



Department of
General Services

Pre-Response Conference

e-Rate Program for Tennessee Local Education Agencies – Category TWO, Internal Connections,
Basic Maintenance of Internal Connections, and Managed Internal Broadband Services
RFQ #33104-00420

Agenda

- Introduction
- Conduct High-level Review of RFQ Process
 - Review entails the following RFQ Sections:
 1. Procurement Purpose
 2. RFQ Schedule of Events
 3. Response Requirements
 4. General Information & Requirements
 5. Procurement Process & Contract Award
- Review the following RFQ Attachments:
 - A-C. Technical Response & Evaluation Guide (Section A- Section C)
 - D. Catalog Submission
 - E. Statement of Certifications & Assurances
 - F. Reference Questionnaire
 - G. Pro Forma Contract
 - H. Diversity- Richard VanNorman B.15.
- Q&A

Disclaimer

- All answers provided during the Conference are not official until the State answers in writing and amends the solicitation.
- Questions must be submitted in writing prior to the Written “Questions & Comments” Deadline in order to receive an official answer from the State.

RFQ Coordinator Contact Info

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Sourcing Specialist

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- Prospective Respondents must direct communications concerning this RFQ to the following person designated as the RFQ Coordinator:
- **Unauthorized contact about this RFQ with employees or officials of the State of Tennessee except as detailed below may result in disqualification from consideration under this procurement process.**

Statement of Procurement Purpose

The FCC's Universal Service Schools and Libraries Support Mechanism, commonly known as the E-Rate Program, helps ensure that schools and libraries can obtain high-speed broadband products and services to and throughout eligible schools and libraries. The goal of the E-Rate Program, which is administered by the Universal Service Administrative Company ("USAC") is to provide its applicants with an opportunity to obtain the products and services necessary to deliver high-speed broadband access to the Internet all the way to the student in a classroom or the patron in a library. The E-Rate Program continues to be a critical component of schools', Local Education Agencies' ("LEAs"), and public libraries' technology budgets across the State of Tennessee as the only reliable technology funding available. This RFQ is to award contracts to provide E-Rate Category Two Internal Connections, Basic Maintenance of Internal Connections, and Managed Internal Broadband Services to Local Education Agencies ("LEAs") operating in the State of Tennessee. Through this RFQ, the State will award contracts to all qualified respondents that sell equipment (not manufacturer specific) and service solutions in accordance with the Category Two and Miscellaneous section of the FCC's Eligible Services List (<https://www.usac.org/e-rate/applicant-process/before-youbegin/eligible-services-list/>). Suppliers will be deemed qualified based on responses to the mandatory, general, and technical qualifications laid out in this document. Cost will not be evaluated under this RFQ; however, respondents must submit a product catalog that contains maximum/ceiling prices for goods/services for which the Contractor is authorized to provide in order to participate in the USAC mini-bid process (information below). LEAs throughout Tennessee will then conduct a "mini-bid" process as described by USAC amongst the awarded contractors. Any contracts awarded from this RFQ shall be available for use by any LEA in Tennessee; however, only those entities who have signed a Letter of Agency with the State will be authorized to use the contracts in conjunction with their E-Rate application(s). Suppliers that are awarded contracts are not expected to participate in mini-bid events that are outside of their service regions or for products areas that they do not supply. From USAC guidance on the mini-bid process: "If the state awards contracts to multiple service providers as a result of its posted FCC Form 470 and competitive bidding process - what we refer to as a multiple award schedule - the applicant must conduct a bid evaluation for all service providers able to provide services to the applicant under these contracts (a mini-bid process). To conduct a mini-bid process, the applicant determines the factors to use for its evaluation - with the price of the eligible products and services as the most heavily-weighted factor - scores the service providers appropriately, and chooses the most cost-effective solution. • The applicant does not need to post an FCC Form 470 to conduct a mini-bid. • The applicant does not need to conduct a mini-bid if only one service provider is able to provide service. For example, if three service providers sign contracts with the state pursuant to the state-filed FCC Form 470 but only one of the service providers can provide service in the applicant's geographic location, a mini-bid is not required" 02-20-20 RFQ RFQ # 33104-00420 2 (Source:<https://www.usac.org/e-rate/applicant-process/selecting-serviceproviders/state-master-contracts/>)

- The State's purchases of these services is estimated at \$235k for the life of the contract. This does not include the spend by non-State LEAs.

