



Ruidoso Municipal School District

REQUEST FOR PROPOSALS (RFP)

**CATEGORY TWO E-RATE WIRELESS
INFRASTRUCTURE**

RFP#9

2022- E-Rate Wireless Infrastructure

December 2, 2022

Commodity Code Number(s):20464, 20491, 20513, 20516, 20827, 20890, 20928,
20991, 83833, 83840, 91567

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

January 12, 2023

ADDRESS HERE:

200 Horton Circle, Ruidoso, NM 88345

Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address

PRE-PROPOSAL CONFERENCE WILL BE HELD

Wednesday, December 7, 2022

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive procurement for the Ruidoso Municipal School District (herein-after referred to as “District”)

It is the intent of this RFP to obtain quotes/proposals from qualified and experienced Contractors to provide cost-effective, high density, primarily E-rate eligible wireless network hardware, software and services throughout specified district campuses and facilities with the ability to leverage federal E-rate funds, at an anticipated average discount rate of approximately 90%. Any contract execution by virtue of this RFP shall be subject to FCC, USAC, and applicable New Mexico Statutory Procurement requirements.

The District will lead this procurement process with advisement and assistance of its consultant, E-Rate Central.

The potential Services/Pricing Agreement resulting from this RFP will be in Two (2) Parts which will be structured as follows:

1. **Part I:** Will consist of the **cabling including all terminations, testing, and labeling; installation of Wireless Access Points (WAPs) and mounting hardware.**
2. **Part II:** Will consist of the **installation, labeling, provisioning and testing of all WAPs, followed by the final configuration, activation and testing of the network configurations specified in the Statement of Work at all specified campuses and facilities.** Inherent in the design is the division of the district’s facilities/campuses into 4 school campuses and the separate administration facility. Parts I and II should be accomplished at each campus in the most time and cost-efficient sequence that minimizes disruption to normal district operations. Training of District IT staff will be conducted following the finalization of the network deployment.

B. BACKGROUND INFORMATION

With only minor areas of exception, the district currently has full Wi-Fi coverage throughout. However, the current equipment is approaching end-of-life and is not of a suitable density in coverage to fully accommodate the district’s recent adoption of Chromebooks for students. Different campuses employ their Chromebooks in various manners including 1:1 issued Chromebooks for the Ruidoso High School (RHS). The remaining three campuses employ in-room storage and charging carts of Chromebooks. With few exceptions, every classroom has a full complement of 26-30 Chromebooks. The total count of actively used Chromebooks currently exceeds 3000. Additionally, all faculty and staff have assigned or have access to computer workstations, printers, interactive display systems and other peripherals that access the district’s network infrastructure.

C. SCOPE OF PROCUREMENT

This RFP covers the specific Statement of Work (SOW) detailed in **Exhibit A**, and shall require the Contractor to provide E-rate supported wireless infrastructure components, software, and services that meet the specifications set forth in the SOW.

The selected contractor will be responsible for all design work, procurement of equipment, installation, and cutover details including all planning and training.

C.1. STANDARDS, QUALIFICATIONS & REQUIREMENTS

The minimum qualifications of the Offeror(s) as applicable for the services to be provided from this RFP process are generally described as follows:

Contractor shall have an established and proven ability to provide and ensure:

