

**Morgan Hill Unified School District  
15600 Concord Circle  
Morgan Hill, CA 95037**

**REQUEST FOR PROPOSAL**

**Fiber Interconnectivity Services for Morgan Hill Unified School District**

**E-Rate Year 2018-2019 (Yr. 21)**

**RFP # 2018-101**

**Request for Proposal Issued: January 9, 2018**

**Deadline for Submittal of Proposals: February 7, 2018  
Before 5:00 pm, PST**

## Request for Proposal

### Fiber Interconnectivity for Morgan Hill Unified School District E-Rate Year 2018-2019 (Yr. 21) RFP # 2018-101

#### SUMMARY

1. Morgan Hill Unified School District (**hereinafter referred to as “District”**) is soliciting quotes to establish fiber point-to-point connections between the schools and non-instructional facilities within the District.
2. The District currently has a total of 15 sites with 1 GBPS fiber point-to-point connecting each location. They terminate at the District’s current data center - located at Morgan Hill Unified District Office, 15600 Concord Circle, Morgan Hill, CA 95037.
3. In addition, the District has a 1 GBPS point to point connection between Santa Clara County Office of Education, 1290 Ridder Street, San Jose, CA 95131 and Martin Murphy Middle School, 141 Avenida Espana, San Jose, CA 95139.
4. The District data center will be relocated to Britton Middle School, 80 W. Central, Morgan Hill, CA 95037. In addition, the point-to-point connection from Martin Murphy to the County Office of Education will be moved between Britton Middle School and the County Office of Education. Britton Middle School will become as the hub for all 16 Fiber point-to-point connections.
5. Bidders should propose the 1 GBPS circuit to Santa Clara County Office of Education, 1290 Ridder Street, San Jose, CA, with option to grow to 10 GBPS.
6. The District is seeking reliable **Fiber point-to-point transport E-Rate Eligible Services (hereinafter referred to as WAN services)**. The District is soliciting Service Providers to bid on WAN services, connecting all locations, including applicable installation and ongoing service.
7. The existing ISP is Santa Clara County Office of Education, 1290 Ridder Street, San Jose, CA; Internet Service is not a part of this competitive bidding process. The District does NOT intend to change nor are they seeking bids to change the current District’s Internet Service Provider.

#### Requirements for WAN Services:

1. District is requesting proposals for bidders to provide reliable WAN services to connect all District locations to the District Technology Center, without oversubscription. All District locations are listed on Appendix A.
2. For requested WAN services, bidders shall complete and submit pricing as shown on Appendix B. (A spreadsheet formatted the same as Appendix B is acceptable). Costs to include minimum of 1 GBPS WAN connection for each site to connect to Britton Middle School at 80 W. Central, Morgan Hill, CA 95037. Bids should include:

- a. If there are Installation and/or Curb-to-MPOE or Build-out costs, District requires these costs be amortized into the monthly recurring charges.
- b. Enter cost details on Installation and/or Curb-to-MPOE or Build-out charges, as applicable on Appendix B (or equivalent spreadsheet)
- 3. For all WAN Services, show monthly costs for:
  - a) Month-to-month pricing,
  - b) 1-year contract pricing (12 months) and
  - c) 5-year contract pricing (60 months).

Bidders may offer voluntary contract extensions, but contract extensions must be identified within awarded contract and must be of a specified number and duration. Contracts with automatic or evergreen contract extension terms will not be considered.

- 4. Unless otherwise agreed upon, contract start date is anticipated to be August, 2018 or later.
- 5. Any costs for terminating contract early must be specified in Bidder proposal.
- 6. Bidders must complete and submit APPENDIX C Bid Form in response to RFP – RFP# 2018-101
- 7. Bidders may attach additional pertinent information they deem important to selection, implementation, and overall success of the project.