RFP Section 2- RFQ Schedule of Events

| | EVENT | TIME (Central Time Zone) | DATE (all dates are State business days) |
|----|---|-----------------------------|---|
| | RFQ Issued | | August 27, 2020 |
| | Disability Accommodation Request Deadline | 2:00 p.m. | September 1, 2020 |
| | Pre-Response Conference | 9:00 a.m. | September 2, 2020 |
| | Notice of Intent to Respond Deadline | 2:00 p.m. | September 3, 2020 |
| | Written "Questions & Comments" Deadline | 2:00 p.m. | September 8, 2020 |
| | State response to written "Questions & Comments" | | September 22, 2020 |
| | RFQ Technical Response Deadline | 2:00 p.m. | October 2, 2020 |
| | State Notice of Qualified Respondent(s) Released | | October 16, 2020 |
| | State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection | | October 19, 2020 |
| | End of Open File Period | | October 26, 2020 |
| | State sends contract to Contractor for signature | | October 28, 2020 |
| 1. | Contractor Signature Deadline | | October 30 2020 |

RFQ Section 3 – Response Requirements

- Section 3 details the response requirements:
 - Prescribes response format and forms
 - Delivery and organization of the response
 - Response and respondent Prohibitions
 - Other information pertaining to RFQ responses

- Response consists of two parts:
 - Technical Response – Completed using RFQ Attachment A., Technical Response & Evaluation. Includes Section A - Mandatory Requirement Items (Pass/Fail), Section B - General Qualifications & Experience Items, and Section C -Technical Qualifications, Experience & Approach Items, all of which must be addressed with a written response and, in some instances, additional documentation.

 - Catalog Submission - Catalog Submission will only be opened of Qualified Respondents. As a requirement of the RFQ, this Catalog submission will need to be signed and dated by the Contractor. Attachment D Catalog Submission Guide. Sealed separately from the Technical Response (as detailed in RFQ Sections 3.1.4., *et seq.*).

RFQ Section 4 – General Information & Requirements

- Contains information on RFQ process and actions that can be taken by the State of Tennessee to update the RFQ and associated documents
- Contracting requirements – Must provide Certificate of Insurance. Register with the Tennessee Department of Revenue for the collection of Tennessee sales and use tax or show proof of exemption.

RFQ Section 5 – Procurement Process and Contract Award

– Evaluation Categories & Maximum Points

The State will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the State to be responsive.

| Evaluation Category | Maximum Points Possible |
|---|-------------------------|
| Mandatory Requirements (refer to RFQ Attachment A) | Pass/Fail |
| General Qualifications, Experience, Technical Qualifications, Experience & Approach (refer to RFQ Attachment B) | 25 points |
| Technical Qualifications, Experience & Approach (refer to RFQ Attachment C) | 75 points |

RFQ Section 5 – Cont.

- Evaluation Process – The State of Tennessee will utilize a proposal evaluation team to evaluate each respondent's response.
- Scores are calculated by the RFQ Coordinator by calculating the sum of the Technical Response section scores. The Technical Response score must attain, at minimum, a combined score of 60. This minimum score threshold represents a score of 60% from RFQ Attachments B & C.

RFQ Attachments

- The Technical Response & Evaluation Guide can be categorized into three (3) sections:
 - A. Attachment A: Mandatory Requirement Items – Pass/Fail
 - B. Attachment B: General Qualifications & Experience Items – 25 points maximum score
 - C. Attachment C: Technical Qualifications, Experience & Approach - Items scored on 5 point scale. Section worth 75 maximum points

RFQ Attachment E

Statement of Certifications & Assurances

- The Respondent must sign and complete the Statement of Certifications and Assurances and it must be included in the Technical Response (as required by RFQ Attachment A., Technical Response & Evaluation Guide, Section A, Item A.1.).

RFP ATTACHMENT 6.1.

RFP # 33105-02418 STATEMENT OF CERTIFICATIONS AND ASSURANCES

The Respondent must sign and complete the Statement of Certifications and Assurances below as required, and it must be included in the Technical Response (as required by RFP Attachment 6.2., Technical Response & Evaluation Guide, Section A, Item A.1.).

The Respondent does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:

1. The Respondent will comply with all of the provisions and requirements of the RFP.
2. The Respondent will provide all services as defined in the Scope of the RFP Attachment 6.6., *Pro Forma* Contract for the total Contract Term.
3. The Respondent, except as otherwise provided in this RFP, accepts and agrees to all terms and conditions set out in the RFP Attachment 6.6., *Pro Forma* Contract.
4. The Respondent acknowledges and agrees that a contract resulting from the RFP shall incorporate, by reference, all proposal responses as a part of the Contract.
5. The Respondent will comply with:
 - (a) the laws of the State of Tennessee;
 - (b) Title VI of the federal Civil Rights Act of 1964;
 - (c) Title IX of the federal Education Amendments Act of 1972;
 - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
 - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
1. To the knowledge of the undersigned, the information detailed within the response submitted to this RFP is accurate.
2. The response submitted to this RFP was independently prepared, without collusion, under penalty of perjury.
3. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with this RFP or any resulting contract.
4. Both the Technical Response and the Cost Proposal submitted in response to this RFP shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.
5. The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106." For reference purposes, the list is currently available online at: <http://www.tn.gov/generalservices/article/Public-Information-library>.

