



FCC Form 470 – Funding Year 2017

Form 470 Application Number: 170049619
470-2017-ST FRANCIS- CAT1 CAT2

Billed Entity

ST FRANCIS XAVIER GRADE SCHOOL
4715 N CENTRAL AVE
PHOENIX, MARICOPA, AZ 85012-1711
602-266-5364

Contact Information

Liz Hansen
liz.hansen@sfxsj.org
602-212-4502

Billed Entity Number: 97060

FCC Registration Number: 0020653069

Application Type

Applicant Type: School

Recipients of Services: Private School

Number of Eligible Entities: 1

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
COLLECT-ED LLC	16062522	405-830-2200	collect-ed@hotmail.com

Consultants

Name	Phone Number	Email
Machelle McKay	405-830-2200	collect-ed@hotmail.com

RFPs

Id	Name
20051	RFP WORKSHEET - ST FRANCIS XAVIER 2017

Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		300 Mbps	500 Mbps	1	1	Circuits	Yes	Yes	20051
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		300 Mbps	500 Mbps	1	1	Circuits	Yes	Yes	20051

Description of Other Functions

Id	Name

Narrative

INTERNET ACCESS - 300MB- 500MB dedicated circuit vs shared circuit (existing service 300MB shared)
See RFP for additional details
BIDS DUE BY 12/13/2016

Category Two Service Requests

Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Internal Connections	WAP	Meraki or equivalent			10	Each	No	20051
Internal Connections	Switches	Meraki or equivalent			1	Each	No	20051
Internal Connections	Antennas, Connectors, and Related Components	Meraki or equivalent		1	6	Each	No	20051
Internal Connections	Antennas, Connectors, and Related Components	Cisco Systems or equivalent		1	6	Each	No	20051
Internal Connections	Antennas, Connectors, and Related Components	Meraki or equivalent		1	10	Each	No	20051
Internal Connections	Antennas, Connectors, and Related Components	Meraki or equivalent		1	1	Each	No	20051

Description of Other Manufacturers

Id	Name
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Narrative
INTERNAL CONNECTIONS: Wireless Access points (with 3 year licensing), Switch (with 3 year licensing), Fiber Models See RFP for additional details BIDS DUE BY 12/13/2016

Technical Contact

Liz Hansen
Parish Manager
602-212-4502
liz.hansen@sfxsj.org

State and Local Procurement Restrictions

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Recipients of Service

Billed Entity Number	Billed Entity Name
97060	ST FRANCIS XAVIER GRADE SCHOOL

Certifications

I certify that the applicant includes:

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE:

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Authorized Person

Liz Hansen
ST FRANCIS XAVIER GRADE SCHOOL
4715 N CENTRAL AVE
PHOENIX, MARICOPA, AZ 85012-1711
602-212-4502
liz.hansen@sfxsj.org

Certified Timestamp

11/07/2016 05:15 PM CST

REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	97060
SCHOOL NAME	ST FRANCIS XAVIER SCHOOL
ADDRESS	4715 NORTH CENTRAL AVE
CITY, STATE, ZIP	PHOENIX, AZ 85012

Please submit bids/proposals to the school by email or mail.

CONTACT	LIZ HANSEN		
EMAIL	liz.hansen@sfxsj.org		
PHONE	602-212-4502	ext	

CONSULTANT	MACHELLE MCKAY		
	COLLECT-ED LLC		
EMAIL	collect-ed@hotmail.com		
PHONE	(405) 830-2200		

FUNDING YEAR 2017-2018 (July 1, 2017 - June 30, 2018)

SERVICES REQUESTED (As checked) **470 FILED** **SITE VISIT** **BIDS DUE BY:**

CAT1	VOICE SERVICES (Phase Down Discount)	X	11/8/2016		12/13/2016
	INTERNET ACCESS	X	11/8/2016		12/13/2016
	TELECOMMUNICATIONS SERVICES (Data transmission)				

CAT2	INTERNAL CONNECTIONS (Hardware)	X	11/8/2016		12/13/2016
	BASIC MAINTENANCE SERVICES				
	MANAGED INTERNAL BROADBAND SVCS				

REQUEST FOR PROPOSAL (RFP)

Category One

VOICE

0% = Estimated discount

PROPOSALS MUST INCLUDE

MONTHLY COSTS

(including taxes / surcharges)

INSTALLATION (or other charges)

NOT ELIGIBLE SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>(including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

INTERNET ACCESS

40% = Estimated discount

PROPOSALS MUST INCLUDE

MONTHLY COSTS

(including taxes / surcharges)

INSTALLATION (or other charges)

NOT ELIGIBLE SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>(including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>
1	INTERNET ACCESS - 300MB - 500MB dedicated circuit (request for new services)	4715 N CENTRAL AVE PHOENIX, AZ 85012			
1	INTERNET ACCESS - 300MB - 500MB shared circuit (increase to existing services)	4715 N CENTRAL AVE PHOENIX, AZ 85012			

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

**Internet Access bids must include increment prices. School district may opt to increase bandwidth during contract term with annual review.