## **SPECIAL CONDITIONS**

- 1. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service, said decrease shall be passed on to the District and documented with new price sheet sent to District Technology Services Office at 15600 Concord Circle, Morgan Hill, CA 95037.
- 2. This RFP and associated E-rate Form 470 will be posted on the USAC E-rate system portal, EPC @ [www.usac.org/sl/](http://www.usac.org/sl/). Any additions or corrections and Questions and Answers will be addressed in the form of addenda posted EPC on said website. It is the responsibility of prospective bidders to check USAC website for any RFP updates, Q & A or Addenda. Go to <http://www.usac.org/sl/service-providers/step02/default.aspx> for information on viewing Form 470s and related documents.
- 3. Questions regarding RFP should be emailed to Bev Agron, [agronb@mhusd.org](mailto:agronb@mhusd.org) email with subject: “**ERATE RFP# 2018-101 WAN Services**”. Questions must be submitted by no later than January 26, 2018.
- 4. Bidder must warrant all parts and equipment.
- 5. You must provide one (1) original and two (2) copies of your proposal (3 copies total). You must also include one digital copy (CD or flash drive) with proposal submission.
- 6. Bidders should include a copy of a sample contract in their proposal.

## **ADDITIONAL INFORMATION:**

Bidders may attach additional pertinent information they deem important to the selection, implementation and overall success of the project. Bidder responses must be in 8-1/2 x 11-inch format and total bid response materials, including sample contract, should not exceed 45 pages in total. Bidders responding to this RFP must also comply with the following format requirements.

## **PROPOSAL REQUIREMENTS**

1. Length of time business has provided this type of service.
2. An implementation timeline proposal estimated to be August 1, 2018.
3. Indicate how charges will be incurred as services are implemented.
4. Service Provider SPIN # & FCC RN #.
5. Evidence of FCC Green Light Status
6. DIR Registration #.
7. Service Level Agreement (SLA) for your proposal.
8. Sample contract for services, as specified in this RFP.
9. Bid Forms APPENDIX B-D completed and submitted
  - a. APPENDIX B for the list of requested services to be bid.
  - b. APPENDIX C – BID FORM RFP # 2018-101 & E-rate Service Provider Contact Information
  - c. APPENDIX D – Letter of Intent
10. Bidders must include 3 reference sites using your service 3 years or more. References from a School, Library or a County Office of Education in California are preferred. Include following:
  - Client name
  - Contact name, email and telephone number
  - Date of contract
  - Project Description
  - Service Installed

## **VENDOR / SERVICE PROVIDER REQUIREMENTS**

Bidders must meet or exceed minimum qualification requirements

All submitted proposals must provide at a minimum, all requested information in the proposal document. **Any portion not included will be cause for elimination from the quote process.** The information should be organized as indicated in the proposal requirements. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

1. 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.
2. 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>
3. 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://apps.fcc.gov/coresWeb/publicHome.do>
4. 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. Information about FCC Red and Green Light Status may be found at: <https://apps.fcc.gov/redlight/help/StatusGreen.cfm>
5. Products and services must be delivered before billing can commence. At no time, may Service Provider invoice before July 1, of the funding year.
6. 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.

## **VENDOR / SERVICE PROVIDER ACKNOWLEDGEMENTS**

1. Service Provider acknowledges that no change in products and/or services specified in this document will be allowed without prior written approval from district and a USAC service substitution approval, with the exception of a Global Service Substitutions.
2. Service Provider acknowledges its offer is lowest corresponding price (LCP) pursuant to § 54.511(b). Should it not be the LCP, Service Provider must disclose conditions leading to the applicant being charged in excess of LCP.
3. This offer is in full compliance with USAC's Free Services Advisory <http://usac.org/sl/applicants/step01/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. Service Provider agrees to provide substantiating documentation to support this assertion should applicant, USAC, or the FCC request it.

## **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 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, 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 associated Category 1 services begin. That is, if services begin on July 1, then 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 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 FCC Order involving 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).

Go to SLD website @:

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

### INVOICING

1. 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 Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non- discounted share of costs and does not intend to use BEAR process (Form 472). The maximum percentage District will be liable for is the pre- discount amount minus the funded amount as requested on FCC Form 471 Cost Calculation Section for applicable service and any identified ineligible costs. Upon successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, District shall pay only the

discounted amount beginning with the billing cycle immediately following said approval.

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

**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.

**PROPOSAL EVALUATION**

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included and properly completed. Vendors may also provide any and all recommendations for consideration such as installation, maintenance, support and design relevant to the total solution of the District’s technology needs. The successful bidder will be chosen based upon best value.

