

Rio Hondo Independent School District

Education • Scholarship • Leadership
REQUEST FOR PROPOSAL
E-RATE YEAR 2018

DUE DATE: March 19, 2018 at 2:00 p.m.

Rio Hondo
INDEPENDENT SCHOOL DISTRICT

Rio Hondo Independent School District is requesting proposals for the E-RATE YEAR 2018 until 2:00 p.m. local time on March 19, 2018. No Proposal's will be accepted if received later than this date and time. AWARD OF SOME OR THIS ENTIRE PROJECT IS SUBJECT TO ERATE GRANT FUNDING APPROVAL. Response to the request must include a statement that the proposed terms will remain in effect until district funding is available under E-RATE discount funding.

RIO HONDO INDEPENDENT SCHOOL DISTRICT reserves the right to reject any or all Request for Proposal(s), or any part thereof, and to waive any technicalities of informalities in the quoting if in the best interest of the District. An incomplete Request for Proposal may result in dismissal of part or all of the response. All Requests for Proposal (s) will be reviewed and evaluated using the Texas Education Code SUBCHAPTER B. purchases; contract/purchase orders Section 44.031 Sub-Section (b). Bidders will be evaluated on their ability to satisfy the requirements stated herein at the best obtainable value to RIO HONDO INDEPENDENT SCHOOL DISTRICT

Submit one (1) "original" and two (2) "copies" of response.

Mailing Address:

RIO HONDO INDEPENDENT SCHOOL DISTRICT
Attn: Ron De La Garza
215 West Colorado Street
Rio Hondo Texas 78583

On the outside of the mailed RFP proposal, reference name of RFP.

Est. 1911

I. INTRODUCTION

The purpose of this RFP is to select a Bidder(s) with the competencies, expertise and resources necessary to assist Rio Hondo Independent School District in continuing to effectively integrate technology throughout the district. Bidders will assist in the implementation, refinement and support of the technology infrastructure of the school district.

Bidders should demonstrate knowledge and experience in dealing with E-rate funded projects. Bidders must provide their SPIN and CISV numbers as part of their response. All E-rate applications will be submitted using the successful bidders' SPIN number. All work to be performed under this RFP is contingent upon receipt of E-rate funding; Rio Hondo Independent School District reserves the right to cancel any project upon failure to receive E-rate funding. Rio Hondo Independent School District reserves the right to not file a Form 471 application on any or all projects. Rio Hondo Independent School District reserves the right to modify and negotiate any projects should funding be made available.

II. GENERAL INSTRUCTIONS

DELIVERY, MODIFICATIONS, LATE SUBMISSIONS AND WITHDRAWAL OF REQUEST FOR PROPOSAL

Delivery: It is the sole responsibility of the Bidder to see that its bid is delivered by the date and time specified. **No telegraphic or fax submissions will be accepted.**

Modification: Written modifications of Request for Proposal already submitted will be accepted by the Purchasing Agent if received prior to the date and hour scheduled for closing of the Request for Proposal.

Late Submission: Any Request for Proposal received after the schedule closing time for receiving Request for Proposal will not be considered.

Withdrawal: Prior to bid opening, Bidders authorized representative may withdraw Request for Proposal any time by written notice or in person. After opening, bid pricing will remain in effect for 90 days.

Opening: REQUEST FOR PROPOSAL will be opened at the time and place set forth above.

DISCUSSIONS WITH BIDDERS AND AWARD

The Procurement Code and Rio Hondo Independent School District reserve the right to conduct discussions with any or all Bidders, or to make an award of a contract/purchase order without such discussions, based only on evaluation of the written Request for Proposal. Rio Hondo Independent School District likewise reserves the right to designate a review committee in evaluating the Request for Proposal. The district appointed agent shall make a determination showing the basis upon which the award was made, and such determination shall be included in the procurement file. Rio Hondo Independent School District reserves the right to add related services to this Request, or the resultant contract/purchase order, upon mutual agreement of both parties documented through an approved change order.

TERMINATION OF REQUEST FOR REQUEST FOR PROPOSAL

This Request for Proposal in no manner obligates Rio Hondo Independent School District to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract/purchase order. Progress towards this end is solely at the discretion of Rio Hondo Independent School District and may be terminated without penalty or obligation at any time prior to the signing of a contract/purchase order. The Rio Hondo Independent School District reserves the right to cancel this Request at any time, for any reason, and to reject any or all Request for Proposal (s).

BIDDER EXCEPTIONS

The Bidder must state those standard terms and conditions, which the Bidder will expect Rio Hondo Independent School District to consider. Any deviation, corrections, and/or modifications from Request for Proposal specifications must be clearly identified. Rio Hondo Independent School District will consider but is not bound by any Bidders standard terms and conditions. If an impasse occurs, the BID will may be disqualified and Rio Hondo Independent School District will seek the next highest ranked vendor.

RESERVE ACCEPTANCE

Owner reserves the right to select a combination of services and/or Bidders that appears best suited to meet the needs of Rio Hondo Independent School District In evaluating the responses, the district appointed agent reserves the right to accept or reject all or any part of any response, waive minor technicalities and award the contract/purchase order that best serves the interests of Rio Hondo Independent School District

INSURANCE

Certification of Insurance will be required of the successful Bidder prior to commencement of work, with limits as set forth below. The Rio Hondo Independent School District Board shall be the Certificate Holder. The RFP number and description should be reference on the face of the Certificate.