- a. All work shall be performed by qualified personnel (*qualified by applicable education and experience*) that have current and valid professional certifications/licenses.
- b. All personnel maintain the necessary and required certifications/licenses and Standard specific to the services provided, in accordance with all applicable Industry requirements, Federal, NM State, and local rules, regulations and laws,
- c. All services are provided under the supervision of experienced and qualified professionals.
- d. All reports bear technical certifications when appropriate.
- e. All personnel who visit a public school/district site for installation or services must have proof of passing a designated, applicable State/School District Background Investigation/Check.
- f. Have a valid Schools and Libraries Division (SLD) Service Provider Identification Number [SPIN] and never have been suspended or debarred from the E-Rate program.
- g. Have a valid FCC Registration Number.
- h. Vendors of telecommunications services must be eligible telecommunications providers ("common carriers") as defined by the SLD.
- i. Have up-to-date Service Provider Annual Certification [SPAC] filings as required by the SLD.
- j. Be a manufacturer authorized provider of the proposed equipment.
- k. Provide evidence of successful performance in the design and installations of wireless and wired network systems, including the installation and configuration of applicable switches, routers, and related servers within the K-12 marketplace during the last 3 years.
- l. Have all engineers and installers bonded and liability insured.
- m. Furnish documentation of all certifications listed herein.
- n. Provide a reference list of 3 existing K-12 E-Rate customers and the nature of the products and services delivered.
- o. Provide documentation of prior experience successfully implementing comparably SLD-funded E-Rate projects.
- p. Suitably qualified engineers must be available to field supervise all applicable installation work.
- q. Ability to provide clear and detailed (per site per service line item charges) electronic billing statements as well as paper statements.

D. PROCUREMENT MANAGER, PROTEST MANAGER, & TECHNICAL CONTACT

1. Ruidoso Municipal School District has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number, address, and e-mail address are listed below:

Name: Veronica Prieto, Procurement Manager
 Address: 200 Horton Circle
 Ruidoso, NM 88345
 Telephone: (575) 630-7000
 Fax: (575) 257-4150
 Email: prietov@ruidososchools.org

2. **Any inquiries or requests** regarding the conduct of this procurement shall be submitted, in writing, to the **Procurement Manager**. Offerors may contact **ONLY** the Procurement Manager regarding the conduct of this procurement.
3. The **Protest Manager** for this procurement shall be Veronica Prieto, the Certified Procurement Officer (CPO) of Ruidoso Municipal Schools whose contact information is listed above.
4. The **Technical Contact** for this procurement shall be Mark Hamilton, Director of Information Technology for the district whose contact information is listed below. Any communication with the Technical Contact should include a notification of the contact to the Procurement Manager and a copy of any written and/or digital communication.

 Name: Mark Hamilton
 Director of Information Technology
 Address: 200 Horton Circle
 Ruidoso, NM 884345
 Phone: 575-630-7896
5. **Protests of the solicitation or award must be delivered by certified/tracked mail via a common carrier such as UPS or FedEx, or the USPS to the Protest Manager. Faxed or e-mailed protests will not be accepted.**
6. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule, and this Request for Proposals. Emailed protests will not be considered as properly submitted.

E. PROCUREMENT LIBRARY

A procurement library has been established at <https://www.ruidososchools.org/RFPS.aspx>. Offerors are encouraged to review the relevant material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection or by contacting the Procurement Manager and requesting a digital version be transmitted.

The library contains information listed below:

- **This RFP Document**
- **Exhibits and Attachments referenced in this RFP Document**
- **Campus and Building Diagrams (contact Procurement Manager for access code).**

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue RFP	District	12/02/2022
2.	Pre-Proposal Conference RSVP	Vendor	12/05/2022
3.	Pre-Proposal Conference (Non Mandatory)	Vendor	12/07/2022 1:00 PM MST
4.	Intent to Respond to RFP	Vendor	12/30/2022
5.	Deadline to Submit Written Questions	Vendor	01/03/2023
6.	Response to Written Questions/RFP Amendments	District District	01/06/2023 01/07/2023
7.	Submission of Proposal	Vendor	01/12/2023
8.	Proposals Screened & Distribution to Committee	District	01/13/2023 9:00 AM MST
9.	Selection of Finalists	District	01/13/2023
10.	Interviews with Finalists, if held	District	TBD
11.	Final Evaluation Review/Recommendation of Award	District	02/14/2023
12.	Contract Negotiations	District	02/15/2023
13.	Protest of Award Deadline	Vendor	15 days after award

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

1. Issuance of RFP

This RFP is being issued on behalf of the Ruidoso Municipal School District on December 02, 2022.

