



**Category 2 Request for Proposal**  
**Internal Connections Equipment, Licenses And Related Maintenance**  
**New Frontiers Public Schools**  
**Release Date: February 7, 2023**  
**Deadline for Proposals: March 7, 2023, 3 p.m. Central Time**

**1 OVERVIEW OF REQUEST FOR PROPOSAL PROCESS AND PROCEDURE**

**1.1 Issuing Organization**

New Frontiers Public Schools (“District”) issues this Request for Proposals (“RFP”) for the purchase of network communications equipment. The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E rate program. Several criteria and restrictions relating to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

**1.2 Chief of Finance**

The Chief Finance Officer (CFO) is responsible for overseeing and reviewing all procurements undertaken by New Frontiers Public Schools (NFPS):

Barbara Flores, CFO  
Chief Finance Officer  
New Frontiers Public Schools  
901 NE Loop 410 Suite 711  
San Antonio, TX 78209

Mrs. Flores has authorized the issuance of this RFP and designated Andrew Flores, IT Specialist for the District as the point of contact for this procurement.

**1.3 Point of Contact for this Procurement**

Andrew Flores  
IT Specialist  
New Frontiers Public Schools  
901 NE Loop 410 Suite 711  
San Antonio, TX 78209

#### 1.4 RFP Documents

The RFP documents consist of the following:

- (1) This RFP narrative document (## pages)
- (2) Appendix A, Price Template (**separate Excel document**)
- (3) Appendix B, Proposal Cover Sheet (**included with RFP narrative document**)

#### 1.5 Access to RFP Documents

The RFP documents are available online at the E-rate Form 470 website and may be retrieved as follows:

<https://data.usac.org/publicreports/Forms/Form470Rfp/Index>

Make the following selections:

Funding Year: 2023

Starting Posting Date: Date of issuance of this RFP

Ending Posting Date: 30 days from date of issuance of this RFP

Applicant Type: School District

Applicant State: TX

Applicant Billed Entity Number: 16051237

Service Type: All Service Types

Form Version: Current

Export: select preferred option – HTML or XLS

***Interested Vendors are required to monitor this site to obtain any updates about this procurement.***

The Form 470 report generated from the search parameters described above has hyperlinks to the Form 470 application and the RFP documents.

The procurement documents also will be posted online at the District's web site,

<https://newfrontierspublicschools.org> as a courtesy. The official repository for all RFP documents is the E-rate Form 470 web site.

#### 1.6 Communications Regarding this Procurement

Email to the Point of Contact is the required and only permissible means of communication of any kind, including questions or comments, about this RFP. The email address is [andrewflores@newfrontierspublicschools.org](mailto:andrewflores@newfrontierspublicschools.org). It is important that interested bidders notify the Point of Contact of their potential interest in this procurement at their earliest opportunity by sending an email to the specified email address. ***The official repository for all RFP documents is in the E-rate portal where the Form 470 is filed.***

## 1.7 Scope of Services in this RFP

This Request for Proposal (“RFP”) seeks to procure the following services and equipment:

### 1.7.1 Network equipment & licenses

Section 2 contains the detailed technical requirements.

## 1.8 E-rate

NFPS intends to apply for discounts on the services and facilities listed in this RFP that are used to deliver services to eligible schools and libraries through the federal Universal Service Support Mechanism for Schools and Libraries, commonly known as “E-rate.” The Vendor(s) must be familiar with and must agree to comply with E-rate program rules including E-rate deadlines, information requirements and all regulatory requirements. See Section 3 herein for more information about E-rate requirements.

## 1.9 Estimated Timeline for this RFP (Subject to Revision)

Action	Date
Form 470 and RFP Issuance	2/7/2023
RFP Deadline (28 days from issuance date)	3/7/2023
Tentative recommended award	3/7/2023
Finance Committee Approval	3/7/2023
Board Approval	3/8/2022
Purchase of Contract Goods	3/17/2023 or later

This timeline sets forth the proposed schedule to the best of the NFPS’s ability based on the facts and circumstances that are known at this time. This timeline is subject to revision and modification as the need may arise. All revisions and modifications to the schedule will be posted in the E-rate Form 470 portal and emailed to any Vendor who emailed his/her name and email address to the Issuing Officer pursuant to Section 1.6 above.

## 1.10 Questions about RFP

Bidders are encouraged to submit their questions via email to the Point of Contact at their earliest convenience. Answers will be sent to any bidder whose email was provided to the Point of Contact pursuant to Section 1.6.