During the period of this contract, contractor shall maintain at his expense, insurance with limits not less than:

Automobile Liability:

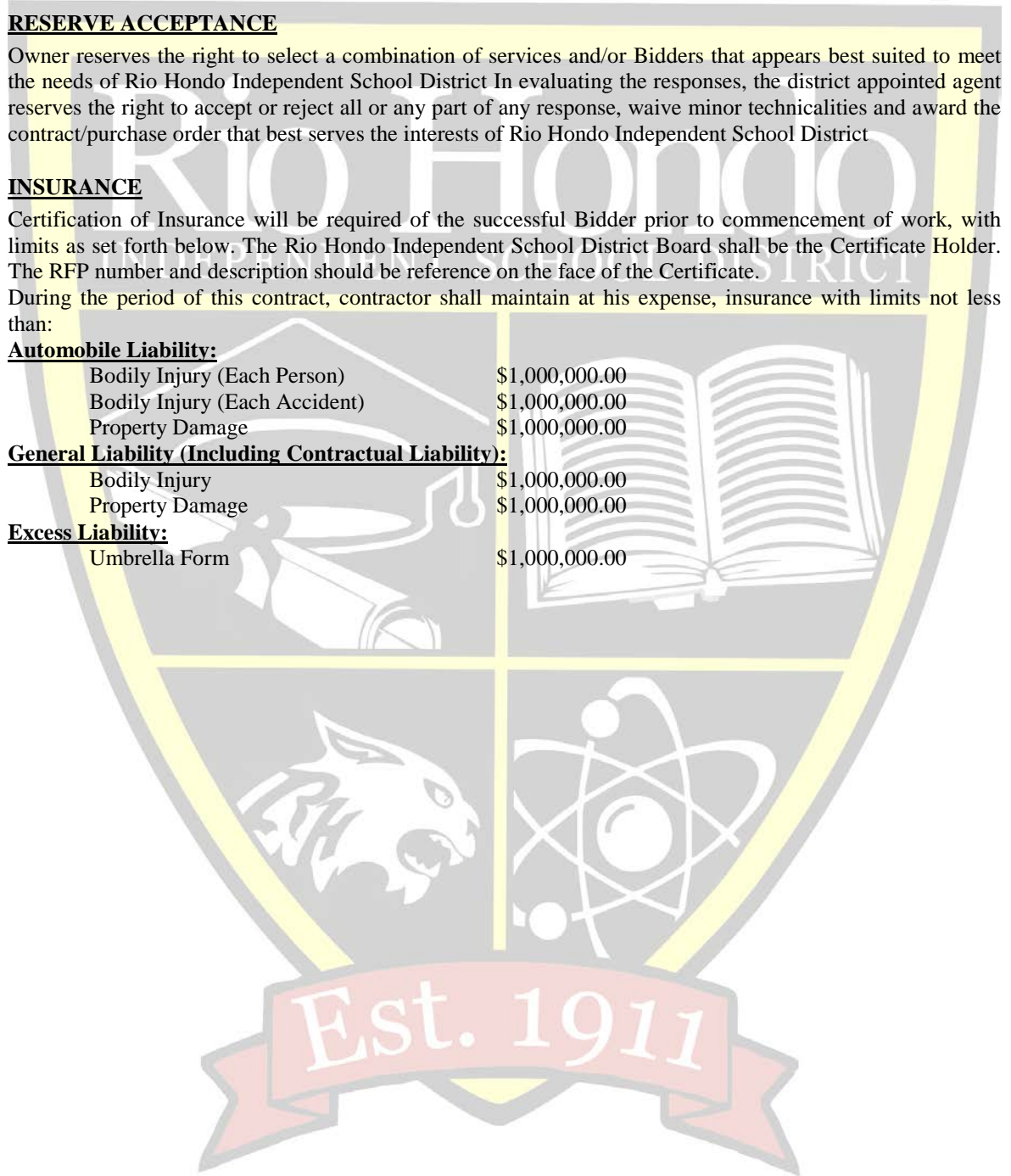
Bodily Injury (Each Person)	\$1,000,000.00
Bodily Injury (Each Accident)	\$1,000,000.00
Property Damage	\$1,000,000.00

General Liability (Including Contractual Liability):

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00

Excess Liability:

