

Invitation to Bid (“ITB”)

Eligible Entity:	El Camino Real Academy 3713 Isleta Boulevard SW Albuquerque, NM 87105
Project Description:	470 Number 230007712
ITB Number:	ECRA20220621073426
470 Number:	230007712
470 Post Date:	01/21/2023
Posting End Date:	28 days after the date posted by USAC (Extensions shall not be provided).
ITB Due Date:	02/24/2023 at 5:00PM local standard time
Billed Entity Number:	231458

El Camino Real Academy (“ECRA” or “Applicant”) seeks proposals in accordance with the terms and conditions posted within. The awarded contract(s) may cover both E-rate eligible and non-eligible items. If eligible and non-eligible items or services are bid, bidders should break out the non-eligible items and list them as such. Contract award(s) shall be made in accordance with Federal Communications Commission (“FCC”) E-rate program rules as administered by the Universal Service Administration Company (“USAC”).

PREQUALIFICATION: None Required
MANDATORY JOB WALK: None Required
BID MARKING: E-rate 230007712-ECRA (Solicitation ID)
METHOD OF BID RECEIPT: Bid offers shall be uploaded to http://adsadsi.com/itb_year_26.asp or the offer may be disqualified. Late offers shall not be considered.

To perform the work required by this ITB, the winning Bidder shall provide a valid Service Provider Identification Number (SPIN) and, if required, be licensed in accordance with all applicable rules and regulations, including Local and State Law.

Note: El Camino Real Academy MUST wait at least 28 days after the posting of the Description of Services Requested and Certification form (Form 470) on USAC’s website before executing any contracts, selecting a Service Provider, or signing and submitting the Services Ordered and Certification Form (Form 471).

PRESENTATION of PROPOSALS:

Bidders that intend to submit a response to this Invitation to Bid or wish to be added to the questions and answers distribution list must register themselves at http://adsadsi.com/itb_year_26.asp.

Responses to the ITB shall not require demonstrations or onsite visits. Responses requiring demonstrations for evaluation or onsite visits may result in disqualification of your response.

The projects and services discussed within this ITB may depend on partial funding from the E-rate Program. The applicant expects each Service Provider to make themselves thoroughly familiar with all rules and regulations regarding the E-Rate Program.

It is the intent to award all of the services sought within this ITB to either one or multiple Service Providers. By issuing this ITB, the Applicant is not required to award all services for which pricing is sought. An award may or may not be given for services requested. ECRA retains the right to award contracts based on their evaluation of the responses received in accordance with this ITB. A notice of intent to award shall not constitute a binding contract. Prior to execution of a written contract between the parties (or commencement of services if there is no written contract), Applicant reserves the right to withdraw any award.

SUSPENSION OR DEBARMENT:

If, within the past five (5) years, any firm, business, person, or service provider submitting a bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, including the School and Libraries Division of the Universal Services Administrative Company (“SLD”), the Service provider must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply such a letter or failure to disclose in the letter all the pertinent information may result in the cancellation of any contract. By signing the bid section, the Service provider certifies that no current suspension or debarment exists.

RED LIGHT RULE:

Any service provider, or the sub-contractor of any service provider, who is currently under, or has reason to believe that they may have a red-light status under, the FCC's "Red Light Rule" (47 C.F.R. § 1.1910) must disclose that information in this proposal. If any service provider, or the sub-contractor of any service provider, is found to have a red-light status under the FCC "Red Light Rule" during the term of this contract, this contract may be immediately terminated.

LOWEST CORRESPONDING PRICE (LCP):

Service provider warrants they have reviewed all FCC, USAC and SLD information on Lowest Corresponding Price (see 47 C.F.R. § 54.511(b) and associated Commission orders or guidance). Service provider warrants they are offering and will continue to offer for the term of this contract, the Lowest Corresponding Price on all goods and services included.

BILLING:

With respect to service, the Applicant prefers to pay their share and it is requested that the service provider "carry the reimbursed share" until the FRN is funded or an appeal is resolved. The Applicant agrees to promptly pay its share and respond to all USAC inquiries and file the 486 upon receipt of the Funding Commitment Decision Letter. All responses are strongly encouraged to contain terms and conditions required to meet and address this request within their proposal.

QUESTIONS and SUBMITTING OFFERS:

To assure everyone has the same information all questions shall be posted to http://adsadsi.com/itb_year_26.asp. In addition, Offers shall be uploaded to the same location.

To ask questions or submit an offer, please visit http://adsadsi.com/itb_year_26.asp and click the **REGISTER FOR ITB** link. You will need to enter your name, E-mail address, password, phone number, and your company's name/SPIN. After submitting your response, a verification code will be sent to the E-mail address supplied during registration and the code provided must be confirmed to complete your registration. Please validate your registration by following the instructions contained within the email requesting the verification. If you do not see a verification E-mail, please check your SPAM, or register again. If problems persist, please dial 281.465.8888, extension 703 for help.

