INVITATION FOR BIDS
Network Related Hardware - E-Rate Program

This Invitation for Bids ("IFB") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this IFB conflicts with the UCA or UAC, the UCA or UAC will take precedence.

SECTION 1: PROCUREMENT INFORMATION

1.1 Purpose of this Solicitation

The Salt Lake District School District (SLCSD) is soliciting bids from qualified bidder(s) for the purchase of network related hardware through the federal E-Rate program. This bid is being issued through the Universal Service Administrative Company (USAC).

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

It is anticipated that this IFB may result in the award of purchase orders to multiple bidders.

1.2 Issuing Procurement Unit and Conducting Procurement Unit

The Salt Lake City School District (SLCSD) Purchasing and IT Departments are the issuing and conducting procurement unit for this IFB. The 470 number must be referred to on all bids, correspondence, and documentation submitted to the SLCSD relating to this IFB.

SECTION 2: GENERAL INSTRUCTIONS

2.1 Price Guarantee Period

Pricing must be guaranteed, at a minimum, until June 30, 2026 as required by USAC.

2.3 Required Terms and Conditions

A contract that results from this IFB will include the required Standard Terms and Conditions for Goods. It is the responsibility of the bidders to review the Standard Terms and Conditions.

The Standard Terms and Conditions will not be negotiated. Section 63-6a-604(3) of the Utah Procurement Code requires that a bid will be rejected if it is not responsive or responsible. A bid that is not responsive includes a bid that: (a) is conditional; (b) attempts to modify the bid requirements; (c) contains additional terms or conditions; or (d) fails to conform with the requirements or specifications of the invitation for bids.

A bid that contains exceptions and/or additions to the Standard Terms and Conditions will be rejected and disqualified from this IFB. SLCSD will not allow a bidder to remove or withdraw exceptions and/or additions from the Standard Terms and Conditions from a bid. However, a bidder may request an exception and/or addition to the Standard Terms and Conditions during the Question and Answer period.

SLCSD will not allow a bidder's terms and condition to become part of a contract that results from this IFB. If a bidder's terms and conditions are attached, referenced, or embedded into a bid, whether intentionally or inadvertently, then the bidder's terms and conditions shall be null and void and will not become part of a contract that results from this IFB. If a bidder is awarded a contract and the bidder requests that its terms and conditions become part of the contract, then the bidder's bid will immediately be disqualified and the bidder will not be awarded a contract.

2.4 Submitting a Bid

Bids must be received by the date and time specified within the FCC Form 470 posted on the USAC website. Bids received after the closing date and time will be late and ineligible for consideration.

2.5 Addendums

Any modification to this procurement will be made by addendum issued by SLCSD. Addendums to this IFB may be made for the purpose of making changes to: the scope of work, the schedule, the qualification requirements, the criteria, the weighting, or other requirements of this IFB.

After the due date and time for submitting a bid to this IFB, at the discretion of the chief procurement officer or head of a procurement unit with independent procurement authority, addenda to this IFB may be limited to the bidders that have submitted bids, provided the addenda does not make a substantial change to this IFB that likely would have impacted the number of bidders responding to the original publication of this IFB, in the opinion of the chief procurement officer or head of a procurement unit with independent procurement authority.

Authorized and properly issued addenda shall constitute the official and binding position of SLCSD.

Any response to this IFB which has as its basis any communications or information received from sources other than this IFB or related addenda may be considered non-responsive and be rejected at the sole discretion of SLCSD.

SECTION 3: SOLICITATION REQUIREMENTS

3.1 Mandatory Minimum Requirements

This section contains mandatory minimum requirements that must be met in order for your bid to be considered responsive. All of the mandatory minimum requirements are non-negotiable. All bidders express their willingness, capability, and ability to satisfy these requirements by submitting a bid for consideration. If it is determined that your bid does not meet these requirements, at any time during the solicitation process, it will be deemed non-responsive and disqualified from further consideration.

The mandatory minimum requirements are as follows:

A. Compliance With Published Specification

i. Bidder must guarantee that offered product fully complies with the published specification listed in this bid and/or FCC Form 470.

B. Local Presence

i. Bidder must provide information related to its local Utah presence. Bidder is required to have a sales and support staff locally to assist the SLCSD with delivery, support, and deployment as required.