Umbrella Form	\$1,000,000.00
---------------	----------------

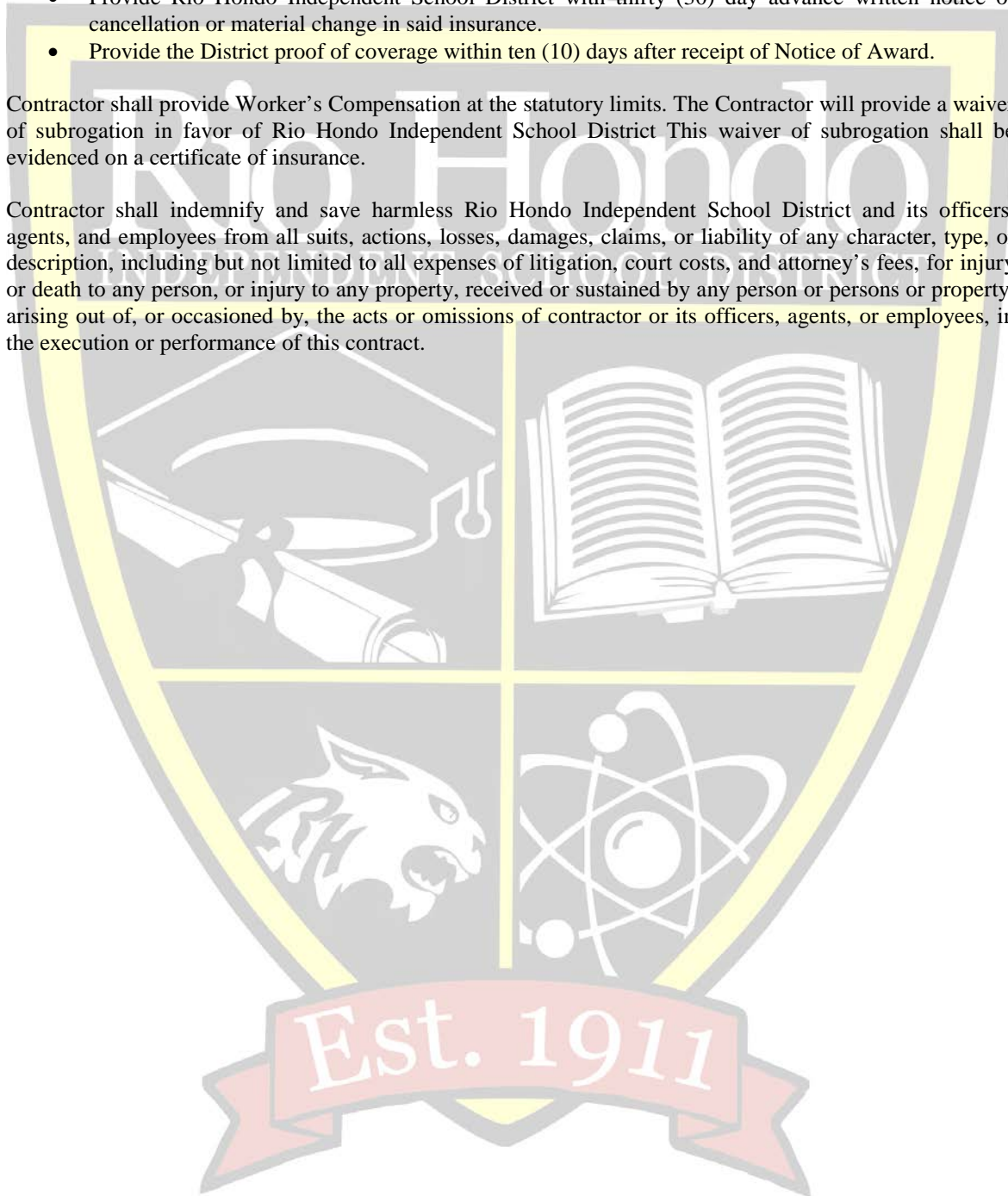


With respect to the above required insurance, contractor shall:

- Name Rio Hondo Independent School District as additional insured/or an insured, as its interests may appear.
- Provide Rio Hondo Independent School District with a waiver of subrogation in favor of Rio Hondo Independent School District for all coverage's above. This waiver of subrogation shall be evidenced on a certificate of insurance.
- Provide Rio Hondo Independent School District with thirty (30) day advance written notice of cancellation or material change in said insurance.
- Provide the District proof of coverage within ten (10) days after receipt of Notice of Award.

Contractor shall provide Worker's Compensation at the statutory limits. The Contractor will provide a waiver of subrogation in favor of Rio Hondo Independent School District This waiver of subrogation shall be evidenced on a certificate of insurance.

Contractor shall indemnify and save harmless Rio Hondo Independent School District and its officers, agents, and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to all expenses of litigation, court costs, and attorney's fees, for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts or omissions of contractor or its officers, agents, or employees, in the execution or performance of this contract.



III. TERMS AND CONDITIONS

CONTRACT/PURCHASE ORDER TERM

The term of the contract/purchase order award will begin July 1, 2018 and must be completed by June 30, 2019 or end of E-Rate awarded date.

CONTRACT/PURCHASE ORDER TERMINATION

Rio Hondo Independent School District shall reserve the right to terminate any contract/purchase order entered into as a result of the Request for Proposal at any time by giving thirty (30) days written notice of its intent to cancel.

In the event the Bidder fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, Rio Hondo Independent School District will notify the Bidder, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a 10-day period, the Bidder must submit, in writing, why such corrective action has not been performed. Rio Hondo Independent School District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

LICENSING REQUIREMENTS

The successful Bidder must keep himself informed of, and adhere to, all laws and ordinances governing any matter related to work performed under the resulting contract/purchase order. The successful Bidder will obtain all necessary licenses and permits, and will be aware of all labor conditions and agreements relating to the work specified in this document and shall make all provisions necessary to avoid any disputes which might arise from those conditions and agreements and shall be responsible for any delays, damages or extra costs caused by disputes.

SAFETY REQUIREMENTS

It shall be the Bidders responsibility to provide for the safety of workers and public in compliance with the requirements of insurance and public health and safety. Rio Hondo Independent School District requires all workers on-site to have a company badge. A list of workers with current photograph must be provided to the Technology Department throughout the life cycle of the project(s).

INDEMNIFICATION

The Bidder shall be responsible for all damage persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. Bidder shall save and hold harmless Rio Hondo Independent School District and its Board of Directors against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract/purchase order. Any equipment or facilities damaged by the Bidders operation shall be repaired and /or restored to their original condition, including cleaning and painting, at the Bidders expense. The successful Bidder will assume the liability for all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (including death), or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the Bidder, and his agents, and employees, including losses, expenses, or damages sustained by Rio Hondo Independent School District. The successful Bidder will undertake and agree to indemnify and hold harmless Rio Hondo Independent School District and its board, individually or collectively, and the officers, agents, and employees of Rio Hondo Independent School District and its Board, from any and all such losses, expenses, damages (including loss of use), and to pay all damages judgments, costs and expenses, including attorney's fees in connection with said demands and claims resulting thereof.

The Bidder shall abide by the Federal Occupational Safety and Health Administration (OSHA) regulations and the State of Texas Environmental Improvement Board Occupation Health and Safety Regulations that

apply to work performed under this Request. The Bidder shall defend, indemnify, and hold Rio Hondo Independent School District free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation (s) including but not limited to, fines or penalties, judgments, court costs, and attorney's fees.

Education • Scholarship • Leadership

ATTORNEYS STATEMENT

In the event that Rio Hondo Independent School District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Bidder agrees to pay the attorney's fees and expenses incurred by Rio Hondo Independent School District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney fees and court costs.

NEGOTIATIONS

Rio Hondo Independent School District reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.

ORDER OF PRECEDENCE

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order:

1. The Request for Proposal, including the Scope of Work
2. Bidder Response

PROJECT START DATE

Rio Hondo Independent School District reserves the right to start the project at July 1, 2018 even if the project has not yet received funding. All pricing proposed will be considered valid. Rio Hondo Independent School District reserves the right to proceed with project if funding is not received by e-Rate.

EARLY PROJECT START

Rio Hondo Independent School District reserves the right to start projects before the July 1, 2018 start date. Any early start of project before the July 1, 2018 date will be funded purely by Rio Hondo Independent School District and is subject to acceptance by both Rio Hondo Independent School District and the approved vendor. Any part of the proposal that is started before July 1, 2018 will not be submitted to e-Rate for reimbursement and will be paid for by Rio Hondo Independent School District. Early start of a project will not change the contract period.

PROPOSAL APPROVALS

This is not an all or none proposal. Rio Hondo Independent School District reserves the right to award part or all of a contract.

HIDDEN FEES

Rio Hondo Independent School District relies on the vendors to assure that all e-rate eligible items that are necessary for a successful installation are submitted in the proposal and no hidden fees will be incurred by Rio Hondo Independent School District.