## **1.11 Deadline and Format of Proposals**

### **1.11.1 Electronic Copy**

A complete electronic proposal including all appendices, exhibits and/or attachments **must be emailed and received** by the deadline set forth in Section 1.9 to [andrewflores@newfrontierspublicschools.org](mailto:andrewflores@newfrontierspublicschools.org). **Please note that the Appendix D, Price Template must be submitted in Excel format, with no password protections, as part of the electronic proposal.**

### **1.11.2 Instructions for Response**

Please refer to Section 5 for the mandatory requirements for a full and complete response and the required format of a response.

## **1.12 Confidential Information**

RFP responses will be held in confidence by NFPS and the review team and will not be revealed to or discussed with third parties prior to contract award except as required by applicable local, state and federal law and regulations, including relevant state or federal grant programs. Proposals submitted in response to this RFP may be reviewed and evaluated by independent agents of NFPS who are not affiliated with any of the bidders and such persons will comply with these confidentiality provisions.

Any financial information disclosures that are considered of a proprietary and confidential nature by the proposer must be clearly marked CONFIDENTIAL FINANCIAL INFORMATION. Notwithstanding, all other material submitted with the RFP proposals becomes the property of the Issuing Officer and will be retained at the Issuing Officer's discretion.

## **1.13 Follow Up Questions from District**

The District reserves the right to contact any bidder to obtain clarification concerning the bidder's proposal. Any such communications will be initiated by the District in its sole discretion.

#### **1.14 Best Pricing to Be Submitted in Initial Proposal**

NFPS expects that bidders will offer their most competitive price proposals in their initial submissions. Bidders **should not plan** or expect to receive another opportunity to submit revised prices such as a best and final offer.

#### **1.15 Bid Evaluation**

The lowest responsible bidder will be selected as the most cost-effective bidder to comply with both the State of Texas and E-rate procurement requirements. The bid evaluation and decision to select the vendor(s) for recommending a contract award rests solely with the Issuing Officer. The ultimate contract award requires the approval and authorized signature on behalf of the District's board of directors to be valid and binding.

#### **1.16 Vendor Selection and Communication**

The District intends to notify the Vendors of the tentative decision(s) and recommended contract award(s) by the date set forth in the timeline in Section 1.9. This decision and notification will be contingent upon the negotiation of contract documents that are approved by NFPS's Board of Directors.

#### **1.17 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

By signing and submitting this proposal, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the statements in this certification, Vendor shall attach an explanation to their offer.

#### **1.18 Modification or Withdrawal of Proposals**

Proposals may be modified or withdrawn by Vendor prior to the established due date and time. Vendor agrees to refrain from electronically or otherwise manipulating these specifications.

#### **1.19 Publicity**

Vendor publicity about this project, such as news releases and mention of contract award, is prohibited without prior approval from the Issuing Officer.

#### **1.20 Tax Exempt Status Considerations**

NFPS is exempt from Texas Sales and Use Tax and has other federal and state tax exemptions afforded to public entities and/or similar political governmental entities. Upon request NFPS will provide a tax exemption certificate. This notice shall serve to satisfy any notification required by the Vendor as to these tax exemptions. Vendors must ensure that their cost proposals include all applicable taxes, fees and surcharges from which NFPS are not exempt or that are imposed or assessed by Vendor and will be billed as a separate cost element or line item.

#### **1.21 Additional Information for Vendors**

The Issuing Officer reserves the right to --

- 1.21.1 Amend, modify, cancel this RFP or not award any contract;
- 1.21.2 Award a contract for any or all parts of the RFP to one or more Vendors and negotiate terms and conditions to meet requirements consistent with this RFP;
- 1.21.3 Request Vendors to clarify their RFP proposals; and
- 1.21.4 Determine, in the Issuing Officer's sole discretion, whether the equivalence and interoperability documentation that a bidder may submit in response to Section 2.2.3 is satisfactory.

## **1.22 Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal is likely to be disqualified from being evaluated:

- 1.22.1 Vendor's proposal is incomplete and/or submitted after the deadline.
- 1.22.2 Vendor is on Red Light Status with the FCC.
- 1.22.3 Vendor is delinquent on a debt to a state or federal governmental agency or entity.
- 1.22.4 Vendor is not authorized to do business in the state of Texas.
- 1.22.5 Vendor's proposal contains material deficiencies and fails to contain the minimum requirements as set forth in Section 5 and its subparts thereof.
- 1.22.6 Vendor is not deemed a "qualified" bidder as a result of reference checks, other research conducted by the District and/or the Vendor is not in good standing with the District based on past experiences.
- 1.22.7 Vendor's proposal for an alternative manufacturer pursuant to Section 2.2.3 either did not include the required documentation or the Issuing Officer reviewed the documentation and concluded that the proposal does not meet the equivalence and interoperability requirements in Section 2.