After your account has been verified, you may sign up to access specific Invitation to Bid(s) by clicking on **E-rate (SLD)** and selecting the tick box next to the entity or entities that you wish ask to questions about, follow the answers posted and/or upload offers.

Note: You may always look at the question(s) and answer(s) online. The Bidder assumes complete responsibility for receiving and reviewing information, to include E-mail notifications. All E-mail notifications are sent as a courtesy and neither ECRA or ADS Advanced Data Services, Inc. may be held accountable for issues concerning the delivery and receipt of e-mail.

To ask a question, click on the 470 Q/A link associated with the Applicant's Form 470 Application. In addition, you may click on the 470 Q/A link associated with this application to review all questions asked and answered. Please remember that questions submitted within 5 business days of bid due date may not be answered.

Reminder: If you do not have an immediate question but would like to stay current with questions asked and answered, simply the tick box next the entity or entities that you wish to follow and you will be automatically added to the distribution list for updates. It is considered a best practice to review questions prior to submitting an offer.

No other method of asking questions is acceptable. Questions asked in any other method than the acceptable method as described above will not be answered. To reiterate, questions submitted via text, E-mail, or asked via a telephone, or left on a voicemail will not be answered.

Bid Offers shall be submitted in a similar manner. Simply login to http://adsadsi.com/itb_year_26.asp, click on the **Upload** link associated with the corresponding Invitation to Bid, enter your comments, and **Click to Upload File(s)** link. The following type of files may be uploaded: .PDF, .XLS, .XLSX, .DOC, DOCX, and .ZIP. When you have finished uploading files, please make sure to click the "Finished" Button.

CONTRACTS:

If a contract/agreement is requested, the Bidder has one week to provide the requested terms. Failure to provide a contract or agreement within this timeframe may disqualify the Offer. If the Service Provider requires additional time, please specify the exact amount of time required within your Offer and make a note of the request in the offer submission comments when uploading Offer. Filing Universal Service Fund Forms is time sensitive and the filing window must be used effectively. Timely return of requested contracts/agreements is mandatory.

Should the Applicant request a change to a contract/agreement, Applicant will provide a reasonable amount of time to make changes. If the applicant becomes concerned that the Bidder is not acting in a timely manner, or Applicant in its sole discretion concludes the Service Provider may be unable to provide the desired contract/agreement modifications, then the Offer may be disqualified. It is possible the Applicant may ask multiple Bidders to provide contracts in case the winning Bidder is unable or unwilling to submit an acceptable contract/agreement.

Final contracts/agreements should be provided to the applicant one month prior to the close of the filing window to assure the applicant has plenty of time for review, internal approval, and the filing of paperwork with the Universal Services Administrative Company. If final contracts are not received one month prior to the close of the filing window, then the Offer may be disqualified.

REFERENCES:

Service provider shall provide references that demonstrate successfully Funded E-rate Projects from recent Funding Years. In addition, please indicate the number of positive Funding Commitment Decision Letters that E-rate Applicants have received for your company's services. Applicant Name, Entity Number, and Individual Contact Information are requested for all references provided.

In addition, please provide the date and time of the Service provider's last reimbursement from the SLD.

ADS Advanced Data Services, Inc. role is to assist with the E-rate Application Process:

ADS works to help manage and memorialize an open and fair application process for support under the E-rate Program. The ADS work effort is designed to provide a fully documented audit ready work product. ADS helps to assure all potential service providers have access to the same information concerning service needs.

Project Coordinator: Dan Kettwich, ADS Advanced Data Services, Inc.

Mailing address: Post Office Box 117, Saltillo, TX 75478

Email address: ECRA2023@adsadsi.com

The project's management structure or leadership for this proposal shall be managed by the project coordinator and the work plan as determined by the service provider should be completed by the first day of July in the funding year for which services are sought. Sufficient budget is available to fund the applicant's share of any service funded by the E-rate Program.

ADS Advanced Data Services, Inc. does not evaluate Service Provider Service Offerings – The Applicant is responsible for selecting all Service Providers (see evaluation criteria). ADS does not, and shall not recommend Service Providers.

All information is provided on the 470, to include applicant type, service locations, addresses, and service NPA/NXXs.

If you have a proposal, or optional packages, please provide details and the eligible Applicant shall evaluate options to select a winner. Non-SPAM style pricing specific to the Applicant's requirements must be included for an evaluation to be completed. Generic pricing or "laundry" lists of pricing and services may be considered SPAM and not evaluated. Please make sure any and all required Contracts or Statements of Work are authorized AND included in your response. If the Applicant has a question on your service offering, terms, and/or pricing, clarification may be sought.