Eligible Bidders

An eligible Bidder must have the financial stability to handle an approved federal payment practice, as well as have the ability to scale their workforce in the field to meet time deadlines. In addition a firm must demonstrate competence as a systems integrator in handling projects that are:

- Complex, in those solutions requiring the integration of multiple technologies, with the involvement of multiple Bidders as subcontractors.

- Long term, with the management of projects that may span 6 months including the leadership required to successfully conclude a project on time and budget.

Response Format

Each response will be reviewed to determine if it is complete before evaluation. Any response not containing the information requested will not be considered. Responses will be evaluated according to the materials and substantiating evidence presented. All responses must be in a tabbed format.

Legal Approach

Bidders must include a Statement of Work (SOW) for each part of the RFP that is being bid upon. The SOW when accepted will constitute a complete contractual agreement for the project.

Submission of Written Qualifications

Rio Hondo Independent School District will review and evaluate the response to the RFP in accordance with the qualification evaluation criteria identified herein.

General Requirements of Each Bidder

Adherence to the requirements of this RFP and Rio Hondo Independent School District procurement process.

Oral Interview

Rio Hondo Independent School District reserves the right to conduct oral interviews with a select short list of firms to fully discuss their qualifications for project(s) and to answer questions posed by Rio Hondo Independent School District a final selection will be made of Bidders, based upon the written response, oral evaluation, and references of the Bidder. If an oral interview is required, notification will be provided to each finalist a minimum of two (2) days before the scheduled interview.

Commitment to the E-rate Bidders

Rio Hondo Independent School District will issue E-rate documents with the SPIN Number of the selected Bidders. The issuance of a Purchase Order is contingent on e-rate funding commitment. Rio Hondo Independent School District has the right to accept, reject, and/or make modification to proposed e-rate projects.

Criteria for Selection of E-rate Bidders

A committee designated to evaluate the response to this RFP may select up to three (3) Bidders as finalists. The finalists may be required to present and answer questions regarding their RFP responses. The committee will select Bidders to perform the work for Rio Hondo Independent School District from the finalists. Rio Hondo Independent School District reserves the right to select outright a single Bidder, and to waive the finalists' state of the evaluation process in the event a Bidder has total points scored significantly higher than all the other Bidders responding to this RFP. Rio Hondo Independent School District in its sole discretion may accept or reject any or all responses to this RFP and may waive all formalities, technicalities and irregularities. All bidders are placed on notice that award of the RFP will be based upon the products and services best suited to Rio Hondo Independent School District. The sole judgment of Rio Hondo Independent School District on such matters shall be final. To be considered for evaluation, companies must provide relevant responses to all sections of this RFP. (100 Evaluation Points Possible)

IV. PREPARATION OF REQUEST FOR PROPOSAL

EVALUATION CRITERIA

The following criteria will be used to select the REQUEST FOR PROPOSAL:

Pricing	25 points
Project Coordination	20 points
Technology Solutions - SOW's	20 points
Personnel Qualifications - Local Support Access	20 points
Previous Performance & History with District	10 points
Environmental Objectives	5 points
Total	100 points

To qualify for evaluation, a Request for Proposal must be responsive, must be submitted on time and materially satisfy all mandatory requirements identified throughout the Request for Proposal. To be considered responsive in the judgment of the evaluation committee, a Request for Proposal must reasonably and substantially conform to all the specified requirements in the Request for Proposal. Any deviation from requirements indicated herein must be stated in Bidders response. Otherwise, it will be considered that Request for Proposal is in strict compliance with all requirements, and any successful Bidder will be held responsible therefore. Deviations or exceptions stipulated in Bidder responses, while possible necessary in the view of a particular Bidder, may result in a penalty assessment being assigned during the evaluation process. Language to the effect that the Bidder does not consider this Request for Proposal to be part of a contractual obligation will result in disqualification of Bidders Request for Proposal.

Due to the unpredictable nature of what any particular Bidder may wish to stipulate with regard to exceptions, exclusions, or limitation of liabilities, Bidders are forewarned that the District Appointed Agent reserves the right to assign any penalties considered warranted, and to which Bidder would have to take significant exception in his response, should be stated in the Request for Proposal clearly and concisely.

The evaluation committee will evaluate each Bidders Request for Proposal and then establish, by consensus, percentage points for each evaluation criteria. Award will be made to the Bidder who receives the highest total score. Any Bidder submitting a Request for Proposal has the responsibility to properly determine the difficulties and cost of successfully performing the services required and will not be excused from this responsibility for failure to investigate the conditions or to become acquainted with all factors impacting the services to be performed. The Request for Proposal must include all personnel, materials, equipment, etc. necessary for successfully completing all tasks.

REQUEST FOR PROPOSAL FORMAT

Submit One (1) original and two (2) copies of proposal. Proposer must put their pricing section of their proposal burned into a CD and in Microsoft Excel format as part of their response. Request for Proposal must be in a sealed container (envelope or box) and mailed or hand-delivered.

Part I – Business Organization

1. State full name and address of the organization and identify parent company if it is a subsidiary.
2. Specify the branch office or other subordinate element, which will perform, or assist in performing, work herein.
3. Indicate whether the Bidder operates as a partnership, corporation, or individual.
4. Include the state in which incorporated or licensed to operate and an IRS Form W-9.
5. Conflict of Interest Form

Part II – Management Structure

Provide a general explanation and a management chart of your account team, system engineers, local and regional management of your organization that outlines the sales, technical & management team. Include your company's organizational chart. Bidder will provide RIO HONDO INDEPENDENT SCHOOL DISTRICT with a Project Timeline (use arbitrary begin date of July 1, 2018) for the completion of this project. If the use of subcontractors is proposed, identify their placement in the primary management structure, and provide a complete description for each subcontractor.

NOTICE OF INTENT TO SUBCONTRACT/PURCHASE ORDER: IF PROPOSER DOES INTEND TO SUBCONTRACT/PURCHASE ORDER ANY WORK UNDER THIS CONTRACT/PURCHASE ORDER, PROPOSER MUST AFFIRMATIVELY SO STATE.