TELECOMMUNICATIONS SVCS (data transmission)

0% = Estimated discount

PROPOSALS MUST INCLUDE

MONTHLY COSTS

(including taxes / surcharges)

INSTALLATION (or other charges)

NOT ELIGIBLE SERVICES, if any

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>(including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

REQUEST FOR PROPOSAL (RFP)

Category Two

INTERNAL CONNECTIONS (HARDWARE)

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

40% = Estimated discount

QTY	DESCRIPTION	LOCATION	COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
10	Meraki or Equivalent - Wireless Access points MINIMUM REQUIREMENTS: 802.11ac; wave 2; 4 stream; POE 802.3at; compatible with existing Meraki controller	4715 N CENTRAL AVE PHOENIX, AZ			
10	Meraki or Equivalent - 3yr Licensing for access points	4715 N CENTRAL AVE PHOENIX, AZ			
1	Meraki or Equivalent - Switch MINIMUM REQUIREMENTS: 24 port, POE+, 370w aggregate power availability; 4 SFP port - 1 GB each;	4715 N CENTRAL AVE PHOENIX, AZ			
1	Meraki or Equivalent - 3yr Licensing for switch	4715 N CENTRAL AVE PHOENIX, AZ			
6	Meraki or Equivalent Fiber modules - SFP-LX Fiber transceivers MINIMUM REQUIREMENTS: 1GB	4715 N CENTRAL AVE PHOENIX, AZ			
6	Cisco or Equivalent Fiber Modules - SFP-LX Fiber transceivers MINIMUM REQUIREMENTS: 1GB	4715 N CENTRAL AVE PHOENIX, AZ			

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

BASIC MAINTENANCE SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

QTY	DESCRIPTION	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

MANAGED INTERNAL BROADBAND SERVICES

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

0% = Estimated discount

QTY	DESCRIPTION	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms

- > School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.
- > All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
- > School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.
- > All products and services proposed must be operational and compatible with all network equipment brands/software used by school district.
- > Bids/ Proposal must meet or exceed minimum requested hardware or services requests.

Bids may offer multiple options (bids/proposals) for additional consideration. (including multiple make(s)/model(s)/manufacturer(s), installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). Maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.
- > For most requested services such as Internet, Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers must be within 100 mile radius (approx 1-2 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.

School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required, minimum of 3 service providers). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.
- > School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered.

> Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.
- > All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.
- > All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.

REQUEST FOR PROPOSAL (RFP)

Documentation Requirements

1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a Must register, as soon as possible, to receive any email or updates for this RFP request.
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)
- c Responses for requested information will be posted on local school webpage for all services to view.

SEE WEB PAGE: school.sfxphx.org

FINAL QUESTION DAY - 7 days before posted deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)

12/6/2016

FINAL ANSWER WEB POSTING - 5 days before deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)

12/8/2016

- d Service Provider must print a copy of school webpage with questions and answers. (required proof of receipt) If no questions, please state - NO QUESTIONS / ANSWERS FOUND ON SCHOOL WEBPAGE - with date and signature.

2 Response bid/proposal MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3 within the state)
- f Copy of the list of posted questions & answers with date and signature - as listed above (item #d)
- g Federal Tax ID certificate (w-9)
A copy of certificate of insurance. Please note the school district may request a current copy
- h certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.

3 Instructions to submit

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date unless extension date is requested from school AND update to the FORM 470 application.

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE

DATE _____

SERVICE PROVIDER: _____

CONTACT: _____

EMAIL: _____

OFFICE# or CELL#: _____

SITE VISIT?	NO		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:			

Email questions, if any.

Please note any school breaks

THANKSGIVING 11/21/2016-11/25/2016

CHRISTMAS 12/19/2016-1/2/2017

Submit questions no later than **12/6/2016**

(or last school business day before school break)

to liz.hansen@sfxsj.org

ST FRANCIS XAVIER SCHOOL

LIZ HANSEN

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/receipt of any emails or correspondence.
- > For RFP updates, questions and answers– not through individual emails.

SEE WEB PAGE: school.sfxphx.org

- > All questions and answers will be posted by **12/8/2016**
(or last school business day before school break)

REQUEST FOR PROPOSAL (RFP) - NOTES

Additional Information

- > **For Voice over Internet Access requests:** "If the applicant simply has a voice application running over a data circuit with ***no portion of the circuit dedicated to providing voice***, the circuit is not submit to the phase down" - USAC News Brief 2/9/2015

- > **For Internet Access requests:** Must include all configuration, installation, special construction information and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.

- > **For Internet Access requests: (OKLAHOMA SCHOOLS ONLY)** Service Provider must agree to apply any Oklahoma Universal Service Fund (OUSF) for credits for the internet access services within 90 days of completed service start date.

- > **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).
Proposals must include:
 - a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
 - b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
 - c Responsibilities of the Client – service orders, expected timeframes, etc
 - d Explain terms of cancellation or termination.
 - e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
 - f Describe any use of subcontractors

- > **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

REQUEST FOR PROPOSAL (RFP)
School District Specific Information

- > n/a
- > n/a
- > n/a