2. Pre-Proposal Conference RSVP

Potential Offerors are requested to confirm via email to the Proposal Manager their intent to attend the pre-proposal conference no later than close of business, Monday, December 5th, 2022. To the extent possible, questions arising during the conference will be recorded along with responses given at the conference. If the questions cannot be immediately answered, the questions and subsequent answers will be published as documents on the district procurement library. It is strongly recommended that interested vendors attend the conference. Space is limited and vendors are asked to limit their organization to 3 or fewer attendees.

3. Pre-Proposal Conference

A Pre-proposal Conference will be held on the day and time shown on the table above at the address shown below. Contact the Procurement Manager for directions.

Location Name: Ruidoso Middle School

Room: Library
Address: 124 Warrior Drive
City/State/Zip: Ruidoso, NM 88345
Phone: 575-630-7800

4. Intent to Respond to RFP

Potential Offerors must provide written notice via email to Procurement Manager using Attachment A “Intent to Respond to RFP” in order to have their organization placed on the procurement distribution list. The notice shall be signed by an authorized representative of the organization, dated, and returned by close of business by the date shown on the table above to the Procurement Manager.

The Procurement Distribution List will be used for the distribution of written responses to questions and any RFP amendments. Failure to provide notice of your organization’s “Intent to Respond to RFP” shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror’s organization name shall not appear on the Distribution List.

5. Deadline to Submit Written Questions

Potential Offerors may submit additional written questions as to the intent or clarity of this RFP until close of business on the date shown on the table above. All written questions must be addressed to the Procurement Manager.

6. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed on the date and time shown on the table above to all potential Offerors whose organization name appears on the procurement Distribution List.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than three (3) days after the answers and/or amendments were issued.

Any modifications to this Request for Proposals shall be made by the Procurement Manager via written addendum with copies sent to all firms on the procurement Distribution List. Only written communications shall be binding.

7. Submission of Proposals

Proposal shall be delivered at the date and time stated in the RFP Schedule, to the location stated herein. Proposals may be hand-delivered, delivered by a common carrier such as UPS or FedEx, or the USPS. Faxed or e-mailed proposals will not be accepted. Regardless of the delivery method chosen, late proposals will not be accepted under any circumstances. It is the Offeror’s responsibility to ensure that the proposal is delivered to the correct location at the appointed time. Your Proposal shall be sealed in an envelope or box and shall be clearly identifiable on the outside of the envelope or box as to its contents.

Mark the outside of the envelope or box as follows:

“RFP # 9 2022- E-Rate Wireless Network Infrastructure DUE ON JANUARY 12th, 2023 AT 2:00 PM MST

Deliver Proposal to:

ATTN: Veronica Prieto
c/o Ruidoso Municipal Schools
Address: 200 Horton Circle
City/State/Zip: Ruidoso, NM 88345
Phone: 575-630-7000

8. Proposals Screened & Distributed to Committee

The evaluation of proposals will be performed by an Evaluation Committee, whose members are selected/appointed by the Procurement Manager. The Committee will be comprised of a minimum of three (3) but not more than five (5) members.

The Procurement Manager will review each proposal package to determine that all Mandatory requirements for submittal have been met. The unopened Cost Proposal packages shall be separated from the Technical Proposals and locked away for evaluation after the Technical Proposals have been scored and ranked.

The evaluation process will commence on the date and time shown in the table above. During the process, the Procurement Manager may, at her/his option, initiate discussions with Offeror(s) who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

Each Evaluation Committee Member, prior to any discussion or meeting as a group regarding the submitted proposals, will individually/independently evaluate the Technical Proposals, and submit their individual completed Initial Proposals Evaluation Sheets to the Procurement Manager for an initial ranking/scoring of the Offerors. After the initial ranking is completed, the Procurement Manager will convene the Committee as a group to collaboratively evaluate the Offerors Technical Proposals and submit their individual Final Proposals Evaluation Sheets to the Procurement Manager.