**EVALUATION CRITERIA**

| <b>FACTOR</b>  | <b>Weight</b> |
|--|---------------|
| Price of eligible goods and services including installation costs, and/or Curb-to-MPOE or Build-out charges etc.                             | 30%           |
| Prior experience with District   | 10%           |
| Local vendor with local staff and repair personnel based within San Francisco Greater Bay Area/Santa Clara County                            | 15%           |
| Client references and/or citations from prior installations where equal services were provided for projects of similar size and complexities | 15%           |
| Accuracy, completeness, and responsiveness to RFP requirements   | 15%           |
| Other cost factors (including price of ineligible goods and services, costs of changing providers, etc.)                                     | 15%           |

**RFP SCHEDULE**

Solicit RFP/Bids **January 9, 2018**  
 RFP/BID question deadline **January 26, 2018**  
 RFP/BID question response **January 31, 2018**

RFP/Bid closing  
RFP/Bid Selection  
Purchase Orders

**February 7, 2018, 5:00 p.m., PST (no formal bid opening)**  
Before 471 filing date (announced to be March 22, 2018)  
Contingent on E-rate Award and District Funding

## **SPECIFIC INSTRUCTIONS & INFORMATION TO BIDDERS**

1. **PROPOSALS:** Each proposal shall be submitted on forms supplied by District. Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.
2. **DEADLINE FOR RECEIPT OF PROPOSAL:** Send proposals with Subject Line "BID RESPONSE" on the envelope and, "RFP# 2018-101 WAN Services". Send bids TO: Jim Carrillo, 15600 Concord Circle, Morgan Hill, CA 95037. Proposals must arrive by no later than 5:00 p.m. PST, February 7, 2018. Late proposals will not be accepted or considered.
3. **PROPOSAL SUBMISSION REQUIREMENT:** Proposals shall be submitted to email address above with Subject Line "BID RESPONSE Attached RFP# 2018-101 WAN".
4. **QUOTE SEPARATELY:** Quote on each item separately. Prices should be stated based on quantities/units specified on Bid Proposal form.
5. **ALL COSTS INCLUDED:** All costs must be included in bidder's proposal. The bidder shall deliver, install, and complete an integrated system, which may include use of the District's own existing equipment referenced herein. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirements.
6. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.
7. **SIGNATURE:** The proposal must be signed in the name of the bidder and must bear the signature of the person or persons duly authorized to sign the proposal. In case a proposal is submitted by a corporation, it must be signed in the name of such corporation by a duly authorized officer or agent thereof.
8. **MODIFICATIONS:** Changes in or additions to the proposal form, alternative proposals, or any modifications of the proposal form which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile



machine, FAX, inclusive) modifications of any proposal submitted will be considered.

9. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with the Drawings and Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as “Prima Facie” evidence of compliance with this section.
10. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time between the hour of proposal submittal and the hour of proposal.
11. **WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to acceptance for a period of ninety (90) calendar days after the date of the proposal opening.
12. **AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
13. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder’s financial resources, his experience and organization available for the performance of the contract.
14. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposal, or any or all items of any proposal, or waive any irregularity of any proposal.
15. **THE CONTRACT:** The bidder to whom the award is made shall be required to enter into a written contract with the District. These bid specifications and the bidder’s proposal will be attached to, and become a part of, the final contract documents.
16. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
17. **FEDERAL OR STATE REGULATIONS.** The Bidder's proposal and any contract

entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.

18. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the approval of the Board of Education.
19. **DELIVERY.** All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of time specified in contract shall not be accepted unless Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.
20. **INABILITY TO PERFORM.** In the event Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:
  - a. Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
  - b. District may cancel the contract or purchase order, entirely or in part.
  - c. Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of issuance by the District of a new purchase order or other written instruction.
21. **WARRANTY-PRODUCT.** Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from Buyers normal use.

22. **EQUAL OPPORTUNITY EMPLOYMENT.** Bidder, in submitting his proposal certifies they are an Equal Opportunity Employer, and certifies they are in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.
23. **GOVERNING LAW AND VENUE:** In the event of litigation, the bid documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Santa Clara County.
24. **CONTACT WITH BOARD OF EDUCATION:** No business entity, including any agent of such entity, shall directly or indirectly contact any board member immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after bid is awarded and entity was deemed the successful bidder, the Board reserves the right to cancel any contract awarded.
25. **ARBITRATION:** All claims of \$375,000 or less which arise between the bidder and the District shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.
26. **E-RATE PARTICIPATION:** The District is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commission (FCC), via the Schools and Libraries Division (SLD). The proposal and contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The District reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.
27. **RIGHT TO TERMINATE:** District reserves the right to terminate this Request for Proposal and all documents associated with the Request for Proposal, including but not limited to a Letter of Intent/Letter of Intent, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to Bidder/Contractor prior to termination.
28. **CONTRACTOR REGISTRATION SB 854:** All contractors and subcontractors intending to bid or perform work on public works projects will be required to meet minimum qualifications and register (and annually renew) online for the program.

