

**PERRIS UNION HIGH SCHOOL DISTRICT
E-RATE 2017-2018 - REQUEST FOR PROPOSALS
E-RATE RFP # 110617 – WAN SERVICES**

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| Proposal Issued: | October 9, 2017 |
| Newspaper AD #1 | October 10, 2017 |
| Newspaper AD# 2 | October 17, 2017 |
| Mandatory Pre-Bid Conference/Site walk: | October 19, 2017 8:00 AM |
| Last day for Questions: | October 24, 2017 4:30 PM |
| Q/A upload/response: | October 27, 2017 4:30 PM |
| RFP Response Due Date: | November 06, 2017 at 2:00 PM |

RFP DEADLINE DATE /TIME:

Sealed proposals must be received at the Place of Submission no later than Monday November 6, 2017 at 2:00 p.m. (“BID DEADLINE”)

Sealed proposals shall be delivered and addressed to the Perris Union High School District, Purchasing Office, 155 E 4th, Perris, California, 92570, and shall be labeled **“E-RATE RFP #110617: WAN SERVICES”**. It is the responsibility of the Proposer to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office before the Submittal Deadline. The receiving time in the Purchasing Office will be the governing time for acceptability of proposals. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered. Proposals must bear original signatures and figures.

LATE PROPOSALS

Proposals received after the stated deadlines will not be accepted and will be considered non-responsive.

PLACE OF SUBMISSION

Perris Union High School District
Purchasing - 2nd Floor
Attn: Nick Newkirk
155 E 4th Street
Perris, CA 92570

RFP DOCUMENTS, SCOPE OF WORK, AND SPECS FOR THE PROJECT

The RFP documents, Scope of Work, and Specs for the project may be obtained at no cost by accessing them online at:

<http://www.puhsd.org/blogs/contracting-opportunities>

MANDATORY PRE-BID CONFERENCE:

The District will conduct a mandatory pre-bid conference and site visit on October 19, 2017 at 08:00 AM at Perris Union High School District.

District Administrative Center

Address: 155 E 4th Street

Perris, CA 92570

Any bidder that does not attend the entire conference and job walk and/or does not arrive on-time shall be deemed non-responsive. Any Bidders not in attendance may have their Proposal disqualified for consideration.

PROJECT SCOPE / REQUIREMENTS

Perris Union High School District (PUHSD) is requesting proposals for services to provide a high-speed Wide Area Network (WAN) solution that will allow for reliable and secure transmission of services (voice, data and video)

Service is to be proposed with incrementally tiered pricing and bandwidth, starting at 1Gbps up to 20 Gbps (Please refer to Perris – ERATE RFP 110617 WAN SERVICES Attachment 1 – price bid form (excel), with the option to upgrade service and add additional sites during the contract term or exercised option at the proposed pricing.

In addition to the WAN, the District will require a contiguous block of at least 50 public IPv4 addresses, with optional pricing for additional contiguous blocks of IPv4 addresses at the District's request.

PUHSD is comprised of a central District Office, a remote administrative location (Student Services Center), and seven physical school sites. PUHSD maintains two active data centers located at the central District Office and at Perris High School (Please see site location for more details).

This project is entirely contingent upon available funding from the federal E-Rate program (Schools and Libraries Division) and PUHSD and may or may not be undertaken at its sole discretion. In addition, PUHSD will require that the awarded service provider ensure that all eligible components of the service are filed with the California Public Utilities Commission (CPUC) and are eligible for the California Teleconnect Fund (CTF) discount.

The Service Provider must be able to offer both E-Rate and California Teleconnect Fund (CTF) discounts for the proposed high-speed circuits. Proposals must include all necessary components including, but not limited to: equipment racks, digital equipment, data cabling, and associated termination equipment as required. In compliance with E-Rate regulations, all equipment included in this request will be owned and maintained by the awarded Service Provider with no option for transfer of ownership to PUHSD.

The Service Provider must include in its proposal a complete description of its billing process including (1) when billing will begin once construction starts for each circuit (the district's expectation is that the entire network will be constructed before any segment is activated, and billing for all sites initiates after all construction has occurred), and (2) the process the Service Provider will follow to put the E-Rate and California Teleconnect Fund discounts onto the district's monthly bills. If the Service Provider requires that any additional paperwork or forms are required to get E-Rate and CTF discounts, the Service Provider shall explain this process in sufficient detail to enable PUHSD to

determine if this additional requirement has a material or financial impact on receiving these services or E-Rate and CTF discounts.