If you intend to respond to the Invitation to Bid, please register at:

http://adsadsi.com/itb_year_26.asp

Registration is required to ask Questions, Follow Answers and Submit Offers.

To be considered for an award, any and all terms, conditions and, or contracts/agreements required by the Service Provider should be signed, dated, and submitted with the ITB Response. Failure to provide signed documents may disqualify your Offer for services sought.

Exception – If Service Order, or any contract/agreement requires a Bandwidth selection or any other piece of required information in unknown, a sample document is sufficient.

Terms and Conditions

"Attachments" means any item the Solicitation requires a Service Provider to submit as part of the Offer.

"Contract" means the combination of the Solicitation, including the Uniform and any Special Instructions to Service providers, Service Provider Instructions, the Terms and Conditions, and the Specifications and Statement of Scope of Work; and any other document included with the ITB; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and terms applied by law.

"Contract Amendment" means a signed document that is issued for the purpose of making changes in the Contract.

"Contractor" means any person who has a contract with ECRA.

"Days" means calendar days unless otherwise specified.

"Exhibits" means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the solicitation.

"Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.

"Offer" means bid, ITB, proposal or quotation.

"Service Provider" means a Service Provider who responds to a Solicitation.

"Solicitation" means an Invitation to Bids (ITB).

"Solicitation Amendment" means a written document that is authorized by the ECRA and issued for the purpose of making changes to the Solicitation.

"Subcontract" means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.

Inquiries

Duty to Examine. It is the responsibility of each Service Provider to examine the entire Solicitation, seek clarification in writing, and check its Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be grounds for withdrawing the Offer after the Offer due date and time nor shall it give rise to any Contract claim.

Solicitation Contact Person. Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation shall be posted to http://adsadsi.com/itb_year_26.asp. The Service Provider shall not contact or direct inquiries concerning this Solicitation to any other person unless the Solicitation specifically identifies a person as a contact.

Submission of Inquires. The Procurement Officer or the person identified in the Solicitation as the contact for inquires requires that all inquiries to be posted to http://adsadsi.com/itb_year_26.asp. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page, and paragraph.

Timeliness. Any inquiry shall be submitted as soon as possible and at least two (2) days before the Offer due date and time. Failure to do so may result in the inquiry not being answered.

No Right to Rely on Verbal Responses. Any inquiry that results in changes to the Solicitation shall be answered solely through a written statement posted to http://adsadsi.com/itb_year_26.asp. A Service Provider may not rely on verbal responses.

Solicitation Amendments. The Solicitation shall only be modified by a post to http://adsadsi.com/itb_year_26.asp.

Job Walk or Pre-Offer Conference. If a Job Walk or Pre-Offer conference has been scheduled under this Solicitation, the date, time, and location appear on the Solicitation cover sheet or elsewhere in the Solicitation. A Service Provider should raise any questions it may have about the Solicitation or the procurement at that time. A Service Provider may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.

Offer Preparation

Forms/Response. Submit bids as instructed.

Evidence of Intent to be Bound. The Service Provider Authorized Response contained within shall be submitted with the Offer and shall include a signature by a person authorized to sign the Offer. The signature shall signify the Service Provider's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of intent to be bound may result in rejection of the Offer.

Exceptions to Terms and Conditions. All exceptions included with the Offer shall be submitted in a clearly identified.

Invitation for Bids. An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, may be rejected.

Request for Proposals. All exceptions that are contained in the Offer may negatively affect the proposal evaluation based on the evaluation criteria as stated in the Solicitation or result in rejection of the Offer.

Subcontracts. Service Provider shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.

Cost of Offer Preparation. ECRA shall not reimburse any Service Provider the cost of responding to a Solicitation.

Solicitation Amendments. Each Solicitation Amendment shall be signed by the person signing the Offer and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a material Solicitation Amendment may result in rejection of the Offer.

Provision of Tax Identification Numbers. Service Providers are required to provide their State Tax Number and/or Federal Tax Identification Number, if applicable, in the space provided on the Service Provider ITB Response and provide the tax rate and amount, if applicable, on the price sheet(s).

Identification of Taxes in Offer. If Service Providers do not indicate taxes on a separate item in the Offer, ECRA shall conclude that the price(s) offered includes all applicable taxes.

Disclosure. If the Firm, business, or person submitting this Offer has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Service Provider must fully explain the circumstances relating to the preclusion or proposed preclusion in the Offer. The Service Provider shall include a letter with its Offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

Submission of Offer

E-mail. Each Offer shall be submitted to the submittal E-mail address identified in this Solicitation and per the instructions given. The appropriate Solicitation ID, or "E-rate 230007712 - ECRA " shall be identified in the Subject Line of the E-mail. Failure to include the proper Solicitation ID may cause a response to be misfiled. Responses not properly labeled may not be evaluated and as a result rejected and/or disqualified.

Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

Public Record. Under E-rate Program Rules, all Offers submitted and opened must be retained by ECRA to maintain E-Rate compliance. Offers shall be open to inspection by the FCC or its authorized agent(s) after Contract award, except for such Offers deemed to be confidential by ECRA. If a Service Provider believes that information in its Offer should remain confidential, it shall stamp as confidential that information and submit a statement with its Offer detailing the reasons that information should not be disclosed. ECRA shall make a separate determination on whether the stamped information is confidential pursuant to ECRA's Procurement Policy.

No Gifts or Gratuities. Applicants or their representatives are prohibited from directly or indirectly soliciting or accepting gifts or anything of value (including meals, tickets to sporting events or trips) from service providers.

Non-collusion, Employment, and Services. By signing the Service Provider Authorized Response, the Service Provider certifies that: it did not offer any gifts or anything of value to Applicant or its representatives, or engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and that it does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment.

Evaluation

Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

Taxes. All applicable taxes in the Offer shall be considered by ECRA when determining the lowest bid or evaluating proposals. Failure to include taxes may result in disqualification and rejection of Offer.

Late Offers. An offer submitted after the exact Offer due date and exact time shall be disqualified.

Disqualification. In addition to other reasons specified above, the following reasons may result in disqualification of an Offer:

- Debarred, suspended, or otherwise lawfully prohibited from public procurement activity;
- SPAM style Offer is submitted (see further below);
- Failure to submit Signed Service Provider Authorized Response (“SPAR”);
- Failure to include Taxes;
- Failure to properly Mark Offer;
- Service Provider does not have a valid Service Provider Identification Number (SPIN);
- Failure to cost allocate ineligible components; or
- Offer does not contain information necessary to complete an Item 21 Attachment for Form 471.

SPAM based offers include one or more of the following:

- 1) Offer that is general in nature, meaning specific data concerning the request is arbitrary or not well defined within the offer. The applicant is not seeking a laundry list or price list of services. Quantities should be listed and calculated, along with taxes, fees, and surcharges.
- 2) Multiple options are presented, or provided (but are not requested), and the applicant is left trying to discern between the assorted options. If you have questions, please ask them as outlined within the ITB.
- 3) The proposal is not binding and does not include signatures for acceptance by all parties.
- 4) Proposals that include endless loop terminology. In other words, proposals offering to beat the lowest current or final proposed presented shall not be accepted. Firm fixed pricing must be presented.

ECRA is not required to notify a Service Providers if their Offer was disqualified. Disqualified Offers will not be evaluated and may not be protested for consideration.

Offer Acceptance Period. A Service Provider submitting an Offer under this Solicitation shall hold its Offer open for processing during the E-rate Funding Year for which an application is processed.

Payment. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within ninety (90) days.

Waiver and Rejection Rights. Notwithstanding any other provision of the Solicitation, ECRA reserves the right to:

- Waive any minor informality;
- Reject any and all offers or portions thereof; or
- Cancel a solicitation.

Award

Number or Types of Awards. Where applicable, ECRA reserves the right to make multiple awards or to award a Contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most

advantageous to ECRA. If the ECRA determines that an aggregate award to one Service Provider is not in ECRA's interest, "all or none" Offers will not be selected.

Contract Inception. An Offer does not constitute a Contract nor does it confer any rights on the Service Provider to the award of a Contract. A Contract is not created until the Offer is accepted in writing by ECRA's signature of the Service Provider Authorized Response. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Offer and shall not create a binding contract. Contracts shall only be enforceable after the products/services have been approved for funding through E Rate and Form 486 has been submitted certifying use of the products/services being purchased.

Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Service Provider Authorized Response or other official contract form unless another date is specifically stated in the Contract. Under no circumstances shall the equipment or services being sought be installed and put into use at its respective location prior to July 1, 2023 unless specifically requested in writing by the Applicant.

Final Acceptance. Final contract acceptance shall be contingent upon the approval of ECRA, which shall be demonstrated by the execution and submission of FCC Form 486.

Eligible Locations to which Service May be Required

See Attachment 1: Eligible Locations

GENERAL REQUIREMENT

All proposals must identify the cost for all recurring and non-recurring expenses that may include but are not limited to campus assessment, engineering, project management, documentation, contingency, installation, configuration, and travel fees. All surcharges and taxes shall be included as well. The services proposed must be eligible for E-Rate under the Category One provision compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services.