After the Final Technical Scoring/Ranking is completed by the Procurement Manager, the Cost Proposals will then be opened and evaluated, scored, and ranked. The rank of the Technical Proposal will be added to the rank of the Cost Proposal to determine the short list of Offerors (Finalist) to be interviewed. **The District reserves the right to hold interviews, or not, depending on the outcome of the Technical and Cost Proposal evaluations.**

9. Selection of Finalists

Offerors will be notified of the status of the Selection of Finalists “unofficially” by e-mail with a return receipt, or by certified mail. If you are not selected as a finalist, you will also be notified “unofficially” by e-mail with a return receipt or by certified mail. The e-mail notification or letter shall serve as notice to stand down from the procurement process.

10. Interviews with Finalists, If Applicable/Held

Interviews may be conducted if the Evaluation Committee determines it is in the best interests of the District to do so. Finalists will be notified by e-mail with return receipt and/or in writing, if a pre-interview meeting will be held for the purpose of distributing questions, rules and schedules for interviews.

The Procurement Manager will schedule the time for each Offeror's presentation. The place and time of interviews will be determined by the number of Offerors on the short list. Presentations shall be held at the location specified in the Finalist Notification Letter.

The District reserves the right to award a single contract or multiple contracts based on an Offeror's qualifications and overall proposal. District may conduct interviews with Offerors where more than one proposal has been submitted in a region if deemed necessary by the evaluation committee.

11. Final Evaluation Review/Recommendation for Award

The recommendation for award(s) will be finalized with the most advantageous Offeror(s) by the close of business on the date shown on the table above. This date is tentative. In the event that mutually agreeable terms cannot be reached within the time specified, the District reserves the right to finalize an agreement with the next most advantageous Offeror without undertaking a new procurement process. The most advantageous proposal may or may not have received the most points.

The Procurement Manager reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request for Proposals; and unless otherwise specified, to accept any item in a proposal.

12. Contract Negotiations

Upon approval of award, the Procurement Manager and Evaluation Committee may negotiate the final contract(s). If the District and the Offeror cannot reach an agreement on the contract terms and conditions, the District may terminate negotiations with the first ranked Offeror and then go to the second ranked Offeror and negotiate a contract. If the second ranked Offeror cannot reach an agreement, the District reserves the right to cancel the procurement and re-advertise the solicitation.

13. Protest Deadline

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Protest Manager.

Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the applicable provisions of CFR Title 47 Chapter I Subchapter B Part 54 Subpart F and the State of New Mexico Procurement Code Sections 13-1-28 through 13-1-199. This General Requirements section contains specific information about the process and conditions under which this RFP is issued and conditions concerning how the projects will be completed.

1. Acceptance of Conditions Governing the Procurement

Offerors **shall** indicate their acceptance of the Terms, Conditions, and Specifications Governing the Procurement in its letter of transmittal. Submission of a proposal constitutes acceptance of the Proposal Evaluation Factors contained in this RFP.

2. Incurring Cost

Any cost incurred by Offeror(s) in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with the District which may derive from this RFP. The District entering into a contractual agreement with a vendor will make payments to only the prime contractor.

4. Subcontractors/Consent

Use of subcontractors **shall** be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the District awarding any resultant contract, before any subcontractor is used during the term of this agreement.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The District personnel will not merge, collate, or assemble proposal materials.

6. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

8. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the District. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
 - 1. Confidential financial information concerning the Offeror's organization;
 - 2. Data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
 - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the State Purchasing Division or the District shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This RFP in no manner obligates the District, the State of New Mexico or any of its Agencies to the eventual rental, lease, purchase, etc. of any equipment, software, or services offered until a valid written contract is awarded and approved by appropriate authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the District determines such action to be in the best interest of the District, and the State of New Mexico.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The District's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The District requires that all Offerors agree to be bound by the Specific and General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

In the event Offeror's forms or parts of forms are included as an attachment, Offeror agrees that, in the event of inconsistencies or contradictions, the terms and conditions of this solicitation document shall supersede and control over those contained in the Offeror's forms regardless of any statement to the contrary in an Offeror's form(s) or proposal. Notwithstanding the preceding sentence, the District reserves the right to consider the Offeror's additional terms and conditions and negotiate as necessary and applicable to the category of goods, services, or combination of goods and services offered by the Offeror in response to this RFP. Unless the District specifically agrees in an express written amendment of this solicitation, terms and conditions on Offeror's forms shall be of no effect.

13. Governing Law

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied, in writing, by the District through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

RFP #9 2022 E-Rate Wireless Infrastructure and the contractor's proposal including the Best and Final Offer, if one was submitted, are incorporated by reference and are made a part of this Agreement. In the event of any conflict among these documents, the following order of preference shall apply: 1) the terms and conditions of this document including amendments in reverse order thereto; 2) the request for proposals including documents contained in the procuring agency procurement file or procurement library; 3) the Contractor's Best and Final Offer; 4) the Contractor's proposal.

16. Offeror's Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the District. Please see Section II.C.15 for requirements.

The Evaluation Committee or Procurement Manager may, in its sole discretion, evaluate or consider any additional terms and conditions submitted with an Offeror's response. This applies to any language appearing in or attached to the document as part of the Bidder's response. By execution and delivery of this Request for Proposal and response(s), the Bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect unless expressly accepted by the District.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the District and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may, via the Procurement Manager, make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

19. Right to Waive Minor Irregularities

The Evaluation Committee/Procurement Manager reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement.

20. Change in Contractor Representatives

The District reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the District, adequately meeting the needs of the District.

21. Notice of Penalties

The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

22. District Rights

The District reserves the right to accept all or a portion of a potential Offeror's proposal.

23. Cost Adjustments

Pursuant to 13-1-161, NMSA 1978, Price Adjustments, the District hereby agrees to review a request by an Offeror awarded a contract to an adjustment in hourly rates at the end of a contract period, prior to the extension of the contract awarded for a consecutive year. Contractor(s) must provide detailed documentation and assessment as to the reasons for the request for an increase in price. The District will evaluate the request and write a determination to allow negotiations, or deny an adjustment to costs pertaining to the services proposed and agreed upon in the agreement.

24. Right to Publish

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the District written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or District contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

25. Ownership of Proposals

All documents submitted in response to the RFP shall become property of the District/State of New Mexico.

26. Indemnification

The Contractor shall defend, indemnify and hold harmless the District and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other

liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the District and the Risk Management Division of the New Mexico General Services Department by certified mail.

27. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the District.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring District's written permission.

28. Internet Access & E-mail address required

A large part of the communication regarding this procurement will be conducted via the School/District website and by electronic mail (e-mail). Offeror must have Internet Access and a valid e-mail address to receive correspondence.

29. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the District, the Offeror acknowledges that the version maintained by the District shall govern. Please refer to:

www.ruidososchools.org/RFPS.aspx

30. New Mexico Employees Health Coverage

- A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

31. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form, Attachment B, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

32. Pay Equity Reporting Requirements

- A. If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract. Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor.
- B. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.
- C. Should Offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Offeror must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.
- D. Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

33. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any State Agency, District or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
 - 1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, State Agency, District or local public body;
 - 2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
 - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
 - b. violation of Federal or state antitrust statutes related to the submission of offers; or
 - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
 - 3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
 - 4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
 - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or

- judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
 - c. Have within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal Agency, State Agency, District, or local public body.
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
 - C. The Contractor shall provide immediate written notice to the Purchasing Agent or the District's Chief Procurement Officer if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
 - D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
 - E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
 - F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Purchasing Agent or other party to this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

34. New Mexico Preferences

THIS PROVISION IS NOT/CANNOT BE APPLICABLE TO ANY PROCUREMENT RELATED TO E-RATE REQUIREMENTS WHICH INCLUDED FEDERAL FUNDS.