The District may exercise discretion to waive minor defects in these requirements.

### **1.23 Right to Reject**

NFPS reserves the right to accept or reject all proposals when the rejection is in the public interest, such as when no proposal is deemed to be cost-effective or when circumstances have changed significantly since posting of this solicitation. Bidders will be notified if the decision is made not make a contract award for any of the service groups.

### **1.24 Firm Prices Required**

All pricing quoted in an RFP response must be valid through the entirety of the E-rate review process and throughout the performance of the contract.

## 2 SCOPE OF REQUEST FOR PROPOSAL

### 2.1 General Information

New Frontiers Public Schools is opening a new K-8 campus (Greg A. Garcia Early College Intermediate) that is new construction. This campus is outfitted with a full size gymnasium, cafeteria, offices and classrooms. This campus will be receiving brand new equipment and there will be nothing to replace. This campus will have interactive panels, 1 to 1 student chromebook devices, Windows staff laptops, windows desktops for staff and students, PoE voip phones and a server to house various district programs and file server.

NFPS is also building a new network at our Frank L. Madla Early College High School campus that is located at Alamo Colleges – Palo Alto Campus. The district currently leases a portion of the colleges network but is seeking to have a network operated by the NFPS district and that is completely independent of the colleges network.

### 2.2 Network Equipment

- 2.2.1 Appendix A itemizes the network equipment and licenses that the District seeks to purchase. The equipment shall be drop shipped to the District. Labor and installation is requested.
- 2.2.2 Proposals must include a description of the warranty for each equipment component that is bundled with the price of the equipment. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.2.3 The preferred equipment manufacturer is listed in Appendix A for network equipment and licenses that the District seeks to purchase. The District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is interoperable and compatible with the District's existing network equipment which also is listed in Appendix A. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products (other than the preferred manufacturer listed in Appendix A) are required to submit equipment specifications and document that the proposed equipment is compatible and interoperable with the District's existing network equipment, and has equivalent features and functions as the equipment, licenses and warranties for which proposals are requested in response to this RFP.
- 2.2.4 There are two worksheets in Appendix A. One worksheet requests network equipment and licenses for 1 campus and the other for a 2<sup>nd</sup> campus. Bidders are required to complete both worksheets.
- 2.2.5 Bidders must complete Appendix A in the prescribed format. Prices shall include all taxes, surcharges, and fees including shipping costs if any. Bidders should add rows to the price proposal to include any such additional charges.



### **3 E-RATE REQUIREMENTS**

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program:

#### **3.1 Service Provider Identification Number (SPIN)**

Vendor must obtain a valid E-rate SPIN number (Vendor Identification Number) and must provide that SPIN in their bid response.

#### **3.2 Discounted Bills or Reimbursement Option**

If requested by Issuing Officer, Vendor must provide discounted invoices which reflect the net charges due from NFPS after E-rate discounts have been reflected (also known as the “non-discount” amount). Such discounted invoices must be itemized by service location and reflect the appropriate E-rate discounts.

Should District choose to pay for any equipment or services in full, Vendor must agree to promptly cooperate with providing any documentation that the District is required to submit in order to obtain successful reimbursement of E-rate discount funding.

#### **3.3 FCC Registration Number**

Vendor must register with the FCC and obtain an FCC registration number. See <https://svartifoss2.fcc.gov/cores/CoresHome.html> for more information about this requirement.

#### **3.4 Invoicing**

3.4.1 Separate Itemization of E-rate Eligible and Ineligible Services is required. Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services.

3.4.2 Upon NFPS’s request, Vendor must provide separate invoices for E-rate eligible and ineligible service.

#### **3.5 Vendor in Good Standing with FCC and Not on Red Light**

Vendor must be in good standing with the FCC and have no debts outstanding that are owed to the FCC and must not be on Red Light Status. Vendor must immediately notify Issuing Officer in any event that Vendor is put-on Red-Light Status by the FCC and must take immediate measures to resolve and remove its Red-Light Status. Vendor’s Red-Light Status constitutes a material breach of contract and Issuing Officer reserves the right to cancel the Agreement of the parties immediately and without incurring any termination or future anticipated service charges.