INTENT to RESPOND and QUESTIONS

If you intend to respond to the ITB and have not done so, please register to ask and receive the answers to questions at http://adsadsi.com/itb_year_26.asp. Simply visit the website and click on the 470 Q/A link associated with the Applicant's Form 470 Application to submit a question and indicate you intend to respond to this request. In addition, you may click on the 470 Q/A link associated with this application to review all posts, questions, and their answers.

Scope of Work

Please include all fees, including Monthly Recurring Costs, Non Recurring Costs, including Installation, and applicable taxes. FCC rules require that an Applicant sign a contract with the service provider before signing and submitting a completed Services Ordered and Certification Form (Form 471). **Consequently, all Contracts, Statements, of Work, and/or Service Agreements should be submitted with this response with a handwritten signature and date. Failure to provide signed documents may disqualify your response for services sought.**

Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the Schools and Libraries Division of the Universal Services Administrative Company.

Responses shall include the Service Provider Authorized Response (“SPAR”). The SPAR serves as a contract and proof of timely response. Additional agreements may be included and executed for service delivery. For E-rate filing purposes the SPAR may be used. All additional agreement(s) should be authorized prior to submission for Applicant review.

Service providers should propose an implementation plan with a seamless transition for the delivery of service. The service delivery plan should be designed to mitigate the risk of downtime and assure continued uptime. Work that requires the interruption of the current service shall be performed after hours and/or at a time that is agreeable to ECRA. All proposed solutions shall be fully tested to assure the service expectations defined within this document. If a new service provider is selected and their services deployed, it is expected to run alongside the current solution and in conjunction with ECRA expectations prior to replacing the existing service. Service Level Agreements are expected.

Eligible services that are associated with Category One and Two:

Installation, activation, and initial configuration of eligible components are eligible. These services may include:

- Design and engineering costs if these services are provided as an integral component of the installation of the relevant services
- Project management costs if these services are provided as an integral component of the installation of the relevant services
- On-site training is eligible as a part of installation services but only if it is basic instruction on the use of eligible equipment, directly associated with equipment installation, and is part of the contract or agreement for the equipment. Training, if provided, must occur coincidentally or within a reasonable time after installation.

Miscellaneous Fees and charges that are a necessary component of an eligible product or service are eligible including:

- Change fees
- Contingency fees are eligible if they are reasonable and a regular business practice of the service provider. Contingency fees will be reimbursed only if the work is performed.
- Freight assurance fees
- Lease or rental fees on eligible equipment
- Per diem and/or travel time costs are eligible only if a contract with a vendor for the eligible product or services specifically provides for these costs
- Shipping charges, taxes, surcharges, and other similar, reasonable charges incurred in obtaining an eligible product or service are eligible. This includes customer charges for universal service fees but does not include additional charges for universal service administration.

Category One: Please note Attachment 2 for the Category 1 Products and Services Requested

Category One includes the services needed to support broadband connectivity to schools and libraries. Eligible Category One services are listed in the entries for data transmission services and Internet access. This category consists of the services that provide broadband to eligible locations including data links that connect multiple points, services used to connect eligible locations to the Internet, and services that provide basic conduit access to the Internet. With the exception of leased dark fiber and self-provisioned broadband networks, maintenance, and technical support appropriate to maintain reliable operation are only eligible for support when provided as a component of these services.

Data transmission and/or Internet access services eligible in Category One include:

- Asynchronous Transfer Mode (ATM)
- Broadband over Power Lines
- Cable Modem and Digital Subscriber Line (DSL)
- DS-1 (T-1), DS-3 (T-3), and Fractional T-1 or T-3
- Ethernet
- Integrated Services Digital Network (ISDN)
- Leased Lit Fiber and Leased Dark Fiber (including dark fiber indefeasible rights of use (IRUs) for a set term)
- Self-Provisioned Broadband Networks (applicant owned and operated networks)
- Frame Relay
- Multi-Protocol Label Switching (MPLS)
- OC-1, OC-3, OC-12, OC-n
- Satellite
- Switched Multimegabit Data Service

Eligible costs include monthly charges, special construction, installation, and activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional (“Network Equipment”), and maintenance and operation charges. Network Equipment and maintenance and operation costs for existing networks are eligible. All equipment and services, including maintenance and operation, must be competitively bid.

Applicants that seek bids for leased dark fiber must also seek bids for leased lit fiber service and fully consider all responsive bids. Similarly, applicants that seek bids for self-provisioned broadband networks must also seek bids for the needed connectivity via services provided over third-party networks, and fully consider all responsive bids.

Applicants may seek special construction funding for the upfront, non-recurring costs for the deployment of new or upgraded facilities. The eligible components of special construction are construction of network facilities, design and engineering, and project management.

Staff salaries and labor costs for personnel of the applicant or underlying beneficiary are not E-rate eligible.