35. Requirement for Bid Security

Bid security shall be required for construction contracts when the price is estimated to exceed twenty-five thousand dollars (\$25,000). Bid security in an amount equal to at least five percent of the amount of the bid shall be a bond provided by a surety company authorized to do business in

this state, or the equivalent in cash, or otherwise supplied in a form satisfactory to the State Agency, District or a local public body.

36. Bonding of subcontractors

When applicable, subcontractors shall be required to provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars (\$125,000) or more. (Reference 13-1-148.1 NMSA 1978)

37. Public Works Act

Any contract or project resulting from this RFP shall comply with the applicable provisions NMSA Article 4 Public Works, including but not limited to Section 13-4-10 through 13-4-17 NMSA 1978“Public Works Minimum Wage Act” and 13-4-18 NMSA 1978 Construction contract performance and payment bonds.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors may submit more than one proposal in response to this RFP. Each proposal must separately meet the requirements herein. Each proposal shall be submitted completely separately and clearly identified.

B. NUMBER OF COPIES

1. Hard Copy Responses

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

Offerors shall deliver:

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

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

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

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

C. PROPOSAL FORMAT

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

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

1. Proposal Content and Organization

Proposals shall contain concise responses to satisfy the requirements of this Request for Proposals with an emphasis on completeness and clarity. Proposals shall generally follow the same sequence and outline as the Request for Proposals.

General RFP Submittal Guidelines

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

Non-Conforming Proposal

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

Proposal Signature:

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

Amendments:

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

The number of pages for Proposal materials *excluding mandatory pages such as the Letter of Transmittal, Table of Contents, and Attachments*, shall not exceed forty-five (45) (pages shall be sequentially numbered) excluding Attachments.

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

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

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

Technical Proposal (Binder/Volume 1):

- a. Letter of Transmittal
- b. Table of Contents
- c. Proposal Summary – Introduction (optional)
- d. Corporate Information/Experience
 - Organizational/Corporate Experience
 - Organizational References (*Minimum of 3 References*)

Key Personnel/Resumes

Financial Stability (*Financial information considered confidential may be placed in a **Confidential Information** binder*)

- e. Technical Approach
- f. Project Performance History
- g. Other Value Added Services
- h. Attachments:

Certificate of Insurance - *Mandatory*

Attach State of NM W-9 - *Mandatory*

Completed Attachment B, Campaign Disclosure Form – *Mandatory*

Attachment C, Acknowledge of Receipt of Amendments - *Mandatory*

Letter of Transmittal, must include the following information:

- a. *Identify the submitting organization and NM CRS number*
- b. *Identify name and title, telephone number(s), and e-mail address of the person(s) authorized by the Offeror to contractually obligate the organization for the purpose of this proposal*
- c. *Identify the name, title(s), telephone number(s) and e-mail address of the person authorized to negotiate the contract on behalf of the organization*
- d. *Identify the names, titles, telephone number(s), and e-mail addresses of persons to be contacted for clarification questions regarding this RFP*
- e. *Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section II of this Request for Proposals.*
- f. *Be signed by a person authorized to contractually obligate the organization*
- g. *Acknowledge receipt of any and all amendments/addenda to this RFP*

Cost Proposal (Binder/Volume 2):

Completed Cost Response

Cost Proposal shall be submitted in a SEALED ENVELOPE clearly marked on the outside of the envelope as follows:

“Cost Proposal RFP #9 2022-Wireless Network Infrastructure”

Name of Firm (*and Proposal number if one of multiple proposals*)

NOTE: The Cost Proposal Sealed Envelope should be inserted inside Volume 1 to ensure that it is not misplaced.