C. E-Rate Experience

i. Bidder is required to submit their assigned Service Provider Identification Number (SPIN). This SPIN must be included with all communications and submissions.

ii. Bidder must have experience with E-Rate deployments at or above $350,000 in value. Bidder is required to submit evidence of all experience within the past five (5) years.

3.2 Specifications/Scope of Work

All product specifications and/or scopes of work are noted within the other attachments of this bid. Please reference all documents included within this FCC Form 470.

3.3 Pricing

Please submit all pricing as required within the FCC Form 470.

SECTION 4: EVALUATION AND AWARD PROCESS

4.1 Bid Evaluation General Information

Pursuant to Section 63G-6a-606 of the Utah Procurement Code this IFB shall be evaluated by the objective criteria described in this IFB. Bids submitted must comply with the general instructions in Section 2 of this IFB and the General Provisions contained on the Cover Page. Any bid that does not comply with the requirements and instructions contained in these solicitation documents will be deemed non-responsive and disqualified from further evaluation.

Any exceptions to the content of this IFB, including the specifications and minimum requirements, must be protested in writing to the Purchasing Department prior to the closing date.

4.2 Bid Checklist

This checklist is intended to serve as a reminder to submit all the requested and required information. Full instructions are contained within the solicitation documents and must be followed.

- ✓ SLCSD IFB Form
- ✓ Section 3.1 Mandatory Minimum Requirements - please save as 'Mandatory Minimums,' identify whether the bidder can meet the mandatory minimum requirements.
- ✓ Section 5 Confidential Information, if any, saved as 'Confidential Information'.

4.3 Bid Evaluation Administrative and Mandatory Minimum Requirement Compliance

Each bid received shall be evaluated for responsiveness in the following manner:

Criteria	Determination
Timely Receipt of Bid	**Pass/Fail**
Complete Bid Packet	**Pass/Fail**
Complete and Correct Documents	**Pass/Fail**
Mandatory Requirements Compliance	**Pass/Fail**

Any bid that does not pass these administrative criteria and the mandatory minimum requirements will be deemed non-responsive and will be rejected from this solicitation.

4.4 Bid Evaluation Technical Specifications

Bids that pass the administrative and mandatory minimum requirements will be evaluated to determine that they meet or exceed the scope of work. Any bid that does not meet or exceed the scope of work will be deemed as non-responsive and disqualified from further consideration.

4.5 Purchase Award Process

All bids that meet or exceed the scope of work shall be evaluated on cost and the SLCSD Purchasing Department, pursuant to Section 63-6a-606(3) of the Utah Procurement Code, shall:

(a) award the contract as soon as practicable to:
  (i) the lowest responsive and responsible bidder who meets the objective criteria described in the invitation for bids; or
  (ii) if, in accordance with Subsection (4), the procurement officer or the head of the conducting procurement unit disqualifies the bidder described in Subsection (3)(a)(i), the next lowest responsive and responsible bidder who meets the objective criteria described in the invitation for bids; or

(b) cancel the invitation for bids without awarding a contract.

SECTION 5: PROTECED INFORMATION

The Government Records Access and Management Act (GRAMA), UCA §63G-2-305, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63G-2-309 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:
  (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;
  (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and
  (c) the person submitting the information has provided the governmental entity with the information specified in Section 63G-2-309;

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(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed; ....

Pricing may not be classified as confidential or protected and will be considered public information.

Process for Requesting Non-Disclosure: Any Bidder requesting that a record be protected shall include with the bid a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Bidder must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

The Claim of Business Confidentiality form may be accessed at:
http://purchasing.utah.gov/wp-content/uploads/confidentialityclaimform.doc

An entire bid cannot be identified as "PROTECTED", "CONFIDENTIAL" or "PROPRIETARY" and shall be considered non-responsive unless the Bidder removes the designation.

Redacted Copy: If a Bidder submits a bid that contains information claimed to be business confidential or protected information, the Bidder must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and one non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

All materials submitted become the property of the SLCSD. Materials may be evaluated by anyone designated by the SLCSD as part of the bid evaluation committee. Materials submitted may be returned only at the SLCSD's option.