MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (*FORMAT A)* TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID	BUYER	PAGE
051-KK04	HARRY ESCHBACH	SC 1
TITLE		
Computer Equipment and Internet Services		

SPECIAL CONDITIONS

1. PURPOSE: The purpose of this bid is to establish a contract for the purchase of the items listed on the attached Bid Proposal Form (Format B), for two (2) years from Date of award and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the successful bidder(s), be extended for three (3) additional one (1) year period(s) and, if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services may, if considering extending, request a letter of intent to extend from the successful bidder(s), prior to the end of the current contract period. All prices shall not increase for the term of the contract. The successful bidder(s) agrees to this condition by signing its bid.

   1.1 All bidders shall have an established presence in Miami-Dade or Broward County (local presence) with office, helpdesk and staff capable of performing all functions of this bid. Bidders for computers shall have local presence for a minimum of five years. Bidders for Broadband service must be an established Internet Service Provider (ISP) within Miami-Dade and Broward County. Bids that do not include such proof shall be considered non-responsive.
   1.2 The District reserves the right to rotate among the awarded vendors. Each vendor will be utilized as determined by M-DCPS.
   1.3 The School Board of Miami-Dade County estimates the minimum value of this bid at $1.8 million for connectivity and $1.2 million for equipment. Additionally, this Bid will be offered to all other M-DCPS subscribers/families qualifying through the Free/Reduced Lunch program. This will promote sustainability and additional revenue.

2. AWARD: The School Board of Miami-Dade County will award this bid to all responsive, responsible bidders within each group meeting or exceeding requirements/specifications. Group I will provide Internet ready computers. Group II will provide Sustainable Broadband service. Group III bidders shall provide a bundled computer and Broadband service. The choice of which provider to sign up for is solely at the discretion of the District or each subscriber/family.

   At the end of the initial, and each ensuing 120 day period, M-DCPS may request a refresh where new equipment and methods of connectivity can be proposed. Please note that prices for each new product proposed shall stay the same, or be reduced. At no time during the term of the Bid or ensuing extension will the cost of any item exceed the initially submitted price.

3. PRE-BID CONFERENCE:
   A pre-bid conference will be held **Thursday, June 3, 2010 at 2:00 PM** in Lecture Room #1 at Information Technology Services, 13135 SW 26 Street, Miami, FL 33175. Pre-Bid Conference attendance by the bidder or his qualified representative is highly recommended for bid acceptance.

4. E-RATE PROGRAM PARTICIPATION AND INVOICING PROCEDURES:
   A. Where M-DCPS purchases are made using available E-Rate funding, the selected Vendor/Contractor (known as the "Service Provider" throughout E-Rate program documents) would have initially been expected to:

   1. Follow all vendor requirements, and be familiar with the E-Rate funding process, as outlined in the SLD (Schools & Libraries Division) / USAC (Universal Service Administrative Corp) practices outlined under the "Service Provider" section of their website at: http://www.universalservice.org/sl.
   2. Carefully scrutinize all line item components on the original quotes provided and determine any non-eligible components within the proposal. These must be highlighted and identified so M-DCPS is cognizant of any line item to be paid at 100% of the cost, before sending the quote for analysis and subsequent funding by the SLD.
   3. Assume financial responsibility, at time of final invoicing and payment by the SLD, for any and all ineligible line items not originally identified by the Vendor/Contractor. This will be based on the SLD's latest publication of their Eligible Services List guidelines at time of quoting and available through the SLD's website at:

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http://www.universalservice.org/_res/documents/sl/pdf/els_archive/2008-eligible-services-list.pdf.

4. Receive from M-DCPS a Purchase Order identifying the line items listed in the quote and prices established. This PO will be reflecting the percentage of the cost associated with M-DCPS portion of the total cost, according to E-Rate Program rules.
5. Understand that, the Purchase Order will be the only acceptable document the vendor will receive from M-DCPS acknowledging contractual responsibility for the delivery of the listed products/services.
6. Receive reasonable M-DCPS support on all vendor attempts to retrieve proper funding for equipment/services rendered through the E-Rate program.
7. Expect that M-DCPS would have timely posted all required FCC E-Rate program forms and documents, according to the instructions provided by the E-Rate program under the "Applicant" section of the USAC/SLD website at: http://www.universalservice.org/sl.
8. Recognize that M-DCPS will NOT be liable for any unpaid funding from the SLD to the Vendor.