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

Offerors shall provide/submit cost/pricing information in a format that meets the following criteria:

- Information shall be presented in a visually and logically clear and unambiguous table format. (Spreadsheet)
- Each line item shall represent a single product, service, license, or material specified in the Statement of Work included in this RFP (Exhibit A) and shall include the product/service type, brand/make, and model# (SKU). Each line item shall also include the associated Unit Quantity, Unit Cost, and Extended cost organized by each of the five campuses.
- Any E-rate ineligible items shall be clearly identified and separately summed.

- The administration building site is understood to be ineligible for E-rate funding and should be so identified in the cost proposal.
- An example of an acceptable format is included in Exhibit B of this RFP.
- The cost proposal shall be the full costs the offeror is proposing to complete the entire Statement of Work.

IV. SPECIFICATIONS

DETAILED STATEMENT OF WORK & TECHNICAL SPECIFICATIONS

(See Exhibit A)

Exhibit A defines the Statement of Work and Technical Specifications required of the Offerors, it is attached to this RFP and incorporated herein by way of this reference.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals.

EVALUATION FACTORS	POINTS POSSIBLE
1. Statement of Work & Technical Specifications: Meets or exceeds the specifications identified in Exhibit A to this document.	40
2. Organizational Factors : a. Corporate Information/Experience/Personnel b. Organizational/Project Performance References c. District prior experience	10 10 10
3. Mandatory Proposal Requirements: a. Performance/Payment Surety Bond b. 5% Proposal/Bid Bond c. Letter Of Transmittal d. Signed Campaign Contribution Disclosure Form e. Applicable Insurance Certificates f. Certificate or Proof of Public Works Registration	Pass/Fail Pass/Fail Pass/Fail Pass/Fail Pass/Fail Pass/Fail
4. Cost: E-rate eligible items E-rate ineligible items (Point calculations for cost are derived from calculations specified in section B.4. below)	45 5
TOTAL	120 points

Table 1: Evaluation Point Summary

B. EVALUATION FACTORS

1. Technical Specifications (40 Points)

Points will be awarded based on the adherence of proposals to the exact specifications identified in the Statement of Work, Attachment A to this document. Exact matches will receive the maximum points available. Any deviations from the specifications may result in points being deducted from the total possible in the category. Any such deductions of points will be made by the proposal reviewers based on their perception

and judgement of the effect the deviations might have on the overall design, function, and resulting performance of the Wireless Network System. In the case of proposals of equivalent but not exact matches to the specifications, the burden of proof of equivalence is placed on the vendor.

2. Organizational Factors

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited, evaluation of the references provided, the similarity and correlation of the referenced projects, and the perceived validity of the response. Consideration will be given to the District's prior direct and indirect experience with the Offeror's organization.

a. *Corporate Information/Experience/Personnel (10 Points)*

The Evaluation Committee will evaluate the information provided by each Offeror that documents overall qualifications, experience, background, capacity, and number of years of experience regarding the type of services required for the Offeror, team, and/or joint venture.

b. *Organizational References (10 Points)*

The Evaluation Committee will review details submitted by each Offeror on projects performed within the past five (5) years as well as any current projects or contracts with government agencies and private industry with respect to such factors as relevance to the type of services required by this Request for Proposals, control of costs, quality of work, and ability to meet schedules. Provide the name of the firm/agency, address, telephone number and a contact person for the three (3) top projects listed.

c. *District Prior Experience (10 Points)*

The Evaluation Committee will review and evaluate the District's prior direct and indirect experience with the offeror's organization, if any, and will factor such experience into their assignment of points.

3. Mandatory Proposal Requirements

Required documents to be included with Proposals. Pass/Fail only- no points assigned. Questions regarding suitability of documents provided in meeting the requirement must be resolved by communication with the Procurement Officer prior to submitting responses to this RFP.