If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an impact on NFPS’s ability to continue to receive the benefit of E-rate funding, Vendor must notify NFPS within 30 days of learning of such investigation. Issuing Officer reserves the right to cancel the agreement without penalty if the investigation impedes NFPS’s ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.

### **3.6 Assistance with Form 471/PIA Review Processes and Other Inquiries**

The successful Vendor(s) must agree with assist with the Form 471 submission and any related PIA inquiries, invoice reviews, selective reviews, PQA audits and BCAP audits. Further the successful Vendor(s) must be willing to provide any and all information to USAC related to their network, including fiber build information, and underlying costs.

### **3.7 Vendor Record Retention**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment and shall be subject to inspection and audit by the District.

### **3.8 Vendor E-rate Compliance**

In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's Form 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

## **4 CONDITIONS AND CONTRACT**

### **4.1 Right Not to Award**

Issuing Officer reserves the right to reject all proposals and not award a contract under this RFP, to narrow the scope of this project prior to contract signing, and/or to accept or reject any one or more proposals in part and thus award all or part of this project to one or more Vendors.

### **4.2 Commencement of Service**

Service orders and configuration of services must be approved by Issuing Officer or designee prior to any party incurring liability related to the proposed service order. The District reserves the right to issue a purchase order for equipment to be delivered on or after March 17, 2023 through September 30, 2024.

### **4.3 E-rate Funding Contingency**

NFPS reserves the right to condition any contract award on the receipt of E-rate funding approval. No work shall commence until the Vendor receives a written notice to proceed from the contracting party.

### **4.4 Availability of Equipment**

NFPS reserves the right to cancel a purchase order and contract with the awarded vendor if the equipment is delayed for more than 120 days from the date of submission of the purchase order to the vendor. In that event, NFPS reserves the right to award a contract to the next lowest priced responsible bidder that is able to deliver the equipment promptly, that is, not longer than 120 days from the date of submission of the purchase order to the vendor.

## **5 MANDATORY REQUIREMENTS FOR PROPOSALS**

The following information is required to be included in a proposal to meet the minimum bid specifications:

### **5.1 Price Proposal**

Vendor must complete Appendix A in Excel format with no password or formula protections and email the Excel version with their electronically transmitted proposal. The paper copy of their proposal should also include the completed Appendix A.

### **5.2 Nature and Scope of Firm's Business**

- 5.2.1 Vendor is required to provide a description of the nature and scope of your firm's business endeavors, including history of company and number of years in business.
- 5.2.2 Vendor is required to describe the Vendor's current and previous relationship with NFPS.
- 5.2.3 Vendor is required to provide a description of the firm's experience with the E-rate program.
- 5.2.4 Vendor is required to provide Vendor's Federal Tax ID Number.
- 5.2.5 Vendor is required to provide Vendor's E-rate SPIN Number
- 5.2.6 Vendor is required to provide Vendor's FCC Registration Number (FCCRN).
- 5.2.7 Vendor is required to certify and provide proof that they are in good standing with the FCC and not currently subject to the Red-Light Rule; and further, the Vendor agrees to notify SDL if they are placed on Red Light Status with the FCC.

### **5.3 Supply Chain Availability of Equipment**

Vendor is required to provide current delivery interval data for the equipment bid by the vendor. In addition, Vendor is required to provide a forecast based on best available information regarding the interval between District's submission of a purchase order on March 17, 2023, and the expected delivery date of equipment to the District.

### **5.4 References**

Vendors must provide three (3) current customer references that are current or former customers of the Vendor for the type of equipment and service proposed by the Vendor in this RFP. References must include the company name, address, contact person, email address, and a daytime telephone number.

### **5.5 Proposal Cover Sheet**

Vendor shall complete and submit the proposal cover sheet in the form prescribed in Appendix B.

### **5.6 Contact Person Authorized to Negotiate Contract**

Vendor is required provide contact name and contact information for person authorized to negotiate terms and conditions and to answer questions about the company's proposal.





**NEW FRONTIERS PUBLIC SCHOOLS FY 2023 CATEGORY 2 E-RATE RFP  
APPENDIX B  
PROPOSAL COVER SHEET**

RESPONDENT/BIDDER NAME	
RESPONDENT ADDRESS	
CONTACT NAME	
CONTACT TITLE	
CONTACT TELEPHONE	
CONTACT EMAIL	
SERVICE PROVIDER ID # (SPIN)	
E-RATE SERVICE PROVIDER NAME IF DIFFERENT FROM RESPONDENT BIDDER NAME	
COMPANY WEBSITE URL	

The Respondent/Bidder proposes to provide the services and/or equipment for the prices set forth herein.

