



Amendment No. 2 & Questions and Answers No. 2

RFP #2020-003-MR

Los Lunas Schools 2020 E-Rate Network Electronics

January 10, 2020

Questions and Amendments:

- 1) Can you tell me if preowned equipment will be considered for this RFP?

Answer: The District is requesting new equipment and will not accept preowned equipment as an “or equivalent” solution.

- 2) To confirm there is no professional services for installation on this project?

Answer: Correct.

- 3) What percentage is Los Lunas responsible for after USAC approves? (10%, 15%)

Answer: Percentages vary by site, yet the specific answers by site are immaterial to fulfilling the District’s request.

- 4) Most of the equipment that is requested only has about a year of support on it. Is there a reason why the district is requesting older equipment?

Answer: It’s not clear that this is an accurate statement. Regardless, the equipment requested fits the District’s current environment and should be viable for some years to come.

- 5) Are we correct in presuming the Table of Contents format provided on page 13 is for the Technical Proposal?

Answer: See attached Amended Section III A-C: RESPONSE FORMAT AND ORGANIZATION. This Section has been revised and replaced in its entirety.

- 6) Does the Appendix G (Campaign Contribution Disclosure Form) go into the same binder/envelope as Appendix E (Cost Proposal Form)? Or does Appendix G need to be in its own separate envelope from both the Technical and the Cost Proposal?

Answer: See answer to question number 5 for amended instructions.

- 7) Can the hard copy and the electronic copy of the Technical Proposal be in the same envelope? And similarly, can the hard copy and electronic copy of the Cost Proposal be in one envelope?

Answer: Yes. See answer to question number 5.

- 8) What is the proper title for this RFP? It is titled differently in various places of the RFP:
“Los Lunas Schools 2020 E-Rate Network Electronics” (pg 1, pg 19, pg 44)
“E-Rate Los Lunas Schools 2019 E-Rate Electronic Equipment Upgrade” (pg 6, pg 12)

Answer: The correct title for RFP #2020-003-MR is: “Los Lunas Schools 2020 E-Rate Network Electronics”. Any other RFP #2020-003-MR title references are hereby amended as indicated above.

End of Questions and Answers- See Amended Attachments Section III
and Appendix “F” Letter of Transmittal below.

Section III. Subsection A-C. is hereby amended and replaced entirely by this document:

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled, numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors shall deliver:

1. **Technical Proposals** – One (1) ORIGINAL HARD COPY and one (1) Electronic Copy (USB Jump Drive) containing ONLY the Technical Proposal. **The electronic version/copy can NOT be emailed.**
2. **Cost Proposals** – One (1) ORIGINAL HARD COPY and one (1) Electronic Copy (USB Jump Drive) containing ONLY the Cost Proposal. **The electronic copy can NOT be emailed.**
3. The Cost and Technical Proposals shall be individually placed in **separate labeled binders and separate sealed envelopes**.

The electronic version/copy of the proposals **must exactly** mirror the physical binders submitted. **The electronic version can NOT be emailed.**

4. The original, hard copy and electronic copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this RFP may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be typewritten or printed sheet faces of text and/or graphic material on standard 8 1/2" x 11" paper (larger paper, 11" x 17", is permissible for charts, spreadsheets, etc.) and placed in a three (3) section binder with labels/tabs identifying each section. **If there is any question regarding format requirements they shall be directed to the Procurement Manager's office for clarification, prior to submittal of documents.**

Submit one (1) each printed, signed, and dated original Technical Proposal (Volume 1) and Cost Proposal (Volume 2), clearly marked “Original” and two (2) separate USB Jump Drives (one (1) Jump Drive each for Volume I and Volume II) in PDF format. The required quantity of copies must be submitted to Procurement Manager at the location specified herein on or before the closing date and time for receipt for proposals for a proposal to be considered responsive to this RFP. The Cost Proposal (Volume 2) inclusive of the Jump Drive, shall be submitted in a sealed envelope and clearly identified on the outside of the envelope as the Cost Proposal.

1. Proposal Content and Organization

Proposals shall contain concise responses to satisfy the requirements of this Request for Proposals with an emphasis on completeness and clarity. Proposals shall follow the same sequence and outline as the Request for Proposals. **Each paragraph or question including associated number shall be restated followed by the Offeror’s response to that item.**

General RFP Submittal Guidelines

- a. Non-conforming RFP submittals may be rejected. Please read all instructions carefully.
- b. Comply with all RFP requirements.
- c. Evidence of insurance shall be included in the proposal in the form of a current Certificate of Insurance.