The District reserves the right to reject any or all proposals. The District also reserves the right to award a partial contract in the event that they deem it in the District's best interest.

General Requirements

1. The service provider is responsible for all labor and material necessary to provide service to the District's primary Network Operations Center (NOC) located at 155 E 4th St, Perris CA 92570.
2. The service provider will supply the District with a Small Form-factor Pluggable (SFP) that will connect directly into the district-provided equipment.
3. Service provider is responsible to obtain all necessary rights of way needed to successfully complete this project.
4. The service provider is responsible for all pathway including related material and labor to terminate service within the District's NOC at or near the District's Main Distribution Frame.
5. All work performed on District property must, at a minimum, conform to the referenced MASTER SPECIFICATION FOR DATA CABLING INFRASTRUCTURE.
6. The vendor must provide pricing for both of the following terms:
 1. The term of the proposed agreement will be for 3 years and will include two 1 year renewal options which will be renewable upon mutual consent.
 2. The term of the proposed agreement will be for 5 years and will include four 1 year renewal options which will be renewable upon mutual consent.
7. The service provider must monitor link status of all connections and alert the district to any failure of communication or other issues affecting performance of the link.
 1. Alerts to the district should be done through both email to District designated individuals and a phone call to Technology Services.
8. In the event of loss of service, the repair shall commence within two hours of the service call from the district. The vendor will make every effort to finalize repairs and restore service in the most expedient manner possible.
9. An uptime guarantee of a minimum of 99.9% shall be provided on a 24x7 basis average over each 7-day period.
10. The circuits shall be capable of carrying multiple data services such as computer networks, voice over IP, digital video, etc.
11. All vendor equipment installed shall be under repair maintenance at no cost to PUHSD for the contract term.

12. During the term of the contract, any changes in the routing of the service provider cable due to city infrastructure changes and/or requirements (street widening, new underground cabling requirements, etc) will be the responsibility of the vendor at no expense to the District.
13. The contract between the service provider and the District must allow for adjustments and upgrades to the speed of connections and number of sites serviced in the event that additional District locations come online.
14. The service cannot commence prior to a Notice to Proceed given from the District, which would be no earlier than July 1, 2018. PUHSD may give the awarded service provider Notice to Proceed before or after receipt of the Funding Commitment Decision Letter from the Schools and Libraries Division.
15. The vendor shall provide three references consisting of similar scope and work, said references for work performed for school districts in California and covered by E-Rate funding.
16. Service Provider agrees that District reserves the right to close a site or multiple sites at their sole discretion, and upon that decision all ongoing monthly costs for those locations shall be removed from the total monthly costs for the network.
17. The selected Service Provider shall demonstrate, by way of its proposal and related work experience that it is ready, willing, and able to install and warranty the components described herein at the prices quoted.
18. The selected Service Provider shall devote whatever personnel are necessary to meet the agreed upon schedule for the project.
19. The selected Service Provider understands and agrees that school session hours vary and that normal school operation is not disrupted during installation. While not required, District and Service Provider agree that it may be necessary to perform some work pertaining to the Contract after hours or when school is not in session. Service Provider shall perform such out-of-session work as is reasonably necessary and shall ensure that consideration of gaining access to facilities does not unreasonably inconvenience PUHSD employees.
20. **TRANSITION PLAN** As the cut-over date for any new carrier is required to be on July 1, 2018, the DISTRICT requires a transition plan to be provided with any proposal response from responsible suppliers that are not the current carrier or for any new services or locations NOT provided at the present time by the existing carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the DISTRICT transition team. The transition plan is to outline the expectations the

supplier team would have of the DISTRICT and the information or task the DISTRICT is to provide the supplier and the date any information or task would be required.