By signing this Statement of Certifications and Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the signatory is not the Respondent (if an individual) or the Respondent's company *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to bind the Respondent.

DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE RESPONDENT

SIGNATURE: _____
PRINTED NAME & TITLE: _____
DATE: _____
RESPONDENT LEGAL ENTITY NAME: _____

RFQ Attachment F

Reference Questionnaire

- RFP Attachment F Reference Questionnaire must be completed by at least two (2) different individuals. (See RFQ Attachment B: Section B – General Qualifications & Experience Items, B.17.)
- The Respondent will be solely responsible for obtaining fully completed reference questionnaires and including them in the sealed Technical Response (follow instructions in RFP Attachment B: Section B – General Qualifications & Experience Items, B.17.)

RFP # 33103-01018 REFERENCE QUESTIONNAIRE

REFERENCE SUBJECT: **RESPONDENT NAME** (completed by Respondent before reference is requested)

The "reference subject" specified above, intends to submit a response to the State of Tennessee in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire;
- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?

(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.

| | |
|-----------------|--|
| NAME: | |
| TITLE: | |
| TELEPHONE # | |
| E-MAIL ADDRESS: | |

(3) What goods or services does/did the reference subject provide to your company or organization?

(4) What is the level of your overall satisfaction with the reference subject as a vendor of the goods or services described above?

Please respond by circling the appropriate number on the scale below.

least satisfied | 1 | 2 | 3 | 4 | 5 | most satisfied

RFQ Attachment G

Pro Forma Contract

- The Pro Forma Contract is the Contract that will result from the RFQ.
- It contains the Scope of Work, Term of Contract, Payment Terms and Conditions, Mandatory Terms and Conditions, and Special Terms and Conditions.

**CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF EDUCATION
AND
CONTRACTOR NAME**

This Contract, by and between the State of Tennessee, Department of Education ("State") and Contractor Legal Entity Name ("Contractor"), is for the provision of a custom IEP Monitoring Application, as further defined in the "SCOPE." State and Contractor may be referred to individually as a "Party" or collectively as the "Parties" to this Contract.

The Contractor is *a/an Individual, For-Profit Corporation, Non-Profit Corporation, Special Purpose Corporation Or Association, Partnership, Joint Venture, Or Limited Liability Company.*

Contractor Place of Incorporation or Organization: *Location*

Contractor Edison Registration ID # *Number*

A. SCOPE:

- A.1. The Contractor shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Defined terms shall be as follows or as set forth in the terms and conditions of the Contract:
- a. Alternate Student Record: A set of records uploaded and stored in the Application that can replace a Primary Student Record if a local educational agency ("LEA") is no longer responsible for a Primary Student Record selected for review.
 - b. Authority: a state or federal IDEA-related education rule or regulation providing guidance related to a Review Item
 - c. Compliance Action Plan ("CAP"): A plan or report developed through Compliance Monitoring to share Noncompliant Findings, recommendations, and steps to correct Noncompliant Findings with an LEA.
 - d. IEP Compliance Monitoring ("Monitoring"): Process conducted by the State to ensure LEAs are in compliance with State and federal laws regarding special education services.
 - e. Corrective Action: A set of workflow steps (i.e. stages) an LEA is required to complete to confirm the correction of Noncompliant Findings that are discovered during the Monitoring.
 - f. Director of Schools: A superintendent of an LEA.
 - g. Focus Area: A set of grouped Review Items pertaining to a common monitoring subject.
 - h. Free and Appropriate Public Education ("FAPE"): An education right of children with disabilities in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act ("IDEA")
 - i. Student Record Review Protocol ("Protocol"): A set of minimum compliance measures categorized by Indicator and Focus Area with references to Authority(ies), a set of Response Criteria, and related documents needed to meet the compliance of a particular Review Item.
 - j. Indicator: A specific question in the Protocol.
 - k. Individuals with Disabilities Education Act ("IDEA"): A federal law ensuring educational services to children with disabilities. IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible infants, toddlers, children, and youth with disabilities.
 - l. Individualized Education Program ("IEP"): A written document that is developed for each eligible child with a disability. The Part B regulations specify, at 34 CFR 300.320-300.328, the procedures that LEAs must follow to develop, review and revise the IEP for each child.

Local Educational Agency ("LEA"): School district or entity which operates local public primary and/or secondary schools. There are currently 148 LEAs in Tennessee. For the purposes of this Contract, this definition also refers to all charter schools, State Special Schools, the Achievement School District as

Questions???

- Questions or Concerns???
- If there are no additional questions this concludes the pre-response conference.
- Thank You for your attendance!