Part III – Prior Experience

The Bidder must be qualified by experience, certified installer (where required), have adequate financing and equipment to do the work called for in this Request for Proposal. The Bidder submitting a description of the Bidders Company and capabilities will demonstrate this, in part. Include financial responsibility and strength, and any other information that would aid Rio Hondo Independent School District is determining the Bidders ability to meet the requirements of this RFP. Provide a minimum of three references from institutions similar to Rio Hondo Independent School District, including the primary technical and functional contacts, their job titles and telephone numbers. Rio Hondo Independent School District reserves the right to contact any present or former customer of the Bidder whether or not provided as a reference and to include the result of the contact in the reference portion of the evaluation. Rio Hondo Independent School District also reserves the right to consider its own past experience with the Bidder in the reference portion of the evaluation. The Bidder will submit names and resumes of their proposed project staff of technical and user specialists. The successful Bidder shall provide a list of references and credentials (certificates) that demonstrate the Bidders proven background and expertise.

Part IV – Authorized Negotiator

Include the name, address and telephone of person in your organization authorized to negotiate contract/purchase order terms and render binding decisions on contract/purchase order matters.

Part V – Pricing

Provide cost based on services outlined in the Scope of Work section, detailing the total cost per service. Bidder must provide Pricing in MS Excel Format on a CD as part of this proposal. Pricing must be in same format as requested in this proposal. All project prices are to include all aspects of E-Rate eligible project management, installation, configuration, training and complete documentation.

Part VI – Evaluation Criteria

Provide the following information in order labeled as such “Criteria for Selection of E-Rate Bidders”:

- A. Required Forms
- B. Project Coordination
- C. Technology Solutions - SOW’s
- D. Personnel Qualifications - Local Support Access
- E. Previous Performance & History with District
- F. Environmental Objectives & Other Bidder Attributes
- G. Pricing Form(s) and Master Summary Form

A) Required Forms

- Form W-9 (Request for Taxpayer Identification Number and Certification)
- Certification Regarding Debarment, suspension, Ineligibility and Voluntary Exclusion
- Felony Conviction Notification
- Vendor Conflict of Interest Form

B) Project Coordination (20 Points)

RIO HONDO INDEPENDENT SCHOOL DISTRICT requires a project coordination function as part of the services delivered by the Bidder(s). Bidders must describe their competencies to manage and coordinate project activities, resources, and communications. Bidders must address their capabilities in areas to include, but not limited to:

- Project planning and communications
- Quality assurance procedures
- Project coordination experience with school districts
- Project completion criteria

C) Technology Solutions - SOW’s (20 Points)

Rio Hondo Independent School District requires a network that will continue to provide the District with a modern, efficient and reliable network to support the data, voice and video information transfer capabilities. Reliability and high performance are key requirements of this networking plan, as the Rio Hondo Independent School District network continues to support the technology needs of the future. Bidders must provide a Scope of Work (SOW) that will outline the integration plan into the Rio Hondo Independent School District environment.

D) Personnel Qualifications - Local Support Access (20 Points)

Rio Hondo Independent School District is seeking an E-rate Bidder(s) that has the depth and quality of resources necessary to complete all phases of a broad technology and service project. In addition, the timely availability of these resources and related support elements will be critical to project success.

- Describe the various resources from your company that will be made available to assist Rio Hondo Independent School District in the execution of its mission in performance of each SOW.
- Provide resumes and related experience summaries to demonstrate the competencies and experience of typical personnel who would be assigned to the Rio Hondo Independent School District project & support.
- Describe your technical support capabilities and the process in which Rio Hondo Independent School District would go about requesting technical support should we need it.
- Provide a list of your industry certifications and describe how these certifications would benefit you to complete this project.

E) Previous Performance & History with the District (10 Points)

Rio Hondo Independent School District is seeking an E-rate Bidder(s) that has a strong track record of success and references in completing projects similar in scope and size. Please list 3 references with similar scope and size. Please list reference name, title, phone number & email address. Include a description of how you were successful with each project. Please also describe any previous history with Rio Hondo Independent School District and what projects were done, personnel and time completed.

F) Environmental Objectives (5 Points)

Rio Hondo Independent School District is interested in providers that understand the technology, administrative, and instructional challenges facing today’s educators, children and administrators. The education environment is vastly changing with challenges that make technology decisions more important as they reach the District constituencies. The respondent must show that their solutions are sustainable within the framework of the District’s resources to implement and maintain ongoing operations. A demonstration of the provider’s K-12 commitment should include but not be limited to:

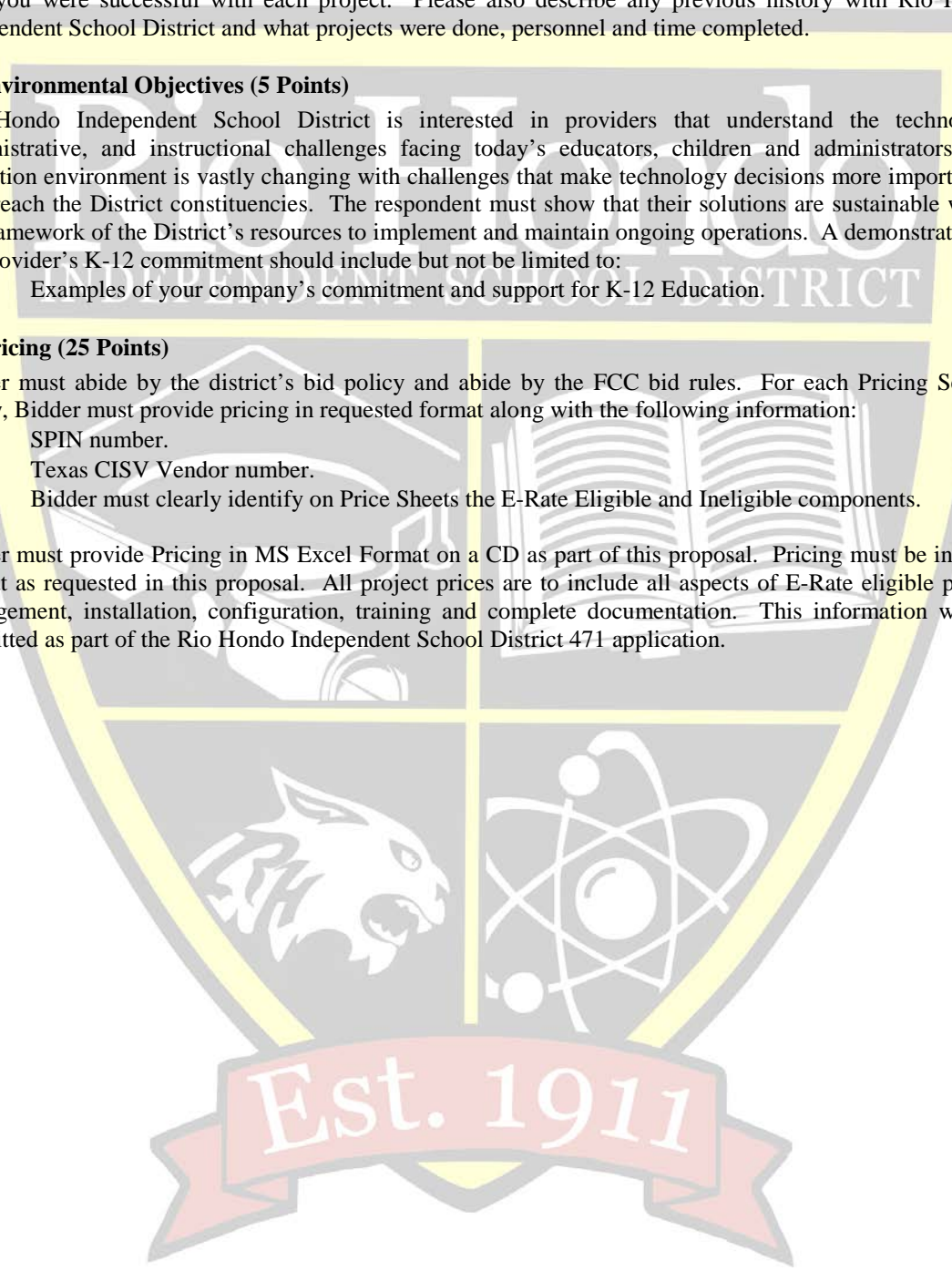
- Examples of your company’s commitment and support for K-12 Education.

