Technical Qualifications.
- C. References.
- D. Staffing Description.
- E. Description of Ongoing Employee Training and Certification Program.
- F. Fee Proposal
- G. Proposer's Offer and Acceptance Form

INSURANCE REQUIREMENTS

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than \$1,000,000 per occurrence with a \$2,000,000 General Aggregate. The proposer's policy shall include an Additional Insured Endorsement, which names ESD 112 and their respective directors, officers and employees as an additional insured. The proposer's coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of \$1,000,000.
3. The proposer shall maintain their own Property Insurance Policy to cover their personal property.
4. The proposer shall maintain Professional Liability or Errors and Omissions Insurance with minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the proposer.
5. The proposer shall provide proof of Worker's Compensation Coverage in the State statutory amount.

DEFINITIONS

ADDENDA

Modifications or interpretations of the Request for Proposals and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 112 web site. Proposers are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Request for Proposals.

APPENDIX

The section of the Request for Proposals that is located at the end and includes additional pertinent forms and information.

AWARD

The acceptance of a bid and creation of a Contract with a Proposer.

AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

CONTRACT

The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive solicitation.

DISPUTE

An unresolved disagreement between the Awarded Proposer and the Purchasing Manager that arises after the award has been made.

EFFECTIVE DATE OF AWARD

The date that performance of the Contract shall start.

ESD 112

The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.

INTERLOCAL AGREEMENT

An agreement between two or more eligible purchasers that is entered into in accordance with state laws that apply to the purchasers.

ELIGIBLE PURCHASERS

Agencies including K-12 public and private schools, colleges, universities, regional service agencies and state departments of education.

LETTER OF INTENT TO AWARD

The official announcement to the Proposer that ESD 112 intends to award them a Contract.

LETTER OF REJECTION

The official announcement to the Proposer that their bid was not acceptable due to not qualifying as an eligible proposer, not providing evidence of being a responsive proposer, and/or not providing evidence of being a responsible proposer, as per the definitions in the Evaluation section of the Request for Proposals.

PREVAILING WAGE

The hourly wage, usual benefits and overtime, allegedly paid to the majority of workers, laborers, and mechanics within a particular area. Prevailing wages are established by regulatory agencies for each trade and occupation employed in the performance of public work as well as by State Departments of Labor or their equivalents. Used in government contracting.

RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- Whether the Proposer can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Proposer with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

RESPONSIVE

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

REVIEW TEAM

A panel of three leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.

REVISED CODE OF WASHINGTON (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

SCOPE OF WORK

Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

END OF DEFINITIONS

Submittal Forms

Please provide your Proposer Response Documents in the following order;

1. **COVER LETTER**

2. **SUBMITTALS**
 - A. Non-Collusion Affidavit
 - B. Corporate Profile – Primary and Sub-Contractors/Technical Qualifications
 - C. Completed Reference Form
 - D. Staffing Descriptions with individual certifications listed
 - E. Description of ongoing employee training and certification program
 - F. Completed labor rate cost proposal form
 - G. Proposer's Offer and Acceptance Form

3. **OTHER SUPPORTING DOCUMENTATION**
 - A. Proof of Insurance
 - B. Additional necessary documents

NON-COLLUSION AFFIDAVIT - A

RFP TITLE: _____

RFP DUE DATE: _____

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative **SHALL** be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME _____ (Check one) ___Corporation ___Partnership ___Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes___ No___

If yes, please explain _____
_____.

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____	Subscribed and sworn to before me this _____
County of _____	day of _____ 20_____
Notary seal	I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Name: _____

Company Contact: _____

Contact Telephone Number(s): _____

Company Overview: _____

Date Company Established: _____

Is the company privately or publicly held? _____

Parent, Alliances, Consultants, and Partnered Relationships:

Include a description of any outside resources available/used for performance of project(s).

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Additional Qualifications:

What was your total revenue for 2019?

What were your total 2019 R&D Investments (in US Dollars)?

Is your Company a member of any standards bodies?

Has your company attained ISO 9000 registration?

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Achievements:

Please list any significant company achievements (chronological order is preferred).

Product Achievements:

Please list any product achievements (chronological order is preferred).

Primary Customer Base/Vertical Markets:

Please describe your customer base.

REFERENCES – C

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

REFERENCES – C
(Additional)

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

FEE STRUCTURE – F

Please provide fee structure attachment.

PROPOSER'S OFFER AND ACCEPTANCE FORM – G

The undersigned hereby agrees to the requirements, terms and conditions of **RFP ESD 112-13-20 E-Rate Consulting Services**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Proposer's Authorized Representative
Representative

Printed Name of Company

Title of Proposer Representative

Date Signed

Legal Address of Proposer's Company (including address, city, state and zip code)

Company Phone (including area code)
code)

Company Fax (including area
code)

Federal Tax Identifier of Proposer's Company

E-Mail Address

To the Proposer:

Effective this ____ day of _____, 2020, ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for **E-Rate Consulting Services** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-13-20.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

By Tim Merlino, Superintendent (or Designee)