The cost to register for the program is \$300 and is nonrefundable. The DIR will post a list of registered contractors and subcontractors on its website. Duty to notify DIR when awarding a contract for a public works project, using the online PWC-100 form. This requirement, found in Labor Code Section 1773.3, now applies to all public works projects. Previously it applied to projects subject either to apprenticeship or DIR compliance monitoring requirements.

## APPENDIX A

### Morgan Hill Unified School District Site Schedule

| <b>School or Site Name</b>              | <b>Address</b>        | <b>City</b> | <b>Zip</b> |
|---|-----------------------|-------------|------------|
| Morgan Hill Unified District Office     | 15600 Concord Circle  | Morgan Hill | 95037      |
| Barrett Elementary School               | 895 Barrett Avenue    | Morgan Hill | 95037      |
| Ana Sobrato High School                 | 401 Burnett Avenue    | Morgan Hill | 95037      |
| Britton Middle School                   | 80 W. Central Avenue  | Morgan Hill | 95037      |
| Central Continuation High School        | 85 Tilton Avenue      | Morgan Hill | 95037      |
| Morgan Hill Adult School/Migrant Office | 17960 Monterey Road   | Morgan Hill | 95037      |
| El Toro Elementary School               | 455 E. Main Ave.      | Morgan Hill | 95037      |
| Jackson Academy                         | 2700 Fountain Oaks Dr | Morgan Hill | 95037      |
| Live Oak High School                    | 1505 E. Main Ave.     | Morgan Hill | 95037      |
| Nordstrom Elementary School             | 1425 E. Dunne Ave.    | Morgan Hill | 95037      |
| Paradise Valley Elementary              | 14000 La Crosse Dr.   | Morgan Hill | 95037      |
| San Martin Elementary                   | 100 North St.         | San Martin  | 93046      |
| PA Walsh Elementary                     | 353 W. Main Ave.      | Morgan Hill | 95037      |
| Transportation                          | 105 Edes St.          | Morgan Hill | 95037      |
| Los Paseos Elementary                   | 121 Avenida Grande    | San Jose    | 95139      |
| Martin Murphy Middle School             | 141 Avenida Espana    | San Jose    | 95139      |

**APPENDIX B**  
**List of Requested Services to be Bid**

1. The requested service is a point-to-point fiber connection between the User Network Interface (UNI) at District’s “Data Center” (Britton Middle School, 80 W. Central, Morgan Hill 95037) to UNI(s) located at each of the sites listed on Appendix A Site Schedule; a point-to-point circuit from Britton to Britton is not required.
2. The connections shall be a minimum of 1 GBPS from each site.
3. Britton Middle School @ 80 W. Central, Morgan Hill 95037 connects to Santa Clara County Office of Education. This circuit should support minimum of 1 GBPS cumulative bandwidth, with growth option to 10 GBPS.
4. Vendors must identify and include in their bid any and all E-rate eligible and ineligible costs. Ineligible costs should be clearly identified.
5. Pricing options should be provided as defined below for month-to-month pricing, monthly recurring costs for a 1-year contract term, Monthly recurring costs for a 5-year contract.

**WAN Connections – Pricing Options for Britton Middle School**

| Item No. | Location              | WAN Bandwidth (BW)      | Install Costs | Month-to-Month, Monthly recurring Costs | One (1) Year Term Contract pricing – Monthly Recurring Costs | Five (5) Year Term Contract pricing- Monthly Recurring Costs |
|----------|-----------------------|-------------------------|---------------|---|--|--|
| 1A       | Britton Middle School | 1 GBPS                  |               |   |  |  |
| 1B       | Britton Middle School | 10 GBPS Optional Growth |               |   |  |  |