Internet Access Note

Eligible Internet access may include features such as basic firewall protection, domain name service, and dynamic host configuration when these features are provided as a standard component of a vendor's Internet access service. Firewall protection that is provided by a vendor other than the Internet access provider or priced out separately will be considered a Category Two internal connections component. Examples of items that are ineligible components of Internet access include applications, content, E-mail, and end-user devices and equipment such as computers.

Wireless Services and Wireless Internet Access Services Note

As clarified in the *Second E-rate Modernization Order*, data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and libraries. Applicants should compare the cost of data plans or air cards for mobile devices to the total cost of all components necessary to deliver connectivity to the end user device, including the cost of Internet access and data transmission service to the school or library. Seeking support for data plans or air cards for mobile devices for use in a school or library with an existing broadband connection and wireless local area network implicates the E-rate program's prohibition on requests for duplicative services. Off-campus use, even if used for an educational purpose, is ineligible for support and must be cost allocated out of any funding request. Managed internal broadband services, such as managed Wi-Fi, are eligible only for Category Two support.

Connections Between Buildings of a Single School

The classification of connections between multiple buildings of a single school is determined by whether the buildings are located on the same campus. A "campus" is defined as the geographically contiguous grounds where the instructional buildings of a single eligible school are located. A single school may have multiple campuses if it has instructional buildings located on grounds that are not geographically contiguous. Different schools located on the same grounds do not comprise a single campus. The portion of the grounds occupied by the instructional buildings for each school is a campus for that school.

Please note, connections between:

- Connections between buildings on different campuses of a single school are considered to be Category One digital transmission services.
- Connections between different schools with campuses located on the same property (e.g., an elementary school and middle school located on the same property) are considered to be Category One digital transmission services, unless they share the same building.
- Connections between buildings of a single school on the same campus are considered to be Category Two internal connections.

Category Two: Please note Attachment 3 for the Category Two Products and Services Requested

The second category of equipment and services eligible for E-rate support, Category Two, includes the internal connections needed for broadband connectivity within schools and libraries. Support is limited to the internal connections necessary to bring broadband into, and provide it throughout, schools and libraries. These are broadband connections used for educational purposes within, between, or among instructional buildings that comprise a school campus (as defined below) or library branch, and basic maintenance of these connections, as well as services that manage and operate owned or leased broadband internal connections (e.g., managed internal broadband services or managed Wi-Fi). Category Two support is subject to per-school or per-library budgets as set forth in 47 CFR § 54.502.

Notes from the Eligible Services List:

- Functionalities listed above that can be virtualized in the cloud, and equipment that combines eligible functionalities, like routing and switching, are also eligible.
- A manufacturer's multi-year warranty for a period up to three years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.
- Caching is defined as a method that stores recently accessed information. Caching stores information locally so that the information is accessible more quickly than if transmitted across a network from a distance. A caching service or equipment that provides caching, including servers necessary for the provision of caching, is eligible for funding.

Using the provided requirements, specifications, and other information as needed, the Applicant is looking for Service Provider(s) to supply:

- Optional Labor, materials, tools, equipment, and services for the installation and use of equipment as requested.
- Completely coordinate with work of all other trades as required.
- Supplementary or miscellaneous items, appurtenances, and devices incidental to or necessary for a sound, secure and complete installation, whether or not specifically indicated in the Specification Documents.
- Cabling pathways between equipment and buildings as needed, including conduit and/or trenching.
- Weekly status reports on work progress.

Type of Installation: New Equipment.

Installation Timeframe: No sooner than July 1 of the funding year for which reimbursement is sought, unless otherwise noted in writing.

Installation and Configuration Options Required: Yes, in addition Service provider shall provide complete inventory documentation upon project completion.

Type of Procurement: Purchase. The final approval for purchase may be based upon receipt of a positive Funding Commitment Decision Letter and, or the governing board's approval.

Basic Maintenance of Eligible Broadband Internal Connections

E-rate support is available for basic maintenance and technical support appropriate to maintain reliable operation when provided for eligible broadband internal connections.

The following basic maintenance services are eligible:

- Repair and upkeep of eligible hardware
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Please identify all known ineligible Components of Proposed Basic Maintenance. Failure to do so may result in disqualification.