B. The Vendor/Contractor must follow the following steps for invoicing, both for the recovery of the SLD/ USAC funding percentage, and the portion the Applicant (M-DCPS) is expected to pay under E-Rate program rules:

1. Submit the Service Provider Invoice (SPI) to M-DCPS only AFTER services and/or equipment have been delivered, installed, and are operational – as duly noted and recorded by M-DCPS Field Services personnel – BUT BEFORE any invoicing is submitted to the SLD / USAC for reimbursement.
2. The SPI will be a complete invoice of ALL services and/or equipment, reflecting all charges to M-DCPS (itemizing both eligible and ineligible components) and to USAC. This single and consolidated invoice will contain a comprehensive itemized breakdown of all charges and clearly set forth the appropriate percentage of payments due from USAC and M-DCPS respectively – and should total the agreed-upon amount for 100% payment.
3. The Vendor/Contractor will only be permitted to submit an SPI for reimbursement to USAC once M-DCPS has reviewed and has returned a signed approval of said SPI to Vendor/Contractor. All SPIs will be reviewed within 14 calendar days of receipt by the M-DCPS Director of the E-Rate Program.
4. If, in the course of M-DCPS' review of any SPI, M-DCPS finds any variances between those items delivered and those for which a bill is being submitted, the M-DCPS E-Rate staff will notify the Vendor/Contractor, through CFS (Contract Financial Services), that they have not approved the SPI and will indicate which items need to be modified. Once any variances are corrected, the Vendor/Contractor must resubmit the SPI to the M-DCPS Director of the E-Rate Program, through CFS (Contract Financial Services), for his/her approval. M-DCPS will again have 14 calendar days to review the re-submitted SPI.
5. Vendor/Contractor agrees that, at any time, M-DCPS is free to verify with the SLD/USAC that only those M-DCPS approved SPIs have been submitted to the E-Rate Program for reimbursement. Any indication that non-approved SPIs have been submitted to SLD/USAC will be considered a material breach of the terms of the contract. Additionally, M-DCPS will, upon becoming aware of any non-approved SPI submissions, notify USAC so that they may take any additional steps available to them to prevent Waste, Fraud, and Abuse of Program funds.
6. Damages assessed to the Vendor/Contractor for submission of a non-approved SPI may include and are not limited to suspension of the Contract, termination of the Contract, damages in the amount of the overpayments made to the Vendor/Contractor by M-DCPS or USAC, payment of related funding COMAD (Commitment Adjustments) forced upon M-DCPS by the SLD/USAC, or suspension or disbarment from participation in the E-Rate Program.

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C. In no way shall this Contract modify or limit the rights of SLD/USAC against the Vendor/Contractor, also known to them as the Service Provider.

D. The successful vendor must provide content filtering to comply with Children's Internet Protection Act (CIPA).

The Children's Internet Protection Act (CIPA) became law as part of Public Law 106-55f4 on December 21, 2000, and went into effect on April 20, 2001. M-DCPS is on file with the FCC and USAC, indicating its compliance, through FCC Form 479, as codified at 47 U.S.C. @ 254(h) and (l).

The CIPA demands, among other things, that schools and libraries have and enforce an Internet Safety Policy that protects children and adults from visual depictions dealing with inappropriate content. M-DCPS strictly adheres to this policy and complies with all demands, thru the use of strict technology protection measures that block or filter and monitor Internet access. As such, every school in our district receives this protection and is, therefore, CIPA compliant. As well, every school in our district participates and receives E-Rate funds.

6. INSURANCE REQUIREMENTS:

Successful vendor(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto and made a part of this bid. The successful vendor(s) must submit completed certificate of insurance form(s), before being recommended for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for the bid award.

7. CONE OF SILENCE BID ADDENDUMS OR QUESTIONS AND ANSWERS:

A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification, or information regarding this bid must be requested, in writing, by FAX or E-mail to:

A COPY OF THIS WRITTEN REQUEST MUST BE SENT SIMULTANEOUSLY TO:

HARRY ESCHBACH, BUYER
Procurement Management Services
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 352
Miami, Florida 33132
Fax #305-523-3361
E-Mail: eschbachh@dadeschools.net

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 268B
Miami, Florida 33132
Fax #305-995-1448
E-Mail: martinez@dadeschools.net

It is the bidder's responsibility to monitor continuously, the M-DCPS Procurement website, for any addendums or response to questions that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence.

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS SEVEN (7) CALENDAR DAYS PRIOR TO BID OPENING DATE TO ALLOW MDCPS SUFFICIENT TIME TO ADDRESS ALL

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RECEIVED INQUIRIES

8. UL/CSA/ETL APPROVAL:
All electrical equipment shall bear the approval symbol or name of Underwriters' Laboratories, Inc., The Canadian Standards Association or ETL Testing Laboratories.