The Respondent/Bidder certifies that they have not made any changes to the terms of the RFP as issued by New Frontiers Public Schools.

This proposal is subject to all the terms of the Contract Documents which shall include and be incorporated by reference into the contract that may be awarded to Respondent/Bidder:

- Request for Proposal and appendices
- Addenda to the RFP;
- Attached proposal; and
- Contract terms and conditions to be negotiated.

We hereby agree to enter into a written contract to furnish such item(s), as may be awarded to us, and to furnish such security as these specifications require.

We understand that New Frontiers Public Schools bid evaluation team led by the IT Specialist shall review and evaluate proposals received in response to this RFP. The Issuing Officer is responsible for recommending a contract award to their Board of Directors.

New Frontiers Public Schools' Issuing Officer reserves the right to reject any bid that fails to comply with the minimum bid specifications or reject all bids and not make any award.

The following are three references that may be contacted to support satisfactory performance of our company for the purchase of similar services or items contained on this proposal:

Reference Company Name		
Contact Person		
Phone/Email		

Reference Company Name		
Contact Person		
Phone/Email		

Reference Company Name		
Contact Person		
Phone/Email		

I hereby represent that I am authorized to submit this proposal on behalf of the above-named Respondent/Bidder and to commit the Respondent/Bidder to providing the services and/or equipment based on the terms, conditions and prices in the attached proposal. I agree that the proposal prices, if accepted, shall be available from March 7, 2023 through September 30, 2024.

BIDDER COMPANY NAME		
SIGNATURE OF AUTHORIZED OFFICIAL		
SIGNATORY'S NAME		
SIGNATORY'S TITLE		
SIGNATORY ADDRESS		
SIGNATORY PHONE NUMBER		
SIGNATORY EMAIL ADDRESS		
DATE OF SIGNATURE		



**NEW FRONTIERS PUBLIC SCHOOLS FY 2023 CATEGORY 2 E-RATE RFP  
APPENDIX A  
PRICE TEMPLATE**

Link -> [SEPARATE EXCEL DOCUMENT](#)

NOTES: All taxes, fees and surcharges must be included herein. Create separate line items as necessary to show all applicable charges.  
Vendor is required to complete information in blue cells.

**APPENDIX A PRICE PROPOSAL  
New Frontiers Public Schools RFP E-RATE NETWORK EQUIPMENT FY 2023  
Frank L. Madla ECHS (5 YR LICENSE & SUPPORT)**

**Must Be Completed by Vendor**

Proposal Submitted By:	
Company Name:	
Contact Name:	
Contact E-mail:	
Contact Phone:	
Company SPIN:	

Vendors shall comply with Section 2.1.3 to submit alternative product line

Preferred Manufacturer	Model	Description	Quantity	Unit Price	Total	Equivalent Make	Equivalent Model
Ubiquiti	U6-Mesh-US	Wifi 6 Mesh Access Point	9		\$0.00		
Ubiquiti	Unifi USW-Pro-48-PoE	Ubiquiti Unifi 48 port pro switch	3		\$0.00		
Cisco	Meraki MX105	Security and SD-WAN Appliance	1		\$0.00		
Cisco	Meraki License	5 year Meraki Advanced Security License	1		\$0.00		
Battery Backup Power	BBP-AR-1500RM-PSW-ONL-WEBP		2		\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		

**Bid Proposal \$0.00**

Preferred Manufacturer	Model	Description	Quantity	Unit Price	Total	Equivalent Make	Equivalent Model
Ubiquiti	U6-Mesh-US	Wifi 6 Mesh Access Point	41		\$0.00		
Ubiquiti	Unifi USW-Pro-48-PoE	Ubiquiti Unifi 48 port pro switch	8		\$0.00		
Cisco	Meraki MX250	Security and SD-WAN Appliance	1		\$0.00		
Cisco	Meraki License	5 year Meraki Advanced Security License	1		\$0.00		
Battery Backup Power	BBP-AR-2000RM-PSW-ONL-WEBP		1		\$0.00		
Battery Backup Power	BBP-AR-1500RM-PSW-ONL-WEBP		2		\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		

**Bid Proposal \$0.00**