**APPENDIX B (continued)**  
**List of Requested Services to be Bid**

**WAN Connections terminating at Britton Middle School – Pricing Options for Other Sites**

| Item No. | Location                                | Min. WAN Bandwidth (BW): | Install Costs one (1) GBPS BW | Month-to-Month pricing: Monthly recurring costs | One (1) Year Term Contract pricing – Monthly Recurring Costs | Five (5) Year Term Contract pricing- Monthly Recurring Costs |
|----------|---|--------------------------|-------------------------------|---|--|--|
| 2        | Morgan Hill Unified District Office     | 1 GBPS                   |                               |   |  |  |
| 3        | Barrett Elementary School               | 1 GBPS                   |                               |   |  |  |
| 4        | Ana Sobrato High School                 | 1 GBPS                   |                               |   |  |  |
| 5        | Central Continuation High School        | 1 GBPS                   |                               |   |  |  |
| 6        | Morgan Hill Adult School/Migrant Office | 1 GBPS                   |                               |   |  |  |
| 7        | El Toro Elementary School               | 1 GBPS                   |                               |   |  |  |
| 8        | Jackson Academy.                        | 1 GBPS                   |                               |   |  |  |
| 9        | Live Oak High School                    | 1 GBPS                   |                               |   |  |  |
| 10       | Nordstrom Elementary School             | 1 GBPS                   |                               |   |  |  |
| 11       | Paradise Valley Elementary              | 1 GBPS                   |                               |   |  |  |
| 12       | San Martin Elementary                   | 1 GBPS                   |                               |   |  |  |
| 13       | PA Walsh Elementary                     | 1 GBPS                   |                               |   |  |  |
| 14       | Transportation                          | 1 GBPS                   |                               |   |  |  |
| 15       | Los Paseos Elementary                   | 1 GBPS                   |                               |   |  |  |
| 16       | Martin Murphy Middle School             | 1 GBPS                   |                               |   |  |  |

## APPENDIX C

### MORGAN HILL UNIFIED SCHOOL DISTRICT

**BID FORM RFP # 2018-101**

**WAN Services**

**FISCAL YEAR 2018-2019**

**Service Provider Company Name:** \_\_\_\_\_

**Service Provider SPIN:** \_\_\_\_\_

**Service Provider Representative Name:** \_\_\_\_\_

**Service Provider Representative Title:** \_\_\_\_\_

**Service Provider Representative Email:** \_\_\_\_\_

**Service Provider Representative Phone:** \_\_\_\_\_

Provide pricing for Month-to-Month, 1-year term contract and 5-year term contract, for all services described in Appendix B. Bidders may offer voluntary contract extensions, but contract extensions must be identified within awarded contract and must be of a specified number and duration.

Service Provider must provide the following information:

Person authorized to negotiate and sign the terms and conditions of any Agreement between vendor and Morgan Hill Unified School District.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, \_\_\_\_\_

State \_\_\_\_\_

Zipcode \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Include other important contact information.





**APPENDIX D**

Letter of Intent

Morgan Hill Unified School District and

\_\_\_\_\_  
(Name of Company)

Pursuant to the terms of Morgan Hill Unified School’s RFP # 2018-101 for WAN Services, (Name of Company) \_\_\_\_\_’s response to RFP #2018-101 dated (mm/dd/yyyy) \_\_\_\_\_, (Name of Company) \_\_\_\_\_ will provide equipment and services per RFP # 2018-101 effective the date of issuance of Morgan Hill Unified School District Purchase Order(s).

(Name of Company) \_\_\_\_\_ and Morgan Hill Unified acknowledge that this Agreement is for E-Rate eligible products and services, which are contingent on funding by the School and Libraries Division of USAC/FCC and Morgan Hill Unified for E-Rate Year 2017 (Year 20), and Morgan Hill Unified’s Board of Education approval.

(Name of Company) \_\_\_\_\_ has read RFP #2018-101 in its entirety and am fully compliant with bid requirements and intends to cooperate with all terms, conditions and processes as specified in said RFP #2018-101.

Morgan Hill Unified School District (District) reserves the right to terminate the referenced Request for Proposal (RFP) and all documents associated with the Request for Proposal, including but not limited to this Letter of Intent, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to Bidder prior to termination.

Morgan Hill Unified School District

(Name of Company)\_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

Date: \_\_\_\_\_

Name: Kirsten Perez

Title: Assistant Superintendent

Business Services

Address: 15600 Concord Circle

Morgan Hill, CA 95037

Email: Perezk@mhusd.org

Phone: (408) 201-60000

\_\_\_\_\_  
Authorized Representative Signature

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_