Eligibility Limitations for Basic Maintenance:

Basic maintenance is eligible for support only if it is a component of a maintenance agreement or contract for eligible broadband internal connections. The agreement or contract shall specifically identify the eligible internal connections covered, including product name, model number, and location. Support for basic maintenance will be paid for the actual work performed under the agreement or contract. Support for bug fixes, security patches, and technical support is not subject to this limitation. Basic maintenance does not include:

- Services that maintain ineligible equipment
- Upfront estimates that cover the full cost of every piece of eligible equipment
- Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information
- Network management services, including 24-hour network monitoring
- On-site technical support (i.e., contractor duty station at the Applicant site) unless Applicant presents sufficient evidence of cost-effectiveness
- Unbundled warranties

Equipment and Services Sought

The mention of any manufacturer, make, or equipment model or service specifications provided are meant to provide an example or sense of configuration. In addition, provided equipment references, equipment lists and or service designations are simply proposed to give Bidders a better understanding of project requirements. Similar and/or equivalent equipment and service is acceptable and shall be considered.

The Applicant seeks a solution that is compatible with the existing network infrastructure. The proposed solution must provide functionality similar to the functionality of the equipment and services referenced or listed. Options for all necessary components and the installation thereof, to include initial configuration, of equipment provided, connectors, couplers, jacks, panels, raceways, conduit, faceplates, wire managers, patch cables, cabling, modules, licenses, and any other cable system costs should be provided in the response unless otherwise specified. Trenching and boring is not required unless specified.

Proposed Network Equipment must seamlessly integrate into the existing environment and take advantage of capital investments already made. If similar or equivalent equipment is proposed, the Offer must provide documented proof of interoperability.

Service Provider Instructions

Service Provider ITB Response Cover Sheet:

Service Provider shall complete the Service Provider Authorized Response on the following page and include it as the first page of the Service Provider response. Bids submitted without a Service Provider Authorized Response Cover Sheet may not be evaluated.

In addition to the Service Provider Quote Cover Sheet, please include all relevant documentation to include, but not limited to: Scope of Work, Authorized Master Service Agreement, Detail Line Item Pricing, Taxes, Surcharges, and/or Maintenance Service Agreement, etc.

A proposed agreement or contract **shall** specifically identify the eligible components covered, including product name, model number, and location.

Service Provider Evaluation:

Factor	Value	Weight	Score
Price of the ELIGIBLE Goods and Services		30%	0
Prior Experience		20%	0
Other cost factors (including price of ineligible goods and services, price of changing providers, price for breaking contract, etc)		20%	0
Personnel/Management Qualifications and Capability		20%	0
Local Vendor		10%	0
Total		100%	0

Note: The above worksheet is available for download – please visit: http://adsadsi.com/itb_year_26.asp.

Service Provider ITB Response:

Item 21 information is expected for all proposed services. With respect to Category One Services, invoices, or proposed and/or existing accounts make great Item 21 attachments and may be included. For Category Two Responses, Item 21s by location or entity number should be included with the Service Provider's Response. This makes managing the Category Two Budget and creating the associated FRNs by location much easier. All Service Provider Responses for Category Two Requests without Item 21 attachments organized by location may be considered incomplete and NOT considered. A sample worksheet is available online (visit: http://adsadsi.com/itb_year_26.asp). Make and Model Numbers should be included on the Item 21 Attachments for Eligible Products and Services. Eligible Products and Services should be clearly separated from any and all Ineligible Products and Services. To be clear, responses may be disqualified if the Item 21s are incomplete. Item 21s for Category Two Products and Services not organized by location may be disqualified.

Successful Bidder shall provide a complete inventory upon project completion. All Invoices shall cross reference the Inventory Documentation provided. Service provider should be familiar with all required invoicing certifications and must comply with E-rate invoicing deadlines. (The later of: 120 days after the last day to receive service; the date of the FCC Form 486 Notification Letter; or the date of any Revised Funding Commitment Decision Letter – see 47 C.F.R. § 54.514(a).)

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, El Camino Real Academy shall award ECRA20220621073426 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. Original signatures are preferred.

Service Provider Terms, Conditions and/or additional Contracts:

In order to be considered for award any and all terms, conditions and, or contracts required by the Service Provider shall be signed, dated, and submitted with the ITB Response. Failure to provide signed documents do so may disqualify your response for services sought.

Invoicing the Universal Services Administrative Company (USAC):

Unless otherwise agreed upon, the Service Provider shall be responsible for invoicing USAC by using the Service Provider Invoice (SPI) methodology. The Applicant shall be responsible for their share.

Contracts:

FCC rules require that an Applicant sign a contract with the service provider before signing and submitting a completed *Services Ordered and Certification Form* (Form 471). Consequently, all Contracts, Statements, of Work, and/or Service Agreements should

be submitted with this response with a handwritten signature and date. Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the SLD.

Service Provider Authorized Response - Return this form with ITB Response

Eligible Entity:	El Camino Real Academy, 3713 Isleta Boulevard SW, Albuquerque, NM 87105
Project Description:	See 470 Number 230007712 for Project Details
ITB Number:	ECRA20220621073426
470 Number:	230007712
ITB Due Date:	02/24/2023 at 5:00PM local standard time
Billed Entity Number:	231458
Term:	July 1, 2023 - June 30, 2024 unless specified, with up to 4 automatic one-year extensions. Additional term may be allowed as needed an in writing.