21. The DISTRICT reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.
1. Proposals wishing consideration should be submitted no later than the proposal deadline identified on Page1.
 2. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
 3. In the event of questions during an E-RATE pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
 4. The E-RATE program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

Customer Requirements

- a. Option for growth including, but not limited to increases in bandwidth and/or additions of locations, as determined necessary by the District.
- b. Options for removal of sites due to closures or reorganization requirements as deemed necessary by the District. The District will require that no early termination charges or other penalties assessed in such situation that is determined to be outside the control of the District

Information Requested

- a. General Information
- b. All responses shall conform to instructions provided in this RFP document
- c. Site Walk- Mandatory Bidders Meeting on Thursday October 19, 2017 at 8:00 AM.
- d. No billing can take place prior to July 1, 2018 though start of work can begin earlier than June 1, 2018

- e. Deadline for RFP**
- f. Vendors must submit all required documents prior to the deadline. All proposals shall be complete**
- g. Request for Proposal Preparation Cost**
- h. Vendor is responsible for all cost. No preparation cost will be reimbursed by the District**
- i. Vendor Qualifications**
- j. Any firm submitting a proposal must be able to provide evidence that the individual or firm and its personal carry out the responsibility have expertise and experiences in all areas identified in the Service required section of this RFP. The vendor shall provide three K-12 references consisting of similar work and scope.**

Request for Proposal Submission Requirements any missing information will disqualify the vendor/provider.

- 1. Cover Letter of Interest**
- 2. Table of Contents**
- 3. Vendor Company Data**
- 4. Experience and Client References**
- 5. Technical Capabilities**
- 6. Vendor Qualifications**
- 7. Mandatory attachment 1 Price Bid Form - Cost Proposal completely filled out**
- 8. Transition Plan**
- 9. Valid USAC issued SPIN Number**
- 10. FCC "RED" Light Status**

Site Location

| PUHSD Site Name | PUHSD site Address |
|---|--|
| Perris UHSD District Office | 155 E. 4TH. STREET, PERRIS, CA 92570 |
| Academy | 515 7TH STREET, PERRIS, CA 92570 |
| California Military Institute | 501 N A STREET, PERRIS, CA 92570 |
| Heritage High School | 26000 BRIGGS ROAD, ROMOLAND, CA 92585 |
| Paloma Valley High School | 31375 BRADLEY RD, MENIFEE, CA 92584 |
| Perris High School | 175 E NUEVO RD, PERRIS, CA 92571 |
| Perris Lake High School (Continuation) | 418 W ELLIS AVE, PERRIS, CA 92570 |
| Pinacate Middle School | 1990 S A ST, PERRIS, CA 92570 |
| PUHSD Bus Barn | 300 W. METZ RD., PERRIS, CA 92570 |
| Student Services Center | 1151 NORTH "A" STREET, PERRIS, CA 92570 |
| Educational Options | 515 E 7TH ST, PERRIS, CA 92570 |
| Perris Community Adult School (Annex to Perris Lake High School) | 418 Ellis Ave Perris, CA 92570 |
| Extended Learning Center | 755 North A St., Perris, CA 92570 |

QUESTIONS REGARDING THE RFP DOCUMENTS, SCOPE OF WORK, AND/OR SPECS OF THE PROJECT:

All questions concerning this RFP shall be submitted in writing by e-mail to the Director of Purchasing, Nick Newkirk at nick.newkirk@puhsd.org on or before October 24, 2017 at 4:30pm. Please indicate the RFP title in the subject line. Contact with District personnel shall be made only through e-mail; telephone calls will not be accepted. All notices, clarifications, and addenda to this RFP shall be posted on the District website at <http://www.puhsd.org/blogs/contracting-opportunities>. All responses will also be posted on the E-Rate EPC website: <https://portal.usac.org/suite/> The District shall not be responsible for sending individual notification of changes or updates to any respondents. It is the sole responsibility of the bidders to remain apprised of changes to this RFP as shown on the District website.

EVALUATION

Each proposal will be evaluated based on criteria and priorities defined by the District. The contract will be awarded based on the prospective-vendor submission that best meets the needs of the District with regard to the current technology plan, future growth, and RFP specifications contained herein, not necessarily the lowest price, though price will be a priority factor.

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|-------------------------------------|----|
| Cost of E-RATE eligible services | 35 |
| Cost of E-Rate In-eligible Services | 5 |
| Strength of Vendor and References | 20 |
| Experience and Knowledge | 10 |
| Methodology | 20 |
| Proposal | 10 |

Proposals will first be evaluated upon the base requirements, which include, but are not limited to the following:

1. **Cost of E-RATE eligible services (35 points maximum) - The District will consider and rate the explanation and detail of rates and fees.**
2. **Cost of E-Rate In-eligible Services. (5 Points maximum)**
3. **Strength of Vendor and References (20 points maximum) - The District will consider and rate the financial soundness, stability, qualifications, and depth of knowledge of the vendors' contractor staff. Also, the District will consider the acceptability of the three references presented by the vendor from customers with environments similar to PUHSD. Reference information must include company name/project, contact name, address, and telephone number.**
4. **Experience and Knowledge (10 points maximum) - The District will consider and rate the experience in providing, installing and maintaining like services for customers, knowledge of current state-of-the-art technology, and experience in managing projects of similar scope and nature in a regional setting and with large K-12 educational institutions. The offeror must provide a history of the company, strength and stability. Licensing information, years in providing telecommunication services. Existing customer satisfaction.**
5. **Methodology (20 points maximum) - The District will consider and rate the vendor's cutover plan and implementation plan.**
6. **Service Level (10 points maximum) - The District will consider and rate the quality of the Contractor's network connections, billing capabilities, account support team, and response time in installation, repair and restoration of service handling and resolution of billing issues/problems.**

Finally, proposals will be evaluated as to E-Rate eligibility. At a minimum:

1. **Prospective vendor shall provide proof of registration with the Schools and Libraries Division for reimbursement as a Service Provider under E-Rate guidelines.**
2. **If the proposed solution is not covered at 100% vendor must detail what items are covered and what costs are ineligible.**

ACCEPTANCE AND/OR REJECTION CONDITIONS

The District reserves the right to accept or reject any and/or all proposals or sections thereof when the rejection is in the District's best interest. The District also reserves the right to award without further discussion.

The district reserves the right to reject the proposal of a prospective vendor who has previously failed to perform properly or failed to complete on-time contracts of similar nature.

The district reserves the right to reject the proposal of any prospective vendor who, in the opinion of the district, is not in a position to adequately perform the requirements of the contract.

INDEPENDENT CONTRACTOR

In all matters relating to this Agreement, Vendor shall be acting as an independent contractor. The employees of the Vendor and its subcontractors are not employees of the DISTRICT under the meaning or application of any federal or state unemployment insurance laws, other social security law or any worker's compensation law, industrial law, or otherwise. Vendor shall assume and pay all liabilities and perform all obligations implied by any such laws with respect to the performance of this Agreement. Vendor shall not have any right, power, or authority to create any obligation, express or implied, on behalf of the DISTRICT and shall not have any authority to represent itself as an agent of the DISTRICT.

GOVERNING LAW

This RFP and any subsequent Agreement shall be governed and interpreted in accordance with the laws of the state of California.

PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract shall forthwith be physically amended to make such insertion or correction.

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-RATE Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-RATE program.

- a. **Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.**
- b. **Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website:**
<http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. **Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:** <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. **Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website:**
http://www.fcc.gov/debt_collection/welcome.html
- e. **Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2018.**
- f. **Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).**
- g. **Goods and services provided shall be clearly designated as “E-rate Eligible”. Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.**
- h. **Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.**
- i. **In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.**
- j. **The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an “Invoice Check” with the USAC**
<http://www.usac.org/sl/applicants/step07/invoice-check.aspx>

k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website:
<http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.

b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

d. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION

The annual E-RATE Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-RATE eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2018 funding year (July 1, 2018). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

EARLY FUNDING CONDITIONS

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services ([DA 02-3365](#) , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:

<http://www.usac.org/sl/applicants/step05/installation.aspx>

5) INVOICING

a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its undiscounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/SLD AUDITABILITY

The E-RATE program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors

reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

8. Vendor Protest Any Vendor who submitted a proposal to the District may file a protest provided that each and all of the following are compiled with:

- 1. The protest is in writing;**
- 2. The protest is filed and received by the District's Supervisor of Purchasing not more than three (3) calendar days following the date of the District selection of the apparent lowest responsible bidder;**
- 3. The written protest sets forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the ground for the protest; any matter not set forth in written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence. Any protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a protest is filed in strict conformity with the foregoing, the District's Supervisor of Purchasing or such individual(s) as may be designated in his/her discretion, shall review and evaluate the basis of the protest, and shall provide a written decision to the bidder submitting the protest concurring with or denying the protest. The District's written decision shall be final and not subject to reconsideration or appeal. No bidder shall seek judicial relief, in any form, relative to the District's intent to award the Contract, or the protest thereof, unless the foregoing protest procedure has been strictly and timely complied with by the bidder. The issuance of a written decision by the District shall be an express condition precedent to the institution of any legal proceeding relative to the proposal process, the District's intent to award the Contract, or the District's determination to reject all proposals**

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-RATE Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-RATE process as outlined above.

Signature: _____ Title: _____

Phone Number: _____ Email: _____

Service Provider Name: _____