9. DELIVERY:
Delivery/distribution of computers and sign-up for Broadband service shall be made on predetermined dates at specified M-DCPS sites. It is M-DCPS' intent to have distributions done at one school site at a time. At the end of each school's mandatory two hour "Training Workshop 01", all M-DCPS subscribers/families in need of a computer will provide computer vendor an M-DCPS voucher along with $25 in cash or acceptable tender in order to take possession of their computer. In addition, all M-DCPS subscribers/families in need of Broadband connectivity shall sign up for household Broadband accounts. The choice of which provider to sign up for is solely at the discretion of each subscriber/family when low pricing is equal otherwise it will be the lowest bidder able to provide service to the subscriber/family area. For all families/subscribers after the first 3,000 it will be at the sole discretion of the subscriber/family. At the end of that day's distribution, computer vendor shall bill M-DCPS for all vouchers received on a single invoice. Similarly, Broadband provider shall submit an invoice for all accounts created at each distribution on a single invoice.

The quantity of computers required for each distribution will vary and will be defined by the M-DCPS Program Coordinator. If not all computers are distributed during an event, the remaining shall still be considered the vendor's property to be used in another distribution. M-DCPS intends to purchase 6000 computers and 10,000 1 year Broadband accounts over the initial term of this Bid. Delivery/distribution of computers and Broadband signup/implementation will be important factors in evaluating vendor performance for the award of future orders.

10. WARRANTY/UPGRADES:
Warranty for equipment shall be for 1 Year and include Service Center support in addition to free multi-lingual toll-free tech support for the term of this Bid. At the request of each M-DCPS subscriber/family, additional cost upgrades shall be made available including flat screen monitor, printer, memory, hard drive upgrades and laptop upgrades. Additional cost of upgrades shall be the sole responsibility of the subscriber/family; M-DCPS will only pay the value of the one voucher per subscriber/family.

Broadband provider shall provide Service Center support and free multi-lingual toll-free tech support for one year from provisioning of service. At the request of each M-DCPS subscriber/family, additional cost Broadband upgrades shall be made available. Additional cost of upgrades shall be the sole responsibility of the subscriber/family; M-DCPS will only pay the Bid award amount per month for 12 months per account. As part of sustainable Broadband adoption, it is anticipated that subscribers/families will choose to renew accounts after this period and is encouraging providers to continue to provide similar offerings. It shall be understood that all accounts provided as part of this bid shall at all times during the term of this Bid be provided with content filtering sufficient to comply with the Children's Internet Protection Act (CIPA).

11. VENDOR INFORMATION SHEET:
All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under the bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the Bidder(s) not be awarded any new business. Vendor applications

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can be downloaded at http://procurement.dadeschools.net.

12. OCCUPATIONAL LICENSE:
Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

13. NON-EXCLUSIVITY:
MDCPS reserves the right to procure the items herein described through the use of contracts awarded by GSA, the State of Florida, any other county or municipality, or other authorized contract, whichever is considered to be in the best interest of the Board.

14. CODES AND PERMITS:
All work performed and materials used shall comply with all applicable federal, state and local codes, laws, ordinances and regulations. The successful vendor(s) shall be responsible for all necessary licenses and permits, as may be required.

15. BID SUBMISSIONS:
Vendor is requested to provide one (1) original and three (3) hard copies and seven (7) electronic copies (thumb drive, CD, etc) of bid proposal. Additionally, vendor is to provide a copy of the excel file on CD with Bid Package. File to be completed may be downloaded at http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence. Bids will be accepted until the time and date indicated on the Bidders Qualification Form. Bids and or files will not be accepted by E-Mail. Bidders are required to submit, with their bid package, all information requested in the attached specifications. Failure to provide documentation with the bid may result in the bid not being considered for award. Requested information includes, but is not limited to:

- Signed Bidders Qualification Form
- Bid Proposal Form Price Sheets
- Vendor Information Sheet
- Submit E-Rate Service Provider Identification Number (SPIN) if billing is E-Rate eligible
- Manufacturers Certification, if applicable, that bidder is an authorized dealer of product submitted.
- (All bidders) Proof of an established presence for 5 years in Miami-Dade or Broward County (local presence) with office, helpdesk and staff capable of performing all functions of this bid.
- (Broadband Bidders) proof of being an established ISP within Miami-Dade and Broward County.
- Proof of work history, with dates, clients (3 references minimum), and contact information.

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- Escalation Chart for problem resolution as per Specification 9.0
- The number of support persons on duty during the normal workweek and on weekends. The extent of the technical training and years of experience of personnel. An escalation chart for problem resolution. Location of the bidder's local facility. As per Specification 15.0.
- Occupational License as defined in Special Condition 11
- In order to facilitate the evaluation, please submit the supporting documentation on CD or Jump Drive, in addition to the hard copy of the Bid Proposal Form.

16. ERASURES OR CORRECTIONS:

Bidders are required to use permanent ink when completing the Bid Proposal Form.

1. Use of pencil is prohibited.
2. Do not erase or use correction fluid to correct an error.
3. All changes must be crossed out and initialed in permanent ink.

Those bids for individual items that do not comply with items 1, 2 and 3 above will be considered non-responsive for that item(s).