4. Cost, E-rate Eligible (45 Points)

The evaluation of each Offeror's cost proposal will be conducted using the following formulas:

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{This Offeror's Bid}} \quad \times \quad \text{Available Award Points}$$

Cost, E-rate Ineligible (5 Points)

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{This Offeror's Bid}} \quad \times \quad \text{Available Award Points}$$

C. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other verifiable sources to perform the evaluation.
4. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the District taking into consideration the evaluation factors in Section V will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
5. All final calculations of point standings, including any addition or deduction of points to Offeror submittals shall occur at a meeting of the Evaluation Committee, with all members in attendance.
6. A maximum total of 120 points are possible in scoring each proposal for determining the shortlist of firms for further evaluation. The Evaluation Committee will evaluate the proposals and if it is determined that Offerors will be interviewed, the Procurement Manager will notify the Shortlist Finalists. Offerors that do not make the Shortlist will also be notified.
7. All committee rankings are public record and will be available for public inspection at the District offices after final award of contracts. Individual scores and rankings by each committee member shall be confidential. Ties in ranking by individual committee members and by collective committee rankings shall be scored using the sum of the ranking places, divided by the number of firms in a tie. The following is an example of scoring for a tie at first:

Scoring	Numerical Ranking
Firm A Tie	$(1\text{st} + 2\text{nd}) / 2 = 1.5$
Firm B Tie	$(1\text{st} + 2\text{nd}) / 2 = 1.5$
Firm C	$3\text{rd} = 3$

8. A tie for first, at the end of the final rankings after the completion of evaluation of proposals shall be broken by a separate ranking by the committee members, only ranking the firms involved in the tie. If a tie still exists after ranking only the tied firms, the tie shall be broken by the chairman of the Evaluation Committee.
9. The Procurement Manager shall notify all finalists in writing of the final results of the interviews, if held, and the overall selection process.

ATTACHMENTS

ATTACHMENT A

INTENT TO RESPOND TO RFP

REQUEST FOR PROPOSALS**TITLE: RFP #9 2022 E-Rate Wireless Infrastructure**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Attachment C.

This acknowledgement of receipt shall be signed and returned to the Procurement Manager no later than close of business on 12/30/2022, the close of business is 4:00 PM MST. Failure to return this form with the intention of submitting a proposal will jeopardize the receipt Offeror written questions and the District's written responses to those questions as well as RFP amendments if any are issued.

FIRM: _____**REPRESENTED BY:** _____**TITLE:** _____ **PHONE No. :()** _____**E-MAIL:** _____ **FAX NO.:** _____**ADDRESS:** _____**CITY:** _____ **STATE:** _____ **ZIP CODE:** _____**SIGNATURE:** _____ **DATE:** _____**ALTERNATE CONTACT INFO****NAME:** _____ **e-mail:** _____**PHONE No. :()** _____

This name and address will be used for all correspondence related to the Request for Proposal.

Place an "X" on the appropriate statement below:

___ Firm **DOES INTEND** to respond to this Request for Proposals.

___ Firm **DOES NOT INTEND** to respond to this Request for Proposals.

Procurement Manager:

Name: Veronica Prieto

Title: Procurement Officer

District Name: Ruidoso Municipal Schools

Address: 200 Horton Circle

_____ Ruidoso, NM 88345 _____

TELEPHONE: 575-630-7000

Fax Number: 575-257-4150

E-mail: prietov@ruidososchools.org

ATTACHMENT B (Mandatory) CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the Public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s)
(Attach extra pages if necessary)

Signature

Title/Position

Date

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)

ATTACHMENT C
ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENTS
TO RFP #9 2022 E-Rate Wireless Network Infrastructure

I hereby attest that I have received the following amendment(s) to the #9 E-Rate Wireless Network Infrastructure as follows:

AMENDMENT # _____	DATE: _____
AMENDMENT # _____	DATE: _____
AMENDMENT # _____	DATE: _____
AMENDMENT # _____	DATE: _____
AMENDMENT # _____	DATE: _____

Print Name: _____

Signature: _____ TITLE: _____