Non-Conforming Proposal

Any proposal deemed non-conforming by the Procurement Manager in regard to format will be considered non-responsive. Offerors shall contact the Procurement Manager to clarify any questions concerning format prior to submission.

Proposal Signature

Proposal shall include the complete mailing address of the Offeror and shall be signed by an authorized representative of the Offeror by original signature with the signer’s full name and legal title typed below the signature line. Each proposal shall include the Offeror’s Federal Employer’s Identification Number or Social Security Number as applicable.

Amendments

Offeror shall acknowledge receipt of any amendments to this Request for Proposals on Attachment C Failure to acknowledge receipt of any amendments may render the proposal to be non-responsive. Changes to this Request for Proposals shall be issued only by the Procurement Manager in writing.

The number of pages for Proposal materials *excluding mandatory pages such as the Letter of Transmittal, Table of Contents, and Attachments*, shall not exceed twenty-five (25) (*pages shall be sequentially numbered*) excluding Appendix A through H and Attachments 1 , and Exhibits _ through _if any.

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Within each section of the proposal, Offerors shall address the items in the order indicated below. Any and all forms provided in this RFP, and required to be submitted, shall be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses shall occur only in Binder #2.

The proposal summary is optional and may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

Technical Proposal (Binder/Volume 1):

- a. Letter of Transmittal (Appendix F (revised))
- b. Table of Contents
- c. Proposal Summary – Introduction (optional)
- d. Overall Benefit to the District
Vendors narrative as outlined in the explanation of evaluation factors.
- e. E-Rate Clauses
- f. Other Value Added Services
- g. Attachments:
 - Contract Offer page- Appendix B
 - Certificate of Liability Insurance – *Mandatory*
 - Capability and Agreement to Perform- *Mandatory (statement of concurrence required)*

 - Affidavit Signature page- Appendix C- with all sections completed, notarized with all signatures in blue ink, bid exceptions, and additional Offerors contracts. Additional vendor contracts should be included in this section.

 - Completed Appendix G, Campaign Disclosure Form – *Mandatory*

Cost Proposal (Binder/Volume 2):

1. Completed Cost Response - Appendix E
Cost Proposal shall be submitted in a SEALED ENVELOPE clearly marked on the outside of the envelope as follows:

“Cost Proposal RFP #2020-003-MR”

Name of Firm

Provide a breakdown of costs to perform the work. Costs proposed should be in direct relationship to the services offered in relation to the Technical Approach and Other Value Added Services. Pricing and cost data shall be provided as described below.

By submitting a proposal, the Offeror certifies that its pricing was developed independently and without collusion, communication, consultation, or agreement related to pricing in any manner with other Offerors, competitors or public employees.

The Cost Proposal shall be sealed in an envelope that is identified with the Offeror's name marked "COST PROPOSAL" and must be submitted with the Offeror's proposal. The **Firm Fixed Price (FFP)** Cost Proposal shall be, exclusive of New Mexico Gross Receipts Tax (NMGRT).

END SECTION III-RESPONSE FORMAT AND ORGANIZATION

Appendix "F" has been amended and replaced entirely by this document.

APPENDIX F (REVISED)

LETTER OF TRANSMITTAL FORM (MANDATORY)

Items #1 to 4 MUST EACH BE RESPONDED TO. Failure to respond to all four items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. Identity (Name) and Mailing Address of the submitting organization:

2: For the person authorized by the organization to contractually obligate the organization:

Name: _____

Title: _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name: _____

Title: _____

Email address: _____

Telephone Number: _____

4. For the person to be contacted for clarifications:

Name: _____

Title: _____

Email address: _____

Telephone Number: _____

5. Declarations:

- I certify that I am authorized to contractually bind my company.
- On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in this RFP.

- I concur that submission of our proposal constitutes acceptance of the scoring matrix contained within this RFP.
- I acknowledge receipt of any and all amendments to this RFP.

AMENDMENT # _____ DATE: _____

AMENDMENT # _____ DATE: _____

AMENDMENT # _____ DATE: _____

AMENDMENT # _____ DATE: _____

- I certify that my company/entity/organization commits to comply and act in accordance with (1) Federal Executive Orders and New Mexico State Statutes relating to the enforcement of civil rights, (2) Federal Code 5 USCA 7201 et. seq., Anti-Discrimination in Employment; (3) Executive Order No. 11246, Equal Opportunity in Federal Employment; (4) Title 6, Civil Rights Act of 1964; and (5) Requirements of the American with Disabilities Act of 1990 for work performed as a result of this RFP.

Signed by _____ Title: _____

Date: _____, 2020

Authorized Signature and Date (**Must be signed** by the person identified in **item #2**, above.)