G) Pricing (25 Points)

Bidder must abide by the district’s bid policy and abide by the FCC bid rules. For each Pricing Section below, Bidder must provide pricing in requested format along with the following information:

- SPIN number.
- Texas CISV Vendor number.
- Bidder must clearly identify on Price Sheets the E-Rate Eligible and Ineligible components.

Bidder must provide Pricing in MS Excel Format on a CD as part of this proposal. Pricing must be in same format as requested in this proposal. All project prices are to include all aspects of E-Rate eligible project management, installation, configuration, training and complete documentation. This information will be submitted as part of the Rio Hondo Independent School District 471 application.



Basic Maintenance Support Requests

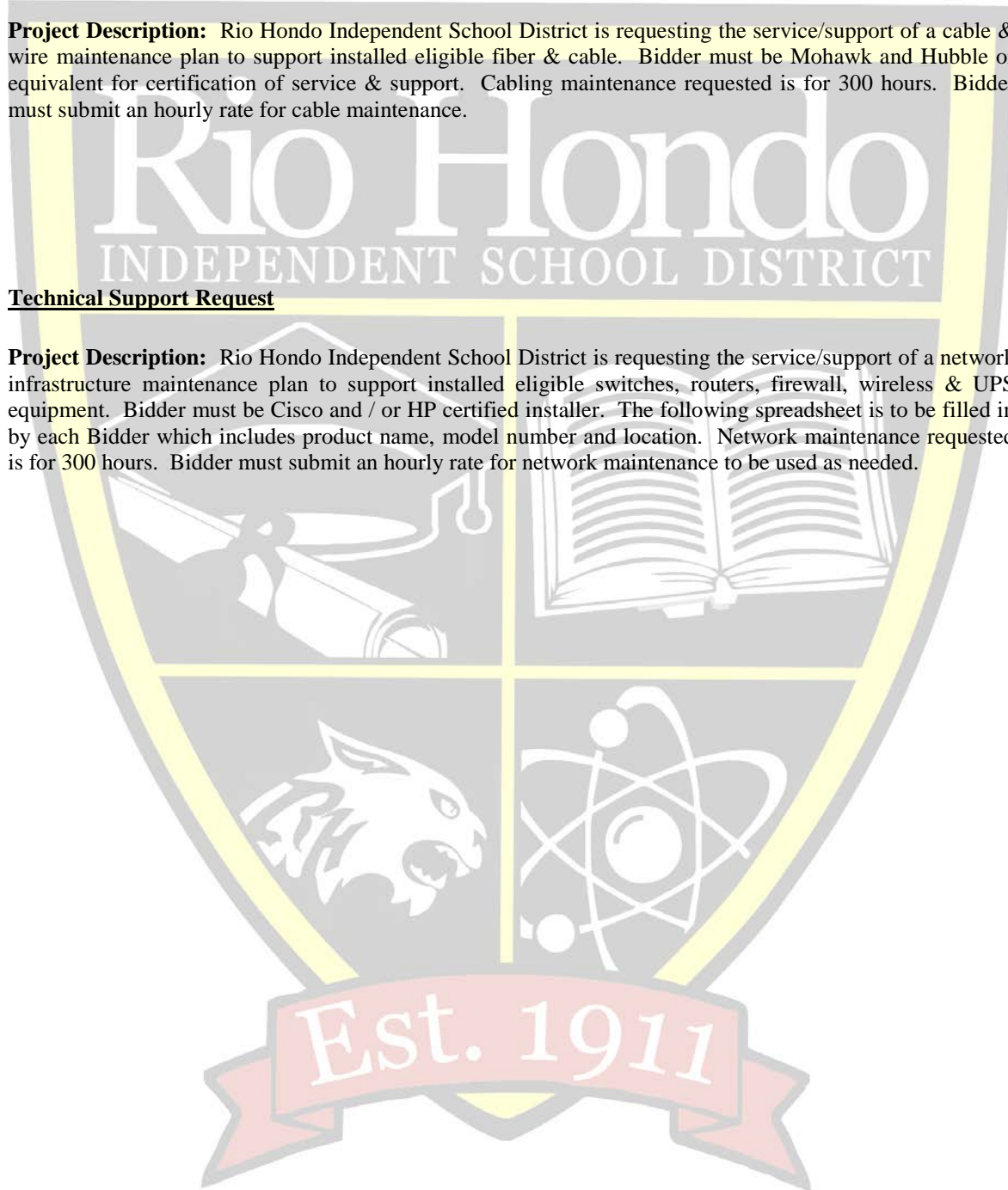
Education • Scholarship • Leadership

Cabling Maintenance Request

Project Description: Rio Hondo Independent School District is requesting the service/support of a cable & wire maintenance plan to support installed eligible fiber & cable. Bidder must be Mohawk and Hubble or equivalent for certification of service & support. Cabling maintenance requested is for 300 hours. Bidder must submit an hourly rate for cable maintenance.