Service Provider Name:	
Service Provider Address:	
Service Provider City, State and Zip:	
Service Provider Contact Name:	
Service Provider Contact Phone Number:	
Service Provider Contact FAX Number:	
Service Provider Contact E-mail Address:	
State Tax Number(s):	
Federal Tax Identification Number:	
Service Provider SPIN:	

If service provider's response is selected, El Camino Real Academy shall award ECRA20220621073426 to service provider and authorize this cover page - creating a contract. If required, an authorized and dated service provider Contract is encouraged to be submitted with the service provider's response.

Pricing shall be included with the service provider's response in the form of Item 21s – by location or service. All service provider responses without Item 21 attachments may be considered incomplete and may NOT be considered. Service descriptions to include Make and Model Numbers (if appropriate) should be included on the Item 21 Attachments. Eligible products and services shall be clearly separated from any and all ineligible products and services.

All invoices shall cross reference the Bidder provided Inventory Documentation.

The Undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation. Signature also certifies understanding and compliance with understanding and compliance to the terms and conditions outlined within the Invitation to Bid.

By submitting an offer, I confirm that the proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

Service Provider Authorized Signature

Date of Service Provider Signature

ECRA Authorized Signature

Date of ECRA Signature

Attachment 1: Locations

El Camino Real Academy - 3713 Isleta Boulevard SW Albuquerque, NM 87105

Attachment 2: Category One Products and Services

Category 1 - Internet

Location(s):

El Camino Real Academy (231458)

Quantity	Item	Description/Comments
1	Leased Lit Fiber with or without Internet Access	Internet Access with Transport of at least 500MB with options for growth up to 2GB where the service provider owns and manages the network. Please include the cost for 500MB. Eligible costs include monthly charges, special construction, installation / activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional. Service Providers shall provide Customer Premise Equipment (CPE) that passes the Tennessee Test.

Category 1 - Internet

Location(s):

El Camino Real Academy (231458)

Quantity	Item	Description/Comments
1	Internet Access and Transport Bundled (Non-Fiber)	Non-fiber broadband service options that include commercial internet access service (e.g., DSL, copper, microwave, or coaxial cable but excluding Leased Lit Fiber). Please propose from 500MB to 2GB connections. All equivalent services shall be considered. Service Providers shall provide Customer Premise Equipment (CPE) that passes the Tennessee Test.

Attachment 3: Category Two Products and Services

Category 2 - Broadband Internal Connections Components		
Location(s): El Camino Real Academy (231458)		
Quantity	Item	Description/Comments
6	Uninterruptible Power Supply (UPS)/Battery Backup	5 x APC or Equivalent 1500VA UPS Basic Power Protection on Eligible Equipment 1 x APC or Equivalent 1500VA Smart UPS Basic Power Protection on Eligible Equipment with notifications Please provide shipping costs as well.

Category 2 - Broadband Internal Connections Components		
Location(s): El Camino Real Academy (231458)		
Quantity	Item	Description/Comments
10	Access points used in a Local Area Network (LAN) or Wireless Local Area Network (WLAN) Environment	Meraki or Equivalent Outdoor (weatherproof and tamperproof) Wireless Access point. Meraki MR 42s are currently Deployed. Mounting hardware must be included within proposed cost. Please provide installation cost. The WAPs must seamlessly integrate into the existing environment and take advantage of capital investments already made (for example, the WAPs shall integrate with current Meraki Cloud controller).

Category 2 - Broadband Internal Connections Components		
Location(s): El Camino Real Academy (231458)		
Quantity	Item	Description/Comments
10	Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries	Licensing, operating system and software required to operate and manage the Wireless Access Points.

(continued on next page)

Category 2 - Miscellaneous

Location(s):

El Camino Real Academy (231458)

Quantity	Item	Description/Comments
10	Installation, Activation, and Initial Configuration	Fees associated with Installation of WAPs sought in this ITB: <ul style="list-style-type: none">• Basic design and engineering costs if these services are provided as an integral component of the installation of the relevant services• Basic project management costs if these services are provided as an integral component of the installation of the relevant services• On-site training is eligible as a part of installation services but only if it is basic instruction on the use of eligible equipment, directly associated with equipment installation, and is part of the contract or agreement for the equipment. Training must occur coincidentally or within a reasonable time after installation.

Category 2 - Complete Category 2 Project

Location(s):

El Camino Real Academy (231458)

Quantity	Item	Description/Comments
ALL	The entire Service Provider response for all requested items are compiled taken into consideration	ITB Request