Technical Support Request

Project Description: Rio Hondo Independent School District is requesting the service/support of a network infrastructure maintenance plan to support installed eligible switches, routers, firewall, wireless & UPS equipment. Bidder must be Cisco and / or HP certified installer. The following spreadsheet is to be filled in by each Bidder which includes product name, model number and location. Network maintenance requested is for 300 hours. Bidder must submit an hourly rate for network maintenance to be used as needed.



Telecom Services

POTS and PRI

Note: Additional Long Distance Services is requested

Telecom (POTS) = 21 (PRI) = 4		
Central Office		Long Distance
	12 Months	Yes
High School		
	12 Months	Yes
Intermediate		
	12 Months	Yes
Elementary		
	12 Months	Yes
Junior High		
	12 Months	Yes

Cellular Services

Note: Additional Long Distance Services is requested

Rio Hondo Independent School District Currently maintains cellular service on () Smart Phones.

Cellular Service	
40	Cellular Service Smart phones Services to Include Nationwide Long Distance, MM, Unlimited Data, Text
50	Mobile Hotspots Services are to be CIPA compliant



Internet Service

Currently Rio Hondo Independent School District Maintains an 800 MB Internet Access. With the anticipation of our online delivery, we will anticipate to increase the amount of connections on the Network accessing Video, Online Content, and deliverables.

WAN and MPLS

Rio Hondo Independent School District has 4 Campuses. We currently maintain an 800 MB connection to all centers and look to increase this to accommodate the video transmission and online delivery of curriculum and communication.

Internet Access District Wide		
1 GB	12 Months	
Internetworking WAN MPLS		
Rio Hondo High School		
22547 State Hwy 345		1GB
Rio Hondo Texas 78583		
Rio Hondo Middle School		
23001 State Hwy 345		1GB
Rio Hondo Texas 78583		
Rio Hondo Intermediate		
609 N Reynolds St		1GB
Rio Hondo, TX 78583		
Rio Hondo Elementary		
700 N Reynolds St		1GB
Rio Hondo, TX 78583		
Rio Hondo Technology NOC		
		1GB
Dark, Lit or Self Provisioned Fiber Networks		
	Locations	
From: Rio Hondo Technology NOC	321 Harrolds St. Rio Hondo, TX 78583	10-25 Gbps
To:		
RHISD Administration Bldg	215 W. Colorado St. Rio Hondo, TX 78583	
RHISD Middle School	23001 State Hwy 345 Rio Hondo, TX 78583	
RHISD High School	22547 State Hwy 345 Rio Hondo, TX 78583	
RHISD Elementary	700 N. Reynolds St. TX 78583	
RHISD Intermediate	609 N. Reynolds St. TX 78583	

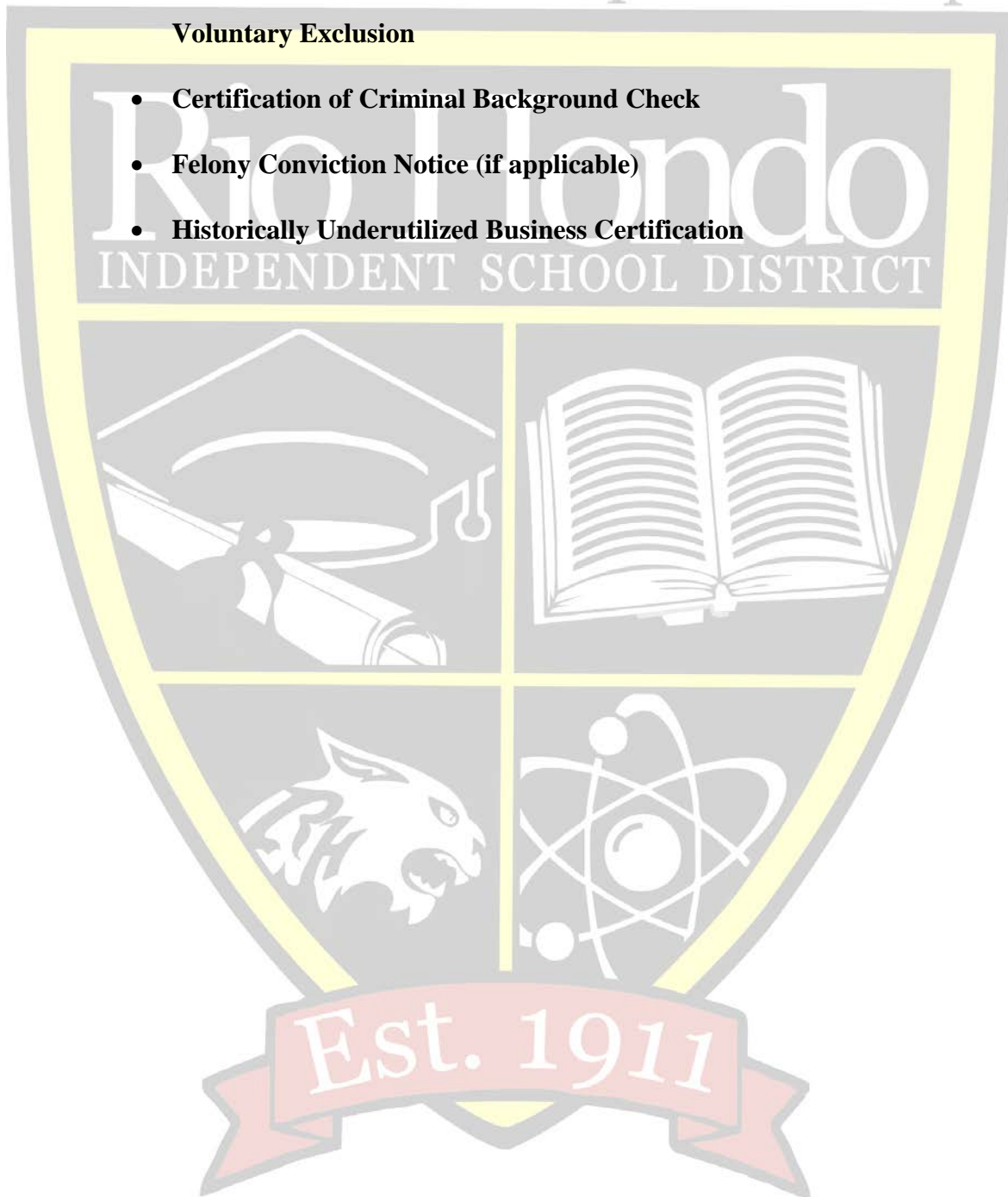
Maintenance:

Basic Maintenance Category	
Network Maintenance Services for Rio Hondo Independent School District	
Type of Services	
E-Rate Safeguard 24x7x4	300 Hours
On-Site with Toll-Free	
Technical Support Plan for	
E-Rate Round 21	
Maintenance will cover the following:	
<ul style="list-style-type: none">• Eligible Routers• Eligible Switches• Eligible Firewall System• Eligible Cisco Voice Over IP (VoIP) Telephony Components• Eligible Polycom, Tandberg or Cisco Video Over IP System Components• Eligible Servers (DHCP, DNS, E-Mail, Terminal & Web)• Eligible Server Software (NOS, E-Mail)• Eligible Wireless LAN Components• Eligible UPS and Battery Back Up Systems	



Please submit the following required documents.

- Vendor Conflict of Interest (CIQ)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion



CIQ INFORMATION

In accordance with Texas Statute (HB 914), effective January 1, 2006, a person or entity who contracts or seeks to contract with the Rio Hondo Independent School District (RHISD) for the sale or purchase of property, goods, or services (as well as agents of such persons hereafter referred to as Vendors) are required to file a Conflict of Interest Questionnaire (CIQ) with the Purchasing Department. Each covered person or entity who seeks to or who contracts with RHISD is responsible for complying with any applicable disclosure requirements as noted in the various paragraphs/sections of the CIQ.

The conflict of Interest Questionnaire (CIQ) must be filed:

No later than the seventh business day after the date that the Vendor begins contract discussions or negotiations with the government entity or application, response to a request for proposal or bids, correspondence, or another writing related to a potential agreement with a local governmental entity (school district).

The Vendor shall file an updated completed questionnaire with the appropriate Purchasing Administrator no later than September 1 of the year in which an activity described in Section 176.006(a), Local Government Code, is pending, and not later than the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Note: A vendor is not required to file an updated completed questionnaire in a year if the person has filed a questionnaire on or after June 1, but before September 1, of that year.

Completed CIQ form should be included with bid documents and sent to:

Rio Hondo ISD Business Office
Attn: Accounting Department
215 W. Colorado St. Rio Hondo, TX 78583

Local government officers of the Rio Hondo Independent School District can be viewed at: <http://www.riohondoisd.net/>, under School Board.



CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>OFFICE USE ONLY</p> <hr/> <p>Data Received</p>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>	
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>	
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>	
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>	
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>	

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

...

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret [House Bill 1295](#).

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

<https://www.ethics.state.tx.us/tec/1295-Info.htm>



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion-Lower Tier Covered Transactions**

Per Title 34, Code of Federal Regulations, 80.35, "Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

(Before completing certification, read the instructions below.)

Please check one choice below:

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

When the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Instructions For Suspension/Debarment Certification Statement

1. By signing and dating the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency on the date signed.
2. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.

RIO HONDO INDEPENDENT SCHOOL DISTRICT
SERVICE CONTRACTOR CERTIFICATION
CRIMINAL BACKGROUND CHECK

Introduction: A school district is required to take appropriate steps to protect students who may come in contact with a contractor's employees. Pursuant to Texas Education Code Chapter 22, service contractors shall obtain criminal history record information regarding covered employees and certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

Definitions: Covered employees: All employees of a contractor who have, or will have, continuing duties related to the service to be performed at the District and have, or will have, direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

Disqualifying convictions: One of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Contractor"). I certify that [check one]:

None of Contractor's employees are Covered Employees, as defined above.

Or

Some or all of Contractor's employees are Covered Employees. If this box is selected, I further _____ certify that:

(1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.

Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

(2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee to the District project on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services to the District.

Noncompliance by Contractor with this certification may be grounds for contract termination.

Signature: _____

Title: _____

Date: _____

RIO HONDO INDEPENDENT SCHOOL DISTRICT
FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of vendor is found in the Texas Education Code §44.034. State of Texas Legislative Senate Bill No.1, Section 44.034, Notification of Criminal History, Subsection (a), states: "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract".

This Notice Is Not Required of a Publicly Held Corporation.

Check the appropriate box and sign in the space provided below:

- My firm is a Publicly Held Corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.

Name of Felon(s): _____

Details of Conviction(s) _____

Signature of Company Official: _____

Legal Name of Company or Vendor: _____



Rio Hondo Independent School District
215 W. Colorado St.
Rio Hondo, Texas 78583

Education • Scholarship • Leadership

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB)
CERTIFICATION**

Bidding Companies that have been certified by the Texas Building and Procurement (TBPC) as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Bid Invitation. The electronic catalogs will indicate HUB certification for vendors that properly indicate and document their HUB certification on this form.

_____ I certify that my company has been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form.
(Required documentation for recognition as a HUB).

_____ My company has NOT been certified by the Texas Building and Procurement Commission as a Historically Underutilized Business (HUB).

Signature of Authorized Representative

Name (Please Print)

Title

Company Name (Please Print)





Education • Scholarship • Leadership

Date: February 12, 2018

Addendum No. 1

BID/RFP ADDENDUM

BID/RFP TITLE: E-RATE YEAR 2018

This addendum modifies the conditions of the above-referenced BID/RFP, as follows:

Extension of Bid Deadline to Monday, March 19, 2018 at 2:00 p.m.

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN ALL REQUIRED FORMS.**

OR

If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the revised Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BID FORMS AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number 1.

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: E-MAIL I.D. FAX # _____

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE

NAME (Typed): TITLE: _____

OF AUTHORIZED REPRESENTATIVE